

Tuesday, December 10, 2019, 3:00pm, Goodwin Forum (NHE 102)

Chair Stephanie Burkhalter called the meeting to order at 3:03pm on Tuesday, December 10, 2019, Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

Members Present

Alderson, Bacio, Burkhalter, Creadon, Dawes, Dunk, Enyedi, Gradine, Gonzalez, Karadjova, Keever, Kerhoulas, Malloy, Meriwether, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Reynoso, Rueda, Schnurer, Thobaben, Weinberg, Wilson, Woglom, Zerbe

Members Absent

Byrd, Cruz, Jackson, Maguire, Parker

Guests

Simone Aloisio, Lisa Bond-Maupin, Cyril Oberlander, Holly Martel, Lisa Castellino, Dale Oliver, Sherrie Gordon, Tracy Taylor, Kumi Watanabe-Schock, Amber Blakeslee, Shelia Rockar-Heppe, Fernando Paz, Sasheen Raymond, Nikola Hobbel, Jennifer Eichstedt, Susan Brater, David Marshall, George Wrenn, Mary Oling-Sisay, Kim Vincent-Layton, Joshua Zender, Tracy Taylor, Mark Wicklund

Announcement of Proxies

It was noted no one was acting as a proxy for this meeting

Approval of and Adoption of Agenda

M/S (Woglom/Karadjova) to approve the agenda

Motion carried unanimously

Approval of Minutes from the November 12, 2019 Meeting

M/S (Woglom/Pawlowski) to approve the Minutes of November 12, 2019

Motion carried unanimously

Reports, Announcements, and Communications of the Chair

- Written report

In addition to the written report, Chair Burkhalter noted that SenEx hasn't decided on the procedure for Senate to ratify the URPC recommendations but noted it will be on the January 28 agenda.

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

Academic Policies:

- Written report attached

Constitution and Bylaws:

- Written report attached

Integrated Curriculum Committee

- Written report attached

In addition to the written report, Senator Alderson noted she will be sending an ICC Calendar via email for virtual approval, with the intent to have the Senate respond with any objections by the end of the week.

University Policies:

- Written report attached

University Resources and Planning Committee:

- Written report attached

In addition to the written report, Senator Woglom reported there was a world café style open forum on Tuesday, December 3 during which the attendees discussed the URPC's draft budget proposal. The feedback was used to develop the recommendation.

Emeritus and Retired Faculty Association:

Senator Thobaben reported the HSU Emeritus and Retired Faculty Association recently approved revision to their membership to include retired staff vested in CalPERS, which mirrors the system-wide Emeritus organization (CSU-ERFSA). She reported the ERFSA Coordinating Committee will review amendments to their Bylaws, and plan to send them to the membership for approval.

Associated Students:

Associated Students President Cruz introduced the newly appointed student representative, William Weinberg, and reported AS goals include considerations of the parking dilemma on campus and the backpack policy enforced at Giants' Cupboard and the Campus Marketplace on campus.

Labor Council:

Senator Parker encouraged participation in the survey available to Unit 4 employees.

Enrollment Management:

Vice President Meriwether reported the following:

- The EM division is working on a robust set of programming to commemorate Black History Month, in response to numerous reports from students of color who feel there's been a lack of support for Black History Month in the past.
- The CSU hosted a Men of Color Forum on November 6 in Los Angeles; four students, along with Fernando Paz, were able to attend.
- For the first time in a long time, an HSU student, Maria Angelica Garcia, will be

presenting to the Board of Trustees in November, as part of a set of opportunities funded by GI-2025

- 370 people attended the recent HSU Open House; VP Meriwether expressed his gratitude to Dean Oberlander for the use of the Library for the event. The Campus Dialog on Race was advertised to great interest at Open House as well.
- The EM division recently launched or helped to launch the Humboldt First Scholarship—so far, 92 Eureka High School seniors were awarded scholarships—and the \$1000 Housing Scholarship.

University Advancement:

VP Whitlatch reported he has recently been notified of the opportunity to provide a written report to the Senate, so the Senate should expect more communications from his division henceforth.

President's Office:

Chair Burkhalter ceded the floor to Chief of Staff Sherie Gordon, who reported on behalf of President Jackson that his office will be giving written reports from now on.

Chair Burkhalter stated she understands the first President's Cabinet meeting is on Monday, and during that meeting, President Jackson will give the group the opportunity to discuss how the proposed committees may align with HSU's currently "active" 114 committees. She noted there will be a website for the group which will provide agendas and meeting minutes, and that she plans to provide updates on the group's work in her Senate report.

Senator Mola queried Chief Gordon regarding the structure of the Presidential Cabinet and asked if she envisions faculty will be included on these committees, since so far to him it looks as though they include everyone except faculty members.

Chief Gordon answered the Committee Chairs will be Administrators, but there will be engagement from faculty, staff, and students on the committees. She explained the URPC will be integrated into the Campus Fiscal and Expanding Resources committee.

Senator Mola clarified his question, and noted that although the University Senate is the primary governing body for this campus, it sounds as if this President's Cabinet and associated committees will be generating policies not vetted through the Senate; he asked whether any policies or recommendations generated in these committees will come through the Senate, or whether the University would be "recreating the wheel" with this second governing body?

Chief Gordon answered that the cabinet and committees are advisory in nature, and the body develops or recommends a certain policy, approval of that policy will follow the normal Senate procedures. Chief Gordon assured the Senate that these bodies aren't being developed in order to circumvent what Senate is doing, nor are they attempts to supersede the Senate. She noted

the body plans to evaluate the current 114 committees, to ensure they are all functional.

Senator Moyer encouraged faculty be included on the cabinet itself.

Administrative Affairs:

- Written report attached

Consent Calendar from the Integrated Curriculum Committee

The attached ICC Consent Calendar was unanimously approved

General Consent Calendar

The following items received unanimous approval and are attached:

- Resolution on Student Club and Student Organization Travel Policy (05-19/20-UPC – December 10, 2019)
- Resolution on Unmanned Aircraft Systems Policy (06-19/20-UPC – December 10, 2019)

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

It was noted no one signed up to speak during the Open Forum

Discussion Item: Feedback needed; AS 3404 - System wide Ethnic Studies requirement

Senator Creadon explained the background of this item, noting that years ago, ethnic studies faculty noticed across the system, ethnic studies programs were being discontinued as part of budget efficiencies. The Academic Senate of the CSU asked the Chancellor's Office to put a moratorium on any further discontinuances, which they did. The CO also appointed a taskforce to review ethnic studies, and at the same time Shirley Weber developed legislation that required ethnic studies curriculum in the system. The ASCSU has opposed the legislation because they don't believe curriculum should be mandated, because it belongs to the faculty.

This legislation will probably come back in January, but the ASCSU was asked in late August to put together another set of ethnic studies outcomes that would be acceptable if the Weber legislation comes back in January. This document is the first reading of that resolution. Senator Creadon explained they are asking for suggestions, opinions, and questions, to be compiled and summarized and given to the Academic Affairs Committee of the ASCSU, so they can work on a Second Reading to be passed in January. The requirement was modified to say courses don't need to come out of an ethnic studies department, but the courses must have the outcomes relevant for ethnic studies. Senator Creadon concluded with the note that the proposed requirement is built on outcomes, which is unique in all system-wide requirements. The CSU has never instituted curriculum based on outcomes. The deadline to send responses to Senator Creadon or Senator Zerbe via email is December 20th

Resolution to Remove Section 14.0 Interpretation of Senate Actions from the University Senate Bylaws and Rules of Procedure (04-19/20-CBC – December 10, 2019 – First Reading)

M/S (Woglom/Dunk) to move the resolution

Senator Woglom explained that this section was erroneously kept in the Bylaws after the section on Interpretation of Senate Actions was moved to Appednix F part 1, Section 10.

The Resolution will return for a Second Reading.

Resolution to Revise the General Faculty Constitution (03-19/20-CBC – December 10, 2019 – First Reading)

M/S (Woglom/Moyer) to move the resolution

Chair Burkhalter explained that the Senate should ask any questions regarding this Resolution or items 12 and 13 during this discussion. Discussion ensued and is summarized below:

- Parliamentarian Abell explained that the CBC decided to bring all three resolutions to amend the guiding documents forward together at once so that if discussion changes elements of the General Faculty constitution that affects the Senate Constitution the CBC can make those changes. He noted that if this resolution is passed by the General Faculty, then there needs to be a statement that the amendments to the University Senate constitution is contingent on passage of the Resolution to Revise the General Faculty Constitution. Parliamentarian Abell pointed out that since this is a Resolution to revise the document, every single word in the document can be changed; he noted that the Senators have the right to propose any changes to the whole document between now and the second reading.
- CBC committee member George Wrenn explained the faculty handbook has not been reviewed thoroughly since the Senate changed over from an Academic Senate to a University Senate and the CBC needed to look at the membership and inconsistencies among the three documents to make sure they are all aligned. He concluded with the assurance that the power of the General Faculty has not been diminished in any way through these proposed changes.

The Resolution will come forward for a Second Reading

Discussion Item: Resolution to Amend the Constitution of the University Senate of HSU to Reflect Parallel Revisions to the General Faculty Constitution (07-19/20-CBC – December 10, 2019)

See discussion above.

Discussion Item: Resolution to Amend the Bylaws of the University Senate to Align with Parallel Revisions to the General Faculty Constitution (08-19/20-CBC – December 10, 2019)

See discussion above.

TIME CERTAIN: 4:30-4:50 PM – President’s Diversity, Equity, & Inclusion Council; Goals Overview

The attached presentation was shared by subcommittee chairs Dr. Nikola Hobbel, Sasheen Raymond and Fernando Paz.

M/S (Woglom/Gradine) motion to adjourn

Meeting adjourned at 4:47 pm

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

Senate Meeting, December 10, 2019

This is our last Senate meeting of the calendar year and it is Provost Alex Enyedi's last Senate meeting at Humboldt State University. I thank him for his hard work on behalf of HSU and wish him the best in his new role as president of SUNY-Plattsburgh. In January, CAHSS Dean Lisa Bond-Maupin will be stepping up to the role of interim Provost and VP for Academic Affairs. The current plan is to conduct a search for a permanent provost during the Spring semester. The composition of the search committee is outlined in section 710 of the Faculty Handbook, and includes the election of a faculty representative from each of the colleges plus the library. A call for nominations to serve on this search committee should be coming soon.

The President Jackson investiture events will take place on January 15, the first day of the Spring semester, prior to the first Senate meeting (January 28). I will take part in these events, including contributing some remarks during the ceremony, and I encourage senators to support this important campus event by attending.

Also prior to the first Spring Senate meeting, the AVP for Institutional Effectiveness, Lisa Castellino, will offer separate forums for staff and faculty regarding the results of the Great Colleges to Work For survey taken by faculty, staff and administrators during Spring, 2019, semester. The forum for faculty will take place on Friday, January 24, 2020, 1:00-3:00pm, in Goodwin Forum, and the forum for staff will take place on Tuesday, February 4, 9:00-11:00am (location TBD).

Based on the feedback I received during and after the November 12 Senate meeting, I conveyed some concern to President Jackson and his team about how the presidential Cabinet will function in relation to the Senate. Specifically, based on the draft document I provided accompanying my Chair report, some folks thought that the committees of the Cabinet might be generating and implementing policy without consultation with the Senate. The Cabinet as a committee of stakeholders is evolving, and I have been assured that it has never been the plan for it to be a policy-making body. Rather, the group provides feedback to the President on issues that he and his executive team have identified as campus priorities. If a policy recommendation comes from these conversations, then it will be referred to the appropriate Senate committee. Sherie Gordon, the Chief of Staff in the Office of the President, has offered to provide additional information about the structure, composition, and duties of the Cabinet to address any questions or concerns about its work.

At the invitation of Council of American Indian Faculty and Staff (CAIFS) and President Jackson, on November 14, I attended the Tribal Nations Welcome for President Jackson organized by members of CAIFS. This event honored the university's ongoing relationships with tribal nations and helped representatives of the university to build deeper connections with local indigenous people. It was generally agreed among attendees that the event was a success and that representatives of HSU and the tribal nations of our region should hold more events like it.

Thank you to the URPC for organizing a very successful participatory budget forum, which took place on Tuesday, December 3. Due to the presidential transition, the URPC's budget recommendation will be presented to President Jackson by the end of this calendar year. The Senate will likely review this recommendation at its first meeting of the Spring semester. Information from the forums and the work product of the URPC can be found on the University Budget Office's [site](#). This week the Student Success Alliance (SSA), of which I am co-chair, issued its first request for proposals for AY 20-21 GI2025 funds;

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the RFP along with FAQ's about it also will be linked on the University Budget Office site. Thanks to Budget Director Amber Blakeslee for all the hard work she contributes to support the URPC and the SSA and for making so much information about the budget accessible to the campus community.

On December 6, 2019, I received an email from Provost Enyedi detailing why he is recommending that President Jackson not sign 02-19/20-FAC – Resolution on Excess Enrollment Policy passed by the Senate on November 12. The policy change that the resolution seeks to address is currently the subject of a grievance brought by the California Faculty Association, with arbitration set for February 2020. CFA President Renee Byrd confirmed that the grievance is ongoing, with efforts being made by both parties to avoid arbitration; nevertheless, arbitration seems likely and the outcome of that process will provide guidance for an excess enrollment policy moving forward. Specific reasons that Provost Enyedi suggested make the the proposed policy “problematic in its current form” are:

1. The proposed policy allows the instructor of a class to determine which option, assigned time or a student assistant, they should obtain. This decision can have budget implications and has been an administrative decision under the old policy and practice.
2. The proposed policy also lowers the number of enrolled students that would be needed to consider a course to have excess enrollment.
3. The proposed policy allows for a faculty member to be granted assigned WTU for more than one class with an excess enrollment.

