

Tuesday, March 8, 2022, 3:00pm, NHE 106, and Virtual Meeting ID: 828 2073 0017

Chair Monty Mola called the meeting to order at 3:00pm on Tuesday, March 8, 2022, via zoom and in Nelson Hall East 106; a quorum was present.

Members Present (via zoom)

Anderson, Bell, Burkhalter, Cannon, Capps, Doyle, Gonzalez, Graham, M. Thobaben, McGuire, Miller, Miyamoto, Mola, Moyer, Ndura, O'Neill, Pachmayer, Roohparvar, Schnurer, Teale, Tillinghast, White, Woglom, Wrenn, Wynn

Members Present (in NHE 106)

A. Thobaben, Aghasaleh, Miyamoto, Mola, Moyer, Watson

Guests (via zoom)

Amber Blakeslee, Bella Gray, Chris Aberson, Cyril Oberlander, Eboni Turnbow, Jeff Crane, Jeff Dunk, Jenni Robison, Kim Perris, Mike Le, Patrick Malloy, Peggy Metzger, Rachael Gipson, Robert Keever, Rosamel Benevide-Garb, Sheila Rockar-Heppe, 7075024592 Simone Aloisio, Steve St. Onge, Sulaina Banks

Guests Present (in NHE 106)

Carmen Bustos-Works, Morgan King

CFA Interruption Statement

Senator A. Thobaben read the attached Interruption Statement from the California Faculty Association

Announcement of Proxies

St. Onge for Meriwether (as needed)

Approval of and Adoption of Agenda

M/S (O'Neill/Wrenn) to approve the agenda

Motion to approve the agenda as amended passed unanimously

Approval of Minutes from the meeting on February 22, 2022

M/S (Woglom/Wynn) to approve the minutes from the February 22, 2022 meeting

Motion to approve the minutes passed unanimously

Reports, Announcements, and Communications of the Chair

- Written report attached

Reports of Standing Committees, Statewide Senators, and Ex-officio Members

Academic Policies:

- Written report attached

Appointments and Elections:

- Written report attached

Constitution and Bylaws:

- Written report attached

Faculty Affairs:

- Written report attached

Integrated Curriculum:

- Written report attached

University Policies:

- Written report attached

University Resources and Planning:

- Written report attached

CFA:**ASCSU (Statewide Senate):**

Senator Burkhalter reported that she uploaded the AB 928 feedback to the ASCSU portal, and encouraged faculty to email her or Senator Pachmayer to get a link to the survey if they have yet to give feedback, as it is still open.

Office of Diversity, Equity and Inclusion

CDO Ndura reported that the DEIC will share by tomorrow a strong draft of the Anti-Racist Action Plan

Faculty Awards Committee:

- Written report attached

Labor Council

Senator Tillinghast reported that workload is a significant issue across the campus, especially among Administrative Support Coordinators (ASC's),

Staff Council:

- Written report

President and President's Administrative Team:

- Written report attached

In addition to the written report, Provost Capps noted that it is International Women's Day, and thanked the women on campus for their hard work and resiliency.

VP Roothparvar reported the Emergency Operations Center will announce this afternoon that mask wearing will be optional on campus as of March 14, 2022. He noted that it's still encouraged to continue to wear masks, N-95 masks will still be available at regular spots for those who wish to wear them, and that if the pandemic situation changes, masks may become mandatory again.

On behalf of VP Meriwether, Steve St. Onge reported that the Enrollment Management Office is reviewing RFPs for two finalists to build Craftsman's Mall Housing project, which will add 850 beds for students.

Consent Calendar from the Integrated Curriculum Committee

The attached Consent Calendar from the Integrated Curriculum Committee was approved via general consent.

General Consent Calendar

It was noted that there were no items on the General Consent Calendar for consideration

TIME CERTAIN: 3:15-3:30 PM – Open Forum for the Campus Community

Professor Jeff Dunk commented on the new Emeritus Status Policy and process, congratulated those who were granted Emeritus status at the last Senate meeting, and thanked the Senate for continuing to work on an ask that has been a long time coming.

TIME CERTAIN: 3:30 PM - Resolution Establishing The Sustainable Transportation Committee (16-21/22 - EX - March 08, 2022 - First Reading)

Climate Analyst Morgan King introduced the Resolution, explaining that although Humboldt has a Parking and Transportation Committee, the CO has ordered that a new committee on Sustainable Transportation, which comes with a new policy, be formed. He explained it would be a standing committee of the Senate, and that as part of Master Plan update the TDM should be forthcoming. The purpose and charge of the committee would be to ensure that alternative sustainable transportation resources are available and encouraged on campus. He noted the committee would report to the Senate as well as the President's Office.

The Resolution will return for a Second Reading

Resolution on Changes to the Senate's Standing Rules to Expedite Integrated Curriculum Committee Agenda Items (20-21/22 - CBC - March 08, 2022 - First Reading)

Senator Wrenn explained this Resolution formalizes the process the Senate already uses to approve curricular items from the ICC, and noted that the Senate Standing Rules may be amended by a simple majority, so if the Senate were inclined, a vote could happen in this meeting.

Senate vote on the Resolution on Changes to the Senate's Standing Rules to Expedite Integrated Curriculum Committee Agenda Items ***passed without dissent***

Ayes: Aghasaleh, Anderson, Bell, Burkhalter, Cannon, Gonzalez, McGuire, Miller, Miyamoto, Mola, Moyer, O'Neill, Pachmayer, Roohparvar, Schnurer, Teale, Tillinghast, A. Thobaben, M. Thobaben, White, Woglom, Wrenn, Wynn

Nays: none

Abstentions: Capps, Doyle, Graham, Meriwether, Ndura

Resolution on Amendments to Minors, Certificates & Concentrations Policy (19-21/22 - APC - March 08, 2022 - First Reading)

Maxwell explained the resolution, noting that the previous policy passed in the fall allows for the possibility that a program might want to jointly propose a minor and an academic credit granting certificate at the same time. Since then the ICC has received its first proposed duly offered minor and certificate and the distinctions between the three items were not particularly useful. He explained that for future proposals for folks who are offering a minor and certificate at the same time, the certificates have at least three units of career-oriented preparation or training.

Senator Teale asked whether there would be any sort of exemption for an already employed person who is maybe doing professional development.

Senator Schnurer explained that this amendment is really just for academic departments proposing certain new certificates that would be jointly counting as a certificate and a minor at the same time and that the chancellor's office order has the information.

Senator Moyer suggested that clarification be offered as to whether a department proposing a matching certificate to an already existing 15 unit minor would need the three more units, or would they be replacing three units of the minor, to keep the certificate at 15 units, instead of 18. She also noted that if certificates are for people not matriculated and gainfully employed, they might not have time for an internship, so would they actually need to take part in an internship. She also stated she is unsure if directed study is necessarily a career oriented focused thing, but it is often, rather, the way a student takes a class that Humboldt doesn't have on the books.

Senator Schnurer responded that the question about three additional units should be decided

by the department and should make it very clear to students in their pathway maps so the student would know what they'd be getting into. He explained this is making distinctions between the minor and the certificate that the certificate does career prep and career readiness, so as to be in accordance with EO 1094; hopefully departments have the flexibility to choose where those three units come from, while knowing we have to have some way to know if a program is a minor or a cert at the ICC. He also answered that a program that proposed a certificate that's exactly the same as a minor, their support for non matriculated students is one for the department to show as they propose certificates. As to directed study—Senator Schnurer agreed, stating that his sense was that it would have to be a class regarding career prep, or an internship, or some kind of coursework that allows the program to make sure the person is as close to ready to enter employment as possible.

Senator Graham stated he is still struggling with the word distinct, since he thinks it says the certificate can be the same as the minor, but what would the units be distinct from.

Senator Schnurer answered that the certificate should have three distinct units that aren't the same as the minor—this is the distinction needed. Senator Graham suggested adding the words “distinct from the minor,” since Humboldt has lots of career focused coursework built into the minor.

TIME CERTAIN: 4:00 PM - Resolution on the Faculty Awards Policy (13-21/22 - FAC - February 22, 2022 - Discussion Item)

Marissa explained the resolution and changes made.

Senator M. Thobaben stated that the faculty on the Faculty Awards Committee doesn't like the list of nominees being published.

Senator Aghasaleh read the following prepared written remarks:

Rosa Luxemburg wrote, freedom is the freedom of the dissenter. Transforming academic awards to popularity contests is a huge disservice and hinders diversity. To address issues of equity and justice, the award committee should adopt mechanisms to encourage the minoritized and the marginalized. Those of us who study and teach issues of racism, sexism, homophobia, heteropatriarchy, classisms, and other forms of oppression know that criticality is uncomfortable or it's nothing. I'm deeply concerned that this approach doesn't enhance social justice but rather is very harmful to those whose scholarship has been historically marginalized or they have been invisible.

