COLLEGE OF NATURAL RESOURCES AND SCIENCES

COUNCIL OF DEPARTMENT CHAIRS

MEETING #13 \* April 16, 2020

Zoom \* 9:00-11:50 am

# AGENDA

1. Call to order
2. Announcements

* Apr 13: Fall 2020 Early Registration (April 13-24).
* April 17: Nominations due to Sustainability Champions Award Program. For nomination information, click [here](https://docs.google.com/forms/d/e/1FAIpQLScTOGOK9_cr6ZCpip7XW3D44L7Qw6vDIRjdDsxr2mWwJ1mYIA/viewform?usp=send_form).
* Apr 27-May 10: Spring 2020 Student Course Evaluation Cycle.
* May 1: [Ideafest](https://ideafest.humboldt.edu/)—extended deadline to register. Event is open to all students, faculty and staff.
* May 8: Credit/No Credit deadline extended. To learn more about grade flexibility, go to <https://covid19.humboldt.edu/news/information-expanding-grade-flexibility>.

1. Approval of meeting minutes from April 2 meeting
2. Department Chair updates
3. College reorganization discussion.
4. Curricular reductions
5. On-line degree starter or degree completion

Note: Thursday, April 23, 9-11 am, Provost’s Council of Chairs virtual meeting.

Thursday, April 30, 9-11 am, CNRS Council of Chairs virtual meeting.

Updates from the Dean for our discussion:

**Budget:** We are preparing for a budget reduction of $1.28M for AY 20/21 in CNRS. We will ask you to engage in a strategic budgeting exercise similar to last year that will allow us to be strategic with our limited resources.

**Summer 2020:** There will be no reductions of chair summer compensation so that there is time for you to be available for advising, to address further alterations to the fall schedule (if needed), and to be present at the Fall 2020 Chairs and Program Coordinators retreat scheduled for Thursday, August 13. Please let Julie know by the end of the day Monday, April 19, how the wtu’s appropriated to your department will be allocated (e.g., whether they will be allocated all to you, or split with another faculty member). Here are the Summer 2020 allocations, for your reference: Biological sciences (3.1) Chemistry (1.5) Computer Science (.5) ERE (1.5) Fisheries (1.5) Forestry (1.5) Geology (1) Mathematics (2) Oceanography (1) Physics (1) ESM (3) Wildlife (2).

**Proposal for Reorganization:** At the direction of the Provost, all three colleges are making reductions to assigned time for chairs, and proposing schemes for reorganization. The past Thursday I met with the CNRS Strategic Planning Implementation Committee (Cashman, Greene, Mazzag, Sprowles, Zechman) to discuss different scenarios for reorganization, including moving to a 3-school model within the college. The committee recommended against a dramatic reorganization for AY 20/21, and I agreed. Instead, I am proposing that we make a few pairs or groupings of programs that already either share a department office or have the advantage of proximity. Along with these groupings, I propose reducing from our current 12 department chairs, to 7 department chairs and 5 Program Coordinators. Program coordinators perform a subset of duties identified for Department Chairs. In particular, consider HSU’s summary of the duties of Department Chair found on the Academic Personnel Services website:

<https://hraps.humboldt.edu/sites/default/files/docs/chair_responsibilities.pdf>

Program coordinator duties would be those described in II D (Curriculum) and II E (Student/Community Relations) of this document.

In the reorganization I’ve assigned the chair role to the larger of the two or more departments in the group. I am open to input and negotiation, but not to increases in total wtu allocations.

The table included on the following page also shows a count of office staff and technical staff. Since we will not be allowed to fill positions at this time, we will have to work out a scheme by which our existing staff can support our academic programs, including stockrooms, laboratories and field trips. This will not be easy, but I think we can still fulfill our fundamental mission. At the core of this work is continued re-tooling our or business processes for greater efficiency and effectiveness.

Beyond reductions already identified, the offices of the Academic Deans are also planning to share resources with the other two Dean’s offices to reduce our combined costs.

**Revising Fall 2020 and/or Spring 2020:** Because of the reduction of chair time for AY 20/21, and because of lower expectations of enrollment, chairs will be asked to review their course offerings at the end of the regular enrollment period – most likely during the first week of May. We will not be processing Lecturer Transaction Forms until sometime beyond the original deadline of May 1. I am hopeful that we will be able to communicate with more certainty about our commitments to lecturers by the end of Final Exam Week (May 15), but a lot remains unknown at this moment.

**CNRS-wide changes since AY 14/15:** 19% reduction in Undergraduate Majors; 7% reduction in graduate students; 18% reduction in FTES; 2% reduction in FTEF (fall to fall comparison only)

**The 7-chair model:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 19/20 | 20/21 | 19/20 | 20/21 | 19/20 | 20/21 |
|  |  | WTU/Semester | WTU/Semester | ASC FTE | ASC FTE | Tech FTE | Tech FTE |
| Biological Sciences | Chair | 12 | 12 | 2 | 2 | 6.4 | 5.4 |
| Marine Lab/Vessel | Coordinator | 12 | 3 | 1 | 0.75 | 2 | 2 |
|  | Assoc. Dean | 0 | 6 |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ESM | Chair | 7.5 | 8 | 0.8 | 0.8 |  |  |
| Oceanography | Coordinator | 3.75 | 2 | 0.2 | 0.2 |  |  |
|  |  |  |  |  |  |  |  |
| Math | Chair | 12 | 8 | 1 | 0.5 |  |  |
| CS | Coordinator | 1.5 | 2 | 1 | 0.5 |  |  |
|  |  |  |  |  |  |  |  |
| Chemistry | Chair | 7.5 | 8 | 1 | 1 | 2 | 2 |
| Physics | Coordinator | 4.8 | 3 |  |  | 1 | 0.5 |
| Geology | Coordinator | 6 | 3 | 1 | 0.5 | 1 | 0.5 |
|  |  |  |  |  |  |  |  |
| Forestry | Chair | 11.25 | 9 | 1 | 1 | 1 | 0.6 |
| RRS |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Wildlife | Chair | 9 | 8 | 1 | 1 | 1.2 | 1.2 |
| Fisheries | Coordinator | 4.75 | 3 |  |  | 1.2 | 1.2 |
|  |  |  |  |  |  |  |  |
| ERE | Chair | 7.5 | 6 | 1 | 1 | 0.6 | 0.6 |
| SERC | Director | 12 | 9 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Totals | 111.55 | 90 | 11 | 9.25 | 16.4 | 14 |
|  | 80% of Fall 19 | 89.24 |  | 8.8 |  | 13.12 |  |
|  |  |  |  |  |  |  |  |