On December 12, I will be participating via zoom in the CSU Senate Chairs meeting. Campus responses to the ASCSU ethnic studies requirement proposal will be on agenda, among other items currently facing Campus Senates.

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University Senate Written Reports, December 10, 2019

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

Committee Membership:

Ramesh Adhikari, Kayla Begay, Morgan Barker Matthew Derrick, Michael Goodman, Jeremiah Finely, Mary Oling-Sisay, Clint Rebik, Kerri Malloy

December 3, 2019

Academic Honesty and Integrity Policy is being reviewed by Associated Students. Will come forward to the Senate in January. Committee has been asked to consider priority registration for students involved with Associated Students. Committee is moving forward with revisions to the Classroom Disruptive Behavior Policy. Will come forward to the Senate in February or March.

November 20, 2019

Committee did not meet due to lack of quorum.

November 6, 2019

Committee reviewed feedback from legal counsel. Associated Students requested time to review and provide additional comments on the draft policy. Committee had a discussion on a potential set of guidelines/policies for campus closures at the request of the Vice-Provost. Discussion will continue.

October 23, 2019

Committee reviewed and revised the Academic Honesty and Integrity Policy. The draft document has been forwarded to legal counsel for review by the Office of Student Rights and Responsibilities. After feedback has been received final revisions will be made and forwarded to Senate Executive.

October 9, 2019

Due to the power outage the committee did not meet as scheduled.

September 25, 2019

The committee did not meet. Information needed from other units was received the evening before the meeting providing little time for review. APC will meet as scheduled on October 9, 2019 to review and finalize the Academic Integrity Policy to forward to the Senate Executive Committee.

September 11, 2019

Committee reviewed the process by which the Field Trip Policy was referred to APC and the need have the University Policy Committee review the draft.

Completed the review of the draft Field Trip Policy. Will integrate edits and questions into the document and forward to the UPC for their review and recommendation to SenEx.

Revisions to the Academic Honesty Policy will be reviewed at the next meeting with the intention of forwarding to SenEx the following week.

August 28, 2019

Organizational meeting to set out work for the year.

Field Trip Policy – draft received from the summer working group. Will review and forward to SenEx. The committee had previously determined that due the complexities involved with risk management that forwarding the drafts to appropriate units on campus for review and recommendations was the prudent course of action.

Academic Honesty Policy is undergoing further review to ensure that meets the requirements set out in the March 29, 2019 revisions to EO 1098. The revisions to EO 1098 may require a series of policies to be revised. Anticipate forwarding to SenEx at the end of September.

Discussion on the Classroom Disruptive Behavior Policy and requested revisions from the Office of Student Rights and Responsibilities.

Discussion on further revisions to the Syllabus Policy per discussions at the ICC.

Constitution and Bylaws Committee:

Submitted by George Wrenn, Pro tem CBC Chair

Report of December 4, 2019 meeting

Agenda:

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Appendix E/F revision and resolutions
5. Develop Committees work plan
6. Motion to adjourn

Meeting Notes:

1. Call to Order

Meeting was called to order at 2:10 p.m (Abell/Watson).

2. Attendance, proxies & quorum

- a. Abell (Parliamentarian), Post (Faculty), Watson (Non-MPP Staff), Wrenn (Faculty) were present. Woglom (Faculty) and was absent. Watson was proxy for Woglom.
- b. Quorum was met with 4 out of 5 members: 3 members from the faculty electorate; 1 from the staff electorate.
- c. Vacancies include 1 student representative.

3. Appoint a Chair pro tempore

Motion to nominate Wrenn as chair pro tem for this meeting (Post/Abell).
Members approved without objection.

4. Appendix E/F revision and resolutions

Committee finalized revisions related to resolutions on GF Constitution, Senate Constitution, and Bylaws. Abell recommended placing original text and revisions side-by-side in the resolutions, to make them more readable. Abell agreed to share a template for doing this. Discussion focused on transfer of treasurer duties to Senate, defining the electorate, and clarifying the role of the AEC in the nomination, appointment, and election process. Final edits will be shared via email prior to the Thursday deadline for submission.

5. Develop Committees work plan

Postponed to next meeting.

6. Motion to Adjourn

Meeting adjourned at 3:36 p.m.

Integrated Curriculum Committee:

Submitted by Julie Alderson, ICC Chair

ICC will have processed all of the proposals currently on deck for the fall semester by our Senate meeting today. The 12/10/19 Consent Calendar includes everything completed up until the ICC meeting the morning of the 10th. We will have finished up the last of the loose ends at that meeting and will have a few additional items for your review. Please look for one last Consent Calendar to arrive to you during finals week.

I also wanted to provide a quick update on where we are re: the Academic Master Plan. I met with the Strategic Initiatives Working Group on December 3rd to discuss this item. The group includes the Deans, Associate Deans, Vice Provost, Associate Vice President of Institutional Effectiveness, and the Director of Academic Resources. We discussed our mutual commitment to an inclusive and collaborative process, the makeup of a committee to do this work, and some ideas about timelines and procedures. The AMP Committee of the ICC (which has representation from across campus) will be directly involved. It is likely that this work will occur in tandem with the strategic plan process, and we anticipate moving forward early in the spring semester. More info to follow.

University Policies Committee:

Submitted by Rob Keever, UPC Chair

Committee Membership: Eboni Turnbow, Douglas Dawes, Troy Lescher, J. Brian Post, Deserie Donae
Attendees Present: Robert Keever, Deserie Donae, Troy Lescher, J. Brian Post, Doug Dawes, Michelle Anderson, Kim Comet (Guest)

UPC met on 12/5/19 with quorum in the SBS 345. Chair Keever updated UPC that the Student Organization Travel and Unmanned Aircraft policies are being brought up to Senate through the General Consent calendar.

Kim Comet Director of Risk Management and Safety presented an update to the Field Trip Policy due CSU EO 1062. This policy draft was previously reviewed by APC. The group discussed changes and Comet will also investigate current processes. The policy draft will be presented again with changes to UPC at the first meeting of next semester.

Senate still plans to send out a campus-wide inquiry to gather information on other university and college level committees that may not be represented on the flow chart provided by the Provost's Office. UPC Chair and Senate Chair Stephanie Burkhalter plan to meet with the President's Office staff to discuss the current policy naming conventions to make them consistent and clear. Student Financial Services Manager Sandra Wieckowski will also be presenting a policy at a future UPC meeting. Doug Dawes believes a Key Policy from the USFAC will be brought to UPC in the future as well.

Academic Senate CSU (ASCSU):

Submitted by Mary Ann Creadon and Noah Zerbe, ASCSU Representatives

Report from ASCSU November 14-15, 2019

Written by John Tarjan and Janet Millar (Bakersfield)

1. We had a discussion of the desirability of making audio and video recordings (via Zoom) of our sessions and decided to do so for this plenary session. Sessions are currently recorded (audio only) for the purposes of minutes. Questions regarding technical detail, the desirability of making our deliberations more widely accessible, etc. were addressed. We put off consideration of livestreaming sessions until our next plenary.
2. **Chair Nelson** referred us to her written report.
http://www.calstate.edu/AcadSen/Records/Chairs_Reports/
3. **Excerpts from Other Reports**

- **Academic Affairs** discussed the following topics.
 - Spent a lot of time discussing a potential ethnic studies requirement and perfecting their resolution introduced at the last plenary. They heard from several ethnic studies experts, which informed their draft of principles and learning outcomes which would guide implementation of a potential system-wide requirement.
- **Academic Preparation and Education Programs** discussed the following topics.
 - Met with the WestEd team doing a study of the implementation of EO 1110. Committee members provided a number of suggestions to guide the study and representation of data collected.
 - AVC Sullivan gave an overview of the availability and use of system-wide data.
 - Quantitative reasoning a-g Board proposal. The related resolution introduced at the last plenary was perfected.
- **Faculty Affairs** discussed the following topics.
 - Committee recommendations (resolutions)
 - Notification of tenure track openings for contingent faculty
 - Land recognition policy
 - Creating a holistic and humane environment in the CSU
 - Research activities in the CSU
 - Use of preferred pronouns in student records/training (There will be a system webinar on Nov. 21)
 - Open access policy
 - Dedicated ASCSU seats for non-tenure track faculty
 - Public comment limitations at the BOT
 - Term limits for ASCSU senators
- **Fiscal and Governmental Affairs** discussed the following topics.
 - Recommended positions on legislations
 - Counselor ratios
 - Education bond
 - AB 1460 (ethnic studies)
 - CSU budget (resolution forthcoming)
 - December advocacy visit to the legislature
 - District lobbying efforts
- **GE Advisory Committee** discussed the following issues.
 - Credit for prior learning (system guidelines)
 - Ethnic studies as a potential GE requirement
 - Tracking success of transfer students
 - CLEP Spanish with writing exam (recommended approval for system credit)
 - Campus GE program assessment practices
 - Communicating goals of campus GE programs to students
 - Request for clarification regarding policies/implementation of GE requirements, permissible GE structure flexibility on campuses, etc.

- **C-ID Project**—several disciplines are having the implementation of transfer degrees being delayed due to a lack of timely course review by CSU faculty. An alternative, regional approach to course review has been proposed to facilitate dealing with this backlog. On the recommendation of the APEP committee, the Executive Committee has communicated our support for a piloting of this approach. Chair Nelson issued a strong appeal to the body to encourage their faculty colleagues to participate in the C-ID project.
- **ITAC** (Information Technology Advisory Committee) discussed the following issues.
 - ADA Compliance
 - Data Security
 - Common HR System (will impact faculty hiring practices)
- **Chancellor’s Doctoral Incentive Program**
 - Senators were encouraged to make faculty and potential candidates aware of this program which can greatly increase the number of people from underserved groups join our faculty ranks.

4. **Faculty Trustee Sabalius** reported on the Board agenda for next week. They will be putting forth an ambitious budget request. It includes significant funds for deferred maintenance and infrastructure. Trustee Sabalius is personally advocating for more funds for salary increases and to meet benefit obligations. The quantitative reasoning proposal (4th year in a-g requirements) has been discussed by the Board five times. It will now appear only as an information/discussion item next week rather than as an action item with an eye towards a vote during the January plenary. There has been great interest in this proposal across the state and the Board wants to allow sufficient time for constituency input. SDSU is contemplating purchasing the former NFL stadium land (135 acres) in San Diego. This parcel could lead to the ability to serve over 20,000 additional students. A policy is anticipated to have a more merit-based salary increase system for campus presidents. Dr. Sabalius engaged in lengthy discussions of executive compensation.

http://www.calstate.edu/AcadSen/Records/Faculty_Trustee/index.shtml

5. The ASCSU passed the following second reading items. Copies of these and other resolutions can be found at <http://www.calstate.edu/AcadSen/Records/Resolutions/>.
- a. **Increasing Access and Success Through Additional Preparation in Quantitative Reasoning** supports the amended proposal that again will be before the Board next week as an information item, designed to increase the quantitative reasoning preparation of incoming freshmen. It urges both support for teacher preparation in this area and flexibility in implementing the requirement for students attending high schools which are unable to support it with appropriate course offerings.
 - b. **Land Acknowledgment and Statement** acknowledges that many CSU facilities are located on traditional native American lands and encourages the CSU to incorporate acknowledgment of this fact in their formal senate meetings.
 - c. **Note: Notification of Tenure-Track Openings to Incumbent Contingent Faculty, Librarians, Coaches & Counselors** has been returned to committee for perfection.

6. The ASCSU passed the following resolution after waiving a second reading. Normally first reading items are distributed to campuses for feedback. However, if the ASCSU deems an item to be urgent (e.g. the need to provide input before a policy or piece of legislation is being considered) it may waive the second reading. Copies of this and other resolutions can be found at <http://www.calstate.edu/AcadSen/Records/Resolutions/>.
 - a. **Support for the California State University (CSU) Board of Trustees (BOT) Proposed 2020-2021 Operating Budget Request with Augmentation** is self-explanatory. Waiver of a second reading was viewed as appropriate as the Board will be meeting next week to consider adoption of this request. It also urges the Board to request an increased compensation pool of fund.

5. We introduced the following resolutions that will be considered for adoption at our November plenary. Copies of these resolutions should be available shortly for campus review.
 - a. **Creation of an Ad Hoc Committee to Advance Equity, Diversity and Inclusion Within the Academic Senate CSU** urges the creation of such a committee to examine many of our practices for potential adverse impacts on equity, diversity and inclusion with the expectation that there will be annual reports to the Executive Committee of their findings.
 - b. **Creating a Holistic and Humane Educational Environment in the California State University (CSU)** is a request to the system to focus on creating such an environment to support student learning.
 - c. **Recommended Implementation of an Ethnic Studies System Requirement** recommends the adoption of related system-wide learning outcomes and curricular guidelines. (These outcomes and guidelines are found at the end of this report.)