He continued, suggesting the committee members and reviewers educate themselves and learn about candidates' manners, practices, and demeanors instead of differing the judgement to the campus and hiding behind some vague measures framed as “community feedback”. If the reviewers are this distant from the campus they'd do better to let more engaged intellectuals serve on the committee. On another note, he stated, Purpose, Vision, Core values of Cal Poly Humboldt are supposed to be responsive to contemporary sociopolitical issues and reflect the campus values as a community. That means those are fluid, time-sensitive, and socially

constructed. Thus, enforcing them as ex post facto, as proposed in the recension clause, is incommensurable with the purposes of having visions and values. What is understood as social justice today is different from what it was perceived a decade ago and will evolve in the future.

Senator Moyer shared her concerns about the possibility of a reduction of intellectually supported disagreement if the community feedback portion of the Resolution be included.

Senator Miller, a member of the Faculty Affairs Committee, shared that if he had known more about the problematic individual from last year, then he would not have voted to award that person. He stated that the feedback portion of the Resolution is meant to enable a critical look at the nominees. He concluded stating that if the feedback portion of the Resolution is taken out then Humboldt is sticking with the white supremacist patterns, and that these arguments for taking it out simply mean that people are pushing back on any sort of accountability for faculty.

Senator Bell echoed Senator Miller, and noted that while Senator Moyer mentioned the possibility of ugly fights, there is another ugly fight already taking place: those who were harmed by nominees. She stated that this is a chance to actually put a policy in place that makes the award process transparent, which is ostensibly what everyone wants, but yet people are pushing back on the transparency.

Senator Wynn shared that she personally doesn't think an individual should be allowed to protest if the award is rescinded; if it gets to that point, then there needs to not be a long drawn out process about it, allowing that privilege is ridiculous.

Senator Cannon pointed out that statutory grievances is an option for anyone at any time, so it would still be an option even if it's not stated in the policy.

Senator Schnurer stated that Senator Aghasaleh's arguments were great, and noted that further changes to the policy will most likely come forward, but for now, the changes here are a big improvement over the current practices.

Senator Burkhalter pointed out that the Faculty Awards Committee is a very small committee, and the winners reflect the committee makeup, since many on the Senate don't know as much as is needed such that Senators just trust the colleagues. She noted that such a thing would never happen on a hiring committee. She concluded that part of the concern is how difficult it is to get people to serve on this committee, as well as the process by which Humboldt makes sure these award winners are going to represent the campus well once they receive the award.

Senator Graham stated his opinion that he would love to bring up the possibility of giving cash to students, not just faculty.

Senator Aghasaleh reiterated that he thinks this is a white supremacist solution for this white supremacist problem, because in a way it tries to defer the responsibility to an avenue that is

also most likely going to result in more white supremacy such that reaching out to an already white supremacist community asking for feedback is not helpful. He suggested the committee should hire someone else, or figure out a way to do this work for itself.

Senator Doyle suggested maybe the HR/APS office can inform the committee of complaints against nominees, so that the people on campus who are in the know are able to give feedback as needed.

Senator O’Neill explained that the HR/APS office is not allowed to share that information, which is one of the reasons the community feedback is on there; asking for feedback from the community is how we can access that information.

The Resolution will return for a Second Reading

TIME CERTAIN: 4:20 PM - Trends in Student Support/CARES/Dean of Students - Jason Meriwether, Eboni Ford Turnbow, Kali Rothrock, & Robert Keever

Jason Meriwether, Eboni Ford Turnbow, Kali Rothrock, and Robert Keever gave the attached presentation

Senator Woglom shared the following document and encouraged folks to report as needed and often:

https://docs.google.com/document/d/1B_A-AZyMnKpkxRwkEOeUvxwbkZsM0KKCSN_dQJu36ok/edit

M/S (Moyer/Burkhalter) motion to adjourn

Meeting adjourned at 4:44 pm

California Faculty Association's Interruption Statement

As part of our continuing commitment to racial justice work, when we experience examples of racial narratives, racism, or whiteness in our meetings or as we conduct our business, we will speak up.

This means we can interrupt the meeting and draw the issue to one another's attention.

We will do this kindly, with care, and in good faith.

This statement is a reminder that we commit to do this in the service of ending systems of racial oppression, and others as well.

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 top navigation bar includes "Collapse All", "View Progress", and a "+ Module" button. 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 options include Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Add Blue Button, Collaborations, Chat, Library Resources, Turning Account Registration, and Google Drive. The right sidebar offers options like "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". A "Coming Up" section indicates "Nothing for the next week".

Thanks,
Monty

CAL POLY HUMBOLDT

University Senate Written Reports, March 8, 2022

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Maxwell Schnurer, APC Chair

Membership: Kathy Thornhill, Matthew Derrick, Kayla Begay, Malluli Cuellar, Morgan Barker, Humnath Panta, Travis Brunner, Kim White and Jenni Robinson

The Committee met on February 21 to work on the syllabus policy revisions. Primary work was around structural requirements for syllabi, expectations for coherence and student accessibility (understanding of course content and schedule), mode of instruction and syllabus requirement, communications in the case of syllabus changes and continued work on diversity and inclusion statements, decolonizing statements and land acknowledgment statements.

APC is also submitting an amendment for the minors/concentrations and academic credit-granting certificates policy to help clarify the distinctions between minors and ACG certificates when jointly proposed. This will be on the March 8 Senate agenda.

APC next meets on Friday March 11 at 2pm.

Appointments and Elections Committee:

Submitted by Jayne McGuire, AEC Chair

February 21, 2022

To: Cal Poly Humboldt General Faculty

From: University Senate Appointments and Elections Committee

Subject: **UPDATED SEATS: Third Call for Nominations for General Faculty Elections and Appointments**

Faculty members are needed to serve on the following campus committees. Committee work will begin at the start of the Fall 2022 semester, unless otherwise noted with an asterisk (*).

You may self-nominate by emailing your nomination to the University Senate Office (senate@humboldt.edu).

Nominations are due by Monday, March 7, 2022

Please visit the Committee Directory <http://www2.humboldt.edu/senate/committees> for more information about each committee. For general information on committees, see section 800 of the *HSU Faculty Handbook* via the following link:

<http://www2.humboldt.edu/aavp/sites/default/files/facultyhandbook/Section800.pdf>

Elected Position Openings:

GENERAL FACULTY / UNIVERSITY SENATE

- General Faculty Secretary / Treasurer, 2 year term
- Lecturer Faculty Delegate (Colleges, Library, Counseling, Coaches), 3 year term

The position is open to Lecturers, Coaches and non-tenure line Counselors and Librarians with a time base of .40 or greater.

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

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

Faculty serving as UFPC Chair will receive 9 units of Assigned Time in AY 21-22; faculty serving on the UFPC will receive 6 units of Assigned Time per year, workload varies and additional WTU or a stipend may be awarded at the Provost's discretion; the committee meets MWF 9am to 11am. Please note: faculty participating in the Faculty Early Retirement Program are eligible for nomination with the Provost's approval.

- Faculty Member (CPS), 2 year term

Please refer to the following page for information regarding the duties of the UFPC:

<http://www2.humboldt.edu/senate/ufpc>

Appointed Position Openings:

ACADEMIC POLICIES COMMITTEE (APC)

- Faculty Member, 3 year term

Duties: Develops and maintains the academic policies of California State Polytechnic University Humboldt.

ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE

- Faculty Member, 2 year term

Duties: The Committee is advisory to the President through the Vice President for Student Affairs for policy issues related to alcohol, marijuana, and other drug use within the University community.

CENTER FOR COMMUNITY BASED LEARNING

- Faculty Member (CNRS), 2 year term

Duties: The Advisory Committee members provide feedback and guidance on the Center's activities and strategic direction.

COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS

Candidates are appointed in consult with the membership of the UFPC.

- *Tenured or Tenure Line Faculty Member (CAHSS), 1 year term

***Term of service will begin Spring 2022**

Duties: To provide a mechanism for approval of department/unit criteria and standards and to provide a mechanism for the revision of existing approved standards. To ensure department/unit criteria and standards are in alignment with university standards and criteria as specified in Appendix J and that criteria and standards are not overly complex or prone to misinterpretation.

CONSTITUTION AND BYLAWS COMMITTEE

- TWO Faculty Members, 2 year terms
- Faculty Member, 1 year term

Please refer to [Senate Bylaws](#), Section 11.6 for committee description.

