## Summary – October 3, 2019

Announcements

* Oct 3: Campus & Community Dialogue on Race proposals due by 4 pm. For more event information, please go to <https://dialogue.humboldt.edu/>.
* 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.
* Oct 4: INRSEP/CNRS Undergraduate Research Symposium event, 12-4 pm, oral presentations from 2-4 pm, University Library, 2nd Floor.
* 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.
* 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>.
* Oct 9: Brown Bag Lunch and Discussion with the Dean, For 102
* Oct 10: Presidential Investiture Ceremony, 2 pm, JVD. Please [RSVP](https://president.humboldt.edu/investiture).
* Oct 14: Native American Forum Lobby update and Celebration, 5:30-6:30 pm.
* Oct 15: Applications for Assigned Time for Exceptional Service due via Interfolio. Please contact APS or the Dean’s Office for an applicant packet.
* Oct 21: Spring 2020 Bookstore order deadline. Orders may be submitted via Canvas to the Discover ordering system used by the Bookstore.
* Oct 22: Brown Bag Lunch and Discussion with the Dean, For 102. College faculty are invited from 12-1 pm for lunch and conversation. BYO lunch.
* [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
* Monty Mola stressed the importance of all faculty attending future University Resource Planning Committee (URPC) open forum events for discussion and feedback.

## Positives from Programs

* Brian Tissot, Marine Lab Director: $1.2M in funding was received for collaborative ocean research and data analysis on harmful Algal Blooms on the North Coast. This opportunity could potentially create more student research opportunities for the managing and analyzing of real-time scientific data.
* Eileen Cashman, ERE: The ERE program was highlighted as part of the Academic Showcase program with community college counselors. SERC employees and Lonny Grafman presented about client based project opportunities.
* Mark Hemphill Haley, Geology: Mark is communicating with alumnus David Draper ‘85, geology, regarding student scholarship opportunities. See F’19 Humboldt magazine to learn more about David and his most recent work with NASA.
* Nievita Watts, INRSEP: INRSEP has120 registered students in the INRSEP program and is currently seeking additional LSAMP students. Students interested in the long term goal of earning a doctoral degree in a STEM related field should contact Nievita directly.

## Risk Safety Solutions (RSS) *Q & A*

Anthony Baker explained that step one of the RSS assessment process has been completed. Data received from defined groups has been reviewed and modified for accuracy. This first step is in preparation for the yes/no assessment-based questionnaire used for every research and instructional lab. The questionnaire provides immediate results on which protective gear to use. Every faculty member will participate as the responsible party for lab safety. User training for the Risk Safety Solutions (RRS) software program is available on a drop-in basis on Wednesday, October 10 from 10 am-12 noon and 1-4 pm, or on Thursday, October 11 from 11:30 am-2:00 pm or 3-5 pm in GH 211C. One on one training sessions with Anthony Baker are available, or you may receive training from your trained RRS delegate. Additional delegates can be added as needed. Contact Anthony Baker if you have questions regarding the RRS process.

## Budget update

Dale stated that as the first fiscal quarter closes, the college will reallocate the 25% originally held for strategic initiatives as planned, but to continue to let the college know if additional dollars are needed. Expenditures appear to be in line with our expectations and he is therefore cautiously optimistic that we can refresh some of our aging instructional equipment. A reminder that 10K in new student scholarship funding has been received by each college. In an effort to meet the Financial Aid November 15 deadline to have all scholarship application information in the Academic Works program, the CNRS scholarship committee will meet with Dean Oliver to collaborate on the awarding parameters for the new college scholarship.

## Addressing Transparency: Weekly Updates and Brown Bag Lunches

CNRS faculty are invited to meet with the Dean for lunch and open conversations about what’s happening in the college. The first lunch time chat will take place on Wednesday, October 9 from 12-1 pm in FR 102. Please bring your own lunch. Future lunch dates will be announced soon.

## Report from the 1st meeting of the Strategic Planning Implementation Committee.

The CNRS Strategic Planning Implementation Committee (SPC) is an ad hoc subcommittee of the Council of Chairs. This group will discuss elements of the college level strategic plan, the University level Academic Master Plan (AMP) and research equity gaps.

## Academic Master Planning

Dale shared that he appreciates feedback provided on the Academic Master Plan (AMP) and is close to defining parameters. He further explained that the AMP group is involved with the framing what an AMP for HSU should be, defining purpose and how it ultimately fits within the University’s strategic plan. They are not managing the content of the AMP. Discussions on this topic will continue. Discussion continued with some commenting that it is the work of the ICC to develop such a plan, not the administrators.

## Office Hour Guidelines

Dale shared that all office hour schedules for all faculty should exist in LMS (Canvas) with the newly updated office hour policy as follows. Department Chairs may decide on exceptions to these 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 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*.

## Simone Aloisio, Academic Personnel Services

Simone Aloisio, Vice President of Academic Personnel Services (APS), joined HSU in August of 2019 and accepted an invitation to attend today’s CoC meeting for introductions but also to learn how he can better support faculty in the work they do. Simone plans to schedule a future department chairs training workshop, so if you are interested, you may email Simone at [Sa314@humboldt.edu](mailto:Sa314@humboldt.edu). Discussion and general questions followed regarding RTP, faculty hiring guidelines, faculty development needs, lecturer entitlements, and the need for the e-verity process to help expedite the Visa approval process for international faculty.

## Additional Updates from OAA and upper administration

Cheryl Johnson is leaving her position as HSU’s Executive Director for the Office of Diversity, Equity and Inclusion on 10/11 to accept new position elsewhere. An interim director has not yet been named.

Kimberly White (chemistry) is the diversity fellow for the CNRS. A Diversity Action Plan has not been constructed by the college, but if you have an immediate need, please connect with Kim.

## Course Planning for 2020-21

Rick Zechman referenced Billie Herman’s message regarding Spa in People Soft (SIPS), the importance of schedule planning and a future discussion and consideration of an alternate planning tool to help simplify the schedule building process. Discussion followed with helpful tips on what is needed for review by the Dean’s Office for the schedule building process. More discussion on this topic will likely continue.

## Next Council of Chairs meeting is October 31, 2019.