

CAHSS Department Office Hub Distribution FINAL				
Academic Year 2021/22				
Department	Main Dept Office	Ancillary Dept Office	ASC	ASA
ANTH	BSS 506	FH 109	René (1.0)	Savannah (1.0)
GESA				
WLC				
ART	Art-A 121	N/A	Brec (1.0)	Serena (1.0)
FILM				
COMM	BHH 101	N/A	Torie (1.0)	New Hire (.5)
JMC				
ENGL				
PHIL	FH 201	N/A	Kenna Kay (1.0)	New Hire (.5)
HIST	FH 180	Potential for BSS 206 with shared work space (w/ Mireya)	Patrick (1.0)	Peggy (.5)
RS				
CRGS				
MUSIC	TA 22	N/A	Jyll (1.0)	New Hire (1.0)
DANC				
THEA				
POL	FH 180	N/A	Alma (1.0)	Peggy (.5)
INT'L STUD				
E&C				
ENV STUD				
SOC	BSS 518	Potential for BSS 206 with shared work space (w/ Patrick)	Alicia (1.0)	Mireya (1.0)
NAS				

College of Arts, Humanities and Social Sciences

Associate Dean Fellows, AY 2021-22

Duties and Responsibilities

[Last updated: 8-20-21]

Curriculum and Course Enrollment Management	Student Services and Outreach and Recruitment
<p>Dr. Heather Madar, Department of Art. Art A 128, x3552. hm28@humboldt.edu Virtual Office Hours: Fridays, 11:00-11:50 am Zoom link: https://humboldtstate.zoom.us/my/heathermadar</p>	<p>Dr. Dave Heise, Department of Philosophy, BSS 554, x5766. dah53@humboldt.edu Virtual Office Hours: Thursdays, 12:00-1:00 pm Zoom link: https://humboldtstate.zoom.us/j/81264771212</p>
<ul style="list-style-type: none"> • Represent CAHSS Dean at ICC: attend ICC meetings, review and represent Dean's authority on all ICC forms and all curricular processes related to ICC and Curriculog • Course planning and enrollment management • Scheduling Adjustment Approval (room & faculty changes) • Coordinate with CEEGE: New courses/programs/summer offerings • Assist with catalog updates • Program Conversions • EO 1071 Program Elevation • Major curriculum and course change consultation • Coordinate college-level GE course offerings and initiatives • Program Innovations: Exploration and implementation,, new Program/Certificate Development • Coordinate external and internal program review process (support for dept, invitation of outside reviewer, draft follow up memo) • Act as CAHSS liaison to FITT. Facilitate issues related to fall F2F instruction. • Repopulation Coordinator (With Shannon Collart) • Represent CAHSS in the institutional assessment planning process. 	<ul style="list-style-type: none"> • Meet with students upon request • Approve and sign all student petitions: Drop/add, major changes, second major declaration, change of grade forms, Raise Unit Cap, etc. • Process all student complaints, grievances, and appeals. Follow up with faculty and chairs as needed in resolution of student-related concerns • Coordinate with Office of the Registrar: DARS, student early alert initiatives, Milestones • Coordinate with the Office of Admissions: Support and facilitate recruitment initiatives and promotional events. • Coordinate with Office of Students: Fall and Spring Preview and Orientation • Coordination with Associated Students Representatives • Coordinate Redesign of Program Website (With Shannon Collart)