

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, Annual Report for AY 2017/2018 Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

**For additional information on items below please see the Academic Policy Committee reports to the University Senate for 2017-2018.*

Committee Membership:

Michael Goodman, Stephanie Burkhalter, Ramesh Adhikari, Heather Madar, Michael Le, Rock Braithwaite, Mary Virnoche, Clint Rebik, Kerri Malloy

Policies Approved by the University Senate:

1. Posthumous Degrees and Certificates of Achievement Policy (P17-0)
2. Course Syllabus Policy (P18-01)
3. Course Numbering Policy

Policies Carried Forward for AY 2018-2019

1. Academic Honesty and Integrity Policy
 - a. Final draft ready for first SenEx meeting of 2018 -2017 academic year.
2. Classroom Disruptive Student Behavior Policy Still is draft form with work to be completed
3. Advising Policy
 - a. In draft form
4. Policy on the Designations of Departments, Schools and Programs
 - a. Draft will be presented to the committee at the start of the 2018-2017 academic year.
 - b. Once approved will move forward with request from the Department of Social Work to change designation to the School of Social Work.

Policies to be Reviewed by the Committee in AY 2018-2019:

1. Review of Appendix R – Student Grievance for potential updates.
2. Academic Probation/Good Standing

Informational Items:

1. TOFEL score change discussed and forwarded to the University Senate by the Office of the Provost for notification.

Appointments and Elections Committee:

Submitted by Katia Karadjova, AEC Chair

Updated Spring 2018 General Faculty Election Results and AEC Appointments

Senate Elected Positions:

General Faculty Vice President, University Senate Vice Chair, and Chair of the Faculty Affairs Committee

Monty Mola

University Senate Third Officer and Chair of the Academic Policies Committee

Kerri Malloy

Chair of the Constitution and Bylaws Committee

Michael Le

Chair of the University Policies Committee

Jennifer Maguire

Faculty Elected Positions:

GENERAL FACULTY President, 2 year term

Stephanie Burkhalter

GENERAL FACULTY Representative to the ASCSU, 3 year term

Noah Zerbe

INTEGRATED CURRICULUM COMMITTEE (ICC) Chair, 3 year term

Julia Alderson

Chair, Standing Committee on General Ed & All-University Requirements (GEAR) Curriculum and Assessment

John Steele – Faculty Member (At-Large), 3 year term

Subcommittee on Course and Degree Changes (CDC)

Ramesh Adhikari - Faculty Member (CNRS), 3 year term

PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)

Claire Till - Faculty Member from CNRS, 2 year term

George Wrenn - Faculty Member from the University Library, 2 year term

PROFESSIONAL LEAVE COMMITTEE

- **Tenured** Faculty Member, 1 year term

Rae Robison

Matthew Derrick

SPONSORED PROGRAMS FOUNDATION BOARD

Candidates are elected by faculty and recommended to the President for final appointment.

- Two Faculty Members, 4 year terms

Carly Marino

Harold Zald

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Faculty Member (At-Large), 2 year term

Joshua Meisel

- Faculty Member CPS, 2 year term

Christopher Aberson

- Faculty Member CNRS, 2 year term

Robert Zoellner

UNIVERSITY SENATE

Lecturer Faculty Delegate (Colleges, Library, Counseling, Coaches), 3 year term

Jeff Dunk

Tenure Line At-Large Faculty Delegate, 3 year term

Ara Pachmayer

Tenure Line **CNRS** Instructional Faculty Delegate, 3 year term

Lucy Kerhoulas

Tenure Line **CAHSS** Instructional Faculty Delegate, 3 year term

James Woglom

Appointment and Elections Committee Appointed Positions:

ACADEMIC POLICIES COMMITTEE

- Two Faculty Members, 3 year terms

Kayla Begay
Michael Goodman

ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE

- Faculty Member, 2 year term

Troy Lescher

APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)

- Two Faculty Members, 1 year terms

Brandice Gonzalez-Guerra
Julia Alderson

CENTER FOR COMMUNITY BASED LEARNING (formerly CSLAI)

- Faculty Member from CPS, 1 year term

Meenal Rana

- Faculty Member from CNRS, 1 year term

Sherrene Bogle

COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS

- Faculty Member from CAHSS, 3 year term

Sondra Schwetman

- Faculty Member from CNRS, 3 year term

Yvonne Everett

- Faculty Member from CPS, 3 year term

Whitney Ogle

CONSTITUTIONS AND BYLAWS COMMITTEE

- Two Faculty Members, 2 year terms

Jeffrey Abell
Joice Chang

DISABILITY, ACCESS, AND COMPLIANCE COMMITTEE

- Faculty Member, 2 year terms

Jill Pawlowski

FACULTY AFFAIRS COMMITTEE

- Faculty Senator, 3 year term

Katia Karadjova

- Faculty Member (At-Large), 3 year term

Abeer Hasan

- Faculty Member (At-Large), 3 year term

George Wrenn

FACULTY AWARDS COMMITTEE

- Three Faculty Members, 1 year terms

Eugene Novotney

Whitney Ogle

Alexandru Tomescu

GEAR (General Ed & All-University Requirements) CURRICULUM & ASSESSMENT COMMITTEE

- Faculty Member from CAHSS, 3 year term

Cutchu Risling-Baldy

- Faculty Member from CPS, 3 year term

Francis DeMatteo

INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)

The Appointments and Elections Committee recommend candidates to the President for final appointment.

