## Summary – August 29, 2019

Call to order

Announcements

* + Aug 29: University Library Welcome Back Open House, 3-5:30 pm.
  + Aug 30: Curriculog Open Lab Training, 8:30-10:00 am, GH 211C. For additional Curriculog training session, please see [Training & Professional Development](https://training.humboldt.edu/calendar-node-field-training-date/month).
  + Sept 1: Late registration ends, last day to add without a permission number.
  + Sept 2: Labor Day Holiday – Campus Closed
  + Sept 4: Deadline to submit faculty initiated drops.
  + Sept 9: Add/drop deadline without a serious and compelling reason.
  + Sept 16: 2019/20 Research, Scholarship and Creative Activities Program (RSCA) proposals due. Application details can be found [here](https://humboldt.infoready4.com/CompetitionSpace/#competitionDetail/1794289).
  + Sept 25: Distinguished Faculty Awards with Outstanding Professor Dr. John Reiss, Biological Sciences, at 5:00 pm. Location TBD.
  + Oct 4: Save the Date! INRSEP/CNRS Undergraduate Research Symposium event, 12-4 pm, oral presentations from 2-4 pm, University Library, 2nd Floor.

## Make-up testing in the CNRS, Dean’s Office

For the fall 2019 term, the CNRS, Dean’s Office will be offering one make-up exam time slot each Friday from 2:00-4:00 pm. Faculty in each home department may organize make-up exams separately if they wish, and the Dean of Student’s office will proctor also in situations of extenuating circumstances. CNRS faculty needing a make-up exam for a student should contact Cortney Koors or Julie Tucker in the Dean’s Office for scheduling. Please include the name of the student, a copy of the exam for printing and any special test instructions (time limit, extra notes or supplemental materials, etc.)

## ASC and Technical Staff workload considerations

Dean Oliver distributed a handout titled the Roles and Responsibilities of the Department Chair. With the influx of new campus technology and immediate initiatives (*Concur, Curriculog, CO audit response*) requiring more demands of staff time, we are not in the situation to commit more staff or resources but must manage within our means. Department chairs were asked to talk with department coordinators and staff regarding workload changes and possible modification to accommodate new tasks. Dale Oliver advises staff to document additional hours worked over the 40 hour work week for overtime pay or consider flex time hours. He reminded chairs that budget related work is the work of the department chair, not the department coordinator. Discussion ensued with concerns regarding the annual schedule build and the possibility of modifying information requested for advanced planning and that budget training for some department chairs is needed. Also suggested was the possibility to have one single location for all GI 2025 student hiring as the process of hiring students, tracking time, etc. is now the responsibility of the department coordinator.

## Budget and Related Items

Dale Oliver shared that the college is currently working on revisions to 2019/20 budget based on needs from departments, but if you have questions or immediate financial needs to address, do not hesitate to ask in your one-on-one meetings with the Dean. University-wide, several staff vacancy forms (Form 1s) have now been approved to move forward as temporary positions. The college will continue its search to fill the vacant ASC II position in the Fish & Wildlife Cooperative Unit due to a recent retirement.

As part of the Master Academic Strategic Plan, the University and the individual colleges must continue to review programs until we reach a point where programs are well supported. As we move forward, we may likely realign our programs and resources, which may mean adding new programs and/or right-sizing others. Discussion ensued among chairs. Some stressed that the importance of evaluating the current size and physical structure/capacity of who we can serve and not understating that capacity.

In regards to enrollment, it was noted that Jason Mariwether allocated 5K for faculty interested in traveling to junior college or high school campuses for recruiting purposes. Vice President of Enrollment Management Jason Mariwether and Director of Admissions Peter Martinez will be invited to a future Council of Chairs meeting for continued discussion.

## Online Courses

Dale Oliver opened a discussion and exploratory exercise of possibly establishing a sufficient set of online courses so students that do not have the financial means to be on campus could instead take the course online. Are there courses in each department’s curriculum that could be offered online? Discussion ensued with some commenting on the need for a technological infrastructure improvements, protection of faculty’s intellectual property rights and addressing the high attrition rates that often accompany online courses.

## Travel Grants

Dale Oliver stated that although there are no state side funds to support faculty travel, the college has identified one-time funding to support travel grants of $750 each per faculty member. Travel funds are to be used to support professional development related to scholarly and/or pedagological work (not student travel). An announcement from the college is coming soon and a second call for any unallocated travel funding will be sent in early spring.

## Next Council of Chairs meeting is September 19.