FACULTY AFFAIRS COMMITTEE

- Faculty Member, 3 year term

Please refer to [Senate Bylaws](#), Section 11.4 for committee description.

FACULTY AWARDS COMMITTEE

Two of the three members should be previous recipients of the Outstanding Professor Award.

- Faculty Member, 1 year term
- Faculty Member, 1 year term
- Faculty Member, 1 year term

Duties: The committee is appointed to select the nominees for the following HSU awards: Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor.

INTERNATIONAL ADVISORY COMMITTEE

Faculty members are appointed by the President of the University after appropriate consultation

- Faculty Member (CNRS), 3 year term

Duties: Provides advisory support for, and promotes programs and initiatives that foster international educational opportunities for the campus community.

INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)

- Faculty Member, 3 year term

Duties: Advise the President regarding both level of fee and allocation of fee revenue. Additionally, this committee reviews the intercollegiate athletics budget proposal from the Intercollegiate Athletic Advisory Committee prior to its submission to the President. The committee shall work within the confines of the Chancellor's Executive Order relating to instructionally related activities fee and BA letters of instruction from the Chancellor's Office.

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

- Faculty Member (CNRS), 2 year term

Duties: Reviews and selects proposals/applications submitted by faculty and students for various research related competitions on campus.

PROFESSIONAL LEAVE COMMITTEE

- Tenured Faculty Member, 2 year term

Duties: The committee reviews sabbatical leave applications and considers questions related to the quality of the proposed sabbatical project.

UNIVERSITY POLICIES COMMITTEE

- Faculty Member, 3 year term

Please refer to [Senate Bylaws](#), Section 11.8 for committee description.

Faculty Affairs Committee:

Submitted by Marissa O'Neill, FAC Chair

Membership: Simone Aloisio, Elavie Ndura, Tim Miller, Debbie Gonzalez, Kim Perris, Ramona Bell, Loren Cannon

The Committee meets on Mondays at 11:00am-12:00pm.

FAC met on February 14th, and February 21st.

The committee reviewed and incorporated feedback from ERFSA on amendments to the Faculty Awards Policy on February 14th. On February 21st the committee reviewed the work that the Chairs Task Force is doing. We then continued our discussion on creating a bullying policy. Due to perceived constraints, it was decided a sense of the senate would be created. The committee is working on a definition of bullying.

Constitution and Bylaws Committee:

Submitted by Chelsea Teale, CBC Chair

The CBC met on 2/23 and continued building and revising the master list of committees as part of the Committee Directory Initiative (CDI). That work will continue in our next meeting. Questions arose regarding the status of subcommittees, i.e., some committees are made almost entirely of subcommittees that are listed in the handbook (like ICC), but other subcommittees seem to be more informal. If the goal of the CDI is to help evaluate employees, it is important to know the difference between subcommittees. This is likely to become a sticking point when the final list is made available, but the list is meant to be an evolving document so it can be modified. We are also aware of potential

revisions to handbook section 800 as new committees are formed and adjustments to an existing committee's duties are made.

Integrated Curriculum Committee:

Submitted by Jill Anderson, ICC Chair

Regular meeting times are Tuesdays from 9-11am with the Full ICC and ICC Subcommittee meeting on alternate weeks.

ICC Members:

Ramesh Adhikari, Jill Anderson (ICC/APC Chair), Brad Ballinger, Kayla Begay, Vincent Biondo, Carmen Bustos-Works, Christine Cass, Eden Donahue, Bella Gray (Curriculum Coordinator), Lucy Kerhoulas (CDC Chair), Heather Madar, Cindy Moyer, Marissa Ramsier, Cutcha Risling-Baldy, Marisol Ruiz-Gonzalez, Maxwell Schnurer (APC Chair), Justus Ortega, Jenni Robinson, Sheila Rocker-Heppe, Lisa Termain (GEAR Chair), Mary Watson (administrative coordinator), Mark Wicklund, George Wrenn, and Rick Zechman

Current Vacancies: Graduate Council representative, Student representatives (2)

Subcommittee Reports

- **Academic Policies Committee (APC)** The APC is working on line by line revisions to the syllabus policy including the incorporation of decolonizing, anti-racist, and inclusion statements. Land acknowledgements were also brought up in discussion and the APC is considering this as well and collaborating with campus and community bodies.
- **General Education and All University Requirements (GEAR)** The GEAR committee is working with the Engineering programs being proposed on their GE exceptions and GEAR proposals. Lisa also discussed the Sense of the Senate Resolution on AB 928, which was passed last senate meeting. GEAR continues to work on the GEAR recertification processes and discussion included workload considerations as the GEAR committee's charge has evolved over the last few years to include the scope of work to recertify all GEAR courses and fold them into consistent assessment processes. The GEAR course group up for recertification next AY is DCG, which consists of 136 existing courses.
- **Course and Degree Change (CDC)** The CDC is reviewing proposals in the Curriculog cue that have come in recently.

- **Academic Programs and Planning Committee (APPC)** The APPC reviewed new programs and discussed the requirements of the APplied Fire Science Degree. All remaining new Bachelors and Masters level programs will be reviewed in the ICC meeting on 3/8/22.

Engineering and Community Practice Program. The committee reviewed the new MS program in Engineering and Community Practice, additional questions came up about the structure of the interdisciplinary culminating experience and student support in project courses across two departments. The program will come back to the next meeting.

Geospatial Science and Technology Program. The committee reviewed the new BS in Geospatial Science and Technology and had some questions arise about typographical edits in the proposal as well as the MAPS. The program will come back to the next meeting.

Certificates Unit Caps. Sheila Rocker-Heppe brought forward AB 22 to the committee to discuss the requirements for training educators in transitional Kindergarten. AB 22 established guidelines and requirements for transitional education including requiring 24 units of instruction in early childhood education or child development for all educators. This creates a situation where practicing educators need to come back for those 24 units of coursework. As a solution to this, the College of Extended Education and Global Engagement (CEEGE) is working with the Child Development Department to develop a certificate catered to working educators. This came to the ICC because the 24 units required exceeded the 20 unit cap for certificates in the Minors, Certificates, and Concentrations policy. AB 22 mandates the requirements be in effect by August 2023 so the immediate solution of the certificate has been deemed an important avenue. The certificate will not require any new courses, only adjustments to existing courses. A long term question arose around how the Commission on Teacher Ceredtilling (CTC) will consider this preparation and if certificates will be a viable long term solution or if fully developed credentialed preparation programs will take over. Clarity on an MOU between CEEGE and the Child Development Department was asked about as well and guidance will be provided.

Projected Degree Proposal: Biochemistry. The Chemistry department is proposing a Biochemistry degree and the Projected Degree Form was shared with the ICC for review. The Chemistry department is preparing to collaborate with the Biotechnology program and the ICC was supportive of this program's aims. The program will now move into development.

Certificates and Financial Aid. Peggy Metzger joined the meeting to discuss financial aid implications of curriculum and certificates with the committee. Peggy explained the processes of applying to the department of education to extend financial aid beyond caps and restrictions

on units and how that can take a year or more to come back. A helpful reminder was provided to consider how units for certificates and minors can stack on to the unit total and affect financial aid for students as well as to communicate with financial aid about blended programs.

University Policies Committee:

Submitted by George Wrenn, UPC Chair

The Committee is soliciting feedback on the Grade Appeal and Student Grievance policies and will meet via Zoom on Tuesday, March 8 at 11 a.m. to review feedback and prepare resolutions and final drafts for SenEx review on March 22.

University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

The URPC met once as a full committee and once as a full committee and once as participants in the Cal Poly Budget Implementation working group since the last Senate Meeting. At the Friday, February 25th meeting, running from 1-2:30, we began by voting to accept the meeting minutes from the February 11th meeting (attached). We then conducted a check-in with the committee members regarding their personal goals for the committee over the remainder of the AY. We attempted to map these intentions, along with action items already conducted, to an outline structure (attached), thus hoping to check the alignment of our accomplishment of bylaw duties thus far, as well as a consideration of where we are with the requests of the President's Office. We reviewed this map against our existing timeline to figure out the logistical feasibility of meeting our intentions and prescribed responsibilities, ultimately coming away with the impression that it is going to be a busy few weeks, but that we feel reasonably confident we will be able to accomplish meaningful infrastructure for shared governance regarding budget development and decision making in the coming months.

