## Summary – November 29, 2018

* Nov 29: Agricultural Research Institute ([ARI](https://csuari.infoready4.com/CompetitionSpace/#homePage)) grant applications for the 2019/20 research competition due to SPF.
* Nov 30: CNRS Strategic Plan Open Forum, FH 118, 8:30-10:00 am.
* Dec 3: CSU Biotechnology Symposium registration 5 pm deadline. Open to all faculty, non-presenting students and administrators.
* Dec 5: Science on Tap, Blondies in Arcata, 6 pm.
* Dec 6: CNRS final Council of Chairs of the fall term.
* Dec 7: Fall Graduation reception, College Creek, Great Hall, 4-6 pm.
* Dec 7: Science 100 Student Poster Symposium, Library-2nd Floor, 6-8 pm. All are invited to attend!
* Dec 7: Instruction Ends
* Dec 10: Final examination week begins – December 10-14.
* Dec 13: CNRS Taste of the Holidays, UCBR, 12 noon-1:30 pm. Please join us!
* Dec 19: Fall Semester Ends – Grades Due by 11:59 pm.
* Dec 25-Jan 1: Winter Break

## Jenni Robinson and Clint Rebik

Jenni Robinson and Clint Rebik from the Office of the Registrar (OR) joined our meeting to discuss articulation agreements and provide an update regarding the DARS degree planning process. Jenni shared that articulation agreements, effective dates, issues and concerns are all coordinated by articulation staff in the Office of the Registrar. Jenni gathers lists for those viable for future articulation and works closely with department chairs but stressed the value and importance of keeping articulation staff in the loop of changes so they can effectively communicate with students as needed. Course transfer information is available on [Assist.org](http://www.assist.org/web-assist/welcome.html) although the course listings are outdated (2016). In the meantime, Jenni prefers the use of [Transferology.com](https://www.transferology.com/school/humboldt) as it allows students (*in state and out of state*) to review transferrable courses. If you do not see a course listed, please let the RO staff know. Articulation information, policy links, instructions can be found at <https://registrar.humboldt.edu/faculty/articulation>. Please email Articulation Officer Jenni Robinson at [jcr36@humboldt.edu](mailto:jcr36@humboldt.edu) or Transfer Articulation Specialist Tyler Vaughan-Gomez ([Tyler.Vaughan@humboldt.edu](mailto:Tyler.Vaughan@humboldt.edu)) if you have questions.

Clint Rebik stated that beginning Fall 2019, the Office of Registrar will no longer be processing paper major contracts but instead will be replaced with the Degree Audit & Plan (DARS) degree planner. The schedule planner will generate class schedules for students based on their preferred courses. Discussion ensued with department chairs reiterating the importance of students completing their degree planner prior to their advising appointment and are appropriately planning for at least three semesters to adequately assess demand. For more information, go to <https://registrar.humboldt.edu/dars-degree-planner-guide>.

## Randy Hyman, Enrollment Management

AVP for Enrollment Management, Randy Hyman was selected as part of a National Registry to provide leadership, coordination and oversight of the Office of Admissions, the Office of Financial Aid and the office of the Registrar. Randy possesses extensive enrollment management experience and is an active member of the higher learning commission. Randy shared his familiarity with the success of the learning community model, which create opportunities for students to have one-to-one interactions with faculty. He is actively assessing the overall effectiveness of current programs such as Fall Preview, Preview Plus, coordination with local high schools and others. Department chairs recommended Jim Ritter, Northern Humboldt Unified School District, as a point of contact for tracking activity coordination at the local level. Also discussed was the possibility of a baseline retention rate for the sciences and for enrollment management informational results/finding to be vetted through the University Senate.

## Budget discussion – low enrolled sections

Rick Zechman is closely monitoring low enrolled sections for spring 2019, trying to gain efficiencies when possible as we are unable to run small lecture or lab sections. A coordinated effort with AHSS, CPS and the CNRS to develop a schedule of processes for reviewing low enrolled classes is underway. Final decisions about courses are expected no later than December 14 but with the understanding that some low-enrolled course can be explained/justified. Enrollment Management has been proactive about connecting with students, but Rick encouraged department chairs to reach out as well to field potential questions or concerns. We currently have over 1K LD Area B seats available. Dale will continue discussions with the Provost regarding registration issues.

## Advising

Dale requested to the extent to which we can make it a habit, to ask students to prepare their academic plan before their advising appointment and to end the “release all holds” practice by some faculty. The appropriate advising of students is critical to a student’s academic success.

## Field Trips

A reminder that department coordinators should be informed by the end of the fall 2018 semester about scheduled field trips for spring 2019. If this information has not been communicated, please make arrangements to communicate soon.

## Faculty search process for 2019/20

Dale announced that departments participating in a search in 2018/19 will be excused from submitting a faculty position request for 2019/20. The position request process will resume in January 2019 for 2019/20 searches.

## Final Fall 2018 CoC meeting, December 6, 2018.