- Three Faculty Members, 1 year terms

Ramesh Adhikari

Jamey Harris

Aaron Donaldson

INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)

- Faculty Member, 2 year term

Shelia Alcea

INTERNATIONAL ADVISORY COMMITTEE

- Two Faculty Members from CAHSS, 3 year terms

Tony Silvaggio

Garrick Woods

- Faculty Member from University Library, 3 year term

Katia Karadjova

- Faculty Member from CPS, 3 year term

Jayne McGuire

INTERNATIONAL PROGRAMS SCREENING COMMITTEE

- Three Faculty Members, 3 year terms

Meenal Rana

Katia Karadjova

Ramesh Adhikari

- Faculty Counselor, 3 year terms

Joseph Diémé

PARKING AND TRANSPORTATION COMMITTEE

- Two Faculty Members, 1 year terms

Eugene Novotney

Bo Burrus

STUDENT GRIEVANCE COMMITTEE

- Faculty Member from CPS, 3 year term

Taylor Bloedon

UNIVERSITY CENTER BOARD

Candidates are recommended by the Appointments and Elections Committee for final approval from the UC Board.

- Two Faculty Members, 2 year terms

Mark Rizzardi

Armeda Reitzel

UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Two Faculty Members, 2 year terms

Mark Rizzardi

Kerri Malloy

UNIVERSITY POLICIES COMMITTEE

- Faculty Member, 1 year

Troy Lescher

UNIVERSITY SPORTS FACILITIES SCHEDULING ADVISORY GROUP

- Faculty Member, 1 year term

Tony Silvaggio

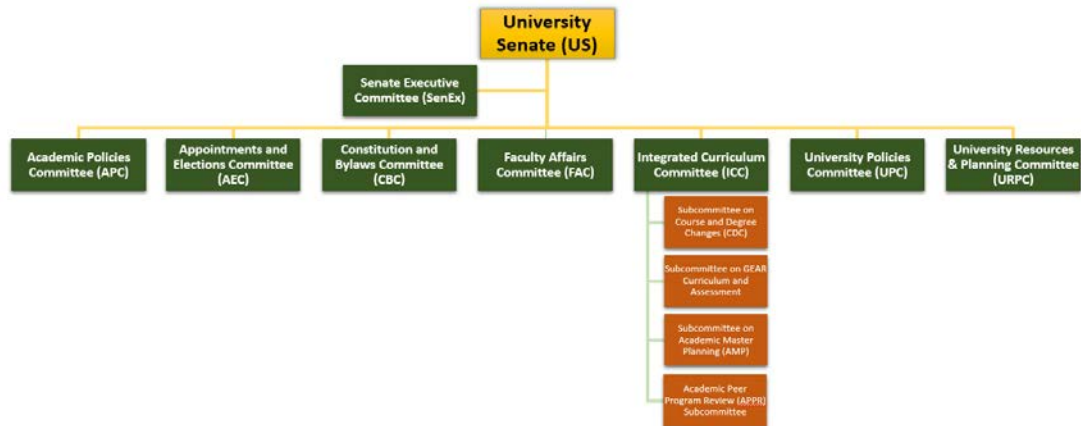
Constitution and Bylaws Committee:

Submitted by Michael Le, CBC Chair

Prepared on behalf of the Constitutions and Bylaws Committee by the CBC Chair

I. Summary of 2017-2018 Committee work

- The primary focus of the CBC this year was to close out unfinished business from the prior year. To meet this goal, several items were discussed and closed and other items were rolled into a larger discussion item that will need to be completed next year. This item (titled Clarification on committees, subcommittees, and task forces) will examine the Humboldt State University Senate structure and issue clarifying documents for committees about operating and complying with the Senate Constitution and Bylaws. As a result of this work, a revision to the Bylaws will be proposed during fall 2018.



II. Committee Information

A. Official 2017-2018 Membership

1. Michael Le, Staff Senator, Chair (2017-2018)
2. Mary Watson, Parliamentarian, Staff (2016-2018)
3. Joice Chang, Faculty (2016-2018)
4. Jeremy Shellhase, Faculty (2016-2018)
5. Leena Dallahseh, Faculty (2017-2019)
6. Joseph McDonald, Student (2017-2018)

B. 2017-2018 Membership Changes

1. Senator Le replaced Senator Wren in October 2018 as Chair

2. Representative McDonald was appointed in January 2018
- C. Prospective 2018-2019 Membership
1. Michael Le, Staff Senator, Chair (2018-2019)
 2. Jeff Abel, Faculty and Parliamentarian (2018-2020)
 3. Joice Chang, Faculty (2018-2020)
 4. Leena Dallasheh, Faculty (2017-2019)
 5. Joseph McDonald, Student (2018-2019)
- D. Meetings
1. CBC held 10 meetings under the direction of Chair Le.