6. **Charles Toombs (CFA President)** reported the following.
 - CFA would be concerned if an ethnic studies requirement only had required learning outcomes without a unit requirement. While he supports campus autonomy, we need to make sure that every campus consults with ethnic studies faculty even if there are no ethnic studies faculty on the campus—the Ethnic Studies Council could be a resource in this regard. CFA continues to support AB 1460.
 - CFA is encouraging PERS not to invest in a couple of for-profit prison companies that were involved in events along the US-Mexico border.
 - Bargaining will begin in the spring. We have been gathering input about bargaining priorities this fall on every campus.
 - We are disappointed that there is no labor representation on the Chancellor search Stakeholder Advisory Committee.
 - We are monitoring the expenditure of CSU budget funds allocated for tenure-track hires.
 - We are holding an equity conference this year. We are very committed to anti-racism and social justice agendas.
 - In response to questions:

- We will try to increase contingent faculty permanency and to facilitate the movement of contingent faculty to tenure-track positions.
- We are attempting to include an article addressing intellectual property and academic freedom. We have been unsuccessful in prior bargaining.
- We have counseling faculty on the bargaining team and will try to address issues that counseling faculty have raised. The CO shares many of our concerns including a diminishment of counselor permanence.
- For more information about bargaining and to share concerns about workload, salary structure, etc., please access calfac.org.
- Housing costs are both a CFA and a CSU issue. Individual campuses can address housing costs and it can also be addressed systemwide through bargaining.
- Learning outcomes are not enough without required units to meet an ethnic studies requirement.

7. Loren Blanchard, EVC for Academic and Student Affairs acknowledged the work of ASCSU around ethnic studies. It has been a few months since he and Chair Nelson testified on this subject to the legislature. The Chancellor is sending an updated report to Senator Pan. The report shows a two-year 7% increase in ethnic studies majors and the filling of 72 new ethnic studies faculty positions across the CSU. There are 4 topics from our division on the Board agenda for next week: 1) Title 5 change on student organizations (prohibiting discrimination against members of protected classes, 2) annual report on research, creative and scholarly activity, 3) update on GI 2025 (including a progress update on our goals), and 4) the proposed QR admissions requirement. We have committed to continuing to admit students from the top 40% of CA HS graduates rather than the Master Plan target of the top 33%. We clearly need more resources to meet this additional workload for the system. We are asking for funding for 5% enrollment growth but even this increase would be insufficient for us to support student demand. The CO provides some funding to encourage research, creative and scholarly activity. We especially hope to support the professional development of junior faculty and to increase connections between faculty members across the campuses to increase research opportunities and collaborations. Dr. Blanchard would welcome exploring new models for appointment of permanent faculty (e.g. clinical faculty) but that would need to be addressed through collective bargaining. Decreasing time to graduation has allowed us to significantly reduce the number of eligible freshmen students whom we are unable to enroll. Redirection has allowed us to accommodate many students who couldn't enroll in the campus of their choice.

8. Michael Berman, recently named CSU Chief Information Officer shared his faculty/campus background. He has been working in the CSU for most of the past 20 years. The responsibilities of the CIO include managing a very large staff and keeping PeopleSoft running—our systems are aging. Our goal is to keep system problems from impacting folks on the campuses so that they are not affected by them. A new system implementation would cost around \$2b. It is more cost effective to keep repairing and maintaining the current systems. Information security is a high priority. There is

always a tradeoff between access/use and security. Dual authorization and other security measures can be a bother but are really needed. They attempt to reduce overall costs to the system (including those that would be borne by campuses) by centralizing many services and procurement. They are looking to expand access to advance computing resources which are increasingly being needed by an growing number of disciplines.

- 9. Chancellor Tim White** briefly spoke about our upcoming CSU budget request and the proposed a-g admissions requirement changes relative to quantitative reasoning. In response to questions: the Chancellor is generally supportive in flexibility in faculty roles relative to teaching, service, research, etc. If we have flexibility in roles, we need to be more flexible in our criteria for evaluating faculty. The Chancellor's retirement date will be no sooner than June 30th and no later than December 31st. Use of data is important to best serve our students. Data "snapshots" are not always useful. We need to be careful not to rely too much on single measures, while still being responsive to our constituencies who request data. Dr. White emphasized that he is planning to "sprint to the finish" and continue working hard on behalf of the CSU until his retirement. We don't have a lot of information on the success of the new CCC baccalaureate degrees. However, it seems advisable for the state to more fully the support the CSU with resources to increase the number of baccalaureate degrees awarded rather than to move part of that mission to the CCC. There has been an uptick in incidents of uncivil, hate-motivated behavior across campuses during the Trump administration. We need to constantly be vigilant, caring, and visible in reaffirming our value of inclusiveness in confronting these types of behaviors. Each campus has a response team to help deal with potentially troubling issues, events, speakers, etc. They have been proven to be effective in helping members of the CSU family deal with these situations. Do we need an effort analogous to GI 2025 to support graduate education in the CSU? We probably could benefit from a systemic study of graduate education in the CSU. Dr. White indicated that he would be receptive to providing the ASCSU with his vision for the CSU 10 years in the future at an upcoming ASCSU plenary. Alcohol consumption of our campuses continues to be a source of concern, especially when it results in harm to our students. Providing information regarding student deaths is complex, often impacted by police investigations, family wishes, etc. Many factors need to be balanced when crafting policies regarding alcohol consumption, including vigilance and accountability while not discouraging intervention and requests for help when medical assistance is needed. Securing adequate funding for the CSU is his top priority. We also need to work for legislation to support our dreamers. Increasing/improving student preparation and providing quality general education experiences for our undergraduates. Dr. White's decision to retire at this point in time is in no small part due to the fact that, relatively, the budget situation, labor relations, relations with governmental leaders, campus leadership, etc. are as strong as ever and the new Chancellor will begin at a propitious time.
- 10. Jacquelyn Acosta (CSSA Liaison)** reported that while CSSA has taken a stance in opposition to the new QR requirement, they will continue to work with the Board on the issue. There are concerns relative to the implementation timeline and an exact definition of the requirement. There will be a student on the Chancellor search Stakeholder Advisory Committee. They are conducting three staff

searches, including for Executive Director and Asst. Director of Governmental Relations. CSSA is encouraging discussion and feedback relative to the proposed ethnic studies requirement. CSSA has endorsed the requirement. They are working to promote financial aid reform (increase amounts and eligibility for Cal Grants, summer eligibility, etc.).

11. Barry Pasternack (ERFSA Liaison) ERFSA met on October 5 at San José State University. A major focus of the group is recruiting new members. They are working to establish increased benefits for members. ERFSA strongly advocates for retention of pension and health benefits for all CSU employees. Annual ERFSA dues max out at \$10 and the group does valuable work. The ERFSA website has many valuable resources for retirees/those planning to retire. <http://csuerfa.org/> The ERFSA newsletter can be found at <https://csuerfa.org/images/pdfs/Reporter-Sep-2019.pdf>

12. Kara Perkins, Executive Budget Director provided us with an overview of the Trustees' budget request.

- The total CSU budget last year was \$10.3b
- The state support budget (from general fund, tuition, other fees) was \$6.9b
- 50% of our operating budget (\$6.9b total) is spent on salaries. An additional 25% is spent on benefits. 13% is spent on services, supplies, etc. 11% goes to financial aid
- True “reserves” (unencumbered funds) are about \$468m. Guidelines indicate that this number should be over \$1.7b (at least 3 months of operating funds).
- The state rainy day fund is up to \$16.5b—up significantly but short of what would be needed to weather the next recession.
- Tax revenues are up significantly.
- We have no firm commitment regarding future budgets, including next year's budget.
- We have pending collective bargaining negotiations which may result in agreements significantly increasing our budget needs.
- Budget priorities for next year
 - Salary and benefit increases
 - Support for GI 2025
 - Meeting the state's projected degree gap (enrollment growth)
 - Deferred maintenance
 - Mandatory costs (inflation, etc.)
- The requested increases to our base budget total \$633.3m
- We are also requesting one time funds of \$500m for deferred maintenance (the backlog is estimated at \$11b) and \$15m to meet student basic needs.

Ethnic Studies Requirement: Student Learning Outcomes

Upon completing their ethnic studies requirement, students will be able to:

1. analyze and articulate core concepts of ethnic studies, including but not limited to race and ethnicity, racialization, equity, ethno-centrism, Eurocentrism, and white supremacy;

2. apply theory to describe critical events in the histories, cultures, and intellectual traditions of communities of color with a particular emphasis on agency and self-affirmation;
3. describe the intersection of race and ethnicity with other forms of difference affected by hierarchy and oppression, such as class, gender, sexuality, ability, and/or age;
4. describe how resistance, social justice, and liberation as experienced by communities of color are relevant to current issues (communal, national, and international); and
5. act to engage with issues of race and ethnicity to build diverse, just, and equitable communities beyond the classroom.

Ethnic Studies Requirement: Implementation

1. The primary ethnic studies requirement will be implemented as an overlay as part of lower division GE (ethnic studies outcomes 1-5 as a requirement of lower division GE)
 2. The secondary (additional scaffolded) requirement is for a reflective element (reinforcing any two of ethnic studies outcomes 2-5) overlaying upper division GE.
 3. Either (1) or (2) above may be met by not-otherwise-GE courses with campus approval (provided such courses meet the ethnic studies outcomes; i.e., the ethnic studies requirement could be met or partially met with existing campus requirements and/or courses that were developed to meet local requirements)
 4. Campuses may determine additional requirements (outcomes or implementation) beyond the minimal list provided.
-

Administrative Affairs:

Submitted by Doug Dawes, Vice President for Administrative Affairs

Accounts Payable: Concur Travel

- We changed the Travel and Request integration in Concur allowing for a more flexible booking process and the ability to make modifications to booked trips in Concur. This essentially means that once your Request is approved, you can go straight to the Travel tab in Concur to book your travel (rather than booking through the Request tab). It also means you can book flights, hotels and car rentals at different times; as well as modify your bookings at a later date. We hope this added flexibility makes booking through Concur a little easier and more intuitive.

Contracts & Procurement:

- We are actively working to benefit HSU in the form of cost savings, cost avoidance and revenue generation due to negotiated rebates on spend or prompt pay discounts. In the first five months of this fiscal year, we have achieved a little over \$50,000 in cost savings. These savings reflect the strategic work done by the procurement staff to do their part in contributing to student success.

Parking and Commuter Services

- Fall Break Homeward Bound 2019 was a huge success. All 165 seats (3 busses) sold out within an hour of posting. 32 students purchased seats to the San Francisco area and the remaining 133 students traveled to the Los Angeles Area. Winter Break Homeward Bound tickets go on sale Friday, December 6. We have expanded payment options to include cash to increase access to our students.

Accounting

- Welcomed Sarah Long, Associate Director for Auxiliary Accounting. She joined the team on December 2. She will provide needed support to our Auxiliary Organizations as well as supporting our staff in the accounting department.
- Working with Moss Adams and the Athletic department on the NCAA annual audit.
- Supporting Facilities Management with their newly assigned audit from the Chancellor's Office.
- Worked with Risk Management to provide documentation to resolve additional findings on the Environmental, Health and Safety audit. The remaining recommendations have due dates through December 18th and we hope to submit the information as soon as possible to finalize the audit.
- Testing paperless reconciliation processes to reduce the need for hard copy work papers.

Student Financial Services

- Student Financial Services participated in the Big Foot Zombie Apocalypse Scavenger Hunt last month which was sponsored by the Office of Emergency Management. The department in coordination with the Financial Aid Office was one of 7 locations where the student could receive educational information about staying safe during an emergency and receive an items for their emergency preparedness kit. The staff from SFS & FAO met with over 250 students and shared educational information about financial planning for an emergency. The student received a solar light, had an opportunity to answer emergency preparedness questions for candy and enjoyed playing corn hole. This was a great event and another opportunity to interact with our students.
- The department continues to support our student's financial needs by making short-term financial resources available even during campus closures. The department offers Emergency Short-term Loans to any enrolled student to help them temporarily bridge the financial gap for their basis needs. Over the past 3 months, over 250 loans were processed to our students with a number of them being over \$500.
- During the power outages and campus closures, the Cashier's Office was able to offer open office hours to serve our students, faculty and staff.
- During the fall break and the upcoming winter break campus closure, the Cashier's Office will offer open office hours for students, staff & faculty to pick up financial aid refunds or payroll warrants. To find available times please check the Cashier's Office website or campus announcements.
- The department is participating in the holiday door decorating contest and invite you all to come by SBS 2nd floor to view our holiday decorations.

