## Summary – December 6, 2018

Interim Dean Oliver began the meeting by retracting his statement about restricting position requests for searches in the 19/20 academic year to only those departments who did not receive permission to search this year. All faculty needs will be considered when the process begins.

* Dec 6: Budget Open Forum, URPC and Budget Office, KBR, 3-5 pm. This event is open to the entire campus community.
* Dec 7: Fall Graduation reception, College Creek, Great Hall, 4-6 pm.
* Dec 7: Wildlife Senior Student Research Symposium, 4:30-6:30 pm, University Library—2nd Floor.
* 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 13: University Community Holiday Celebration, 4:45-6:30 pm, KBR. All staff and faculty are welcome to attend.
* Dec 19: Fall Semester Ends – Grades Due by 11:59 pm.
* Dec 25-Jan 1: Winter Break
* Jan 15: Council of Chairs retreat, 8:30 am-1:00 pm, MWCC.
* Dale Oliver provided an update regarding position request for 2019/20 and states that he will accept proposals from departments with active searches in 2018/19.

## Spring 2019 low enrolled courses

Dale Oliver shared that apart from S-factor courses, any course on the schedule with less than 15 students enrolled will be examined for cancelation. Schedule modifications may impact some departments more than others but justifications for maintaining courses will be carefully considered. The college office will document courses to remain on the schedule and share it with department chairs for review and discussion. Rick Zechman stated that while developing course criteria and consulting with other associate deans, each course was evaluated and discussed as to why it should be maintained. Dale Oliver appreciates and understands that this careful review process will put additional work on the department coordinator and chairs, but the goal is to develop a student centered schedule with all anomalies considered. Open enrollment for transfer students ends Friday, December 7. A schedule of courses will be prepared and sent to department chairs to begin reconciling and evaluating low enrolled courses for spring 2019.

## Unregistered students

The college has roughly 190 students eligible to register for spring 2019 but have delayed doing so due to a variety of reasons (*academic leaves, academic holds, intend to enroll agreement, not returning, etc.*). For review and consideration, Rick Zechman will email department chairs a current listing of students that are eligible to enroll accompanied by a modified communication from Clint Rebik to share with students. Please note that some Sci 100 courses are low enrolled and will be managed at the college level. Discussions continued with a request for a hard-copy 2018/19 catalog and the consideration of a college-level recruiter.

## Materials and Services Fee (MSF)

MSF Fees (*to be used only for enhancements/not supplies*) are under review by the University budget office with special consideration as to whether students should have greater input into how funds are spent. Dale Oliver and Rick Zechman recently met with CNRS student representatives and report they are supportive of our current expenditure process.

## January retreat

The spring Council of Chairs Retreat is scheduled for Tuesday, January 15, 8:30 a.m.-1:00 p.m. at the Marine Wildlife Care Center. A full breakfast meal will be provided. A meeting agenda and handout for the retreat will be provided in early January.