HUMBOLDT STATE UNIVERSITY

University Resources & Planning Committee February 25, 2022

1:00 PM – 2:30 PM

In-person meeting location: CCR (Siemens Hall 222) OR join Zoom meeting:

<https://humboldtstate.zoom.us/j/88207481576?pwd=WitMOG1oa1VOb3RzTStuT3NqT1pCZz09>

Meeting ID: 882 0748 1576

Passcode: R6hnj0

URPC Meeting Agenda

1. Approve Minutes from 02/11/22
2. URPC committee check-in
3. Senate Bylaws and President's Request
 - a. bylaws
 - b. charge
4. Review of Budget Timeline
5. Enrollment Growth Funding Model

URPC Work-To-Date/Future Intentions Map

[URPC Timeline Document](#)

[University Senate Bylaws Pertaining to the URPC](#)

[President’s Request to the URPC, ‘21/’22](#)

[URPC Planning Document, ‘21/’22](#)

Duties as Outlined in the Bylaws	Work to Date	Remaining/Further Work Deemed Necessary to Fulfill the Duties Outlined in the Bylaws
<p>i. The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.</p>	<ul style="list-style-type: none"> ● 2/11/22-Finalize Roll Forward Guidelines ● 2/11/22-Enrollment Growth Funding Model ● 1/21/22- Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. Review Survey Results ○ b. Review Draft Revisions to Roll Forward Guidelines ● 12/3/21- USFAC Space Allocation Approval ● 12/3/21- University Wide Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. CSU Survey Results ○ b. Options 	<ul style="list-style-type: none"> ● Outline changes that need to be made; ● Something like an enrollment growth model; ● Data (actuals, issues, flex ((investment from CSU, roll))); ● Worst case scenario; ● PAT: position of funding allocation in relation to continued under enrollment; ● Athletics concern; divisional; initiative-driven funding ● Audit of pain points/potential of deficit areas ● Realignment

	<ul style="list-style-type: none"> ● 12/3/21- Enrollment Growth Funding Model ● 10/29/21-Process Improvement Planning (Jim Graham) ● 10/15/21-Review of the President’s Charge ● 10/1/21-Jim Graham budget modeling presentation ● 9/17/21-Financial model (Jim Graham) 	<ul style="list-style-type: none"> ● Strategic Resources based on firms code
<p>ii. The Committee shall act as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.</p>	<ul style="list-style-type: none"> ● 2/11/22-Finalize Roll Forward Guidelines ● 2/11/22-Enrollment Growth Funding Model ● 2/11/22-Polytech Revised Financial Plan Update ● 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan ● 1/21/22- Preliminary Enrollment Projections ● 1/21/22- Governor's Budget Proposal ● 1/21/22- Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. Review Survey Results ○ b. Review Draft Revisions to Roll Forward Guidelines ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) ● 12/3/21- USFAC Space Allocation Approval 	

	<ul style="list-style-type: none">● 12/3/21- University Wide Roll Forward Guidelines<ul style="list-style-type: none">○ a. CSU Survey Results○ b. Options● 12/3/21- Enrollment Growth Funding Model● 12/3/21- Review Enrollment Data and Metrics● 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group● 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group● 10/15/21-Update on Year Three Reduction Plan for OAA● 9/17/21-Enrollment and growth● 9/17/21-CSU budget request● 9/17/21-Year end overview and reserves update● 9/17/21-Polytechnic implementation subgroup (Amber and Simone)● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony)● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing)	
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iii. The Committee shall question, review, and evaluate resource allocations based on current fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource allocations (both budgeted and unbudgeted funds including enrollment growth funds) with that vision and plan.

- Polytechnic Implementation Budget Working Group meetings
- 2/11/22-Polytech Revised Financial Plan Update
- 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan
- 12/3/21- Homework: Operating Fund Q1 Reports (Jim?)
- 12/3/21- USFAC Space Allocation Approval
- 12/3/21- University Wide Roll Forward Guidelines
 - a. CSU Survey Results
 - b. Options
- 12/3/21- Enrollment Growth Funding Model
- 10/29/21-OpenBook Demo
- 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group
- 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group
- 10/15/21-Update on Year Three Reduction Plan for OAA
- 9/17/21-Year end overview and reserves update

- List of Data:
 - Actuals
 - Polytech plan
 - Student feedback through college reps, committee reps, questions on student ballot
- Focus the worksheet to a very specific questions.
- What is the true baseline? We need to articulate what has been covered by things like HEERF

	<ul style="list-style-type: none"> ● 9/17/21-Polytechnic implementation subgroup (Amber and Simone) ● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony) ● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing) 	
<p>iv. The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations and allocations to special funds, and advise administrators on the use of those funds. It is not the role of this committee to interfere with internal division processes, but rather to review and evaluate the consistency of resource allocations with agreed upon budget priorities and the University’s vision and strategic plan. The function shall not be construed as to in anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.</p>	<ul style="list-style-type: none"> ● 2/11/22-Finalize Roll Forward Guidelines ● 2/11/22-Enrollment Growth Funding Model ● 2/11/22-Polytech Revised Financial Plan Update ● 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan ● Polytechnic Implementation Budget Working Group meetings ● 1/21/22- Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. Review Survey Results ○ b. Review Draft Revisions to Roll Forward Guidelines ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) ● 12/3/21- USFAC Space Allocation Approval 	

	<ul style="list-style-type: none"> ● 12/3/21- University Wide Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. CSU Survey Results ○ b. Options ● 12/3/21- Enrollment Growth Funding Model ● 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group ● 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group ● 10/15/21-Update on Year Three Reduction Plan for OAA ● 9/17/21-Polytechnic implementation subgroup (Amber and Simone) ● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony) ● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing) 	
<p>v. The Committee shall receive quarterly budget reports to review how budgeted and unbudgeted funds are spent relative to agreed budget categories and priorities, and make relevant recommendations.</p>	<ul style="list-style-type: none"> ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) 	

<p>vi. The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives.</p>	<ul style="list-style-type: none"> ● 1/21/22- Preliminary Enrollment Projections ● 1/21/22- Governor's Budget Proposal ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) ● 12/3/21- USFAC Space Allocation Approval ● 12/3/21- Review Enrollment Data and Metrics ● 10/29/21-OpenBook Demo ● 10/15/21-Update on Year Three Reduction Plan for OAA ● 9/17/21-Enrollment and growth ● 9/17/21-Year end overview and reserves update 	<ul style="list-style-type: none"> ● Looking at pertinent issues reported ● Divisional reporting with worksheet at the beginning of the year and the end of the year (post realignment survey)
<p>vii. The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.</p>	<ul style="list-style-type: none"> ● Polytechnic Implementation Budget Working Group meetings ● 2/11/22-Finalize Roll Forward Guidelines ● 2/11/22-Enrollment Growth Funding Model ● 2/11/22-Polytech Revised Financial Plan Update ● 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan ● 1/21/22- Roll Forward Guidelines 	

	<ul style="list-style-type: none">○ Review Survey Results○ Review Draft Revisions to Roll Forward Guidelines● 12/3/21- USFAC Space Allocation Approval● 12/3/21- University Wide Roll Forward Guidelines<ul style="list-style-type: none">○ a. CSU Survey Results○ b. Options● 12/3/21- Enrollment Growth Funding Model● 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group● 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group● 10/1/21-Enrollment Growth Discussion (VP Meriwether and Peter Martinez)● 9/17/21-Enrollment and growth● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony)● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing)	
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UNIVERSITY RESOURCES & PLANNING COMMITTEE

February 11, 2022

1:30 PM – 3:00 PM

In-person meeting location: CCR

2021-22 URPC:

In-person	Virtual		In-person	Virtual	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jenn Capps, Co-Chair (non-voting)	<input type="checkbox"/>	<input type="checkbox"/>	Jeremiah Finley, Student (voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	James Woglom, Co-Chair (tie break vote)	<input type="checkbox"/>	<input type="checkbox"/>	Vacant, Student (voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jim Graham, Faculty (voting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rouhollah Aghasaleh, Faculty (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kevin Furtado, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nicole Jean Hill, Faculty (voting)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Rich, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anthony Baker, Staff (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Simone Aloisio, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arlene Wynn, Staff (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenessa Lund, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shawna Young, Dean (voting)	<input type="checkbox"/>	<input type="checkbox"/>	Michael Le, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharooz Roohparvar, VP (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jason Meriwether, VP (voting) Proxy: Kevin Furtado	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Orona, Notes (non-voting)
<input type="checkbox"/>	<input type="checkbox"/>	Frank Whitlatch, VP (voting)	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Attendees: Patrick Malloy (virtual)

Meeting Minutes:

1. Approve Minutes from 01/21/22: M/S (Anthony/Jim) - Approved without alterations
2. Finalize Roll Forward Guidelines (10 minutes)
 - a. Final draft of the [University Wide Roll Forward Guidelines](#) was reviewed.
 - i. Discussion on the percentage split for university wide distributions, increased discretion of divisions, and opportunities for strategic investments.
 - b. Action Item: M/S (Shahrooz/Kevin) - Motion to forward final draft of revised University Wide Roll Forward Guidelines to Senate for consideration and then forward to the President for approval.
 - i. Passed without dissent.

