## Summary –February 6, 2020

## Announcements

* Feb 6: Outstanding Service Award Lecture with Professor Justus Ortega, HSU Kinesiology, 5 pm, in the KBR. The title of the presentation is *SERVE each other, CARE for each other, LEARN from each other*.
* Feb 7: Multicultural Center call for dynamic and interactive workshop [proposals](https://summit.humboldt.edu/instructions-proposals). This year’s theme is, “Demanding Radical Reform: Justice now!!!”
* Feb 14: FERP applications for 2020/21 due. Application information [here](https://forms.humboldt.edu/form-900-request-participation-faculty-early-retirement-program-ferp).
* Feb 14: HSU [Library Authors Hall](https://library.humboldt.edu/about/HSUAuthors.html), 3-5 pm, HSU Library. Event is to celebrate scholarly and creative works recently published by HSU authors.
* Feb 15: 2019/20 Distinguished Faculty Award nominations due. For more information about the nomination process: <https://aavp.humboldt.edu/node/686>.
* Feb 16: Outstanding Student Award Nominations due to Dean of Student’s office at <https://deanofstudents.humboldt.edu/>.
* Feb 17: CENSUS – Prepare LTFs for lectures earning excess enrollment units.
* Feb 17: 2020/21 Department Chair election results due to college office.
* Feb 28: 20/21 Office of Diversity, Equity and Inclusion (ODEI) grant proposals due. A total of 30K is available this year. To learn more, click [here](https://pmc.humboldt.edu/portal/odei-grants-2020-2021).
* March 27: Major Academic Plans due for 20/21 to Julie Koeppel.
* 2020/21 College Personnel Committee vacancies:
* Nominations and Elections Committee, 2-yr. appt., 1 seat open.
* Personnel Committee for Reappointment, 3 seats open. *In an effort to stagger terms, 2 seats are 2-yr. appointments and 1 seat is 1-yr only.*
* Personnel Committee for Promotion/Tenure, 2-yr appt., 1 seat open.

Note: Thursday, Feb. 13, 9 – 10am, FOR 102 CNRS Strat. Plan Implementation Committee Thursday, Feb. 20, 9 – 11am, NHE 102, Department Chairs and the Provost

Thursday, Feb. 27, 9 – 11am, BSS 508, CNRS Council-of-Chairs meeting

## Fall 2019 Enrollment Update

Dale Oliver shared optimism for increased enrollment for the fall 2020 term. The CNRS experienced a 92% retention of students from fall 2019 to spring 2020. There was some discussion among the group regarding the relaxation of admittance rules of post-baccalaureate students. A representative from the Office of Admissions is scheduled to attend the next department chairs meeting on February 27 for further discussion.

## Future ESCALA Training

ESCALA training will be offered this summer for up to 10 participating faculty. Although the ESCALA committee has a preliminary list of attendees, department chairs may send additional names of recommended faculty participants to Eileen and Dale for consideration.

## Seeking SSA Volunteers

The college is seeking the names of willing faculty participants to serve on the Student Success Alliance (SSA) committee. The SSA serves as the primary leadership team with oversight to all GI 2025 plans and implementation. Please forward the names of interested participants to Dale Oliver.

## Fall 2020 Scheduling Matrix (and PBLC matrices)

The fall 2020 scheduling matrix and a PBLC draft matrix was shared at today’s meeting. Those involved with the PBLC activities are encouraged to contact Katlin Goldenberg for the most current and up-to-date PBLC information. Also, beginning fall 2020, all incoming students are part of a PBLC unless they choose to opt out.

Although the matrices are becoming more solid as we move along, it is becoming evident that there is a need for developing a new course scheduling tool to help manage and streamline the course planning and conflict process. With this in mind, a select group of department chairs from biology, chemistry, math and physics agreed to pilot the use of Google calendar for reviewing potential service course conflicts. In addition, department chairs will share workload report planning tools with one another by no later than Tuesday, February 11. A careful review of each department’s workload planning tool is expected help prevent course conflicts for junior and senior level students.

## Faculty Hiring Guidelines, and CNRS Strategy

For faculty searches beginning in 2020/21, tenure-track hiring principles and criteria developed by interim Provost Bond-Maupin were distributed by Dale Oliver. He plans to fully support the instructional needs expressed by the college but stressed the importance of building out a strategy for using existing resources in planning for the long-term. The nine faculty position requests will be submitted to the Provost for consideration. Department chairs requesting a faculty position were asked to address the three criteria provided (one page each) and submit to Dale Oliver by no later than February 21.

## DRAFT Workload guidelines for 20/21, professional expectations, S-factor

A draft document titled, “CNRS Guidelines for faculty workload assignments Academic Year 2020-21, and beyond,” was shared with the group for discussion. The draft document includes workload guidelines for tenure-track faculty and lecturers and professional expectations for all full-time faculty. Dale Oliver prefers a balanced approach for tenure track teaching loads, averaging 30 WTUs per academic year, staying between 9-21 WTUs per term and limiting S-factor WTU applied to workload to 3 WTU per semester. In his view, it is important for faculty to be available to students for teaching and advising, and severe imbalances across semesters negatively impacts availability, as well as full participation in service responsibilities. Also discussed was a practice in some departments of the CNRS to assign more than 15 WTU in a given semester to a lecturer faculty. This practice is out of compliance with the CBA. Discussion on this and related topics will resume at the next chairs’ meeting.

## Next Council of Chairs meeting is Thursday, February 27, 9-11 AM, BSS 508.