

Submitted on Friday, November 1, 2019 - 12:56pm

Submitted by user: jpw212

Request: 48

Request Date: November 1, 2019

Request Name: CAHSS College Office

Request Contact Name: Lisa Bond-Maupin

Request Contact Email Address: ljb20@humboldt.edu

Request Contact Phone: 7078264491

Division Submitting Request: Academic Affairs

Academic Affairs Office of the Dean

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified.

Is this change expected to be temporary: No

Preferred Allocation Date: January 15, 2020

Request Funding

Has Funding for this Request Already Been Identified? Yes

Proposed Funding:

It is not clear to me that there will be expense beyond moving. We are able to cover the cost of moving in the Dean's office.

Has the Chartfield String Already Been Identified? No

Space Allocation Details

Type of Space Needed

The following spaces would be utilized by the CAHSS Dean's Office as office space, meeting/conference space, etc.

Gist Hall 114 suite

Gist Hall 120

Gist Hall 122 suite

Gist Hall 125 suite

Alignment with University Principles

[HSU Strategic Plan](#)

Strategic Plan Goals: Goal 1: Prepare students to be socially and environmentally responsible leaders in a diverse and globalized world

Goal 1 Details:

Our CAHSS Dean's office is the administrative driver of 85% of the general education curricula and 19 academic programs at HSU. Working to support our faculty, staff and students our entire operation is designed indirectly and directly for teaching and learning- the heart of our enterprise at HSU. Career integration in our curricula across programs is a signature for our college. In addition, our programs are distinctive in their orientation to social justice. We are also home to Environmental Studies and the Environment and Community graduate program as evidence of our commitment to preparation of environmentally responsible leaders.

Collective Impact:

We are in need of additional space because we are working to contribute to collective impact across HSU in the areas of first-year retention and success (new staff required to support this key initiative), student leadership development (student leadership group needs space), and student employment (we have expanded our student employees significantly). These are three key initiatives that support our strategic plan and GI 2025 goals. They are an example of our commitment to innovation toward collective impact.

Request Importance - Needs Analysis:

Our need analysis is very simple. Because our current in GH 210 suite was inadequate space, we were forced to move some staff to BSS. This split situation makes coordination more complicated and inconvenient. We anticipate additional staff/student support as we grow our student learning communities to meet all first year student need. We also do not have a designated space for meetings. We hold council of chairs meetings across campus and must borrow other meetings space from the College of Professional Studies. Our space is the smallest of the three dean's offices while we serve the most academic programs. We need room to support our progress and basic operational requirements. We have asked only for the vacated space we truly need.

Recent History:

- Workload Increase
- Other

Other Changes: See collective impact statement above

Recent History Details:

We have initiated two learning communities for first year students, Global Humboldt and Students for Violence Prevention. These are GI 2025 funded projects and strategic plan centric. We have been asked to ramp up over the next few years to enough learning communities to serve all first year students in the college. This requires capacity building in the form of staff and student employees. We are also creating a leadership program for student in the college. Student participants will be paid employees. This, in addition to our growth in student employees in general requires that we have additional operational space.

Department Outcomes and Objectives Related to this Request:

The space will be used for the day-to-day operation of the office of the Dean. As we provide administrative oversight and support for all academic programs in the college, the space will assist us to meet the needs of all programs in addition to our responsibilities to the Office of Academic Affairs. Having all staff in one place will make it possible for us to communicate and coordinate our work.

Assessment Plan

Assessment Plan:

Our desired outcome is to increase the functionality and quality of our administrative work by having all staff and key student employees in one place. We also desire an outcome of space for hosting frequent guests, increasing privacy (one office does not have a full wall), and of meeting space. If this request is not granted, we will need to seek an alternative as our current situation is not sustainable.

Additional Document Upload

Additional Document Upload

Additional Document Upload

Additional Relevant Information Not Previously Addressed: Thank you for your consideration. Lisa

Routed for Review

College of Arts, Humanities, & Social Sciences Lisa Bond-Maupin - Dean