

Humboldt State University

Task Force on Ensuring Resources to Fulfill the University's Mission

Friday, January 23, 2015, 8:00-9:00 am, Harry Griffith Hall, Room 113.

Members present

Present: Co-chairs Rick Zechman & Hari Singh. Committee members: Carl Hansen, Sarah West, Alex Hwu, Evan Johnson, Volga Koval, Craig Wruck, Jasmine Servin, Amy Sprowles, Julie Tucker (admin support).

Absent: Carlos Diaz, Craig Wruck and Alex Hwu

Rick Zechman called the meeting to order at 8:00 am.

December meeting minutes were reviewed by committee members but not discussed.

Updates

Beginning spring 2015 and until further notice, all spring task force meetings will be held on Mondays in BSS 508 from 3-5 pm. Alternative meetings times of Thursdays, 7:00-8:30 am and Wednesdays, 10-11 am were also considered. The next scheduled meeting will be held on Monday, January 26 in BSS 508. Meeting invitations have been sent.

On Friday, February 13, the university will host a Strategic Planning Forum in the Kate Buchanan Room (KBR) with the workshop arrangement as follows:

- 20 tables will be set up KBR (could be consolidated if workshop attendance is low);
- 5 task force members and other workshop recorders will be seated at each table to take notes;
- Discussions will revolve around questions that each university task force provides;
- Each question/discussion cycle is allocated 25 minutes;
- Guest visitors will then rotate to next table for next question;
- Each task force will collect end notes from all parties to reconcile and use for reporting purposes.

Additional details regarding the February 13 workshop can be found on the [planning website](#). Our group, Task Force to Ensure Resources to Fulfill the University's Mission, is scheduled from 8:00-10:30 am. Rick and Hari asked task force members to be present if schedules allow.

General discussion regarding next steps

Both Hari and Rick briefly noted the task force final report deadline of February 28, 2015, illustrating the need to move forward expediently at each meeting. Additional meetings will be arranged in February. In preparation for the final report, Hari encouraged task force members to review the nationally known Education Advisory Board ([EAB website](#)) site for best practice ideas and shared a sample document from the EAB site for all to review.

Rick provided a handout of proposed and previously discussed task force questions for all to review and asked for any additions. After some discussion, an additional question from the student survey

will be added to the question set. Rick and Hari have a meeting today (Jan 23) with the larger university strategic planning group to review each task forces' sets of questions to compare.

Steve and Amy announced that the survey they developed for active faculty researchers/investigators (84) is scheduled to go out soon.

Additional task force meetings to be arranged are as follows:

- Feb 10 or 11 (undetermined): Open forum with local Business Community, 5:30-7:30 pm;
- TBD: Hari and Rick to meet with HSU Deans, Associate Deans and Provost;
- TBD: Hari and Rick to meet with HSU Academic Policy Group;
- TBD: Hari and Rick to meet with all HSU Department Chairs;
- TBD: Josh Smith to attend future task force meeting to discuss summer event and activities planning.

All TBD meetings will be arranged by Julie; meeting updates will be provided by task force co-chairs.

Future agenda items

None noted.