

# Chairs' Meeting Minutes

September 21, 2011

Meeting convened at 12:07

Present: James McDonald, Dean, Art Challis, Curtis Bostick, Bryce Christensen, Elise Leahy, Michael Stathis, Lynn White, Kristine Frost, Administrative Assistant

1. Seth Ohms—Seth represents the Intergovernmental Internship Cooperative. The group matches students who want internships with various public agencies and tribes. They also can also help out the various departments. Seth Ohms represents the students—helping them find internships. Stephen McCarthy represents the various agencies, helping them to develop internships. There were 155 Internships and Practicums last year.
2. Bylaws review—The dean thanked Lynn for her comments. He also asked the rest of the chairs' to review the bylaws and give him comments and suggestions. Once they have finished their review, the amended bylaws with go to a faculty committee for final review.
3. Travel reimbursement for major's meeting—Kristine asked the Chairs' to use her index when their faculty filled out their Travel Authorization Forms rather than having her do a budget transfer.
4. Program fee—reminder—due Oct. 3<sup>rd</sup>
5. Other:
  - a. There was much discussion and it was decided to start publishing the HSS Journal so that students would have a place to publish capstone papers and other written projects. Kristine would be in charge of this project.
  - b. Curtis stated that his department rep wants to do another workshop on history, but Curtis felt like it was too soon after the last one. Jim said they should do a workshop for Sociology and one for Anthropology before they do another one for History.

Meeting was adjourned at 12:55