Human Resources

- It is with sadness that Human Resources has to announce the departure of Title IX Coordinator Marcus Winder. He has been with HSU since June of 2018 and has served the institution well. Human Resources will be posting for a full-time coordinator as soon as possible. In the interim, David Hickcox will serve as the interim Title IX Coordinator and Nicole Log will serve as the interim Recruitment Manager. Human Resources has seen a significant shift in personnel over the past six months. We are lucky to have such a great team but particular thanks is given to Nicole Log and Lydia Evers are helping cover multiple positions.
- A new memorandum on how to notify staff and students of the presence of immigration officers has been published by the Chancellor's Office. Human Resources recently met with multiple campus stakeholders including but not limited to the Dean of Student's Office, Risk Management, Housing, EOP, and UPD, to start implementing the recommendations in the memorandum. More information is forthcoming.
- Learning Technology Specialist Alfredo Corral has been working diligently on New Employee Orientation Online Courses which includes modules in Payroll, Benefits, Policies, and Professional Development. This will allow Human Resources to deliver some import information to new employees from the comfort of your home computer! This is just part of several efforts to ensure Human Resources processes are digitized including the digitization of Special Consultant Forms and creating digital new employee packet.
- Training course and annual disclosure requirement notifications are being sent out. Topics include sexual harassment prevention for supervisors/non-supervisors and Form 700 Conflict of Interest Forms. Please be on the lookout for automated emails notifying you of these requirements.
- Our Benefits team had a busy October with open enrollment, processing over 200 open enrollment changes! The medical leaves training in November was highly successful and we recommend everyone attend our regularly scheduled Human Resources trainings. A schedule of upcoming trainings can be found on our website.
- Since May, the HR Training & Professional Development Team has offered 25 training sessions to the campus, on topics such as New Employee Orientation, Conflict Management, ADA Accommodations, and Change Management. The HR Training & Professional Development Calendar for Spring Semester will be on the Training website soon. (Training.Humboldt.edu). In October, the HR Training & Professional Development Team launched a recurring two-day workshop called Principles of Supervision. This workshop is designed for individuals who oversee staff, and covers such topics as communication, team management, having difficult conversations, and personal leadership development. It will be offered again in early Spring - be on the lookout for registration opportunities in January.

- Our Recruitment Team is currently working on 59 active recruitments and we will likely near 100 recruitments by the end of 2019. Recruitment takes a significant amount of work and coordination. Thus, we'd like to thank everyone who has served on a search committee or has served as an equity advocate. This is critical and time consuming work and thank everyone for their participation.
- As Human Resources looks to replace its Officer Manager position, we started analyzing the flow of work funneling through the front desk. Currently our super team of Nicole Log, Lydia Evers, Ken Walker, and Payroll are processing over 56 employment verifications a month (not including verbal verifications).
- Our Payroll Department recently lost Payroll Accounting Technician Ruthie Boltzen but they continue to march forward without missing a beat. Recruitment for this position will begin in 2020. This is an amazing crew of individuals who meet deadlines and ensure the campus community is served regardless of any obstacles.

Risk Management and Safety Services

- Due to the cooperative collaboration with several departments on campus over 240 students directly participated in the Bigfoot Zombie Scavenger Hunt. Those students visited areas of campus they may not have been previously visited (e.g., CCAT). At the end of the hunt each student had a basic personal emergency kit. 40 additional student employees who were working for the participating departments that day also received personal emergency kits.
- The Health & Safety Audit conducted by the Chancellor's Office is required to be completed by 12/18/19.

University Center

- The Humboldt State community proved its outdoorsiness by winning first place in the Western Region of the 2019 AORE Campus Challenge. "With all the wonderful resources around us, and the adventurous spirit of our Humboldt State community, it comes as no surprise that Humboldt State won first place for the Western region," says Bridget Hand, Center Activities Manager. "It was great to see how differently we experience and appreciate the outdoors, and how all of it brought our school together to win."
- More than 650 students, staff, faculty and community members logged 3,341 activities during the month-long competition, sharing photos of their outdoor activities on the AORE app that included class field trips, volunteer days, group outings, dog walks, bird adventures, and more.
- There are new gifts and clothing products at the HSU Bookstore. Show your HSU colors and pride!
- Student awards under the J Point donation program are increasing as we near the end of the semester. Nearly \$10,000 of emergency access to campus food services has been issued so far this semester. There will be more than \$2,000 issued the week of December 2 alone. This program is funded by donations and HSU Dining Services.

Facilities

- In coordination with SERC, Facilities Management is developing plans on additional generation for the campus to assist in cases of additional Public Safety Power Shutdowns (PSPSs) and other outage events. Planning and designing will take some time, but planning to have in place for the next fire season.
- **The Theater Arts and Library Seismic Retrofit**, Facilities will be releasing information regarding the updated schedule to the University before the end of December. Projects continue to make good progress. Over all the Theater Arts building is largely complete, there is still some remaining work at the Theater including finishing some of the building systems and minor repair. The Library building still has quite a bit of work remaining and centered on the basement level and north side of the building. This original schedule held completion set for December 2019 with occupants moving back into the space over the winter break, and ready for service in January 2020 in time for the Spring Semester. The seismic retrofit project has experienced some significant delays over the past year that have caused the final completion date for the project to be extended beyond the original contract date. Retrofit projects have a degree of unanticipated work that occurs due to the necessity of correcting “as-found” conditions that are discovered as a project evolves, the actual nature and volume of work that needs to be completed is unknown until it is uncovered. The new total completion date for the seismic retrofit project is now April 10, 2020 and the new anticipated **occupancy date for the lower level of the Library is March 16, 2020**. Impacted programs include the testing center, student disability resources center, VETS, Youth Educational Services or YES and Academic and Career Advising Center, as well as the Library. Associated work to be accomplished this semester include the improvement of accessible parking along Laurel Street north of Gist Hall. The improvement of accessible parking at the library lot near the bus circle and concrete pathway improvements for accessibility along campus paths to the east of the library toward the Theater Arts Building.
- **The Campus Events Field**, no major changes since last Senate update. The campus maps have been updated to reflect the remaining modular and the programs that reside in them. The rest of the modular will be released during the winter break and field rehabilitation efforts will be underway starting summer 2020.
- **Jenkins Hall Renovation**, no major changes since last Senate update, the Project is currently active and in the design stage. We have been working with project steering committee and have engaged the services of an architecture and engineering team. Our current schedule will have the building in construction starting in the summer of 2020 and completed by summer of 2021 for a fall 2021 opening. The building will house all school lecture rooms on the second floor, and new “maker spaces” on the first floor level. The Committee will be releasing a survey relative to the “Makerspace Program” and a series of focus groups and presentations will be organized to build awareness and support for the Jenkins Hall Interdisciplinary program model.

- **Lactation Spaces**, no major changes since last Senate update. A number of spaces on campus have been identified as possible locations to provide private and appropriate lactation spaces across campus. This effort is in response to recent legislation and campus conversations. The USFAC (University Space and Facilities Advisory Committee) has been tasked with developing the spaces and ultimate allocation of the space to serve this purpose. Funding for the project is still in development. Currently, Facilities has established a permanent location within SBS 253 and we are working on final plans for Library 205B and C as a component of the Seismic Retrofit.

- **The 2020/2025 year Capital Outlay program** has been reviewed by the CSU Board of Trustees and approved in the November BOT Meeting. Final publication will be released before the end of December. No changes since last Senate update in the following information. The Capital Outlay program has undergone some major revisions as the CSU system is poised to take advantage of one time state funds and future bond sales. This includes a very robust, \$50 million dollar deferred maintenance and renewal program, three major academic projects totaling over \$145 million dollars which includes a new science building at the campus events field, a new art building south of Jenkins Hall and the renovation of Science A. All of these projects are in alignment with our 2004 master plan and are even more relevant today given our current needs.
 - The two academic projects are in the planning stages and are contingent on the availability of future funding from the State and CSU. This process could take as long as 3-5 years until we are awarded funds and can begin construction. The projects are described are as follows:
 - A new 48,000 gsf, three story building located at the east end of the campus events field that will initially house science programs that will be temporarily relocated from Science A. Science A building will then be completely renovated to meet contemporary need. The new building at the campus events field will then be repurposed for academic programs.
 - A new 30,000 gsf, 2-3 story building located between Jenkins Hall and Science D along B Street that will house the ceramics and sculpture labs currently located at the North West corner of parking lot G11. These programs will be relocated and the former facility demolished and parking expansion of G11 to be constructed.
 - The Student Housing, Health Center, and Dining Project is currently on hold pending the outcome of future enrollment and the impact on the affected student services.

- **Campus Project Portfolio**, No major changes since last Senate update in the following information. Not accounting for the projects included with the 2020/21 Capital Outlay program, Facilities Management is currently managing an active project load totaling \$85 million dollars spread over 75+ projects with the Seismic Project and Jenkins Hall Projects being the largest. a selection of some of the larger projects are as follows:

- Facilities has identified funding and project scope for an additional 8 buildings that will convert Heating, Ventilation and Air Conditioning controls from pneumatic ones to digital ones. This controls project is part of the campus wide sustainability and energy management program that will allow real time monitoring and adjustment of energy usage.
- We have an ongoing sub-metering project that is targeting utility usage in 5 buildings across campus. This sub metering will allow our sustainability staff to monitor natural gas, domestic water and electricity usage by building in real time.
- The pool in Kinesiology/Athletics began receiving some energy upgrades this summer. We are replacing valves with ones that are more efficient and installing variable speed drive chlorine/chemical pump integrated with an energy management system.
- Design is moving forward on remodeling seven Campus Apartments this summer (2020) for ADA use and for a new Laundry complex along with better ADA ramp access.
- The complete replacement of the electrical substation in the University Center is complete; this project came in under budget due to creative collaboration between HSU and the contractor.
- New Fire Alarm systems are were installed in Natural Resources, Forestry, Creekview (Fern and Willow), and Redwood Hall.
- The Student Health Center had two of its three rooftop Air Handling units replaced with new energy efficient units this summer.

Parking and Commuter Services

- Fall Break Homeward Bound 2019 was a huge success. All 165 seats (3 busses) sold out within an hour of posting. 32 students purchased seats to the San Francisco area and the remaining 133 students traveled to the Los Angeles Area. Winter Break Homeward Bound tickets go on sale Friday, December 6. We have expanded payment options to include cash to increase access to our students.



**Department of Geography, Environment
& Spatial Analysis**

TO: HSU University Senate
FROM: Matthew Derrick, Chair, Geography, Environment & Spatial Analysis
DATE: December 4, 2019

I'm writing to provide a brief report of my attendance, in place of Dr. Rosamel Benavides-Garb, whose duties as Associate Dean precluded his attendance, and participation in the fall meeting of meeting of Academic Council on International Programs (ACIP) of the California State University Chancellor's Office. The meeting was held October 24-25, 2019 in Long Beach.

Day one of the meeting was devoted to a Newcomers Session, consisting of a welcome by CSU IP Director Dr. Jaishankar Raman. Raman's welcome was followed by an ACIP Overview and Committee Information session presented by ACIP Chair Dr. Shane Moreman. As a first-time attendee, this was a very important session for me, providing insight into the structure of International Programs in the CSU, how each CSU campus relates, and the structure and roles of the ACIP. ACIP consists of four standing committees:

- Academic and Fiscal Affairs Committee (AFAC)
- Faculty Affairs Committee (FAC)
- Program Review Committee (PRC)
- Student Affairs Committee (SAC)

The first half of day two of the meeting was largely filled with committee work. I was assigned to the Program Review Committee (PRC). Each year, the PRC goes through an in-depth process of reviewing three-four international programs scheduled for review by the committee. This year three programs were identified for review: China, Chile, and Taiwan. The second half of day two was devoted to committee reports. In place of the committee chair, who had to depart early, I

delivered the committee report of PRC, providing an overview of work. I presented the following information items the full ACIP body:

- According to the 5-year schedule established in fall 2016, the PRC is due to formally review the China, Taiwan, and Chile programs during the 2019-2020 academic year.
- The PRC has committed to a new deliverables process that will ensure all three reports will be finalized and submitted by the end of the ACIP spring meeting.
- The deliverables are completed program reviews for China, Taiwan, and Chile.
- The PRC has forwarded the Program Review for the CSU IP: Canada Program to the Academic and Fiscal Affairs Committee (AFAC) for further review and analysis of the efficacy of the relationship specifically with Concordia University but believes maintaining a presence in Canada, perhaps with new university partners, is in the best interest of CSU IP.
- The PRC has developed a new instrument designed to collect qualitative data from IP Coordinators to enhance future programs reviews.

The current chair of the PRC will be stepping down after the spring meeting. As I had been selected to deliver our committee report, there was indication that the committee would like me to step in as committee chair.

HSU University Senate
Enrollment Management Report
Tuesday, December 10, 2019
Submitted by Jason L. Meriwether, Ph.D.

Spring 20 Registration

Currently 86% of eligible students have registered (self) by now. 89% of students who registered in Fall 2019 have registered. Important Trends include:

By School

- CAHSS - 81% reg
- CNRS - 86% reg
- CPS - 85% reg
- General Studies - 70% reg

Hold

There are still students who have holds to resolve in order to register. Please note that the categories are not mutually exclusive so a student can have multiple holds and be counted in each hold category.

All Holds

- 13.4% (n=834) of all 6,245 students eligible to register for Spring 20 still have a hold.
- 8.3% (n=482) out of 5,794 fall 2019 registrants who are eligible for Spring 20 still have a hold.

Advising Holds

- 11.3% (n=708) out of all 6,245 students eligible to register for Spring 20 have an advising hold.
- 6.3% (n=363) out of 5,794 fall 2019 students who are eligible to register for Spring 20 have an advising hold.

Financial Holds

- 2.6% (n=160) out of all 6,245 eligible students (2.6%) have a financial hold.
- 2.2% (n=125) out of 5,794 fall 2019 students who are eligible to register for Spring 20 have a financial hold.

Immunization Holds

- 2.2% (n=136) out of all 6,245 eligible students have an immunization hold.
- 1.9% (n=111) out of 5,794 fall 2019 students who are eligible to register for Spring 20 have an immunization hold.

