## Summary – May 7, 2020

## Announcements

* May 8: Instruction Ends (last day for change to CR/NC)
* May 8: Ideafest Digital Showcase event. Final day to preview presenters and abstracts at <https://ideafest.humboldt.edu/presenters/2020>.
* May 11-15: Finals Week
* May 16: Virtual [Commencement](http://commencement.humboldt.edu/) exercises for the CNRS, 1 pm.
* May 26: Spring 2020 grades due by 11:59 pm.

## Department updates

Rick Zechman and department chairs discussed recent changes in grade modality and if the upcoming credit/no credit (CR/NC) deadline for some students (opt-in approach) could be delayed until after final grades are posted but within a 7-day window. It was learned that faculty are reportedly behind and the schedule puts stress on students during final examinations. A final decision to extend grading options must be made by the Integrated Curriculum Committee (ICC) and University Senate Executive Committee (Sen Ex). Steve Martin agreed to follow up with questions to Office of the Registrar and representatives from the ICC. Discussion continued with many chairs agreeing that a more streamlined grade change process would be welcomed. An [article](https://eab.com/insights/expert-insight/academic-affairs/3-ways-institutions-should-adjust-student-evaluation-and-grading-policies/) published by the Educational Advisory Board was shared to help support a change in grading policies. Regardless of the final set of grading guidelines, all are in agreement that the policy must be communicated broadly with all students so they fully understand the options (CR/NC/letter grade) available to them.

Department chairs expressed the inherent difficulty in planning for varied teaching scenarios for fall term and would prefer to wait until a campus announcement is made regarding preferred next steps.

The most appropriate format for departmental Commencement virtual receptions and award ceremonies was discussed as well. The Center for Teaching and Learning is working with the ITS to provide additional technical support as needed.

Steve Martin announced that this year’s CNRS Outstanding Student Award this year went to an ESM student.

## Fall 2020 Schedule and Social Distancing

Dale Oliver shared University social distancing requirements stating that roughly 40 square foot per student will be required in the laboratory environment, which appears to match our lab capacity. Facilities Management is working on developing social distancing criteria and capacity for each space, but the initial review is that they will not be much lower than the stated capacity. (More recent information appears to support 40 – 60% capacities, depending on the space.) It appears that President Jackson is exploring a hybrid approach of face to face (labs) and virtual instruction (lecture/seminar).

Dale shared a recent MOU agreement with the CFA regarding lecturer evaluations. The agreement allows for a signed statement to be placed in all PAFs acknowledging the disruption. If an evaluation has not been completed, then an evaluation is not required for this year. Student evaluations are welcome, but they are also not required to be placed in the file.

## Staff annual evaluations due at the end of May

Annual staff evaluations are due at the end of May 2020. Staff evaluation forms can be found on the Human Resources website at <https://hraps.humboldt.edu/staff-management-evaluations>. Once he form is completed, you may route to Dean Oliver for his review and approval via [Adobe Sign](https://auth.services.adobe.com/en_US/deeplink.html?deeplink=ssofirst&callback=https%3A%2F%2Fims-na1.adobelogin.com%2Fims%2Fadobeid%2FEchoSign2%2FAdobeID%2Fcode%3Fredirect_uri%3Dhttps%253A%252F%252Fgps.echosign.com%252Fpublic%252FadobeIDLogin%253Fserver%253Dna2.documents.adobe.com%2526port%253D443&client_id=EchoSign2&scope=openid%2CAdobeID%2CDCAPI%2Cadditional_info.account_type%2Cskybox%2Cupdate_profile.first_name%2Cupdate_profile.last_name%2Cagreement_send%2Cagreement_sign%2Csign_library_write%2Csign_user_read%2Csign_user_write%2Cagreement_read%2Cagreement_write%2Cwidget_read%2Cwidget_write%2Cworkflow_read%2Cworkflow_write%2Csign_library_read%2Cadditional_info.projectedProductContext%2Csign_webhook_read%2Csign_webhook_write%2Csign_webhook_retention%2Csao.ACOM_ESIGN_TRIAL&denied_callback=https%3A%2F%2Fims-na1.adobelogin.com%2Fims%2Fdenied%2FEchoSign2%3Fredirect_uri%3Dhttps%253A%252F%252Fgps.echosign.com%252Fpublic%252FadobeIDLogin%253Fserver%253Dna2.documents.adobe.com%2526port%253D443%26response_type%3Dcode&relay=1c8c38bc-96c5-4dd7-88c7-c45b84017e21&locale=en_US&flow_type=code&ctx_id=Adobe_Sign&idp_flow_type=login#/). For instructions on how to used Adobe Sign, go to <https://hraps.humboldt.edu/how-send-employee-performance-evaluations-adobe-sign>. If you have questions regarding which staff members you are expected to evaluate, please contact Dale Oliver at (dro1@humboldt.edu) or Scott Kasper ([scott.kasper@humboldt.edu](mailto:scott.kasper@humboldt.edu)).

## Summer Research Activities

Dale shared that Amy Sprowles will continue her work with the CSU Science Deans group to discuss appropriate research practices during the COVID-19 pandemic. It was noted that summer field work can be approved with a plan of social distancing emailed to Kacie Flynn (Kacie.flynn@humboldt.edu) and Dale Oliver (dro1@humboldt.edu). Rick Zechman will continue his work on appropriate protocols for the Coral Sea in consultation with Captain Scott Martin.

Next meeting, Thursday, May 14, 10 - 11 AM