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|  | CNRS Council of ChairsMEETING MINUTES  |

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| Meeting Date | April 23, 2020 | **Time** | 9:00-11:00 |
| Meeting Location | Zoom |

**In attendance:** Jeff Abell, Anthony Baker, Brandon Browne, Eileen Cashman, David Greene, Matthew Hurst, Andrew Kinziger, Steve Martin, Bori Mazzag, Monty Mola, Dale Oliver, Amy Sprowles, Micaela Gunther Szykman, Brian Tissot, Julie Tucker, Sharon Tuttle, Nievita Watts, Rick Zechman.

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|  | Agenda Topic | Comments/Discussion | Action/Outcome |
| 1 | Announcements | * Apr 27-May 10: Spring 2020 Student Course Evaluation Cycle.
* May 1: Spring Preview—Round 2.
* May 8: Instruction Ends
* May 8: Credit/No Credit deadline extended. To learn more about grade flexibility, go to <https://covid19.humboldt.edu/news/information-expanding-grade-flexibility>.
* May 11: Finals Week
* May 15: HSU [ERFSA Faculty Awards](https://senate.humboldt.edu/erfa/faculty-awards) call for applications due. Proposals may related to teaching effectiveness, scholarly or creative activity, or service to the University or community.
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| 2 | Debrief from Provost meeting | Dale Oliver solicited feedback from department chairs regarding information shared at today’s earlier one-hour Provost Council of Chairs meeting. Discussion continued with commentary on the following items of interest: * Seeking clarity on the transitional aid package and the funding allocation structure.
* It would be helpful to have a document outlining the budget for 2020/21.
* The University Resources Planning Committee (URPC) is working on a draft budget document. but it is broad, discussing now, draft provided to URPC last week and is expected to be released to the University soon.
* Some expressed concern about rushing the Academic Master Planning report process.
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| 3 | 2020/21—A year of planning transformation | The college plans to preserve the departments we have and continually work over the summer to develop a long term, workable plan with goal of creating synergies and combinations that make sense. A college-level faculty task force is looking for possible ideas on program combinations that our students need and will be drawn to. Although transitional funding is available, our budgeting requirements will not be reduced. Staff will be asked how we can restructure our work to meet the needs of the college, which may include sharing resources across divisions and removing non-essential tasks from staff workloads. A specialized task force to evaluate essential duties for staff employees may be needed. In light of the depth of planning before us, we may need to cancel committee work to focus on the important work of reorganizing the college. Discussion ensued with the following commentary: * Many chairs reportedly like the new model and look forward to working with departments to share curriculum, develop synergies and create new opportunities.
* Some shared concerns regarding the combination of smaller department with no indication of a what a small department is (small is relative) and needs to be a larger conversation. New measures could be developed for labs, but more dramatic changes would be needed for the curriculum (could split labs up so faculty could move between labs).
* When employees and students return to campus, human and physical resources will need to be fully prepared. Perhaps a model divided into three parts, returning to campus in stages.
* Some discussion occurred about shifting the semester, starting earlier and leaving earlier.
* Some suggest a model of offering larger classes online and smaller face to face. The referenced model showed no increase in infections.
* Consideration of placing small classes in larger academic spaces to allow for social distancing. Small class size is defined as groupings fewer than 10.
* If we move online for all courses, there is concern that many students will take a gap year.

Following national guidelines and the Center for Disease Control (CDC), and in collaboration with University Administration, the Emergency Operations Center (EOC) management team will determine the best model for returning to campus and communicated by the end of May.  |  |
|  | Next meeting | April 30, 2020 |  |