III. Items of Business Resolved

- A. Approved Resolutions
1. [16-16/17-CBC: Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate](#)
 2. [02-17/18-CBC: Resolution to Amend the Bylaws of the University Senate to Alter Voting Eligibility for Election of Senate Officers](#)
- B. Resolutions Pending Approval
1. None
- C. Interpretations
1. None
- D. Discussions
1. **Lecturer role in department- and college-level shared governance processes.** CBC voted to end discussion.
 2. **Posting of vote tallies with all election results.** CBC voted to end discussion.
 3. **Gendered Language.** CBC reviewed the Senate Constitution and Bylaws for gender-specific language, none found. CBC ended discussion.

IV. Items of Business Unresolved

- A. Approved Resolutions
1. None
- B. Resolutions Pending Approval
1. None
- C. Interpretations
1. **Definition of “University Community” members.** CBC voted to absorb this item into a clarification document on committees, subcommittees, and task forces.
- D. Discussions
1. **Improving communication of standing committee work.** CBC voted to absorb this item into a clarification document on committees, subcommittees, and task forces.
 2. **Carefully track adherence to recent governing document amendments and policies.** CBC voted to absorb this item into a clarification document on committees, subcommittees, and task forces.

V. Items of Business to be continued

A. **Clarification on committees, subcommittees, and task forces.** This item absorbs the following items:

1. Improving communication of standing committee work.
2. Carefully track adherence to recent governing document amendments and policies.
3. Definition of “University Community” members

Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

COMPLETED BUSINESS 2017-18 (reverse chronological)

Faculty Lecturer Participation in Shared Governance

In spring 2017, FAC developed a survey with incoming Chair Virnoche, which the Office of Institutional Effectiveness administered on May 4, 2017. The survey asked lecturers how they are involved in shared governance and departmental decision-making. In October 2017, Marissa O’Neill summarized the survey results, which indicate varied and extensive levels of service. Seventy percent of lecturer faculty consider participation in shared governance important; eighty-two percent deem compensation for service important; seventy-one percent deem voting rights important. Kerri Malloy, who brought the shared governance issue to Faculty Affairs in 2016-17, visited the Committee on November 9 to review survey results. A wide-ranging discussion touched on practices around entitlements, inequities in assigned time across colleges, service workloads across campus, cash compensation vs. WTUs, and how to bring clarity to compensation and assigned time practices.

Senate discussed survey results on April 24, 2018. Senators expressed interest in a study of lecturer faculty voting rights, as expressed in departmental by-laws.

Department Chair Assigned Time

Monty Mola initiated FAC review of department chair assigned time in 2016-17, when he visited the Committee on February 15, 2017. In 2017-18, Mola led the development of an assigned time formula, which he presented to department chairs on February 8. The resolution and policy, based on a modified Sacramento State’s formula, passed the Senate on April 24, 2018 (14 yeas, 7 nays, 6 abstentions; chair cast the deciding vote). See: Resolution on Department Chair Assigned Time Policy (15-17/18-FAC – April 24, 2018).

Per outgoing chair Virnoche, Faculty Affairs considered addressing chair assigned time through CFA bargaining. CFA was disinclined to pursue given other areas of focus in current negotiations, and FAC thought the issue most effectively addressed at the campus level, therefore FAC did not pursue this strategy.

The Committee notes that difficulty in obtaining data related to chair workload hampered its work. FAC encourages the University to streamline mechanisms for obtaining current-year departmental FTEF, FTES, and headcounts.

Phase 2 Budget Reductions

The President's Cabinet shared a Phase 2 Budget Reduction Options Memo on October 31, 2017. FAC sought feedback and developed a detailed assessment, providing comments on many area of concern (included in FAC Report for January 18, 2018, available in University Senate Written Reports for January 23, 2018). FAC members questioned the decision-making process, the extent of the cuts to academics, the detrimental impacts of increased class size and WTU reductions, reductions to the number of lab classes, and the focus on CNRS, which has a strong record of streamlining and re-aligning in response to the budget shortfalls that have come with program growth.

FAC presented its concerns again for URPC members at the Faculty Affairs meeting on January 18, 2018. In this discussion, process questions dominated:

- The need for adequate master planning, integrated assessment and related organizational change;
- The importance of meeting enrollment and retention targets to improve budget and meet resource needs of students;
- The need to do a better job with data to support proposed reductions;
- The need for performance-based budgeting based on benchmarks;
- The importance of addressing capacity issues, improving the resource request process, and allowing the colleges to plan for growth.

Also addressed: the complexity of reducing DFW rate; evidence of higher failure rates in large classes; the large variability in class size and student-faculty ratios (SFR); the importance of providing students with choice; and faculty workload.

