Agenda and Preparatory Notes for HDC Meeting
18 October 2012, 12:00 Noon-2:00 p.m. (All Constituents)
Humanities 1, Room A (202)

I Announcements
• Divisional newsletter; call for winter/spring information
• Undergraduate program directors will not be convened in the fall

II Academic Plan Update
• Draft departmental plans (due 12/6) will be posted on the Dean’s website
• Drafts will be replaced by the final versions in Winter
• The call for faculty recruitment proposals is forthcoming. It will have a deadline of Thursday, December 6 for submission via Anne Callahan. Department plans are due as attachments to these submissions.
• Draft departmental plans and recruitment proposals will be discussed at the Chairs only meeting on Thursday, Dec 13.

III Administrative Effectiveness Review
Policy/practice decisions and recommendations:
• Cross-listing of undergraduate courses should be avoided if possible. Cf. attachment on Best practices for Course Cross-listing.
• Chairs now have delegated authority to approve Standard entertainment expenses up to $5,000. This heightens the need for departments to have reliable processes for documenting the Chair's approval. Cf. recent divisional announcement

Proposals for discussion:
• Under new entertainment policy, original receipts need not be submitted for reimbursements of less than $75. I propose that the Divisional policy conform to this campus policy.
• Based upon discussions in last year’s Divisional Council and continued in the Department Managers’ summer report, the dean will charge a task group on the Academic Service Centers. What issues should be included in the charge?
• Based upon discussions in last year’s Graduate Program Directors meetings, and in light of the outcomes of the UC “Rebenching” process, the dean will charge the Directors and selected staff as a task group to address various issues regarding graduate programs in the Humanities. What issues should be included in the charge?

Other issues from the Department Managers’ summer report:
• Sponsorship of research visitors and conferences
• Standardized biennial core curriculum and scheduling
“Costs” Associated with Cross-listing at UCSC

Cross-listed courses can be an administrative concern because they require additional operational support and can also affect certain aspects of reporting, including loss of enrollments for TAship purposes. Associated costs include:

**Reporting**

1. **TA Allocations:** The campus allocates TA FTE to divisions based on total undergraduate enrollments generated by the division. For the purposes of campus TA Allocations, the instructor’s home unit or rank is not considered and enrollments are assigned based on their course subject codes to their overseeing division. Consequently, cross-divisional cross-listing results in a loss of divisional enrollments for TAship purposes, leaving one to question whether the value of cross-listing outweighs the costs. See examples below:

   - **Divisional example: Humanities is credited with 100% of enrollments for TA allocations:**
     - LIT XXX enrollment: 70
     - HIS XXX enrollment: 30
     - TOTAL enrollment: 100 (70 enrollments via LIT and 30 enrollments via HIS report to Humanities).

   - **Cross-divisional example: Humanities & Social Sciences are each credited with 50% of enrollments for TA allocations. **In this example, Humanities loses 50 enrollments to Social Sciences.
     - PHIL XXX enrollment: 50
     - LGST XXX enrollment: 50
     - TOTAL enrollment: 100 (50 enrollments via PHIL report to Humanities and 50 enrollments via LGST report to Social Sciences).

2. **Ladder and SOE Faculty vs. Lecturer Course and Enrollment Reporting (via Instructional Load Summary) & Divisional Workload Reporting including Workload Ratios, Ladder and SOE Faculty vs. Lecturer:**

   - Ladder rank or SOE faculty teaching cross-listed courses are credited with 100% of the enrollments. Enrollments follow the ladder rank or SOE faculty and are reported to their home department. For cross-listed courses taught by a lecturer, the undergraduate enrollments are assigned based on their course subject codes to their overseeing division.

3. **Reporting in Cognos and Data Warehouse:** Given the differences in enrollment reporting for Ladder and SOE Faculty and lectures, enrollment figures can be difficult to decipher.

**Course Establishment and Maintenance**

1. Cross-listing courses allows students from both majors to receive credit. If the secondary department doesn’t approve the course for major credit in their department, there is no point in cross-listing course. Raising awareness of a course taught in one department among students of other departments should not be viewed as sufficient justification for cross-listing.

2. The home department is responsible for facilitating the workload associated with cross-listing courses including paperwork, scheduling (sections & seating), catalog updates, etc. Clear communication is required between both departments to coordinate this.

3. Enrollment adjustments (up or down) to cross-listed courses after the initial scheduling “batch” is sent in CCLP can only be updated in AIS by the Registrar’s office (Margie Claxton). Departments must be proactive about contacting Margie with such requests.

*Departments are encouraged to eliminate existing cross-listings that no longer serve an important academic purpose.*
Best Practices for Cross-listing Courses

While academic considerations are the primary criteria in determining whether courses shall be cross-listed, administrative workloads to manage cross-listed courses should also be considered. Raising awareness of a course taught in one Department among students of other Departments is not considered sufficient justification for cross-listing courses.

Below are the primary "best-practice" justifications for cross-listing new and established courses. Best practices include:

a. Cross-listed courses in connection with interdisciplinary programs (e.g. Jewish Studies major, required core course, HIS 080W/LIT 080L, The Holocaust: The Destruction of European Jewery).

b. Cross-listed courses that are team-taught or taught on an alternating basis by faculty paid by different Departments (e.g., HIS 080W/LIT 080L, The Holocaust: The Destruction of European Jewery, team-taught by Peter Kenez and Murray Baumgarten).

c. Cross-listed courses from one Department ("A") that are used by another Department ("B") as part of its required core curriculum - taught only by faculty from the Department A, (e.g. Politics and Legal Studies majors).