## Summary – January 24, 2019

* 1/27 Last day to add a course w/out permission number.
* 1/28 Open Forum and Q&A session with CNRS Dean candidate, Dr. Laurie
  + Fathe, Library Fishbowl, 2:15-3:30 pm.
* 1/30 Open Forum and Q&A session with CNRS Dean candidate, Dr. Christine
  + Mayer, Library Fishbowl, 2:15-3:30 pm.
* 1/30 McCrone Graduate Fellowship, applications through InfoReady
* 2/1 Open Forum and Q&A session with CNRS Dean candidate, Dr. Dale
  + Oliver, Library Fishbowl, 2:15-3:30 pm.
* 2/4 Registrar’s Office series of student deadlines, [here](https://registrar.humboldt.edu/academic-deadlines).
* 2/4 Presidential Search Open Forum, KBR 1:00-3:00 pm.
* 2/15 CSU Student Research Competition, student research summaries due to
  + SPF. To see full competition rules, please go to www2.humboldt.edu/hsuf
* College reminder regarding position requests for 2020/21.
  + Feb 4: Draft position description due to Dean’s Office
  + Feb 7: Presentation and prioritization discussion at Council of Chairs meeting

## Spring 2019 call for on-campus student employment

In partnership with the Student Success Alliance (SSA), proposals for on-campus student employment entries are due to Dale Oliver by no later than 12 noon, January 28. The list provided will be reviewed and prioritized before forwarded the Provost for consideration. Rick Zechman reaffirmed that employment opportunities that align with their academic studies, involves faculty interaction and/or research and supports career goals is preferred. In referencing Dale’s prior message, opportunities must be an expansion of existing student employment or newly created roles, and not a replacement funding source for existing or ongoing employment. Awards will be announced in early February.

### Scheduling for 2019/20 AY

In preparation for the 2019/2020 academic schedule, Rick Zechman reminded chairs to plan for a lean academic schedule. Additional sections may be opened if needed to manage waitlists. Additionally, as Dale mentioned at the college meeting, we still have additional budget reductions to consider so reducing the number of course sections while meeting the needs of our students is paramount. The most reliable university level resources to determine future demand is the DARS Data Dashboard and data provided by the Office of Institutional Effectiveness. Rick appreciates the challenges in determining course demand in a declining enrollment scenario but asks everyone do their best. Chairs discussed the need for developing different strategies to gauge demand, which may be very different for service departments and perhaps shifting the undergraduate admissions deadline to a later date.

### Advising/DARS Degree Planner

Rick Zechman reiterated the importance of advising and communicating with students about their DARS degree planner as it appears full compliance is an ongoing issue; however, Rick appreciates the progress that has been made and the ongoing communications with faculty. Rick cautioned department chairs against the practice of group advising and the group lifting of holds. Academic plans for all students must be reviewed carefully before the holds are lifted as this process helps us determine seat demand for enrollment projections.

### Travel authorization reminder

An important reminder to all that travel authorizations for state travel are mandatory, and that travelers that do not file a travel authorization prior to departure will not be reimbursed. It is also advisable that you file your travel authorization (domestic or international) one month in advance to allow for processing time. Please go to the travel website for travel forms, information and more: <https://procurement.humboldt.edu/travel>.

### Katia Karadjova, Canvas Module/Tutorial on Evaluating Information Sources in the Natural Resources and Sciences

Katia demonstrated a learning module (text/videos/activities) that she created in Canvas titled *Evaluating Information Sources in the Natural Resources and Sciences.* The course is designed to help students learn to navigate and evaluate information sources (primary, secondary or tertiary) available to them in preparation for college-level work. The tool could integrate nicely with current Institutional Learning Outcome (ILOs) being discussed at the University Senate. The module could take on hour to several hours to complete; students must answer all four questions correctly before receiving a completion certificate/badge. Katia asked department chairs to share the Canvas learning module with their students and provide feedback at their earliest convenience.

### OBI and or DARS Degree Planner training

Rick Zechman provided a brief DARS Degree Planner demonstration in OBI. The demonstration was followed up by email with an informational sheet on running OBI DARS Degree Planner reports. Understanding DARS data will help in forecasting future course demand and ensure a timely graduation for our students.

### Next Council of Chairs meeting is February 7, 2019.