**AGENDA**

**OAA Working Group**

**March 27, 2013**

**CCR**

**Meeting Time: 10:00 – 12:00**

1. **Announcements/Updates (10:00 – 10:15)**
	1. Department staff/faculty working relationships
	2. Faculty Development Coordination – Ed Nuhfer
2. **Topic:** CSU Maximum Lodging Limits Policy

**Time:** 10:15 – 10:30

**Attachment:** Memorandum

**Participants**: All interested parties

**Background:** Because of an audit finding the Chancellor’s Office has established a maximum limit for reimbursing the cost of lodging of $175 per night. Exceptions “must be pre-approved by a campus vice president or designee in accordance with the campus approval process.”

**Action:** Discuss the impact of the new policy, whether or not exceptions should be granted and if so under what circumstances and by whom.

1. **Topic:** Faculty Assignments by Department (FAD)

**Time:** (10:30 – 11:00)

**Attachment:** <http://pine.humboldt.edu/~oaa/fad-index.html> is the web site for the FAD and attached is the spreadsheet provided by Volga.

**Participants:** College Deans, AVP for Faculty Affairs, other interested parties

**Background:** While the FAD is difficult to read and often misleading it provides a good deal of faculty data for use at the departmental, college and university levels.

**Action:** This is an opportunity to discuss the uses of the FAD and to ask questions about its scope and limits.

1. **Topic:** Internship Structure and Support

**Time:** (11:00 – 12:00)

**Attachment:** None

**Participants:** Vice President for Enrollment Management and Student Affairs,College Deans, Vice Provost

**Background:** The question is how to coordinate internship opportunities on campus. Non-academic opportunities are coordinated through the Career Center while academic opportunities are coordinated through the Service Learning Center. The Service Learning Center has been primarily focused on Learning Site Agreements and risk management issues.

**Action:** Discuss issues surrounding coordinating internship opportunities across the campus.