Please note that we only have benchmark data at this point because we didn't capture these trends the same way in prior years.

HSU University Senate
Enrollment Management Report
Tuesday, December 10, 2019
Submitted by Jason L. Meriwether, Ph.D.

Communication Campaign Trends

- To date we have sent 43k emails. The email Open-rate has been around 63%. Opens are getting lower over time as we send to students who may be less engaged with the communication levers or have not yet resolved the barriers to registration.
- 3500 Humbot messages,
- 3 Push (mobile app) messages resulting in ~3k screen views
- Social Media Campaign is focused on “good luck with finals’ and “still time to register” messaging.
- This week another reminder to not enrolled students, a "good luck on finals" email, and a PUSH message.

Spring 20 New Students

- Applicants, Admits, and Confirmed students are relatively flat compared to the prior two years, showing the beginning of stabilization of the trending melt.

Fall 20 New Students

- As projected, transfer applicants will be closer than ever to the number of freshmen, likely requiring more courses at the junior and senior level for new students.
- At HSU, we are experiencing a sizable increase in new, but incomplete, transfer applicants, but must work assiduously to transition from increased interest to completed apps and yielded students.
- We must continue our aggressive yield and communication strategies to both increase applicants and yield. Our goal is to average 20,000 applicants per year in four years and to improve our yield from 11% to 15% in four years. While this report focuses on recruitment it is important to note that we are not singularly focused on recruitment, whereas, are committed to achieving an institutional goal of an 80% retention rate.

Supporting Documents Include:

- Spring 20 Registration Detail Report by School
- Spring 20 Admissions Trend Report
- Fall 20 Admissions Trend Report

Updated 12/09/2019

Applicants

REDIRECT Not Redirect

| | Fall 2020 | | Fall 2019 | | Fall 2018 | | Fall 2017 | | Fall 2016 | |
|--------------------|--------------|---------------|---------------|----------------|---------------|---------------|---------------|----------------|---------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| Credential | 5 | 400.00% | 1 | -66.67% | 3 | -90.91% | 33 | 22.22% | 27 | |
| First-time UG | 6,897 | -13.93% | 8,013 | -22.39% | 10,325 | -7.70% | 11,186 | -12.05% | 12,719 | |
| Lower-div xfer | 132 | -39.73% | 219 | -37.96% | 353 | 171.54% | 130 | 49.43% | 87 | |
| Masters | 31 | -20.51% | 39 | -27.78% | 54 | -33.33% | 81 | -4.71% | 85 | |
| Returning UG | 16 | -54.29% | 35 | -33.96% | 53 | -35.37% | 82 | 7.89% | 76 | |
| Second Bachelor | 21 | -16.00% | 25 | 38.89% | 18 | 125.00% | 8 | 60.00% | 5 | |
| Unclassified PB | 2 | 0.00% | 2 | 0.00% | 2 | #DIV/0! | 0 | -100.00% | 4 | |
| Upper-div xfer | 2,542 | 17.96% | 2,155 | -33.49% | 3,240 | -2.53% | 3,324 | -5.92% | 3,533 | |
| Transitory | 0 | #NULL! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Grand Total | 9,646 | -8.04% | 10,489 | -25.33% | 14,048 | -5.36% | 14,844 | -10.23% | 16,536 | |

Admits

REDIRECT Not Redirect

| | Fall 2020 | | Fall 2019 | | Fall 2018 | | Fall 2017 | | Fall 2016 | |
|--------------------|--------------|---------------|--------------|----------------|--------------|----------------|---------------|---------------|---------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| Credential | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| First-time UG | 5,707 | -6.15% | 6,081 | 0.13% | 6,073 | -27.38% | 8,363 | -7.32% | 9,024 | |
| Lower-div xfer | 49 | 0.00% | 49 | -48.42% | 95 | 150.00% | 38 | 322.22% | 9 | |
| Masters | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | -100.00% | 1 | |
| Returning UG | 0 | -100.00% | 3 | -66.67% | 9 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Second Bachelor | 0 | -100.00% | 1 | -50.00% | 2 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Unclassified PB | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Upper-div xfer | 2,089 | 152.91% | 826 | -63.48% | 2,262 | -12.63% | 2,589 | -2.41% | 2,653 | |
| Transitory | 0 | #NULL! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Grand Total | 7,845 | 12.72% | 6,960 | -17.55% | 8,441 | -23.19% | 10,990 | -5.96% | 11,687 | |

Confirmed

REDIRECT Not Redirect

| | Fall 2020 | | Fall 2019 | | Fall 2018 | | Fall 2017 | | Fall 2016 | |
|--------------------|------------|----------------|-----------|-----------------|------------|----------------|------------|----------------|------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| Credential | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| First-time UG | 51 | #DIV/0! | 0 | -100.00% | 99 | -29.79% | 141 | 83.12% | 77 | |
| Lower-div xfer | 7 | #DIV/0! | 0 | -100.00% | 10 | 233.33% | 3 | #DIV/0! | 0 | |
| Masters | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | -100.00% | 1 | |
| Returning UG | 0 | #DIV/0! | 0 | -100.00% | 3 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Second Bachelor | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Unclassified PB | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Upper-div xfer | 94 | #DIV/0! | 0 | -100.00% | 125 | -14.97% | 147 | 167.27% | 55 | |
| Transitory | 0 | #NULL! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Grand Total | 152 | #DIV/0! | 0 | -100.00% | 237 | -18.56% | 291 | 118.80% | 133 | |

Registered

REDIRECT Not Redirect

| | Fall 2020 | | Fall 2019 | | Fall 2018 | | Fall 2017 | | Fall 2016 | |
|--------------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|--|
| | HC | | HC | | HC | | HC | | HC | |
| Credential | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| First-time UG | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Lower-div xfer | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Masters | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Returning UG | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Second Bachelor | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Unclassified PB | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Upper-div xfer | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Transitory | 0 | #NULL! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Grand Total | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |

Updated 12/09/2019

Applicants

REDIRECT Not Redirect

| | Spring 2020 | | Spring 2019 | | Spring 2018 | | Spring 2017 | | Spring 2016 | |
|--------------------|--------------|---------------|--------------|----------------|--------------|---------------|--------------|---------------|--------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| First-time UG | 83 | -25.89% | 112 | -41.67% | 192 | 61.34% | 119 | 19.00% | 100 | |
| Lower-div xfer | 95 | -23.39% | 124 | 1.64% | 122 | 35.56% | 90 | 73.08% | 52 | |
| Masters | 55 | -11.29% | 62 | -3.13% | 64 | -23.81% | 84 | -20.00% | 105 | |
| Returning UG | 80 | -8.05% | 87 | -13.00% | 100 | -23.66% | 131 | 31.00% | 100 | |
| Second Bachelor | 19 | 46.15% | 13 | 0.00% | 13 | -18.75% | 16 | 166.67% | 6 | |
| Transitory | 3 | -40.00% | 5 | -37.50% | 8 | 166.67% | 3 | 0.00% | 3 | |
| Upper-div xfer | 773 | 3.76% | 745 | -17.50% | 903 | -14.89% | 1,061 | 38.87% | 764 | |
| Unclassified PB | 0 | #NULL! | 0 | #NULL! | 1 | | 0 | #NULL! | 0 | |
| Credential | 0 | #NULL! | 1 | | 0 | #NULL! | 1 | | 0 | |
| Grand Total | 1,108 | -3.57% | 1,149 | -18.10% | 1,403 | -6.78% | 1,505 | 33.19% | 1,130 | |

Admits

REDIRECT Not Redirect

| | Spring 2020 | | Spring 2019 | | Spring 2018 | | Spring 2017 | | Spring 2016 | |
|--------------------|-------------|---------------|-------------|----------------|-------------|----------------|-------------|---------------|-------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| First-time UG | 20 | -41.18% | 34 | -35.85% | 53 | 20.45% | 44 | -10.20% | 49 | |
| Lower-div xfer | 39 | 44.44% | 27 | -20.59% | 34 | 78.95% | 19 | 35.71% | 14 | |
| Masters | 29 | -25.64% | 39 | 21.88% | 32 | 0.00% | 32 | -38.46% | 52 | |
| Returning UG | 57 | -12.31% | 65 | -13.33% | 75 | -5.06% | 79 | 14.49% | 69 | |
| Second Bachelor | 11 | 37.50% | 8 | 60.00% | 5 | -54.55% | 11 | 83.33% | 6 | |
| Transitory | 3 | -25.00% | 4 | -50.00% | 8 | 166.67% | 3 | 0.00% | 3 | |
| Upper-div xfer | 446 | 2.06% | 437 | -22.52% | 564 | -19.54% | 701 | 36.12% | 515 | |
| Unclassified PB | 0 | #NULL! | 0 | #NULL! | 0 | | 0 | #NULL! | 0 | |
| Credential | 0 | #NULL! | 0 | #NULL! | 0 | #NULL! | 0 | | 0 | |
| Grand Total | 605 | -1.47% | 614 | -20.36% | 771 | -13.27% | 889 | 25.56% | 708 | |

Confirmed

REDIRECT Not Redirect

| | Spring 2020 | | Spring 2019 | | Spring 2018 | | Spring 2017 | | Spring 2016 | |
|--------------------|-------------|--------------|-------------|----------------|-------------|----------------|-------------|---------------|-------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| First-time UG | 13 | -13.33% | 15 | -51.61% | 31 | 19.23% | 26 | 13.04% | 23 | |
| Lower-div xfer | 33 | 65.00% | 20 | -28.57% | 28 | 86.67% | 15 | 25.00% | 12 | |
| Masters | 22 | -29.03% | 31 | 63.16% | 19 | -29.63% | 27 | 0.00% | 27 | |
| Returning UG | 40 | 8.11% | 37 | -28.85% | 52 | 18.18% | 44 | 18.92% | 37 | |
| Second Bachelor | 7 | 16.67% | 6 | 100.00% | 3 | -57.14% | 7 | 75.00% | 4 | |
| Transitory | 3 | 50.00% | 2 | -60.00% | 5 | 66.67% | 3 | 50.00% | 2 | |
| Upper-div xfer | 260 | 1.56% | 256 | -19.24% | 317 | -32.12% | 467 | 51.13% | 309 | |
| Unclassified PB | 0 | #NULL! | 0 | #NULL! | 0 | | 0 | #NULL! | 0 | |
| Credential | 0 | #NULL! | 0 | #NULL! | 0 | #NULL! | 0 | | 0 | |
| Grand Total | 378 | 3.00% | 367 | -19.34% | 455 | -22.75% | 589 | 42.27% | 414 | |

Registered

REDIRECT Not Redirect

| | Spring 2020 | | Spring 2019 | | Spring 2018 | | Spring 2017 | | Spring 2016 | |
|--------------------|-------------|----------------|-------------|----------------|-------------|--------------|-------------|----------------|-------------|--|
| | HC | | HC | | HC | | HC | | HC | |
| First-time UG | 7 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | -100.00% | 5 | |
| Lower-div xfer | 15 | #DIV/0! | 0 | #DIV/0! | 0 | -100.00% | 3 | #DIV/0! | 0 | |
| Masters | 5 | -61.54% | 13 | 62.50% | 8 | 33.33% | 6 | -64.71% | 17 | |
| Returning UG | 21 | 75.00% | 12 | -42.86% | 21 | 5.00% | 20 | 42.86% | 14 | |
| Second Bachelor | 5 | 0.00% | 5 | 150.00% | 2 | -50.00% | 4 | 33.33% | 3 | |
| Transitory | 3 | 50.00% | 2 | -60.00% | 5 | 150.00% | 2 | 100.00% | 1 | |
| Upper-div xfer | 98 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Unclassified PB | 0 | #NULL! | 0 | #NULL! | 0 | | 0 | #NULL! | 0 | |
| Credential | 0 | #NULL! | 0 | #NULL! | 0 | #NULL! | 0 | | 0 | |
| Grand Total | 154 | 381.25% | 32 | -11.11% | 36 | 2.86% | 35 | -12.50% | 40 | |

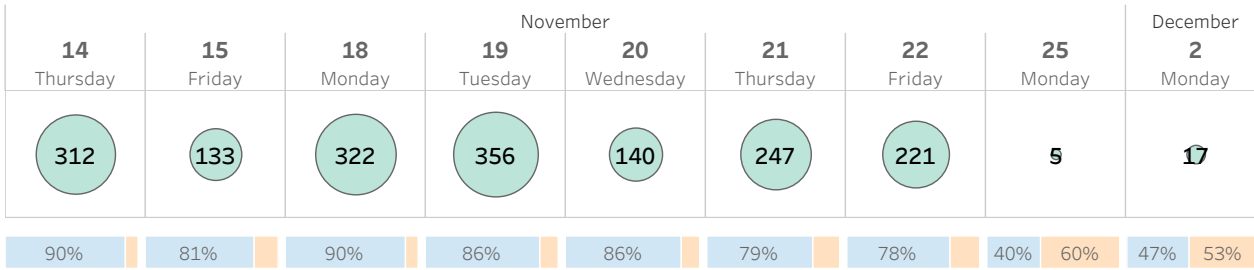


Special Population Registration Campaign

Custom Dashboard for Enrollment Management

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 Office of Institutional Effectiveness
 ~ Freshness Date ~
 12/9/2019 8:24:49 AM
 [EM_SPECIAL_POP_DASHBOARD_VW]