Tenure-Track Density

At the October 19 meeting, Wilson proposed FAC review of tenure density, given concerns and uncertainty amongst the faculty about the University's plan to reach a tenure density of 75%, which is a CSU goal, or 65%, which is an HSU strategic plan goal. The failure to achieve stated goals impacts workload, shared governance, and research opportunities, and it creates difficulties in filling chair positions. Mullery and Koval obtained and shared data on tenure density; the Committee reviewed and agreed to develop a Sense of Senate Resolution Calling for a Plan to Increase Tenure Density (14-17/18-FAC), which passed

On March 6, 2018 (20 yeas, 1 nay, 4 abstentions).

Subsequent to passage of the resolution, the Office of the Chancellor distributed the *Report of the Task Force on Tenure Density in the California State University (January 19, 2018)*.

Its recommendations (p. 15):

A. System

- Establish a standard definition for tenure-density and disseminate definition to campuses.
- Develop a new metric for the number of students (FTES) to tenure-track faculty (FTEF) ratio, to better gauge the capacity of campuses with regard to tenure-track faculty.
- Establish a process for reporting systemwide and campus metrics, including tenure density and student-to-tenure-track faculty ratio (SFR, FTEF, and FTES).
- Collect and disseminate campus and system data on an annual basis.
- Lobby the legislature and governor, in collaboration with CFA, ASCSU, faculty, and students, for more state funding to meet tenure-track faculty needs to better serve CSU students.

B. Campuses

- Develop a campus-specific tenure density plan (that should include targets) based on the needs and resources of the campus.
- Ensure that, at the campus level, when a tenure-track faculty member leaves the university, he or she is replaced with another tenure-track faculty member (although depending on academic program needs, not necessarily in the same discipline or specialty).
- Recruit, hire, and retain a diverse and qualified group of tenure-track faculty each year that exceeds the number of tenure-track faculty leaving the campus.
- Consider qualified lecturer faculty for tenure-track faculty positions, as appropriate.
- Monitor and report to all relevant parties annually the progress on meeting the goals.

Lab Evaluation Instrument implementation

The resolution to implement a lab evaluation instrument (25-16/17-FAC) passed on April 11, 2017. The President notified of approval on September 14, 2017. Wrenn and Alderson provided implementation guidance during the fall pilot phase. Wrenn met with CNRS Administrative Analyst Julie Tucker to assist with questions about rollout and Alderson sought feedback from deans and chairs regarding CNRS and university-wide implementation. CNRS successfully administered the pilot with 26 faculty volunteers (81 labs) in fall 2017. Although successful, a post-test fix to the Likert scale was necessary. CNRS has provided a letter to participating faculty, to be included in personnel files, indicating that files will include scores from both the original and corrected instrument. CNRS expanded the pilot to the entire college in the spring semester.

Faculty Personnel Action Dates Calendar

Faculty Affairs reviewed the calendar of Personnel Action Dates because of a concern that the number of days between the IUPC file receipt and file close provides insufficient review time. Anecdotal reports indicated that some departments request early access to allow more time for feedback, which might otherwise be rushed. The Committee deemed changes to the calendar unnecessary. In conjunction with this topic, FAC discussed InterFolio access procedures. AVP Mullery reported that issues regarding file access in the pilot phase had been resolved. Faculty have permission to add, remove, or exchange documents until the file is closed.

International Faculty Support

In October and November, Mola reached out to various UCs to learn how they support international faculty who face immigration and green card issues. He found that UC departments provide support with paperwork and identify attorneys who can assist with immigration issues. Mola reviewed options for fee support, which the University could provide through departmental trusts, Sponsored Programs, or formal contract language. Mola also met with Alison Kleaver, the University's Counsel, to review options.

The Provost's Office issued a memorandum on October 25, 2017, directing the Center for International Programs to "facilitate processing of necessary documents for application for the H-1B visa for a newly hired non-immigrant probationary faculty member" (see: Administrative Memorandum VPAA 17-01. Subject: Academic Affairs Policy on Support for Non-Immigrant Probationary Faculty - Visa Acquisition)

ONGOING BUSINESS (reverse chronological)

Briefing from Committee on Faculty RTP Criteria & Standards

RTP C&S notified the FAC Chair in April 2018 that work is complete on analysis and comparison of departmental RTP standards. Findings will be reviewed with UFPC on April 30, 2018 (Outgoing and incoming FAC chairs will attend). Following this meeting, RTP C&S will present their findings to Faculty Affairs.

In the previous academic year, RTP C&S reported to FAC (per March 22 meeting notes): “comparative analysis of standards is underway and has revealed the need to promote effective models and provide templates to departments in preparation for the next round of review; work with IUPCs is needed to ensure that standards are applied effectively in evaluation.” In fall 2018, RTP C&S plans to share findings and recommendations with department chairs and IUPCs in advance of the next five-year review cycle (to begin in spring 2019).