1. Ayes: 5
 2. Nays: none
 3. Abstentions: 3
3. Enrollment Growth Funding Model (40 minutes)
 - a. 2014-15 URPC Enrollment Growth funding model was shared with the group
 - i. Model was based on marginal cost of instruction and leveraged FIRMS codes to distribute additional funding by division. One time funding was used to support initial growth. Once the growth stabilized and sustained, base funding was allocated. When the university experienced significant decline in enrollment, the methodology used was shifted to reduce the impact to instruction.
 - b. Robust committee discussion on current enrollment numbers, enrollment growth, our CSU Resident FTES target of 7,603 FTES, base budget vs. one-time investments, and how to build out the budget planning process.
 4. Polytech Revised Financial Plan Update (10 minutes)
 - a. As part of the Polytech Budget Forum, the working group solicited questions about the poly financial plan and associated allocations. The group received over 50 questions from the campus community and are strategizing how to best answer the questions and the best mechanism to do that.
 - b. The [Polytech Transition - \\$25 Million Spending Plan Summary \(Year 2\)](#) has not changed from the information shared at URPC's last meeting on January 21st.
 - c. The year 2 request for funding from the one-time \$433 million in capital funding has been submitted to the CO. The year 2 request for \$30 million was made to continue to move the infrastructure projects forward. (Year 1 amount was \$50 million.)
 - d. [Polytechnic](#) website has information related to [planning updates](#), [infrastructure projects](#), [academic programming build out](#) and [branding initiative](#).
 5. Enrollment & Revenue Projections (15 minutes)
 - a. Enrollment projections for the 2022-23 budget planning scenario and 2021-22 budget are within 10 students: 5,061 total FTES for 2021-22 Budget and we are projecting 5,071 total FTES for 2022-23 budget planning. Anticipating some additional tuition revenue due to projected changes in the FTES mix (Resident, WUE, Out-of-State, & International) but from a budget planning standpoint, looking to be essentially flat from year to year.
-

Faculty Awards Committee:

Submitted by the faculty members of the [Faculty Awards Committee](#): Daniela Mineva, Eugene Novotney, and Marshelle Thobaben

Recommendation: Eliminate AWARDS CRITERIA below until further discussion with the Faculty Awards Committee

AWARDS CRITERIA **To be nominated for a faculty award is in itself an honor. The Faculty Awards Committee will announce to the University community the list of nominees. Included in the**

announcement will be directions for the University community to submit feedback. Any such feedback will be shared with the nominee who may submit rebuttals to submitted letters.

General Comment

It would be good to know the context of what initiated these proposed changes to understand their purpose better.

***To be nominated for a faculty award is in itself an honor. The Faculty Awards Committee will announce to the University community the list of nominees. Included in the announcement will be directions for the University community to submit feedback. Any such feedback will be shared with the nominee who may submit rebuttals to submitted letters.**

Concerns:

Although I am certain that the motivation behind introducing this amendment was made with positive intentions, it could prove to create a very complex set of conditions and circumstances.

If we commit fully to this new requirement the process will become even more complicated. For me the required documentation for this process should stay anonymous.

Fewer faculty will want to serve on the Faculty Awards Committee due to the increased workload because of having to announce to the university the list of nominees and request campus-wide feedback on each of them.

This could have a chilling effect on faculty's willingness to be nominated having their names being published. This puts faculty in a place of extreme vulnerability.

I can only guess that this proposal allows the campus community to provide comment on faculty that have been "controversial" in some way. So, I agree with your [Marshelle's] statement: "inherent herein is the FAC responsibilities to weed out controversial faculty and be the gatekeeper for determining what it means to act in ways that are harmful and egregious".

For Soliciting campus wide letters, I agree with you [referring to Marshelle's statement below] inherent herein is the FAC responsibilities to weed out controversial faculty and be the gatekeeper for determining what it means to act in ways that are harmful and egregious

Additionally, inherent herein is the FAC responsibilities to weed out controversial faculty and be the gatekeeper for determining what it means to act in ways that are harmful and egregious.

So, this opens up many questions for me [Faculty Awards Committee member]. When in the timeline of the process will this occur? Who will initiate it? Will it be requested administratively after all nominations are in and included in the candidate's nomination files before the committee meets to review nominees, as is done with all other material that the committee reviews, like student evaluations, letters, CVs, etc.? And what about the rebuttals? Will those rebuttals also be available before the FAC begins reviewing files? What weight will this feedback

be given? Will comments in these letters be substantiated or vetted? Will the FAC accept all comments as “credible” without documentation?

I like the idea of announcing the names of the nominees at the awards ceremony, not before. I feel it is an honor to be nominated and it is nice to be recognized. This is true for the outstanding student awards.

***Membership:** In addition to the co-chairs, three members of the teaching faculty (two of whom are previous recipients of at least one Award) appointed for one-year terms by the Senate Appointments Committee, and one student appointed by the Associated Students. *Why should this committee have two faculty members that are previous recipients? I am in favor of one faculty member being previous recipient.*

I remember the year when Jenny Zorn made the argument that there are very sensitive materials like student evaluations and can't be shared with the students. I agree that involving students in this process is not suitable for this committee.

When I first served on the FAC committee, there was one student appointed by the Associated Students on the committee. This student membership stipulation was actually recommended to be eliminated by then Provost, Jenny Zorn, in 2015. She felt that student membership on the committee was problematic because of confidentiality issues and sensitivity to students seeing faculty teaching records, i.e., student evaluations of teaching, which generally fall into category of personnel documents.

*Language from the draft Resolution #16-08/09-FA (Revised) Awards Criteria Resolution

President and President's Administrative Team Report to University Senate

Tom Jackson, Jr., President
Sherie C. Gordon, Chief of Staff
Shahrooz Roohparvar, CFO/VP Administration and Finance
Jason Meriwether, VP Enrollment Management
Jenn Capps, Provost and VPAA
Cooper Jones, Executive Director of Athletics and Recreational Sports
Frank Whitlatch, VP Advancement
Lisa Bond-Maupin, Deputy Chief of Staff (Editor)

People

Torie Mather has been hired to **fill out the HR team**. She will be working the front desk and starts on March 28th. As of that date, the HR Office will be fully staffed for the first time in a long time and are looking forward to providing the highest possible level of service.

CSU Trustee Wenda Fong visited the Cal Poly Humboldt campus on Wednesday, March 2nd. During this time she met with a series of representatives from Cal Poly implementation working groups to learn about how we are breathing life into our polytechnic plan. She also met with students who are working with faculty on scholarly partnerships and had a tour of campus. Trustee Fong continues to be one of the biggest supporters of our transformation, emphasizing during her visit how impressed she was with our creativity, thoughtful work, and our growing off-campus partnerships. Congratulations and heartfelt thank you from Trustee Fong to everyone of the nearly 50 people with whom she met during her visit.

During her visit, Trustee Fong shared that she had recently produced a PSA shown in all AMC theaters in honor of AAPI month. You may view it here:

<https://abc7news.com/amp/stop-asian-hate-aapi-stands-for-gofundme-community-meaning/10575497/>

Academic Excellence

As Humboldt State transforms to Cal Poly Humboldt, the **Center for Teaching and Learning** is committed to supporting educators in your efforts to explore new ideas, reflect on your practice, reach your teaching goals, and do their best to make your teaching lives easier to manage. That's why they would like to start a conversation with you about what you need to thrive in the classroom and what you can share with others about what you are already doing. **Take the survey** here: [Cal Poly Humboldt Faculty Needs Survey](#)

Fall textbook adoptions are now open and the deadline to submit them is April 1, 2022. Submitting these adoptions in a timely way supports our students in being successful in obtaining the required course materials.

To submit your adoptions follow these steps:

- Log into [Canvas](#).
- Select the "Follett Bookstore" icon in the left column navigation panel
- Follow instructions on the screen.

If you have any questions please contact Chris Leach, the Bookstore Manager at 1268mgr@follett.com

Campus Culture and Operations

Cal Poly Humboldt and USA Triathlon announced the school will become the 40th program to offer women's **triathlon at the varsity level**. Humboldt will field a team starting in the 2022-23 athletic season.