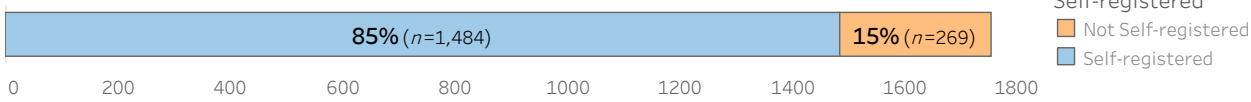
Eligible Students by Registration Day



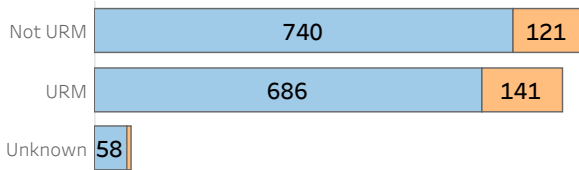
Dashboard Filter(s)

- Admit Year: All
- Admit Term: All
- Admit Type: All
- College: Professional Studies
- Department: All
- Current Athlete: All
- Housing: All
- Last Enrolled Term: All
- Grade Level: Multiple values
- Dropped: All
- Withdrawn: All

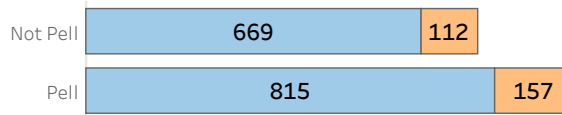
Total Count of Students Registered / Not Registered



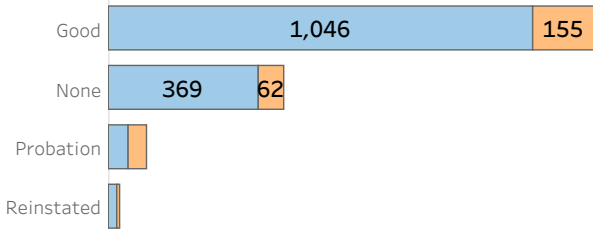
URM Students Registered / Not Registered



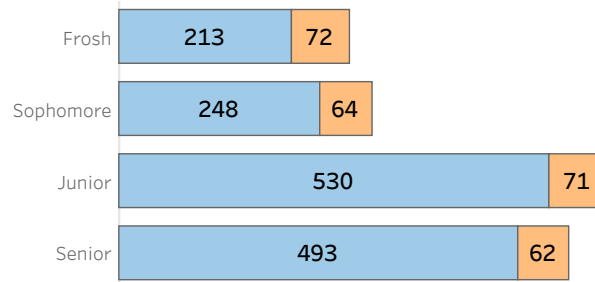
Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



Data Glossary

<https://ie.humboldt.edu/data-glossary>

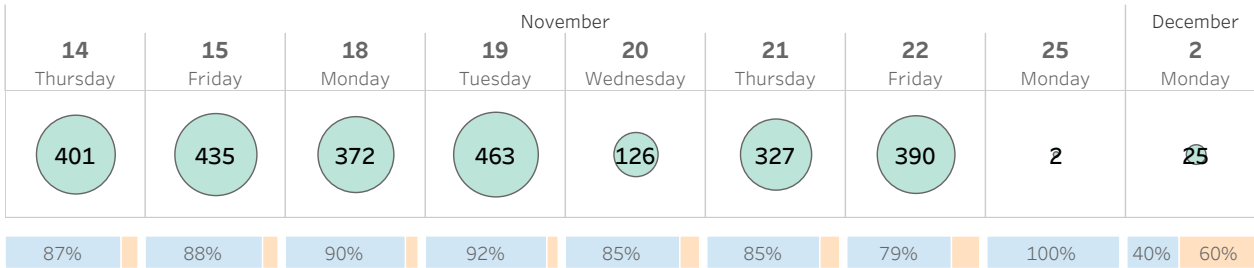


Special Population Registration Campaign

Custom Dashboard for Enrollment Management

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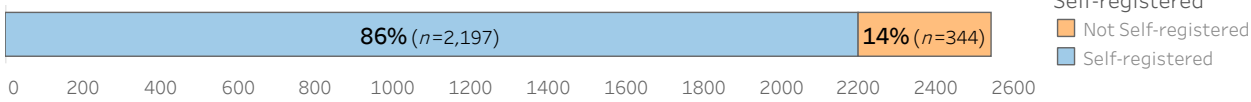
Eligible Students by Registration Day



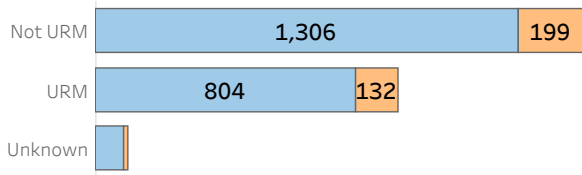
Dashboard Filter(s)

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- Admit Term: All
- Admit Type: All
- College: Natural Resources & Sci
- Department: All
- Current Athlete: All
- Housing: All
- Last Enrolled Term: All
- Grade Level: Multiple values
- Dropped: All
- Withdrawn: All

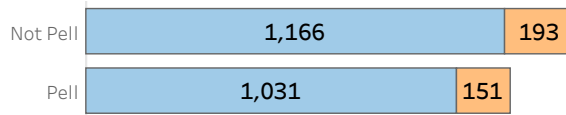
Total Count of Students Registered / Not Registered



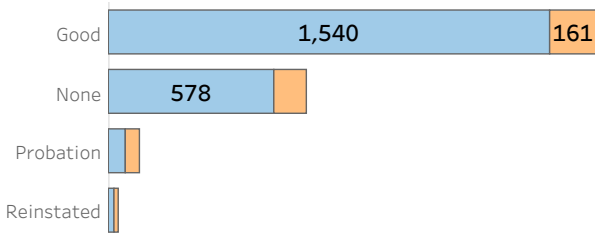
URM Students Registered / Not Registered



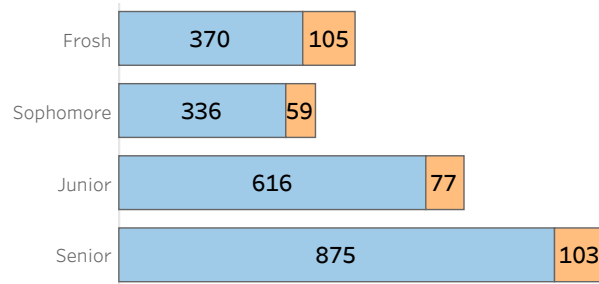
Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



Data Glossary

<https://ie.humboldt.edu/data-glossary>

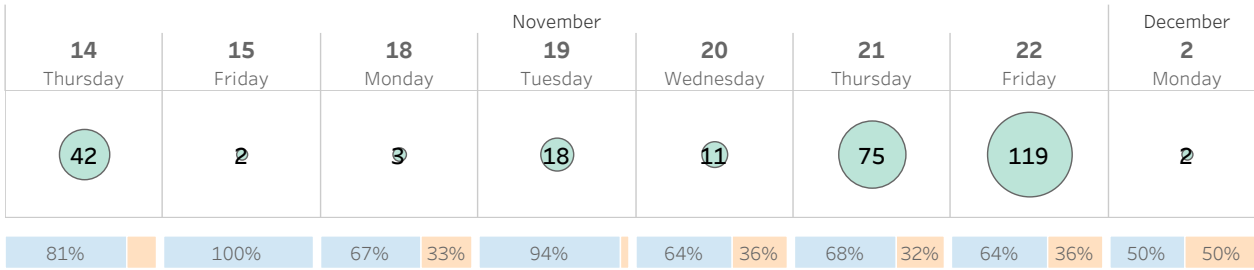


Special Population Registration Campaign

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 [EM_SPECIAL_POP_DASHBOARD_VW]

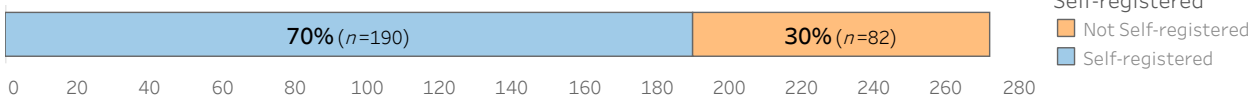
Eligible Students by Registration Day



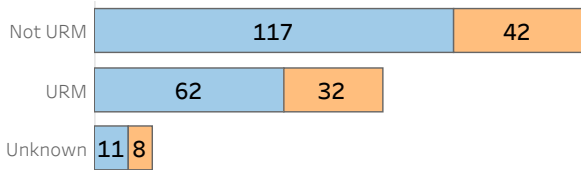
Dashboard Filter(s)

- Admit Year: All
- Admit Term: All
- Admit Type: All
- College: General Studies
- Department: All
- Current Athlete: All
- Housing: All
- Last Enrolled Term: All
- Grade Level: Multiple values
- Dropped: All
- Withdrawn: All

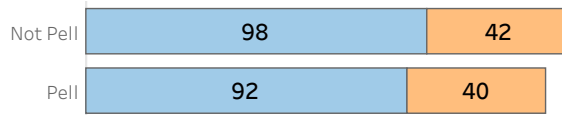
Total Count of Students Registered / Not Registered



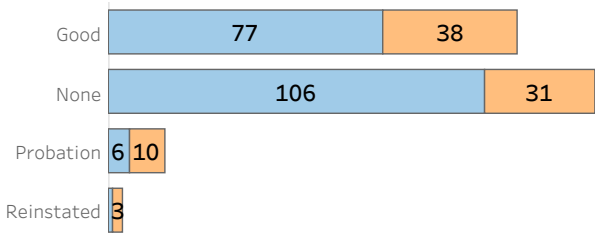
URM Students Registered / Not Registered



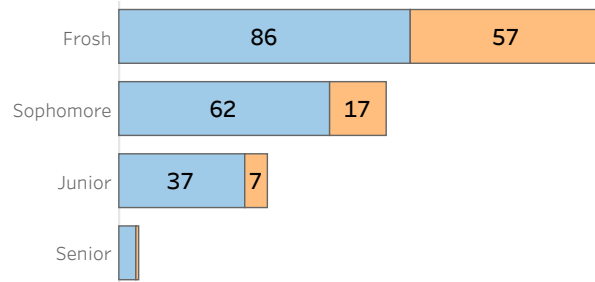
Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



Data Glossary

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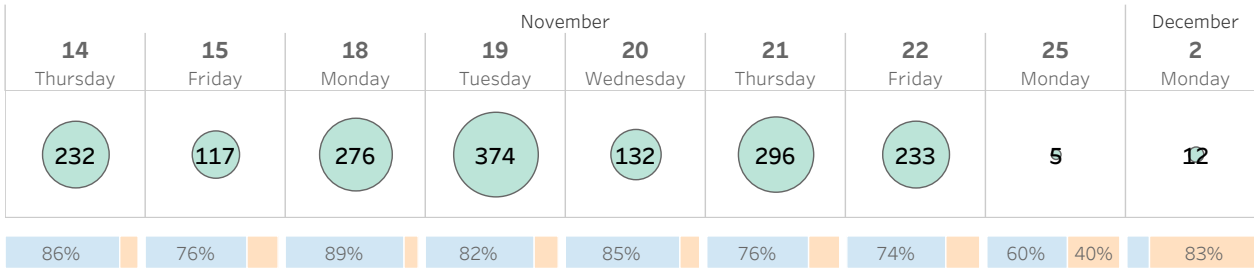


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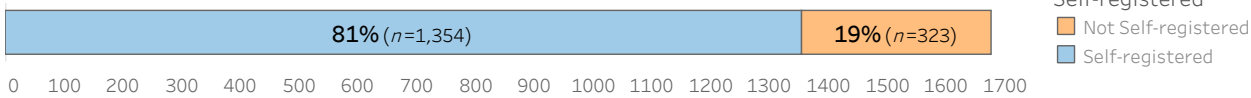
Eligible Students by Registration Day



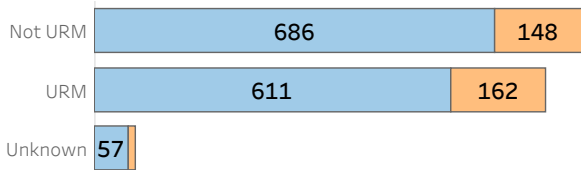
Dashboard Filter(s)

- Admit Year: All
- Admit Term: All
- Admit Type: All
- College: Arts, Hum & Soc Sci
- Department: All
- Current Athlete: All
- Housing: All
- Last Enrolled Term: All
- Grade Level: Multiple values
- Dropped: All
- Withdrawn: All

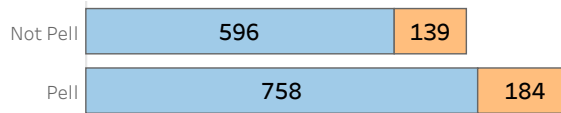
Total Count of Students Registered / Not Registered



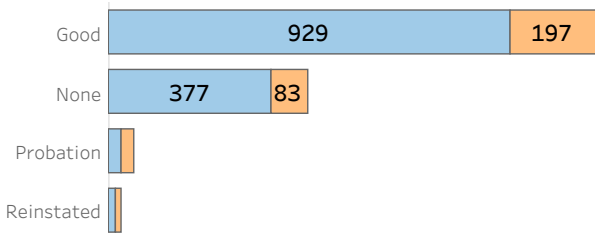
URM Students Registered / Not Registered