Early Grade Release

The Committee, at the behest of AVP Mullery, considered options for increasing student teaching evaluation response rates through early release of grades. Registrars Clint Rebik and Travis Brunner attended two FAC meetings to discuss options. Ultimately, a “late” release system, based on an SFSU model, was considered suitable and worth implementing. Grades for those who have not completed evaluations would be released late (the suggested time period was 2 days), to encourage completion. FAC will develop a resolution and policy in fall 2018-19. Rebik has verbally indicated that late grade release can be implemented in fall 2018 if Senate and President approve a policy by the end of September.

An outstanding issue related to this topic is annual review of response rates and scores by the Senate. FAC requested institutional reporting on teaching evaluation scores and response rates in 2016-17, based on the directive of Senate Resolution #17-13/14-FAC (passed November 12, 2013), which tasks IRP (now OIE) with providing, through the Faculty Affairs Committee, a report of "institution-level data on the previous term's teaching evaluations."

It has since been clarified (Virnoche in conversation with Hylton in September 2017) that OIE will be in a position to provide reporting when and if administration of teaching evaluations is centralized. In the meantime, the request should go to college offices.

Student Teaching Evaluation review

On March 29, Steve Martin (ESM Department Chair) visited to review his department's recent experience with evaluations. Low response rates and egregious comments, including racially motivated and gender-specific comments, continue to be of concern.

Martin noted that two faculty in his department received permission to use paper evaluations; he recommends that all probationary faculty be given this option, with the goal of increasing response rates, encouraging more thoughtful responses, and reducing the number of offensive comments that anonymity may encourage. Discussion and analysis is likely to continue in 2018-19; FAC should consult with CNRS Administrative Analyst Julie Tucker regarding the feasibility of a hybrid paper/electronic system.

Diversity and Inclusion in the Faculty Handbook

Following FAC's conversation with Zerbe (Politics) and Boone (CNRS Dean) in January 2017, the Committee continues to examine ways to address macro- and micro-aggressions, explicit and unconscious bias, and culturally inclusive pedagogy, in the Faculty Handbook and/or RTP.

Cheryl Johnson visited Faculty Affairs on March 1 to advocate for faculty participation in micro-aggression training. The Committee considered options for implementation and issues surrounding a training requirement. Also under consideration:

- A faculty statement on diversity to be appended to the Faculty Handbook;
- Revision of RTP requirements to reflect and strengthen institutional commitment to diversity and inclusion. This could be expressed through faculty professional development, scholarship, service, or teaching.

The FAC Chair compiled and shared examples of institutions that address diversity and inclusion in their faculty handbooks. These include: Columbia, Dartmouth, Northeastern, Occidental College, Oregon State, University of California, Berkeley, University of Oregon, and Virginia Tech. At HSU, both Native American Studies and CRGS have developed departmental standards related to diversity. These examples were included in the Senate Written Reports for March 6, 2018.

Current Appendix J language on diversity is limited to a sentence on teaching effectiveness (Appendix J, B.1.a.6):

Constructive and professional relationships with students are important for a strong academic program, therefore, it is expected that faculty demonstrate sound academic advising, effective counseling of students on course-related matters, the ability to work with a diverse student population, and availability of the faculty member on a regular basis to assist the academic needs of students.

Evaluation and discussion will continue in the next academic year. Changes to the Faculty Handbook would require a vote of the General Faculty.

Faculty Awards

FAC initiated discussion of faculty awards following a request to eliminate the lecture requirement for Outstanding Service Award winners.

FAC introduced a Resolution on Faculty Awards Presentation (06-17/18-FAC – October 17, 2017) which revised language in Faculty Handbook Section 800 (Committees), to allow additional presentation options. Senators indicated that additional changes to the faculty awards process would be welcome, including review of committee composition and requirements; therefore, Senate referred the resolution to committee. FAC returned to this topic in subsequent meetings. Discussion revealed the need for an overarching review of faculty awards, including types of awards (including the addition of service learning and diversity/inclusion awards), the mechanics of nomination and submission, and submission requirements (which vary by award).

The Committee sought feedback from the President's Office and the Faculty Awards Committee. The President's Office emphasized the importance of proper acknowledgment and celebration of award recipients. The Faculty Awards Committee offered numerous suggestions in response to specific proposals for streamlining (proposed: require fewer letters of support; allow abbreviated CVs; impose word limits on letters and/or statements of teaching/scholarship; accept nominations from department chairs; and reduce or eliminate the requirement for six semesters of teaching evaluations).

This topic will be renewed in 2018-19.