The commitment by Humboldt to become the 40th school is an important milestone in triathlon's journey to becoming an NCAA Championship sport. Deemed an NCAA Emerging Sport for Women in 2014, triathlon has now met the 10-year window to demonstrate sustainability and success at the NCAA varsity level. Triathlon has a few more steps to take on its way to being fully managed by the NCAA as a championship event, including committee, council, divisional and budget approvals.

"Cal Poly Humboldt is excited to welcome Triathlon to our campus as the 12th NCAA varsity sport," said Cooper Jones, Executive Director of Intercollegiate Athletics & Campus Recreation. "We believe

Triathlon will be very successful in the near future. I look forward to growing the sport both regionally and nationally."

Humboldt's addition of women's triathlon was made possible through a grant from the USA Triathlon Foundation as well as a donation from the IRONMAN Foundation. The USA Triathlon Foundation Women's Emerging Sport Grant is distributed to select NCAA membership institutions to develop, implement and sustain women's triathlon programs at the varsity level.

Humboldt becomes the 17th Division II institution in the country to add women's triathlon as a varsity sport and the second in California, joining the University of San Francisco.

Triathlon was approved in January 2014 as the next Emerging Sport for Women for NCAA Division I, II and III institutions. Women's Triathlon is a fall sport, and the varsity season includes national qualifiers followed by the Women's Collegiate Triathlon National Championships. Races are sprint distance, featuring an open water 750-meter swim, draft legal 20-kilometer cycling and a 5K run.

"The addition of new varsity sports to Humboldt is just one part of a visionary plan that our president, Dr. Tom Jackson, Jr., has for the future of our campus," added Jones. "The ability to add new sports like Triathlon will bring national -- and even international -- recognition and awareness to our growing Cal Poly Humboldt brand."

Community

Vice President Shahrooz Roohparvar will join the group of stakeholders from Arcata and Cal Poly Humboldt working on strategies to improve the **overpass/footbridge to North Town**. Currently the group is collecting data from users on strategies for increasing safety and comfort on the overpass and plans to support a joint university/city proposal to CalTrans integrating safety, noise abatement, and art.

Global and Tribal Outreach and Education

NAS book circles continue with the text *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teaching of Plants* by Robin Wall Kimmerer

- Program led by NAS Faculty Cutcha Risling Baldy & Kaitlin Reed
- Guest speakers from Wiyot Tribe Natural Resources Dept, Yurok Tribe Enviro Dept, Northern California Indian Development Council, Karuk Tribe Dept of Natural Resources
- 18 faculty are enrolled
- First session was Feb 21st
- Author will be delivering a keynote address at CSU Conference hosted by Chico State on March 24th (all campus member access conference for free due to Sustainability Office sponsorship).

Sustainability

Our **new Trademark Licensing agreement** (with [Affinity Licensing](#)) includes a Code of Conduct requiring all licensees to comply with the Fair Labor Association Workplace Code of Conduct. This will garner the campus one new point in our STARS report for the next reporting cycle and is solely due to our new

business relationship with Affinity. This formalization of campus commitment to fair labor practices is a new measure to be celebrated!

Cal Poly Humboldt is a sponsor for Chico State's annual **This Way To Sustainability (TWTS) Conference**, a nationally recognized, student-run conference focusing on challenges, ideas, solutions and resiliency in planning our sustainable future. Because of our sponsorship, **all students, faculty and staff can receive FREE access** to the event. Steps to take to register:

- Visit our registration page here: https://whova.com/web/twts_202203/
- Select ticket option "Full Conference General Admission- Students and Faculty (Please use your CSU discount code for free ticket option)"
- Scroll to the bottom and find "discount code" and enter: csuhumboldt2022
- From there you will be registered for the event.

Check out the **Office of Sustainability's updated website** for the latest on campus sustainability initiatives, planning, upcoming events and the [Sustainability Dashboard](#), which makes visible our progress towards meeting our sustainability goals.

Pride

As announced by the office of the California Collegiate Athletic Association (CCAA), 42 Cal Poly Humboldt Student-Athletes were named to the **2021 CCAA Fall Academic Honor Roll**. The 42 'Jacks were the most by any of the 12-members of the CCAA. Following Humboldt's lead were Cal State Monterey Bay with 41 honorees and Cal State San Marcos with 39.

"We are so proud of the academic accomplishments of our amazing student-athletes," said Cal Poly Humboldt Executive Director of Intercollegiate Athletics and Recreational Sports Cooper Jones. "Leading the CCAA in Academic All-Conference selections is impressive, and a testament to the caliber of student-athletes who are a part of the Cal Poly Humboldt family."

The CCAA recognizes individuals academically per-season (fall, winter and spring) for all CCAA sponsored sports. Student-athletes must be of sophomore athletic standing or higher, and own a 3.3 cumulative grade point average or better while competing in a conference-sponsored sport in that season.

A total of 360 men and women across the CCAA's 12 institutions have been honored for their efforts in the classroom for the fall of 2021. The 42 Lumberjacks to receive this prestigious honor are the following:

Men's Cross Country

Shane Burton
Michael Gengo
Jaxon Leduc
Mica Mills
Ian Rusk

Men's Soccer

Jordon Bruton
Jacob Cotton
Cole Falco

Devin Hauenstein
Gou Nitta
Motoki Sato
Dylan Tovani
Sean Tucker

Volleyball

Carla Crespo
Gianna Giacomotto
Lenox Loving
Elyse McKinney
Lindsey McLaughlin
Katie Nall
Kaitlyn Patterson
Macy Thomas
Riley White

Women's Cross Country

Emily Bath
Pearl Burton
Rosa Granados
Andie Kolasinski
Saedy Williamson

Women's Soccer

Claire Bareilles
Kelsey Bess
Abby Borg
Ryley Burton-Tauzer
Rhea Chan
Niki Clark
Maya Davis
Tana Eri
Baylee Groom
Julia Humphreys
Maddie Johnson
Clara Lenihan
Sarah Paquette
Emilie Wallin
Brooke Weese

This fall, 11 Lumberjacks earned All-CCAA athletic honors highlighted by six men's soccer players being named to their All-Conference Team in Marco Silveira (First Team), Dylan Tovani (Second Team), Adrian Gallardo (Second Team), Christian Gonzalez (Honorable Mention), Devin Hauenstein (Honorable Mention) and Motoki Sato (Honorable Mention). Two women's cross country athletes were named All-CCAA in Rosa Granados and Saedy Williamson. Carla Crespo and Lindsey McLaughlin were also named to the All-CCAA Honorable Mention Volleyball Team. Additionally, Claire Bareilles was named to the All-CCAA Honorable Mention Women's Soccer Team.

Integrated Curriculum Committee Consent Calendar
March 8, 2022

[FOR - 350 - 21-1544](#). Forest Harvesting Systems (3). This proposal removes the junior or higher registration restriction from this class in order to remove a potential barrier towards graduation. **Current prerequisite:** FOR 210, FOR 250 and junior standing or above. **Proposed prerequisite:** FOR 210 and FOR 250.

[ZOO - 325 - 21-1528](#). ZOO 325 "Advanced Behavioral Neuroscience" is cross-listed with PSYC 325 thus this proposal aligns the prerequisites for ZOO 325 with the recently changed prerequisites for PSYC 325. The **current prerequisites** for these courses are: (PSYC 242 and PSYC 321) or BIOL 350 or ZOO 310. Because PSYC 242 is getting deleted from the catalog the Psychology Department is **updating the prerequisite** for PSYC/ZOO 325 to PSYC 240 or PSYC 321 or BIOL 350 or ZOO 310.

Voting Action Calendar

[Biology, Marine Biology Concentration, B.S. - Delete Program - 21-1529](#). This proposal discontinues the Marine Biology concentration under the B.S. in Biology as this concentration is being elevated to a standalone Marine Biology, B.S. No courses are being discontinued as part of this elevation so the students currently in concentration will be allowed to complete their degree as is or change the major to the new Marine Biology, B.S.

[Environmental Science and Management, Ecological Restoration Concentration, B.S. - Change Concentration/Emphasis Requirements - 21-1476](#). In order to increase the number of choices for students, the department would like to add NAS 304 (formerly NAS 325), NAS 332, and NAS 366 to the list of major electives.

[Environmental Science and Management, Environmental Education and Interpretation Concentration, B.S. - Change Concentration/Emphasis Requirements - 21-1477](#). In order to increase the number of choices for students, the department would like to add NAS 307 and NAS 361 to the list of major electives.

[Environmental Science and Management, Environmental Planning and Policy, B.S. - Change Concentration/Emphasis Requirements - 21-1478](#). In order to increase the number of choices for students, the department would like to add NAS 362, NAS 364, NAS 365, and NAS 366 to the list of major electives.