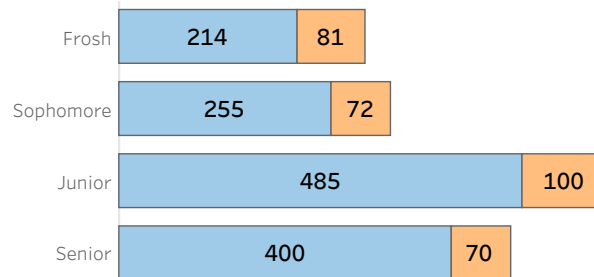
Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



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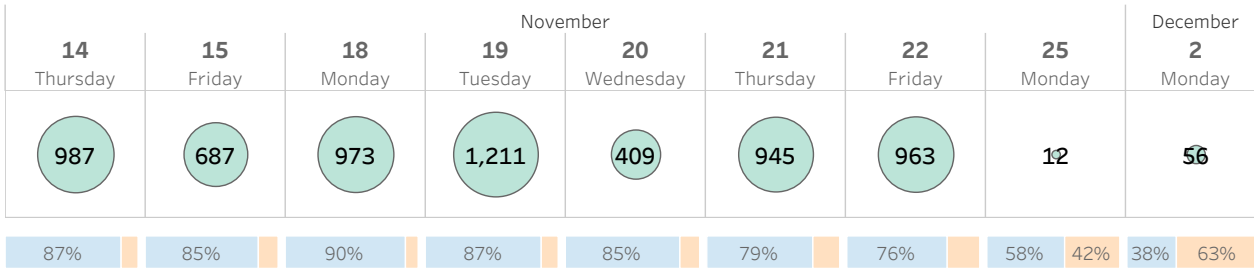


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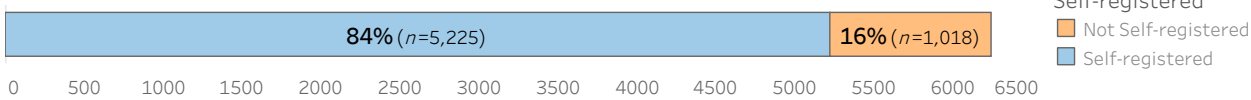
Eligible Students by Registration Day



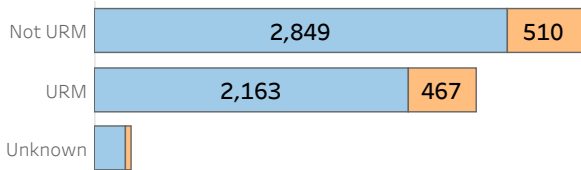
Dashboard Filter(s)

- Admit Year: All
- Admit Term: All
- Admit Type: All
- College: All
- Department: All
- Current Athlete: All
- Housing: All
- Last Enrolled Term: All
- Grade Level: Multiple values
- Dropped: All
- Withdrawn: All

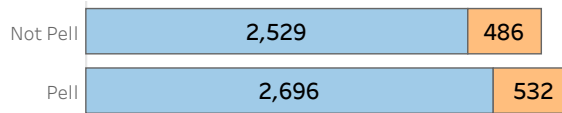
Total Count of Students Registered / Not Registered



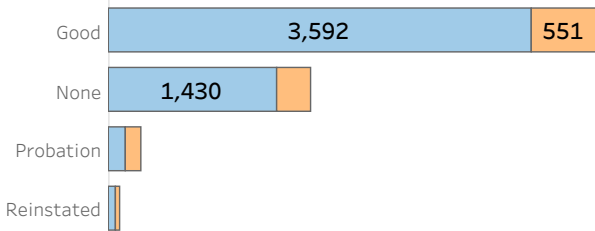
URM Students Registered / Not Registered



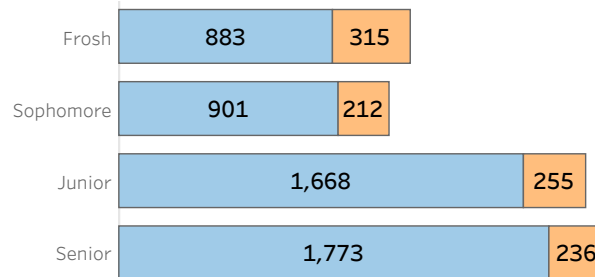
Pell Students Registered / Not Registered



Academic Standing Registered / Not Registered



Grade Level Registered / Not Registered



Data Glossary

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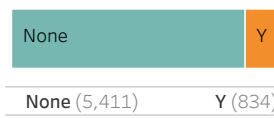
Special Population Registration Campaign

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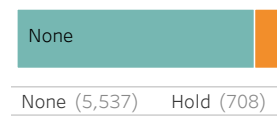
Academic Standing

| Grade Level | Good | None | Probation | Reinstated | Grand Total |
|-------------|-------|-------|-----------|------------|-------------|
| Frosh | 291 | 800 | 93 | 14 | 1,198 |
| Sophomore | 882 | 140 | 74 | 17 | 1,113 |
| Junior | 1,142 | 683 | 67 | 33 | 1,925 |
| Senior | 1,830 | 98 | 45 | 36 | 2,009 |
| Grand Total | 4,145 | 1,721 | 279 | 100 | 6,245 |

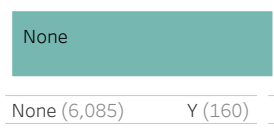
Any Hold



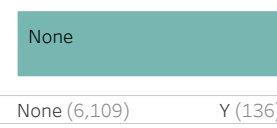
Advising Hold



Financial Hold



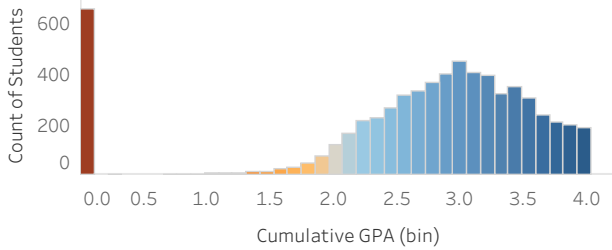
Vaccination Hold



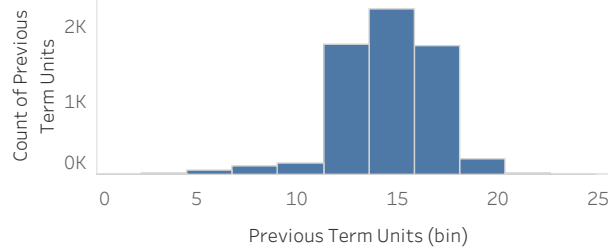
Dashboard Filter(s)

- Admit Year: All
- Admit Term: All
- Admit Type: All
- College: All
- Department: All
- Current Athlete: All
- Housing: All
- Last Enrolled Term: All
- Grade Level: Multiple values
- Dropped: All
- Withdrawn: All

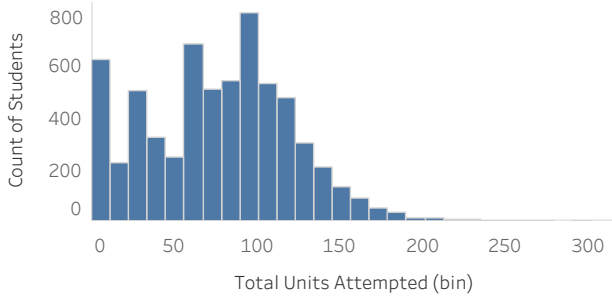
Cumulative GPA



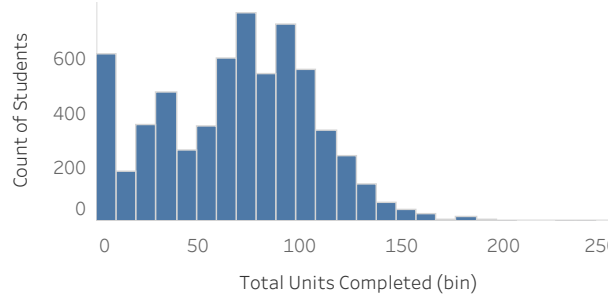
Term Units Enrolled



Total Units Attempted



Total Units Completed



Data Glossary

<https://ie.humboldt.edu/data-glossary>



Special Population Registration Campaign

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Percent of Students Registered / Not Registered by Primary College and Department

Arts, Hum & Soc Sci Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|-----------------|
| GEOG | 14% (n=5) | 86% (n=31) |
| ENST | 15% (n=22) | 85% (n=121) |
| ART | 16% (n=32) | 84% (n=168) |
| COMM | 16% (n=17) | 84% (n=92) |
| ANTH | 16% (n=17) | 84% (n=88) |
| THEA | 13% (n=17) | 87% (n=114) |
| PHIL | 17% (n=4) | 83% (n=20) |
| POLI | 18% (n=19) | 82% (n=84) |
| SOC | 21% (n=65) | 79% (n=246) |
| INTL | 19% (n=7) | 81% (n=29) |
| ENGL | 20% (n=32) | 80% (n=127) |
| NAS | 23% (n=3) | 77% (n=10) |
| HIST | 20% (n=21) | 80% (n=86) |
| WLC | 17% (n=4) | 83% (n=19) |
| CRGS | 27% (n=7) | 73% (n=19) |
| JMC | 25% (n=17) | 75% (n=52) |
| RS | 31% (n=4) | 69% (n=9) |
| MUS | 43% (n=30) | 57% (n=39) |

General Studies Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|-----------------|
| UNDA | 30% (n=82) | 70% (n=190) |

Natural Resources & Sci Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|-----------------|
| GEOG | 3% (n=2) | 97% (n=71) |
| WLDG | 9% (n=28) | 91% (n=287) |
| OCN | 11% (n=7) | 89% (n=59) |
| BIOL | 11% (n=82) | 89% (n=663) |
| ESM | 14% (n=54) | 86% (n=340) |
| FISH | 12% (n=8) | 88% (n=58) |
| FWM | 16% (n=44) | 84% (n=235) |
| ENGR | 16% (n=37) | 84% (n=198) |
| CHEM | 21% (n=25) | 79% (n=94) |
| PHYX | 19% (n=11) | 81% (n=47) |
| CS | 22% (n=28) | 78% (n=100) |
| MATH | 29% (n=18) | 71% (n=45) |

Professional Studies Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|-----------------|
| SW | 10% (n=17) | 90% (n=151) |
| EDUC | 12% (n=14) | 88% (n=103) |
| CD | 16% (n=19) | 84% (n=101) |
| KRA | 17% (n=62) | 83% (n=311) |
| BUS | 16% (n=66) | 84% (n=354) |
| PSYC | 16% (n=86) | 84% (n=439) |
| ECON | 17% (n=5) | 83% (n=25) |



Special Population Registration Campaign

Custom Dashboard for Enrollment Management

~ Expertly Handcrafted ~
 Office of Institutional Effectiveness
 ~ Freshness Date ~
 12/9/2019 8:24:49 AM
 [EM_SPECIAL_POP_DASHBOARD_VW]

Percent of Students Registered / Not Registered by Primary College and Major Program

Registration Date Passed
All

Arts, Hum & Soc Sci Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|--------------------|
| ISDS | | 100% (n=12) |
| ARTF | 10% (n=2) | 90% (n=19) |
| FREN | 13% (n=1) | 88% (n=7) |
| GEOG | 14% (n=5) | 86% (n=31) |
| FILM | 14% (n=12) | 86% (n=73) |
| THEA | 15% (n=5) | 85% (n=29) |
| EST | 15% (n=22) | 85% (n=121) |
| COMM | 16% (n=17) | 84% (n=92) |
| ANTH | 16% (n=17) | 84% (n=88) |
| PHIL | 17% (n=4) | 83% (n=20) |
| ART | 17% (n=30) | 83% (n=149) |
| INTL | 18% (n=6) | 82% (n=28) |
| PSCI | 18% (n=19) | 82% (n=84) |
| SOC | 19% (n=19) | 81% (n=79) |
| HIST | 20% (n=21) | 80% (n=86) |
| SPAN | 20% (n=3) | 80% (n=12) |
| ENGL | 20% (n=32) | 80% (n=127) |
| CJS | 22% (n=46) | 78% (n=167) |
| NAS | 23% (n=3) | 77% (n=10) |
| JN | 25% (n=17) | 75% (n=52) |
| RGSS | 27% (n=7) | 73% (n=19) |
| RS | 31% (n=4) | 69% (n=9) |
| MUS | 43% (n=30) | 57% (n=39) |
| ISIS | 50% (n=1) | 50% (n=1) |

General Studies Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|--------------------|
| UNDE | 30% (n=82) | 70% (n=190) |

Natural Resources & Sci Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|--------------------|
| GEOG | 3% (n=2) | 97% (n=71) |
| BOT | 9% (n=8) | 91% (n=84) |
| WLDF | 9% (n=28) | 91% (n=287) |
| BIOL | 11% (n=49) | 89% (n=413) |
| OCN | 11% (n=7) | 89% (n=59) |
| FISH | 12% (n=8) | 88% (n=58) |
| RRS | 12% (n=4) | 88% (n=29) |
| ZOOL | 13% (n=25) | 87% (n=166) |
| ESM | 13% (n=51) | 87% (n=336) |
| ERE | 16% (n=37) | 84% (n=198) |
| FOR | 16% (n=40) | 84% (n=206) |
| PHYX | 19% (n=11) | 81% (n=47) |
| CHEM | 21% (n=25) | 79% (n=94) |
| CSCI | 22% (n=28) | 78% (n=100) |
| MATH | 29% (n=18) | 71% (n=45) |
| ENS | 40% (n=2) | 60% (n=3) |
| EMP | 50% (n=1) | 50% (n=1) |

Professional Studies Registered / Not Registered



| | Not Self-registered | Self-registered |
|------|---------------------|--------------------|
| SW | 10% (n=17) | 90% (n=151) |
| LSCE | 12% (n=2) | 88% (n=15) |
| LSEE | 12% (n=14) | 88% (n=103) |
| KIUG | 15% (n=46) | 85% (n=252) |
| BA | 16% (n=66) | 84% (n=354) |
| PSYC | 16% (n=86) | 84% (n=439) |
| LSCD | 17% (n=17) | 83% (n=86) |
| ECON | 17% (n=5) | 83% (n=25) |
| RADM | 21% (n=15) | 79% (n=58) |
| LSRA | 50% (n=1) | 50% (n=1) |



HUMBOLDT STATE UNIVERSITY

Office of the President

Senate Update (*December 2019*)

Office of the President – Tom Jackson, Jr.