Other Ongoing Business

Other issues brought to FAC's attention in 2017-18 or otherwise outstanding include:

- Faculty Handbook clean-up. The Faculty Handbook contains references to numerous non-existent positions. FAC did not initiate this review in 2017-18. FAC Chair should work with Senate ASC Watson on a review.
- Appendix J: issue brought to FAC's attention include language on early tenure (ambiguous, strengthen); addressing the achievement gap; critical appraisal criteria (Boyer); evaluation of advising and variety of evaluation methods (originated in RTP Criteria and Standards and was brought to FAC's attention by Senate chair Alderson). Senate has touched on advising throughout the academic year.
- Examination of departmental by-laws related to lecturer faculty voting rights; consider a campus-wide policy on voting rights similar to those in place at other CSUs.
- Evaluation of lecturers. Consider options for providing feedback that is more meaningful.
- Limiting Senate voting on curricular issues to faculty. This concern was brought to Faculty Affairs' attention in 2016-17.
- Distribution of Voting Rights on Senate. FAC developed a "Resolution to Amend the Constitution of the University Senate to Grant Voting Membership to the CFA President" in January 2017. SenEx subsequently reviewed the Resolution and proposed discussion of voting rights at the March 28 Senate meeting. Discussion resulted in a call for additional feedback and broader discussion of membership and voting rights in 2017-18.
- Class and Classroom Scheduling. Concerns about scheduling have been expressed sporadically since the implementation of the Schedule25 system. In spring 2017, FAC obtained graphed data from the Office of Institutional Effectiveness (shared with Senate) and requested data from Bella Gray (Events Coordinator) on the number and types of unscheduled and manually scheduled classes each semester (Schedule25 typically can't place up to 100 classes each semester). This data could not be provided by the end of 2016-17 academic year; it was not requested in 2017-18 and this issue lies dormant.
- Providing an "undo" mechanism for students who submit teaching evaluations for the wrong class. FAC is not inclined to pursue this unless a widespread problem becomes evident.
- Advising Policy. Monitor and assist with policy development.
- Excess Enrollment Policy. Monitor and assist with policy development

Integrated Curriculum Committee:

Submitted by Dale Oliver, ICC Chair

In the 2017-18 Academic Year, the ICC:

- Responded to over 250 Curriculum proposals (about the same as the previous year)
- Collaborated with the Mathematics Department and the English Composition Program to produce curriculum that is responsive to the EO 1110 mandate to eliminate math and English remediation by Fall 2018. The 2018-19 catalog will reflect all of the changes.
- Collaborated with the three academic college offices and several faculty to facilitate construction of curriculum that is responsive to the EO 1100 mandate to eliminate our 400-level Area E courses and offer new Area E courses at the lower division level. The 2018-19 catalog will reflect most of the changes, and all incoming first-time college students at HSU will have access to a well-designed Area E course at the lower-division level. These course are focused on building student success, and will serve existing and emerging place-based learning communities across the campus.
- Offered feedback to policy proposals from the Academic Policies Committee, including the syllabus and course numbering policies
- Approved substantial revisions to the program in Liberal Studies Elementary Education, and conducted a careful review (through the Academic Master Planning subcommittee) of the proposed RN to BSN degree program, which has been approved unanimously by the ICC.
- Reviewed and approved the GEAR subcommittee plan for assessment of GEAR Program-level learning outcomes, and for re-purposing the existing 37 SLOs as content criteria for the GEAR courses.
- Expanded the pilot (from 4 program reviews to 8 program reviews) of a new subcommittee (Peer Program Review Subcommittee) to provide collegial feedback on the 5-year program reviews that were received this past March.
- In response to the Provost's "curriculum chill" and in cooperation with the GEAR subcommittee, have begun work on a GEAR management plan. The first step in the plan is to gather feedback on new GEAR curriculum guidelines.
- Revised the ICC Constitution to align with the Senate constitution, to formalize the new Peer Program Review Subcommittee, and to focus the expectations for the GEAR committee.

Work still in progress

- Curriculum Proposals received in the spring of 2018
- Revise GEAR course proposals guidelines as outlined in Senate Resolution 17-17/18 on updating GEAR Program SLOs and Area Specific Content Criteria
- Provide support, review plans for Programs affected by EO 1071, with particular emphasis on supporting efforts to bring the English BA program into compliance.

Review and finalize new Early Start courses in Math and English for summer 2019.

University Policies Committee:

Submitted by Justus Ortega, UPC Chair

Over the course of the 2017-2018 academic year the University Policy committee was charged with reviewing several new or revised policies. In the Fall semester 2017, the UPC primarily was focused on reviewing the Animals on Campus, Flag policy, and Temporary Food Policy, making sure each policy was vetted by the stakeholders and ultimately passed by the Senate for adoption by the President. The primary focus of the UPC in the Spring semester 2018 was to review and revise the Temporary Food Policy and to work with the Senate and President's office on updating the Policy webpage. In the process of updating the policy webpage, we worked with Senate Office, Provost Office and President Office on identifying and evaluating 40+ existing policies, guidelines and procedures that were on the policy website. The UPC continued this work of determining which of these older policies are still in effect, superseded, or should be eliminated to the end of the semester and will need to be resumed in Fall 2018.

