### Summary – May 21, 2020

## Announcements

* May 25: Memorial Day Holiday
* May 26: Spring 2020 grades due by 11:59 pm.
* May 27: New Student Transfers (Group I) Registration begins
* June 9: SPF sponsored Live Webcast titled, “Contingency Plan for Research During COVID-19,” 10-11:30 am. [Registration](https://www.surveymonkey.com/r/CSUCOVID19) required.
* 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 (Refer to the attached spreadsheet)

Budgetary planning for 2020/21 will have a more strategic approach with departments beginning with a baseline supply and consumable budget and add in strategic priority requests as needed. Strategic priorities are described as new instructional equipment, technology needs, or items requested that are above and beyond a normal request to support academic instruction. Strategic priority requests should also include items typically funded my MSF funds. This budgeting structure is an attempt to determine the baseline need of what it takes to run each program next year, with the possibility of external funding made available through roll forward funding or OAA to fund external costs included on the strategic priorities list (*the more detail and evidence, the better*). Strategic budgeting plans should be ready by the end of May. Discussion ensued with conversation about the possibility of distributing laboratory kits to students, the allowable cost per kit and the need to develop a return policy and process.

It was learned today that faculty may bring desktop computers and printer home after filing a ticket with [ITS](https://its.humboldt.edu/) to do so. The purpose of filing a ticket with ITS is to allow them to insert a Wi-Fi card before operating at home. Employees are expected to set up their own desktop at home.

## Course adjustments

The college has identified a few courses slated for cancellation, but they are on hold pending a Chancellor’s Office decision to offer virtual courses only. Dale is also seeking clarification today from OAA for additional guidelines on cancelling courses.

## Applying for campus exemption to 100% virtual

As the application for a campus exemption to provide instruction in a100% virtual format moves forward, a final decision from the Chancellor’s Office to allow the campus to offer some face-to-face instruction is expected within two weeks. Phase two is the detailed implementation plan and a return mechanism across campus. Discussion continued with the following noted.

* Confusion among students about whether HSU will offer a hybrid mix of course offerings and the unfairness of asking a student return to Humboldt for one course.
* Alternative solutions needed for students uncomfortable with face-to-face instruction.
* Promote use of technology (GoPro) to share field activities and labs with students.
* Need for establishing expectations, standards and guidelines for synchronous and asynchronous instruction.
* The CFA document is lobbying for a full week of preparation only, no instruction.
* There is a need to know the amount of support lecturers need.
* If local K-12 schools remain closed, workload may shift to lecturers as faculty take family leave.
* Concern regarding short timeline in meeting with faculty to generate list of technological needs and support as needs are different for lab and field-based experiences.
* Interest in receiving budget for science kits, i.e., fuel cell kits for spring 2021.
* Some CSUs are offering summer incentives to prepare for fall instruction.
* CSU Sacramento was successful in obtaining a donation for lab kits. Could be something we may consider.
* Summer financial incentives are needed for faculty to enhance skill level in regards to online instruction and adequately plan for a robust curriculum in fall.
* Collaboration between tenure-track and lectures to mirror curricular requirements is time consuming, necessary and critical to make important decisions.
* We must be in concert with the Humboldt County Public Health Department before we can return to campus, and we will not be ready until safety protocols are in place.
* Would like to see appropriate utilization of cost savings from spring 2020 to support faculty (TT and lecturers) and the online learning experience for students in fall 2020.
* Concerns regarding mixed messages from IT and the college as often the campus is asked to standardize requests while simultaneously being asked to submit a ‘wish list’ of technology needs.
* As the success of online instruction becomes most important to retaining students, perhaps reductions to other campus programs should be considered at this time.

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## Summer chair's check-in and updates (Optional) 5/28, 6/11, 6/25, 7/9, 7/30

Summer Zoom check-in meetings are available over the summer and will be noted on the college calendar. If department chairs are unavailable during this time, please let Dale know.

* May 28
* June 11
* June 25
* July 9
* July 30

## Next required meeting, Chair retreat, August 13, 9 AM - 11 PM

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