[Environmental Science and Management, Geospatial Science Concentration, B.S. - Change Concentration/Emphasis Requirements - 21-1479](#). In order to increase the number of choices for students, the department would like to add NAS 331 to the list of major electives.

CARE Staff

Dean of Students



Eboni Ford Turnbow, Ph.D.

CARE Services
Coordinator



Rob Keever

CARE Case
Manager



Kali Rothrock

CARE Overview

Our Mission: *The Campus Assistance, Response, and Engagement (CARE) program's primary mission is to support the wellbeing and success of Cal Poly Humboldt students by facilitating referrals, support, and advocacy through non-clinical interventions.*

CARE Services Include:

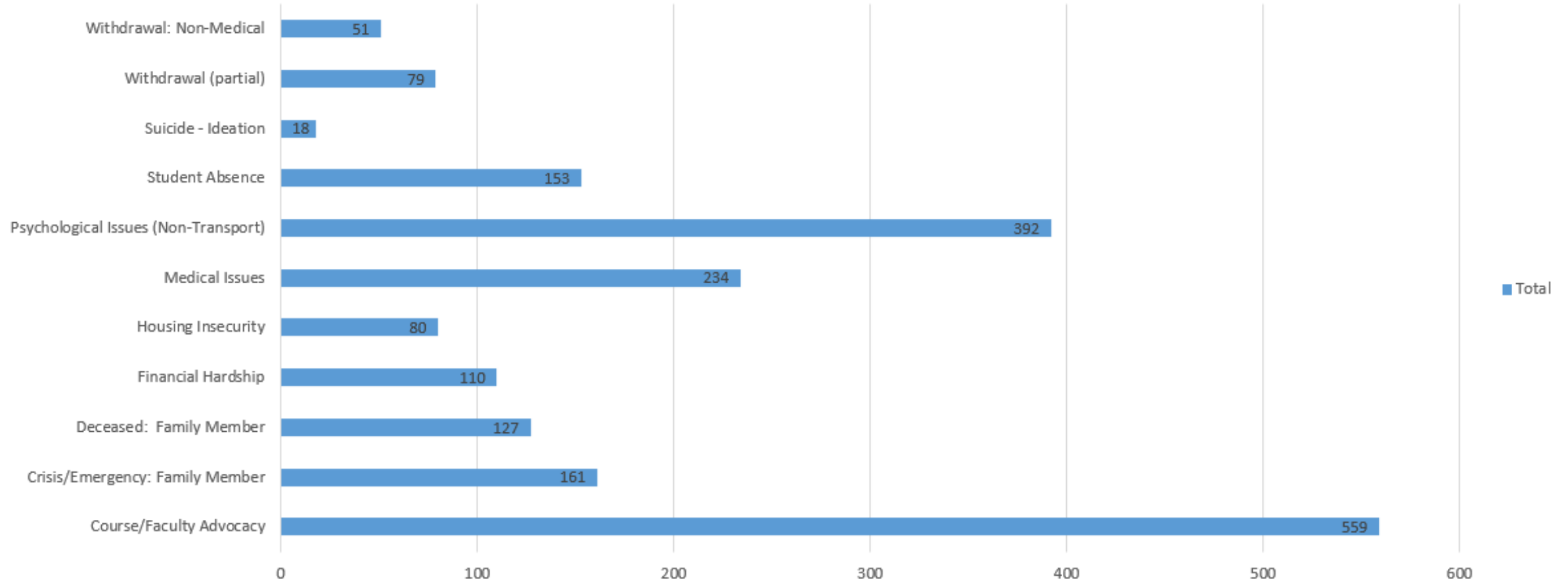
- Referrals to basic needs resources on and off campus
- Academic accommodations/advocacy including notifying professors regarding missed classes, dropping a course, and withdrawing from a course due to extenuating circumstances
- Help with navigating and explaining university policy and procedures
- Consultation for the university community regarding students in distress
- Follow-up services in collaboration with parents, guardians, community agencies, other university departments, and other stakeholders in the student's success
- Depending on the situation, CARE will consult with campus offices impacted by a crisis

CARE Case Numbers

	Beginning FY/Fall Semesters								Spring Semesters/End of FY								
	Year	July	Aug	Sept	Oct	Nov	Dec	Sub Total	Year	Jan	Feb	March	April	May	June	Sub Total	Year Total
CARE	2013	0	1	1	3	1	0	6	2014	3	3	9	22	28	0	65	71
	2014	2	32	33	29	24	17	137	2015	14	18	31	45	32	3	143	280
	2015	11	15	25	63	48	2	164	2016	26	31	63	53	19	1	193	357
	2016	4	60	64	32	27	52	239	2017	31	63	39	133	27	9	302	541
	2017	5	40	65	110	60	41	321	2018	44	60	73	86	34	4	301	622
	2018	2	33	81	131	117	33	397	2019	33	76	88	118	78	12	405	802
	2019	13	37	135	157	134	94	570	2020	52	117	113	119	43	10	444	1014
	2020	11	38	98	194	130	196	667	2021	40	94	200	136	30	9	509	1176
	2021	9	50	162	189	173	63	646	2022	66	156						