In addition to our work on developing new policy and reviewing old policies, the UPC evaluated the efficacy of the "policy on Policies" implementation. The results of this assessment were reported to the senate in the UPC Efficacy Report on Policy on Policies. Some of the highlights include:

- The process of formulating and adopting new policy has been implemented successfully with only small modification to the *Policy Template* being needed.
 - This process of formulating new policy seems to be successful in obtaining stakeholder input and feedback.
- The University Policy Committee in coordination with the President's Office, Academic Affairs Office, and Senate Office is now engaged in the process of reviewing and organizing existing university policies on our campus.
 - This initial process is intended to ensure that a comprehensive collection of university policies is transparent and available to the university community. Where ambiguities emerge, these will be brought to the Senate for review.

It should be recognized that this ongoing process of reviewing existing policies every five years and/or removing older policies may place a substantial demand on staff time and resources.

University Resources and Planning Committee:

Submitted by Mark Rizzardi and Alexander Enyedi, URPC Co-Chairs

To: University Senate, Humboldt State University

From: The University Resources and Planning Committee (URPC)
Subject: 2017-18 Annual Report

Agendas for all the year's URPC meetings are available at the URL <http://budget.humboldt.edu/uprc>. Most of the minutes and supplemental materials are also available at that website. What follows is a brief summary of the URPC's 2017-18 academic year.

The URPC initiated its academic year with a half-day retreat where the Committee prioritized work for the coming year. The URPC had finished the 2016-2017 AY year with the Phase-1 budget reductions pending and the Phase-2 budget proposals pending for October 2018. In addition, on August 25, 2018, the President charged the URPC with the following: (1) Continue to implement strategic budgeting principles and define strategic assets, (2) Recommend a balanced budget for 2017-18 that eliminates the University's structural deficit and which includes University-wide engagement in the process, (3) Initiate the planning process for 2018-19 using actual previous-year enrollment data not future-year targets, (4) Continue to develop multi-year budget plans, (5) Develop recommended guidelines for "roll-forward" of unspent balances at the conclusion of a fiscal year, and (6) review quarterly budget reports/projections for the current fiscal year.

Phase-2 reductions were the major topic/focus of the URPC during the 2017-2018 academic year. The URPC took the leading role as a facilitator in fostering University-wide discussions on the development and vetting of Phase-2 proposals. The URPC hosted three open forums to discuss the HSU budget with staff, students and faculty. The October 5, 2017 Open Forum was more general in nature where an update of the budget situation was provided and general audience information was collected. The Cabinet released its preliminary Phase-2 reduction proposals at the end of October. The December 8, 2017 Open Forum used a lively fish-bowl style format and gathered input from the audience regarding the Phase-2 proposals. The February 2, 2018 Open Forum allowed the the URPC and Cabinet to provide updated information to the University community and answer further questions. On February 23, 2018 the Cabinet released its final decisions on Phase-2 budget cuts following careful deliberation and consideration of the HSU community. Using the University's Strategic Plan as a guideline, the URPC provided feedback to the President regarding the Cabinet's Phase-2 decisions. One overarching theme of the URPC's letter to President Rossbacher was that the University needs to be very mindful of its communication so that students, faculty, staff, and the community are aware of the "what", "why", and "how" of the administration's budgetary decisions. It also recommended that "change management" be used in implementing some of the recommendations so that the specifics of exactly what to change and how, can be best determined as guided by the University's strategic goals.

The URPC believes it has completed all but two of the charges provided by the President. The Committee has drafted, but not finalized two separate guidelines for "roll-forward" (unspent budget available at year-end on a one-time basis) and strategic assets. Additional stakeholder vetting on these two drafts will occur over the summer, with a plan to finalize both once the URPC reconvenes in August 2018. The URPC also recommended two new policies. The first was a Space Management Policy as developed by the University Space & Facilities Advisory Committee. The second was a Budget Oversight

policy which mandates quarterly reports from University departments. This Budget Oversight policy will not only satisfy a recent Chancellor's Office policy (Policy Number 2002.00), but should help keep our Major Business Units more aware of their expenditures, make real-time budget information more widely available, and identify the initiation of deficit spending so it can be addressed more quickly (and stopped).

Academic Senate CSU (ASCSU):

Submitted by Mary Ann Creadon and Erick Eschker, ASCSU Representatives

Note: This report was submitted prior to the last plenary of the year, which will take place May 10-11, 2018.

Significant Resolutions passed this year:

- September 2017 resolution supporting the extension and preservation of DACA. ASCSU continued throughout the year to support Chancellor White in his declarations of support for the policy.
- September 2017 resolution objecting to the severely constrained timeline and lack of consultation in the preparation and release of Executive Orders 1100 and 1110, and urging the Chancellor's Office to put into abeyance and delay implementation of the orders until at least Fall 2019.
- November 2017 resolution supporting standards for B4 quantitative reasoning courses as outlined in the Quantitative Reasoning Task Force Report, as well as support for a fourth year of high school quantitative reasoning.
- March 2018 resolution opposing in principle an increase in tuition for students in the CSU, as well as urging that the state of California recognize that it must invest in the CSU to support its mission of providing access to quality higher education for California residents.
- March 2018 resolution recommending increased support for mental health and counseling support services on our campuses.

