

## University Senate Chair Report

### March 08, 2022

Shut the front door! Counting this meeting, we have four Senate meetings left this year (five if we meet during finals week). Thank you all for your patience with me as I have learned how to be a Senate chair (or a facsimile thereof)!

There are a couple of projects that folks have been working on behind the scenes that I would like to bring to folk's attention.

The first item is the cost of textbooks and how Cal Poly Humboldt can act collectively to reduce the out of pocket costs to students. As an institution, we are **awesome** at trying to minimize the cost of textbooks for our students. Many of us use OER materials, use older editions, place texts on reserve at the library, etc. Thank you!!! These strategies are amazing, but depend on individual faculty to try to determine the cheapest route for their students. Likewise, what may be the cheapest text in dollars is not necessarily the easiest nor the least out of pocket expense for all students.

Several faculty (myself included), staff, and administrators have been meeting to discuss the complexities and nuances of textbook costs, current models available for students to get course materials, and the myriad of vendors that provide these services. One difficulty that we run into when we try to parse the out of pocket costs for our students is that only around 25% of listed courses explicitly state their course materials through the bookstore. Roughly 75% of the courses on schedule say, "No books required for this course". Though it is possible that 75% of our listed classes do not require course materials, it seems likely that folks are also using other methods for students to get their course materials. Our low participation rate of explicitly stating course materials through our bookstore is unique to CPH. In order for us to best negotiate with vendors, it would be helpful to know what course materials we actually need students to have.

Here is my ask: Faculty, PLEASE use the Follet Bookstore button on Canvas (see below) to indicate your course materials. If you don't require course materials, please say so through Follet. If you only require OER materials, there is a button for that too. If you do require textbooks/materials, please indicate which ones, even if you plan on directing students where to purchase them (besides the bookstore). With this data, CPH will be in a strong position to negotiate with the various vendors (potentially including our own in-house bookstore or a local partner). Ultimately, the goal of this endeavor is to get our students the materials they need at the best possible price. There will be more info coming to the Senate on this topic soon!

The second item that folks have been working on is the removal of the term “Collateral Duties” from departmental RTP Standards and Criteria.

For some time the RTP S&C committee and the UFPC has been asking the Senate to define the term "Collateral Duties" so that it could be applied equally across campus in the RTP process. After reaching out to our sister campuses' Senate chairs, it was determined that we are alone in using this term and that the way it is being used in some departments essentially negates the service the faculty member is providing the department/University.

Earlier this week, I met with Marissa O'Neil, the chair of Faculty Affairs, Nikola Hobbel, the chair of the UFPC, and Simone Aloisio, AVP for Faculty Affairs, to discuss removing the term "Collateral Duties" from all departmental Standards and Criteria. There was uniform agreement that this should be done, and departments that use the term "Collateral Duties" should instead use the term "Essential Service". The RTP S&C Committee has been asked to work with departments to implement these changes. Likewise, the following text will be included in the UFPC end of year report:

*Appendix J of the Cal Poly Humboldt Faculty Handbook defines the policies and procedures for the retention, tenure and promotion (RTP) of tenure track faculty. Historically, tenure-track faculty's workload has been defined by 12 WTU of “direct” teaching duties and 3 WTU of “indirect” teaching duties. At Cal Poly Humboldt, we have colloquially referred to the 3 WTU of indirect teaching duties as “collateral duties,” which has led to confusion as this term has not been applied equally across departments.*

*In departments whose RTP Standards and Criteria do mention collateral duties, they are often used to indicate essential service that is expected from faculty. This service often includes (but is not limited to): attending department meetings, serving on departmental committees, attending convocations, writing collegial letters for members of the department, and in some cases advising students. As departments vary in size, number of majors, grad programs, etc., the workload associated with such duties can differ greatly among faculty members. For faculty in departments that have collateral duties in their RTP Standards and Criteria, they may not count these activities toward their service contributions, while those that do not use the term do.*

*As Appendix J (IX.A.2) only recognizes the areas of evaluation to be teaching/librarian/counseling effectiveness, Scholarship/Creative Activities, and Service (to the University, profession and community), the term “collateral duties” should be removed from all departments RTP Standards and Criteria. The way in which it is currently used (in those departments that use it) is primarily as unrecognized service to the department/University. This use is unfair and should be eliminated.*

The screenshot displays the Canvas LMS interface for a course titled "PHYS 485 21471 - Modules". The page is viewed from a "Student View" perspective. The main content area is divided into two sections: "Course Information" and "Seminar Assignments".

**Course Information:**

- Office Hour Zoom Link [↗](#)
- Physics 485 Syllabus Spring 2022.pdf
- Rubric.docx.pdf

**Seminar Assignments:**

- Check-in w/ Monty (Feb 4 | 1 pts)
- Outline (Apr 1 | 10 pts)
- Slides (Apr 29 | 10 pts)
- Abstract (Apr 1 | 1 pts)
- Seminar

The left sidebar contains various navigation options, with the "Modules" link highlighted by a red circle. Other visible options include Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Follett Bookstore, and Help. The top navigation bar shows the course title and a "Student View" button. The bottom right corner of the page displays the time "11:44 AM" and the date "2/22/2022".

Thanks,  
Monty