CARE Top Student Issues 2020

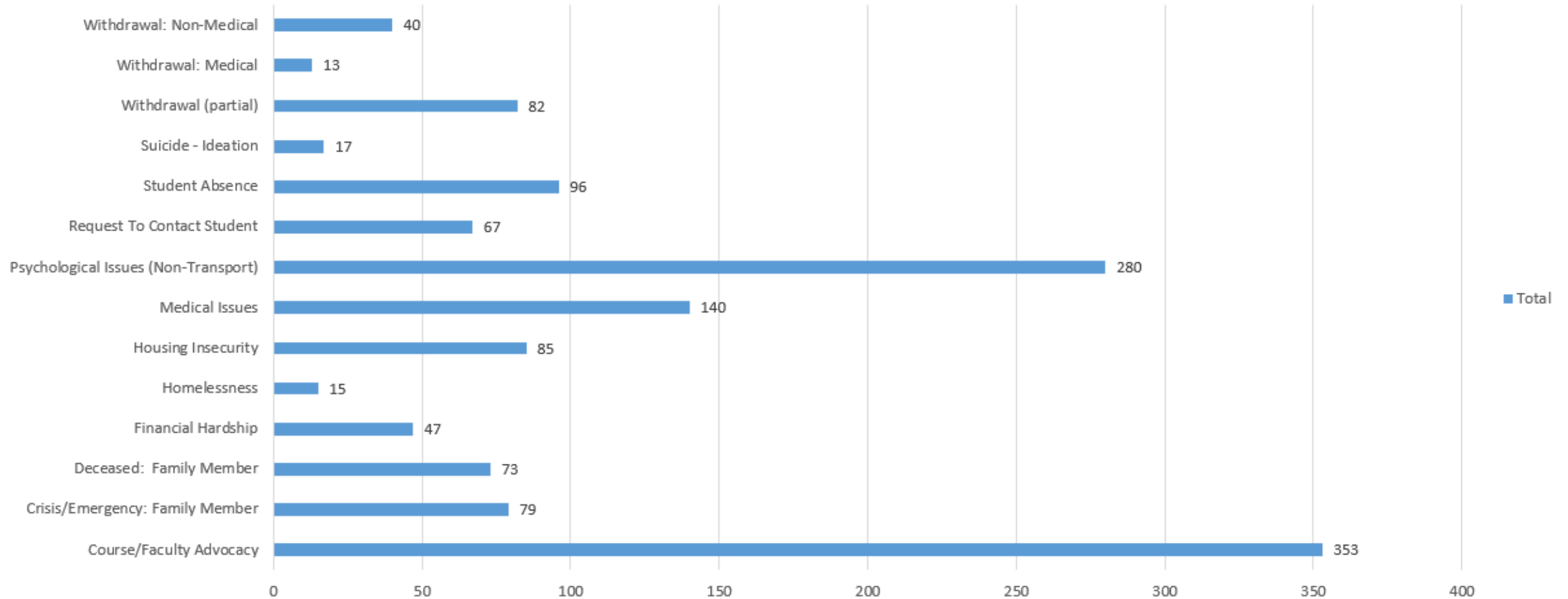
Top Issues - 2020-2021 AY



*Note we group withdrawals as one issue but separated them for the graph

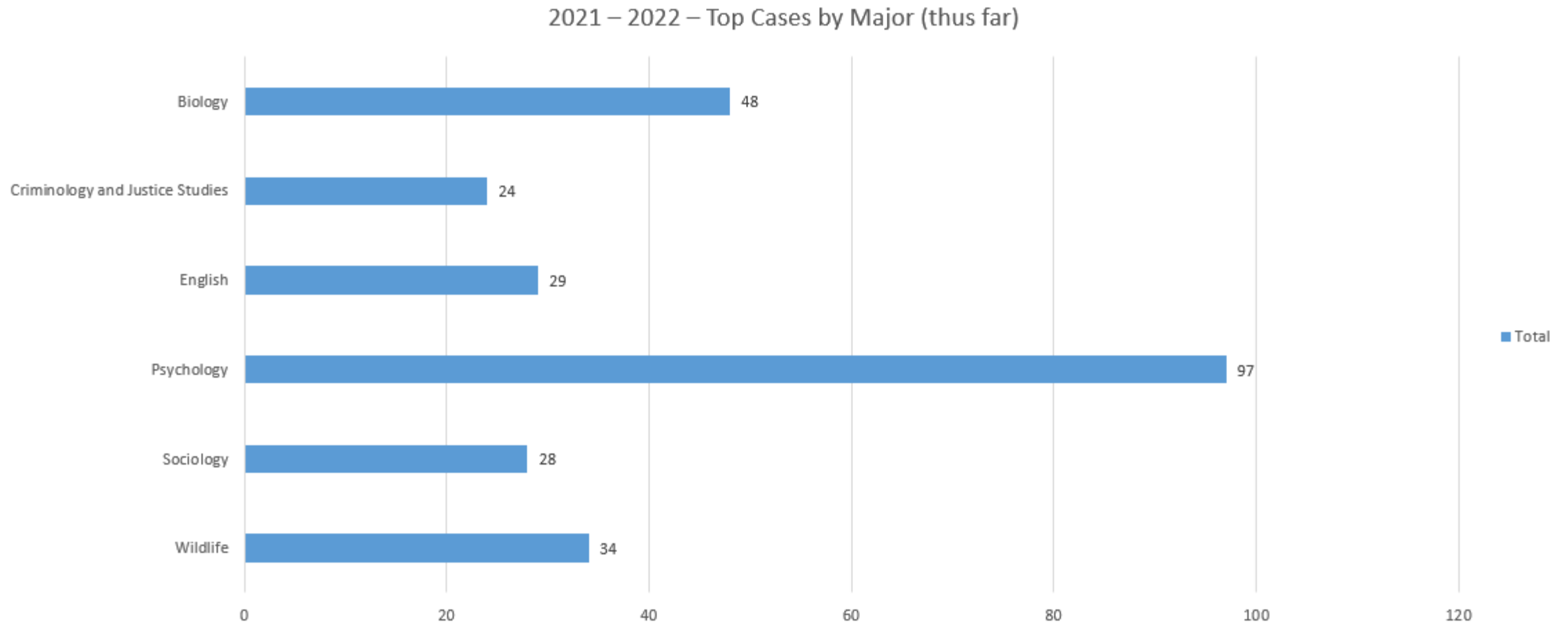
CARE Top Student Issues 2021-2022 AY (Thus Far)

Top Issues - 2021-2022 AY (Thus Far)



*Note we group withdrawals as one issue and homelessness/housing insecurity as one issue but separated them for the graph

Top CARE Cases by Major 2022 (Thus Far)



*Note we group SOC/CJS together but separated them for the graph

CARE Services Temporary Emergency Housing Program

In collaboration with the Cal Poly Humboldt Basic Needs Task Force and Cal Poly Humboldt Housing and Residence Life, the Campus Assistance, Response, and Engagement (CARE) Services Program in the Dean of Students Office launched the Cal Poly Humboldt Temporary Emergency Housing Program in Fall 2019.

There are an average of 4 beds each semester available for 21 nights each stay; program is assessed each semester and updated as needed.

- Funding Sources
 - 2019 – 2020 AY: Hearst Foundation Grant (\$100,000)
 - 2020 – 2021 AY: CSU AB-74 Basic Needs Partnerships Grant (\$57,000 of allocation)
 - 2021 – 2022 AY: CSU AB-74 Basic Needs Partnerships Grant (\$57,000 of allocation), HEERF (\$48,000 of allocation)

Temporary Emergency Housing Program

- 2019-2020, 4 bed spaces (Shift to a fully remote campus due to COVID-19 impacted data collection)
 - 23 students
 - 518 nights
- 2020-2021, 4 bed spaces (Cal Poly Humboldt mostly remote)
 - 17 students
 - 369 nights
- 2021-2022, 12 bed spaces (as of 2/28/22)
 - 33 students
 - 625 nights

Referring to CARE

CAL POLY HUMBOLDT

A-Z Index ▾

quicklinks ▾

myHumboldt

Dean of Students



Home

Reporting Students of Concern

Discrimination or Sexual Misconduct

CARE

Student Rights & Responsibilities

Student Marketing Center

Dean of Students Office Updates

Spring 2022 COVID-19 Updates and Office of the Dean of Students Services

Many departments at Cal Poly Humboldt are beginning to return to campus under specific safety guidelines to prevent the spread of COVID-19 and the Dean of Students Office remains dedicated to supporting student success. Our services are currently available to Cal Poly Humboldt Students both virtually through Zoom and phone and in-person on campus by appointment. At this time we are not able to accept drop-in appointments. Below is our schedule of availability:

CARE

- [Campus Assistance, Response, and Engagement \(CARE\) Program](#)

Student Rights and Responsibilities

- [Student Rights and Responsibilities](#)

deanofstudents.humboldt.edu

Referring to CARE

The more you fill out in the report, the easier it is for us to reach out and offer students our support

If you include details in the report such as current child abuse and/or issues that fall under Title IX, CARE has to make the appropriate reports based on the information we are given

IF THIS IS AN EMERGENCY, PLEASE CONTACT 911!

Reporting Information

Be advised when reporting an incident that these reports are accessible to the students you are reporting, at their request. While anonymous reports are accepted, you are STRONGLY encouraged to provide your name and contact information in order to allow us to most effectively address the concerning behavior. When filling out the "Date of Incident" and "Location of Incident" section you may list the date and location where you learned about the issue(s) if you are uncertain when and where the issue(s) initially occurred.

[Enable additional features by logging in.](#)

Your full name:

Your position/title:

Your phone number:

Your e-mail address:

Your physical address:

Nature of this report (Required):

Urgency of this report (Required):

Referring to CARE

Name	Select Gender	Select Role	Student ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (YYYY-MM-DD)	Phone Number	Email Address	Hall/Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another party

Questions

Please indicate the relevant category(s) that pertain to this incident report.

PLEASE NOTE THAT IF YOU SHARE INFORMATION REGARDING PHYSICAL ABUSE; SEXUAL ASSAULT; OR ANY VIOLATION OF LOCAL, STATE, OR FEDERAL LAW, THE UNIVERSITY IS MANDATED TO INVESTIGATE AND/OR REFER THIS INFORMATION TO THE PROPER AGENCY

What are the Campus Assistance, Response, and Engagement (CARE) concerns that you have regarding this student? Please indicate the specific concern(s) below (if your concern involves suicide or suicide ideation please contact 9-1-1): *(Required)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Access to Social Services Benefits | <input type="checkbox"/> Emergency | <input type="checkbox"/> Non-Conduct Behavior of Concern |
| <input type="checkbox"/> Alcohol Misuse/Abuse | <input type="checkbox"/> Financial Aid Petition | <input type="checkbox"/> Psychiatric Transport |

Referring to CARE

Description/Narrative - (WHO, WHAT, WHEN, WHERE, WHY, and/or HOW) Please describe in as much detail as possible the specific incident that occurred. Avoid using pronouns, i.e., he, she, etc. to identify people. Use the person's real name when known in your description otherwise give the name you know the person by. Indicate specific words, phrases, interaction, and behavior. Give dates and times. If a subject used profanity, made threats, or spoke of harming themselves, indicate specific words/phrases used. If a student was loud or disruptive, indicate behaviors associated with the disruption, and describe any injury or damage to a person(s) or property. If this is a student welfare concern, please describe the change in student's behavior that has prompted this report. Include name(s) of campus personnel you contacted and actions taken, if any. (Required)

Is the student aware that you are reporting this information to us? (Required)

- Yes
- No

Have you notified any law enforcement agency about this individual's behavior? (Required)

- Yes
- No

Referring to CARE

- Document the student's circumstances in writing
 - *Who* – including names, student IDs, and any additional students who might have been affected by these circumstances
 - *What* – complete description of situation, behavior, or concern (include direct quotes if relevant)
 - *Where* – location (if known)
 - *When* – date circumstances began
- Do not record personal opinions or “armchair diagnosis”
- Include any additional, relevant information or documentation (upload file)
- All documentation is discoverable and the student has the right to access all documents that contain their name

Questions?

Thank you!