Other significant actions undertaken by the ASCSU during this academic year:

- The Senate forwarded two nominees to the governor for the Board of Trustees Faculty Trustee position. One of those nominees, former Senator Romey Sabalius, was appointed to the Board. Trustee Sabalius is a professor in the Foreign Languages Department at San Jose State University.
- The release of Executive Orders 1110 and 1100 raised questions about the commitment of the CSU administration to shared governance, to consultation, and to control of curriculum by the faculty. This led to the formation in the fall of a joint group consisting of CSU administration and ASCSU Executive Committee members. That group has met

several times, and is now working on a second draft of a joint paper on the principles of shared governance, to include also the role of faculty in controlling curriculum, and the proper process for consultation.

- The ASCSU awaits a second reading of a resolution supporting a white paper on student success being drafted by the Academic Affairs Committee of the Senate. That white paper argues that the definition and understanding of student success has been wrested from its proper place as residing in faculty/student interaction in the classroom, and has been turned over primarily to the sole value of time-to-degree. The white paper concludes that if the term is to be used by the CSU, it must be returned to the interaction between faculty and students in the daily teaching and learning experience.
 - The Fiscal and Governmental Affairs Committee of the Senate met in Sacramento in April with legislators to help with efforts to increase funding to the CSU.
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President's Office:

Submitted by Lisa Rossbacher, President, Humboldt State University

Dear colleagues –

As I prepared this written report for the final University Senate meeting of this academic year, I have focused on some of the positive accomplishments of 2017-18. Here are a few of them.

Our academic year began with a solar eclipse. Although our characteristic Redwood Coast fog prevented us from seeing it on campus, many University community members travelled to sunnier locations where they were able to observe this event. They brought back stories of awe, 360-degree sunsets, the “diamond ring” effect, and traffic jams.

Faculty members have found alternatives to high-cost textbooks that have saved HSU students over \$1 million in the last two years.

The Youth Educational Services program – more often known simply as Y.E.S. – celebrated its 50th anniversary of providing students with opportunities for service learning and community engagement.

El Lenador celebrated its fifth-year anniversary as a student-run bilingual newspaper.

The University Senate recommended new or revised policies on budget reserves, animals on campus, and a number of governance-related topics. The “Resolutions and Action Tracker” is proving to be a valuable tool in tracking the Senate’s work. Other campuses in the California State University have

expressed interest in HSU's approach to shared governance as reflected in the inclusive organization of our Senate.

As a community, we continued navigating the path toward a balanced and sustainable budget, aided by new on-line tools that have made the University's budget information readily accessible.

With the help of many people across campus, the accreditation self-study report was completed and submitted to the WASC Senior College and University Commission, and our site visit was completed in March. We will receive the Commission's report and their recommendations this summer.

The California State University recognized the need for new seismic upgrades to the Library and Theater Arts building – and is providing \$36.6 million to fund these projects. A noteworthy point is that these upgrades are being funded entirely by the CSU; no HSU funds are required to make this project happen. Typically, campuses need to fund at least 10% of projects like this, so we are very fortunate to be receiving this level of support for these capital projects.

KHSU launched a Spanish-language radio station that serves the region with news, music, and public affairs programming. Bringing programming from *Radio Bilingüe* to Humboldt and Del Norte counties was funded by primarily by the Humboldt Area Foundation, the California Endowment, the Smullin Foundation, and the James Irvine Foundation, and the station features reporting and contributions by HSU students.

The HSU Foundation completed a \$100,000 fundraising campaign for the "Go Green" Fund to support student internships for sustainability-related projects.

HSU received national recognition this year for multiple accomplishments, including the number of graduates serving in the Peace Corps, the renewable energy work being done by the Schatz Energy Research Center, our work to address food insecurity among students, our progress in sustainability, and as being named a top public university in the West.

Of course, the past year included its challenges, too. One year later, the off-campus murder of HSU student David Josiah Lawson remains unsolved. Several current students died during the last year. The University's budget issues are significant, and every action to reduce costs inevitably has had an impact on people. Some members of our community still describe feeling unwelcome. And students continue to report experiencing food and housing insecurity. These are issues that we must and will continue to address in 2018-19. On a personal level, my mother's passing on the eve of her 93rd birthday last November is a loss that I think about every day.

To conclude on a positive note, next Saturday, we are graduating 1,875 students, who range in age from 20 to 68 years old. The graduates represent 30 countries and 39 states and territories. And the average undergraduate Grade Point Average is 3.06. Commencement is an important life accomplishment for each of the graduates, and it is the culmination of the work of the entire University community. The day

is a wonderful celebration of HSU's mission and purpose. So we conclude this academic year with commitment, hope for a restful and productive summer, and a resolve to continue our work together next fall.

I am grateful for the time and energy that so many people have invested in our educational mission this year. I wish you all peace, rejuvenation, and time to read all those books that have been piling up on your desk this year.