### Summary – May 14, 2020

## Announcements

* May 15: HSU ERFSA Faculty Award applications due to support the professional development of junior faculty. More information [here](https://senate.humboldt.edu/erfa/faculty-awards).
* May 16: Virtual [Commencement](http://commencement.humboldt.edu/) ceremony for the CNRS, 1 pm.
* May 19: Advising Transfer Students in the time of COVID-19 with Jenni Robinson, 9:00 am. Learn more at <https://forms.gle/94U7zh1qQkimCgn58>.
* May 26: Spring 2020 grades due by 11:59 pm.
* May 27: New Student Transfers (Group I) Registration begins
* June 15: New Student Freshman Registration begins
* June 15: New Students Transfers (Group II) Registration begins
* August 3: New Student Transfers (Group III) Registration begins

## 2020/21 Budget Planning

A strategic budgeting planning tool for the 2020/21 AY prepared by Anthony Baker was shared but not discussed. Topic moved to next Council of Chairs meeting.

## Summer coverage

As we move into summer, it is the expectation that department chairs will respond to student inquires within two business days. If you are away on an extended vacation, please contact the Dean’s Office to provide coverage. If needed, department chairs or coordinators should record a voice mail message on the department office’s main phone line referring calls to Dean’s Office if needed. Instructional support for faculty (*tenure track and lecturers*) is available through the Center for Teaching and Learning (CTL) as needed.

## Summer Research Continuity

As many are aware, Amy Sprowles is consulting with the CSU Science Deans group, Emergency Operations Center (EOC) personnel and County Public Health officials to continue reopening discussions. The campus is awaiting Phase 2 instructions from the Humboldt County Public Health Department and how to proceed. Summer research may move forward, but researchers must be on the essential list. Faculty should summarize essential research duties and complete the Social Distancing form and email them both to Dale for approval. Appropriate definitions of essential relates to the maintenance of living organisms, ongoing grant research to maintain research continuity, and activities needed to preserve data (*preparing specimens, data preparation, essential field work*). If Summer Bridge students are coming to campus, they must be on the essential employee list. Campus is not fully open and only those doing essential type work should be on campus. HSU employees or students on the essential personnel list do not have to resubmit a request.

Dale Oliver outlined student summer employment as follows:

* Students paid with GI2025 funding may work through the end of May.
* Beginning June 1, Summer Bridge students (*state funded*) may be employed for essential type work only. If more than a few students are employed, funding will come next year’s departmental operating expense (OE) budget.

## Fall 2020 – an update from OAA, and on pending discussions and decisions

Dale Oliver referenced Chancellor White’s May 12 [statement](https://covid19.humboldt.edu/news/csu-chancellor-timothy-p-white%E2%80%99s-statement-fall-2020-university-operational-plans) regarding fall 2020 instruction and possible exceptions for some campuses. With this in mind, HSU’s campus leadership may soon be asking for a list of courses that must be delivered in a face-to-face format, but it is expected that most courses will be taught virtually in the fall. In the event that some students return to campus for instruction, Facilities Management is working to develop safety measures and guidelines to ensure social distancing. Dale explained that campuses are prioritizing junior and senior laboratory experiences, but for students uncomfortable participating face-to-face, the instructor shall find an alternative for this student. Compensation for professional development this summer is available through the CTL. Discussion followed with some department chairs requesting assistance help to digitally record lectures.

A recent survey prepared by HSU’s Learning Center and Su Karl revealed that students prefer some component of synchronous instruction as it is important for them to have access to course materials. You may email Su Karl for information regarding survey results.

Rick Zechman referenced comments from Chancellor White titled, *CSU chancellor explains decision to keep most fall classes online* at <https://edsource.org/2020/csu-chancellor-explains-decision-to-keep-most-fall-classes-online/631489>. From this article, we may learn how to manage exceptions. Dale shared that the process for exceptions has begun with information received from department chairs. Once additional feedback is received, he will move to the next step with confirmed plans by the end of the month (*100% virtual or hybrid mode*).

## Next meeting, Thursday, May 28, 9 - 11 AM

##