### Summary – October 8, 2020

##

 Announcements

Oct 13: CSUPERB: Howell Student Research Scholars Program applications due. Go to [www.calstate.edu/csuperb](http://www.calstate.edu/csuperb) for more information.

Oct 16: Deadline to enter spring 2021 courses into PS.

Oct 16: Flu Vaccine Clinic for staff, faculty and students, 11 am-3 pm, HSU Quad. The cost is $34 check or credit card on site.

Oct 22: Council of Chairs one-hour special meeting to discuss enrollment.

Oct 23: Spring 2021 schedule goes live.

Oct 23: Honorary Degree Nominations due to campus committee at OAAVP@humboldt.edu. For nomination guidelines click [here](https://pmc.humboldt.edu/portal/honorary-degree-nominations-%E2%80%93-due-oct-23).

Center for Teaching and Learning (CTL): For new and upcoming events and resources, go to <https://ctl.humboldt.edu/>.

## Spring Schedule – Planning for no COVID paid leave options; final details for the schedule, and course safety plans

* All courses and modes of instruction must be entered into PeopleSoft on or before October 16.
* Dale Oliver asked chairs to enter all synchronous and asynchronous course information along with additional clarifying notes into the google form provided. Notes from the google form will be coordinated with Bella Gray and information entered centrally to ensure standardization.
* Both synchronous and asynchronous course descriptions will be listed in the schedule as we want to communicate clearly in advance to help students stay on track. Bella can make special modifications per Dale’s requests. Descriptive items an instructor may wish to include in the note section: hybrid course information (dates and times), use of alternative meetings spaces, an exact number of F2F meetings, etc.
* There will not be COVID related leave options available for faculty or staff during the spring 2021 term. Dale encourages chairs to talk with faculty about other unpaid leave options and to plan ahead.
* If someone becomes ill with COVID, a substitute faculty member may be hired to maintain instructional continuity.
* Spring 2021 semester will be two weeks of virtual class meetings followed by 13 weeks of available (optional) F2F class meetings.
* A safety plan template will be available on October 19. Based on the schedule, Sabrina Zink can work with faculty to develop a safety plan for the course or field trip.

## CARES funding and expectations for timely expenditures

CARES funding is still available for laboratory equipment and software for student use. Remaining funds from the original 340K allocation (27% used) will be reassessed around February 1. Purchasing arrangements in the college will be revisited again soon.

Dale met with technical staff this week to discuss workloads and projects (resource inventory, safety training) to better determine what can be accomplished by the end of the semester. Technical staff should work with faculty on safety trainings in Canvas to ensure appropriateness for the laboratory environment. The option for department leads and staff personnel to meet with Dale to determine goals is available as needed.

## College Chats, Preview events, and other recruitment opportunities

Dale thanked department chairs for participating in the college chats with Jim Ritter, which were coordinated through the Humboldt County Office of Education (HCOE). The event was managed and the dates are full. Some chairs reported low attendance at some of the virtual events.

Fall Preview events are scheduled for October 30 and November 6. Peter Martinez will visit the Oct 22 Council of Chairs for a one-hour special meeting focused on recruitment strategies for the CNRS and other upcoming events. The college will host a student Q&A panel. Peter Martinez will ask for videos from faculty. The PBLC map is popular and Admissions is receiving positive feedback on the map.

## Future planning and the Budget – 11.8% reduction in base budget expected for 2021/22.

The college is continuing its work on the spring 2021 schedule, but it will not be until November that we begin looking at the 2021/22 academic year. As we face additional budgetary challenges next year, we are working to streamline processes to gain efficiencies. The original phased in base budget reduction of 6% per college for 2021/2020 has recently increased to 11.8%. The College Deans and Provost are meeting next week for half-day budget summit to discuss the impact of this change. Dale asked department chairs for their best ideas from chairs. The University is being funded above what we should (7500 students) so we should have some savings plus CARES funding to backfill for virtual expenses. Dale will form a budget working group comprised of chairs in spring to discuss curriculum adjustments while maintaining high quality instruction for incoming students. More information will be provided as we move into the spring semester.

Important dates:

* October 26: last day to withdrawal from University with prorated fees returned.
* November 2: Last day to withdrawal from University with a serious and compelling reason.
* Dec 11: Fall 2020 deadline to change course from grade mode to credit/no credit.

Discussion followed with concern regarding the budget, salary savings due to lecturer pool reductions, the need for a University level budgeting model and the need for enrollment projections early for advanced planning.

The University Senate is trying to increase the number of units a student can take credit/no credit. If the course is required for the major and is credit/no credit, the student may take it credit/ no credit.

Next Provost Council of Chairs meeting, October 15, 9-11 am

Next regularly scheduled CNRS CoC meeting, Thursday, October 29, 9-11 am