### Summary – September 10, 2020

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* Sept 11: Department Chairs CSU Online Workshop, 9 am-3 pm. Please register [here](https://docs.google.com/forms/d/e/1FAIpQLSfMHf2ugjPDenM6ZDHAKFwib2WBdxTGx1-ApctROLCc1FDUaQ/viewform).
* Sept 15: Departments may begin entering S’21 classes in PeopleSoft.
* Sept 21: Fall 2020 Census.
* Sept 21: Workshop proposals for the annual Campus Dialogue on Race event are due by 5 pm. For more information, go to <https://dialogue.humboldt.edu/>.
* Sept 25: 2020-21 Research, Scholarly and Creative Activities ([RSCA](https://humboldt.infoready4.com/)) project applications due. All faculty are invited to apply.
* Oct 5: 2020/21 Sabbatical Leave applications due. More information can be found at <https://hraps.humboldt.edu/academic-personnel-leaves-absence>.

## Spring 2021 schedule planning

There has conversation at the college level regarding the use of SiPS for preparing the academic schedule. Department coordinators and chairs may continue to use SiPS as a planning tool, but Dale will not be using it for his review of the academic schedule. Dale has requested deadline flexibility with large lecture requests as we await for a final decision from the Chancellor’s Office regarding the preferred modality of the spring 2021 schedule.

While planning the academic schedule, department chairs are encouraged to use the information located on the Institutional Effectiveness website at <http://pine.humboldt.edu/anstud/cgi-bin/filter.pl?relevant=./acadplan/seatproj_landpage_Spring.out>. DARS planner data has been integrated into the calculations which is helpful for projecting future demand, but noted that students may need a reminder to complete their DARS planner. Dale questioned whether the number of units earned by students higher or lower than expected and plans to address this issue at future chair meetings. The group discussed the current status of the pandemic and its effect on faculty and students with some expressing concern about faculty burnout and student drop rates.

## Spring 2021Scheduling Conflict Matrix

The spring 2021 scheduling conflict matrix was discussed briefly and noted that two common upper division biology courses were added. Dale Oliver shared that some department chairs were asked to upload their course schedules in advance and for review planning purposes, and given its success, the same review steps will occur for planning the 2021/2022 academic year. Discussion followed with a request to include all PBLC course offerings into the matrix.

## Purchasing updates

The number of staff members approved to purchase items in the college now includes Steve Tillinghast and Michelle Dostal. Biology faculty may still contact Susan Wright and Dave Baston to insert information on the purchasing spreadsheet. Update purchasing guidelines will be uploaded to the CNRS website once finalized. If you have questions about the expansion of purchasers in the college, please email Anthony Baker.

## Updates from OAA (Budget, and budget-related)

The University is slated for a 1.3M budget reduction for this academic year and an additional 5% reduction in OE funding. The college will use strategic funding reserves to manage the OE reduction but noted that the reduction is not expected to deplete the college’s fiscal resources or further reduce department budgets for this academic year. Remaining staff positions are under review and how we can redistribute staff support division-wide. Although the college has limited staff, there are tentative plans with moving forward with this work and discussing the functionality of combining Dean Offices’ University-wide in an effort to gain efficiencies and centralize services. Discussions will continue at the University level but the outcome of those discussions will be shared with department chairs for input. Discussion followed regarding pursuing grant support to support research and creative activities for our students, museums and collections, student research, etcetera. Dale clarified that grant support is welcome and encouraged.

Rick Zechman referenced upcoming program reviews and the need to complete the self-study component of the review. Assessment reports due at the end of October. Academic Assessment and Program Review information can be viewed on the Institutional Effectiveness website at <https://ie.humboldt.edu/Assessments/AcademicAssessment>.

## Curriculum

As the college works to reduce spending, save, and restructure resources, we must do so without inhibiting growth or interfere with the integrity of degree offerings. Considerations regarding the co-listing courses or finding more affordable ways to offer those courses is underway, so it will be important to focus on building a curriculum that is both fundamental and includes enhanced learning experiences without excessive units.

The University will begin transitioning from grant funded PBLC work to University PBLC work with an increased focus on transfer students. It is known that PBLC is time intensive with some tenure-line faculty experiencing burnout. For some, the virtual PBLC experience was less of a workload and seemed to go smoothly and involved less faculty. PBLC did a great job putting it together this year and three full-time staff members helped to make summer immersion successful as well. Due to the decreased number of student participants for some of the activities, some feel that this is not a measurable model due to the virtual nature of the programming. As we move forward, it will be important find ways to offer meaningful PBLC programming that is less time intensive and more affordable. Committees will look at the PBLC groups in the next six weeks.

## Reorganization (follow-up from CoC Retreat)

Dale shared that fall 2020 was supposed to be the time for reorganizing the college, but he is receiving messages to not reduce to a point of inhibiting program growth. Instead he is supporting a slight college restructuring with a shift of administrative personnel that makes sense. President Jackson is reportedly supportive of the sciences per his comments from the last University Senate meeting. The continued work being done in OAA will impact discussions within departments and would prefer to wait until faculty can be involved in these restructuring discussions.