COLLEGE OF NATURAL RESOURCES AND SCIENCES

COUNCIL OF DEPARTMENT CHAIRS

MEETING #3 \* October 3, 2019

BSS 508 \* 9:00-10:50 am

# AGENDA

1. Call to order
2. Announcements
	1. Oct 3: Campus & Community Dialogue on Race proposals due by 4 pm. For more event information, please go to <https://dialogue.humboldt.edu/>.
	2. Oct 3: Kieval Lecture with guest speaker Dr. Zvezdelina Stankova, teaching professor at UC Berkeley, 7:30 pm in SciB 135. The title of her talk is, *Games and Clones and Checkers: Possible or Impossible?* Please join us.
	3. Oct 4: INRSEP/CNRS Undergraduate Research Symposium event, 12-4 pm, oral presentations from 2-4 pm, University Library, 2nd Floor.
	4. Oct 7: [Sabbatical](https://hraps.humboldt.edu/academic-personnel-leaves-absence) and Difference in Pay ([DIP](https://hraps.humboldt.edu/academic-personnel-leaves-absence)) Leave applications for 2020/21 are due by midnight via Interfolio. Please contact Julie Tucker in the Dean’s Office or APS for an Interfolio template.
	5. Oct 7: CSUPERB 2019 Fall Faculty and Student Travel Grant Programs to support travel between Jan 1-Dec 31, 2020. For submission instructions, go to <https://www2.calstate.edu/impact-of-the-csu/research/csuperb>.
	6. Oct 9: Brown Bag Lunch and Discussion with the Dean, For 102
	7. Oct 10: Presidential Investiture Ceremony, 2 pm, JVD. Please [RSVP](https://president.humboldt.edu/investiture).
	8. Oct 14: Native American Forum Lobby update and Celebration, 5:30-6:30 pm.
	9. Oct 15: Applications for Assigned Time for Exceptional Service due via Interfolio. Please contact APS or the Dean’s Office for an applicant packet.
	10. Oct 21: Spring 2020 Bookstore order deadline. Orders may be submitted via Canvas to the Discover ordering system used by the Bookstore.
	11. Oct 22: Brown Bag Lunch and Discussion with the Dean, For 102
	12. [Flu Vaccine Clinics](https://pmc.humboldt.edu/portal/flu-vaccine-clinic-1) to students, staff and faculty for $32 on site (cash or credit).
* Wednesday, Oct 16, 2019 9-5 Quad (RWC if rain)
* Tuesday, Oct 22, 2019 12-6 Quad 12-6 (RWC if rain)
* Monday, Nov 18, 2019 12-6 Library 102
1. Positives from Programs
2. RRS Q & A, now that you have additional information
3. Budget update
4. Addressing Transparency: Weekly Updates and Brown Bag Lunches
5. Report from the 1st meeting of the Strategic Planning Implementation Committee.
6. Academic Master Planning
7. Office Hour Guidelines

In order to provide students with regular opportunities to meet with faculty outside of lecture or lab, all faculty are expected to maintain office hours. Office hours are to be posted on the door of the faculty member’s office, in the course syllabus, and in CANVAS.  To optimize student access, office hours are to be scheduled at varied times of the day, for a minimum of four hours each week over at least three days of the week during the regular semester.  In addition, faculty members are to be available, on a reasonable basis, for appointments outside their regularly announced office hours.  Exceptions for online instruction, internship supervisors, part-time instructors, and summer sessions (for example) may be made at the discretion of the department chair.

1. Simone Aloisio, Academic Personnel Services: time certain 10 am
2. Additional Updates from OAA and upper administration.
3. Course Planning for 2020-21.
4. Other