### Summary – September 24, 2020

##

Announcements

* Sept 25: S’21 F2F class requests to due Dean from Department Chairs.
* Sept 25: 2020-21 Research, Scholarly and Creative Activities ([RSCA](https://humboldt.infoready4.com/)) project applications due. All faculty are invited to apply.
* Sep 29: Flu Vaccine Clinic open 11 am-3 pm, HSU Quad. Open to student, staff and faculty. The fee for staff and faculty is $34, check or credit card.
* Oct 5: 2020/21 Sabbatical Leave applications due. More information can be found at <https://hraps.humboldt.edu/academic-personnel-leaves-absence>.
* Oct 5: [CSUPERB](https://www2.calstate.edu/impact-of-the-csu/research/csuperb) – Fall 2020 Faculty and Student Travel Grants due by 5 pm. Travel for other reasons other than conference attendance, feel free to apply.
* CSUPERB: Open Call for Proposals for COVID-19 Research Recovery Microgants. Go to [www.calstate.edu/csuperb](http://www.calstate.edu/csuperb) for more information. Per BM: new program really wants to help all faculty who lost materials due to COVID. Up to $1,500 is available.

## Scheduling updates and conversations

Department chairs were reminded to add the spring 2021 schedule to the share drive for a Dean’s level review by the end of Friday, 9/25. Dale may contact chairs with follow up questions regarding F2F safety protocols and any travel related questions he may have. Some courses may be removed from the list by the Provost to limit campus occupancy. Some chairs expressed a need for improved communication with PBLC schedule planning and the need for a more centralized way to manage block scheduling.

## Peggy Metzger, Chris Gillian and Kathryn Kitchen, Financial Aid

Peggy Metzger shared that the Office of Financial Aid is evaluating how they are communicating with departments about scholarships. In an effort to provide improved support, Katie Kitchen will be sharing a Google share folder containing Academic Works user guides, donor qualification criteria, data sheets, and committee decision making worksheets to aid in final decision making. The folder will serve as a supplement to the Academic Works program. All share folders are expected to be completed by November 1 in preparation for the next scholarship cycle that opens on November 15. Discussion ensued with questions regarding the need for account balance information in advance of awarding process and additional guidance on awards versus scholarships. Peggy Metzger agreed to meet individually with chairs to resolve questions.

## Academic Master Planning Input

As members of the Academic Master Planning (AMP) committee, Rick Zechman and Steve Martin shared that committee is in the process of drafting the campus plan and referenced an email sent by Lisa Tremain’s inviting campus participation. All were encouraged to share the message at the department level and encourage feedback to ensure that the CNRS perspective is offered. The deadline to provide feedback to the AMP questionnaire is September 30, 2020.

## Spring Staffing, and other updates from OAA

Dale shared that the college was approved for an ASC II staff search in the Department of Biological Sciences. Dale will continue to lobby for additional positions throughout the academic year.

## Peter Martinez, Jason Meriwether, and Josh Smith, Office of Admissions

Peter Martinez, Jason Meriwether and Josh Smith from the Department of Enrollment Management and the Department of Admissions joined today’s meeting to discuss building an improved partnership and framework of communication with department chairs/program leaders in the CNRS to promote the sciences. Although much of last year was spent building infrastructure and tracking student data, now is an opportune time build program capacity. As part of the Transfer Plus program, Admissions is connecting with transfer groups earlier than usual to engage and better predict program interest. A group discussion followed with the following suggestions and comments noted.

* Recruit master’s level students both internally and externally to boost capacity.
* Recruitment at rural community colleges is key for some CNRS programs.
* Share enrollment, projection and program data earlier so departments can plan appropriately.
* Identify enrollment patterns from across the state and determine how departments can engage in a meaningful way.
* Review enrollment trends by school to narrow down major or options of interest to better connect with students.
* Improve the balance of registering current and incoming students.
* Review application data of similar institutions.
* Involve undergraduate and graduate students in TA, GA experiences to help mitigate expenses.

Follow up conversations on this top will continue between department chairs and the Office of Admissions.

## Next CNRS Council of Chairs meeting, Thursday, October 8, 9-11 am

## Next Provost Council of Chairs meeting, October 15, 9-11 am