General Updates

1. Attended several community events and activities often centered around cultural, ethnic, economic, or governmental groups. This included scholarship events.
2. Attended benefit/donor events. General focus has been external -- to positively engage the regional communities and to keep informed of the different groups external to campus.
3. Attended several student activities including the Heathers Musical, BSU dinner, Formerly Incarcerated students meeting, and an ITEPP dinner.
4. Participated in athletic socials with donors and the Meiggs tribute/scholarship event.
5. Met with academic deans and continue to maintain the weekly schedule with VPs. These meetings are between 60-90 minutes each. The Chief of Staff has multiple pages of action items and the President monitors nearly 20-40 items per VP for action.
6. Generally see the Senate chair once monthly and up to 2-3 times informally at other events.
7. Hosted first Eureka government leaders and HSU leaders' reception.
8. Attended EOC thank you.
9. Reviewed power outage protocols and activities.
10. CAIFS Tribal Nations Welcome day.
11. Economic Development event featuring both the Eureka and Arcata mayors
12. Regular luncheon with Eureka City Schools Superintendent.
13. Attend CSU Board of Trustees. This is a 3-4 day activity because of travel into and out of ACV.
14. Campus President's report shared. The report is an "external" online report designed for guests and friends of the university. It is 100% positive and showcases activities the President wants the outside community to be aware of regularly. It is primarily distributed to donors and anyone that has provided the President their business card.
15. CR/HSU press conference and MOU signing. The actual summit was in October and included 45 participants from the senior leadership of both campuses.
16. Attended the Arcata Chamber mixer and St Joseph Hospital mixer. Generally, a member of the President's staff will attend the different local activities, if not the President. This is a deliberate effort to remain locally engaged in the community. Effort is now ongoing to have other faculty and staff present, representing, and/or engaged in local activities.

17. A fall semester report is being generated to illustrate the depth of activities that have occurred recently.
18. Searches: There are two on the president's immediate staff open for hire. The Athletic Director is ongoing. The Provost search will be conducted by Witt/Kieffer. A search committee will be formed in alignment with the Faculty Handbook to assist with the review of applications. Finalists will be invited to campus. The President will make the final selection. There are 14 open Provost positions in the CSU. It is regarded as the most demanding and challenging position on a campus. The average length of time in the role is approximately four years.

General Goals

The general goals remain: to provide a positive, meaningful, educational experience for students. Additionally, great effort is attached to strengthening recruitment and retention, which is shifting from a freshmen based to transfer based process. Accreditation, the strategic plan, the academic master plan, the budget, advising, and the relationships with tribal nations and the local community all have significant emphasis.

Other areas now being promoted include reviewing bureaucracy and administrative processes to reduce redundancy and improve efficiencies, and reviewing processes that will assist the campus in sustaining itself during power outages. In the coming months, as part of the accreditation and strategic plan, Academic Affairs will be asked to consider broadening online academic programs; developing additional graduate programs; and establishing new academic programs for the next generation of faculty and students.

Emphasis will also be in global engagement in an effort to internationalize campus, as well as establishing professional development programs to assist with staff and faculty development.

Request of the Senate

1. Civility and engagement – CSUSM has established principles and a pledge to help guide the campus. Below is part of their statements.

Principles of Civility

- Self-reflection
- Care
- Respect
- Empathy
- Culture
- Humanity

The Pledge -- The Civility pledge is a promise to oneself, CSUSM and the surrounding community.

As a member of the CSUSM community, I will conduct myself with self-reflection, care, respect, and empathy while acknowledging the culture and humanity of others.

It is requested the Senate consider reviewing and establishing something similar for HSU.

2. Community service – This is a strong request from the community for HSU to re-engage the community in local activities. This is not just Arcata, but also the county. Identifying deliberate ways for HSU to be prominent is what is needed. This could be participation in parades, hosting symposia, or any other methods that would positively promote HSU, the campus workforce and students.
3. Academic Master Plan – An aggressive work plan to address the academic master plan is needed. For generations the role of the faculty has been to review curriculum, modernize or evolve the curriculum, add or remove programs (for the times), rebrand programs, and/or other related enterprises. The academic master plan is critical to the strategic plan and ultimately the accreditation process. Any delay or failure jeopardizes accreditation. This is a matter of urgency that warrants a non-political or territorial approach. It is also critical that departments, and department faculty, be engaged in discussions and any processes. A college-level process led by the academic Deans is encouraged. This would provide local ownership at the department/college level. Once consensus is reached, any recommendations should be brought to the Senate for support.
4. To re-emphasize, this is a critical component for accreditation and the operational focus of the University. It is more important something be done. Whatever is done could be reviewed regularly and subject to change over time.
5. Student Activities – There are limited activities that occur on campus after the third week of the fall semester. Naturally, there should be several activities weekly to engage the student body. Whether this will be addressed by the Senate or administratively is yet to be determined, but a comparison of student engagement activities at HSU compared to other HSU benchmarks may be warranted.
6. Housing – Should the Senate engage, feedback would be welcomed on what HSU should do to address student and employee housing in the community.

Proposals for 10 December 2019 Senate
From ICC Consent

Business Administration package of proposals

- **Business Administration - Core - 18-314:** Program change seeking removal of BA 222 from Lower Division Core and adding BA 322 (new course) to Upper Division Core. No change in major units with this course change.
- **Business Administration: International Business Concentration - 18-315:** Discontinue concentration. Almost all business classes have significant international components and topics. The International Business concentration does not provide training in a functional area for students to be competitive in the job market. Some of the International Courses will continue to exist in different concentrations. Allowing students to substitute other courses with international content as substitutions to ensure that students have good options to complete the concentration before it is completely eliminated.
- **Bus Admin: Management Concentration - 18-316:** Management concentration title change to "New Venture Management" and changing courses for more current content and flexibility to graduation. No change in major units required.
- **Business Minor - 18-324:** Change in emphasis requirements. These correspond to changes in 18-316 (remove/add new courses) related to New Venture Management concentration. Other requirements of the minor are unchanged and no units added to minor.
- **BA 322 - 18-322: Business Analytics.** New Course Proposal, replacing BA 222, Introductory Business Analytics. The rationale for this change is twofold. Course content is suited to the upper division curriculum and similar courses are not offered at the majority of community colleges.
- **BA 360 - 18-225:** Principles of Finance (4). Change in prerequisites. Proposed Prereq: BA 250 and (MATH 104 or STAT 108). Existing Prereq: BA 252 and [(MATH 104 and BA 120) or (STAT 108)].
- **BA 378 - 18-317:** Name and course number change from *BA 378: Small Business Management* to *BA 430: Introduction to New Ventures* to align with changes to this concentration. The renumbered course can be counted as a repeated attempt of the course under its former number.
- **BA 379 -18-325:** Name and number change; modification of course description. *BA 379: Business Plan Development* change to *BA 438: Applications in Entrepreneurship*. The renumbered course can be counted as repeated; course content is sufficiently aligned to be a course change rather than a new course.
- **BA 417 - 18-326:** Name and number change; modification of course description. *BA 417: Small Business Consulting* change to *BA 439: New Venture Consulting*. The renumbered course can be counted as repeated; course content is sufficiently aligned to be a course change rather than a new course.
- **BA 431 - 18-439:** Global eCommerce Entrepreneurship (4). New course proposal, to be part of the New Venture Management concentration. The course is a modification of the old International Management course with a focus on New Venture issues. Replaces an existing course in the curriculum. No unit change in major. Pre-req is BA 360, which is already part of the upper division core. Replaces BA 475 in curriculum.
- **BA 433 - 18-318:** New course proposal - Service Venture Management (4). The course is part of the New Venture Management concentration. BA 433 will take the place of an existing course offering. Adding BA 433 is also unit neutral, in that both are 4-unit courses. Pre-req is BA 370, which is already part of the upper division core. Replaces BA 472 in curriculum.

- **BA 437 - 18-319:** New course proposal for BA 437: Entrepreneurial Analytics & Technology (4). Replaces BA 470. Pre-reqs are BA 332, BA 250(C). Both pre-reqs are core courses.
- **BA 475 - 18-321:** Deleting course *BA 475: International Management*, as it's being replaced by proposed new course *BA 431: Global eCommerce Entrepreneurship* which better aligns with program changes.

Bachelor of Fine Arts - Program Change Proposal – 18-366: Clean up, adds additional courses to course lists, and does not change total units. In lower division studio electives, add options ART 112, 250, 251, & 273. In upper division art history requirement, add option ART 410. In the Professional Development requirement, change ART 499-Directed Study (3 units) to ART 491A-Teaching Assistant (3 units) so that the requirement will be ART 356 or ART 491A.

BIOL 550 - 19-772: Systematics (3). Course reactivation request as this topic is currently missing in BIOL curriculum. Both undergrad seniors and grads are allowed to enroll in this course, and its addition will help ease capacity bottleneck issues for some of their other courses, potentially decreasing time to graduation.

COMM 322 - 19-543: Intercultural Communication (4). Change COMM 322 to COMM 222. This will ease Community College credit transfer as many transfer students take Intercultural Communication at the first and second-year level, and course content fits with 200-level. Changing the HSU designation to 222 will allow this work to be credited when they transfer to HSU. Honors the ADT agreements.

Communication - 19-564: Program change that seeks to add change COMM 322 to COMM 222 (see proposal 19-543) and removes COMM 422 and COMM 426 from the approved elective list. Adds catalog text clarifying that COMM 105 needs to be taken as a pre- or co-req for many upper division COMM courses.

Elementary Education Credential (EED) package of proposals:

- **Elementary Education Cred Program Change - 19-687:** Program change for the purpose of catalog clean-up and to meet requirements set by the Commission on Teacher Credentialing (CTC).
- **EED 708 - 19-626:** Teacher Performance Assessment Support 1 (1). New Course Proposal, content is required by the CTC.
- **EED 709 - 19-653:** Teacher Performance Assessment Support 2 (1). New Course Proposal, content is required by the CTC. This is the companion course to EED 708, and will be offered in the spring.
- **EED 712 - 19-655:** Teaching and Learning in Elementary Education (1). New Course Proposal, needed to meet CTC requirements. requirements.
- **EED 741 - 19-654:** Health & PE Curriculum in Elem Educ. Course change, requesting reactivation of this course and changing from 1 to 2 units, to meet requirements from the CTC.

Engineering package of proposals:

- **Environmental Resources Engineering - 18-398:** Program changes to modernize curriculum and change prereqs for some courses to best support student success & decrease time to graduation. These changes do not alter the ERE BS degree requirements for students, only changing options.

- **ENGR 434 - 18-383:** Air Quality Management (3). Course preq change. Current prereqs: CHEM 110 and ENGR 416. This proposal seeks to change ENGR 416 requirement so it can be taken "concurrently" (C) as either a prereq or a coreq.
- **ENGR 435 - 18-388:** Solid Waste Management (3). Course number change to ENGR 436, name change (to Solid Waste Engineering), and prerequisite change that would remove ENGR 330 prereq.
- **ENGR 451 - 18-389:** Water/Wastewater Treatment (4). Course number, title, description, and unit changes. This course now covers only wastewater treatment and no longer requires 4 units.
- **ENGR 452 - 18-393:** Design of Water Treatment and Reuse Systems (3). Course title, description, and prerequisite changes. Removes ENGR 416 coreq option to better prepare students for content.
- **ENGR 477 - 18-399:** Solar Thermal Engineering (3). Course suspension request.
- **ENGR 478 - 18-402:** Electricity Grids & Distributed Renewable Energy (3). Replacing an old course on Solar Thermal Engineering (ENGR 477) with this course on the Grid and Distributed Renewable Energy Systems to modernize curriculum.

Forestry package of proposals:

- **Forestry and Wildland Resources - Tribal Forestry - 18-357:** new concentration developed in partnership with the Native American Studies Program, utilizing existing HSU courses. Tribal reservations across the country have difficulty in finding qualified foresters to fill job openings, and this concentration will offer a pipeline to fill these jobs. This unique program meets the qualifications for "Forester" in federal employment.
- **Forestry core - 18-423:** corrects a previous error in the catalog and rearranges courses used between Forestry core and concentrations, allowing the program to stay EO 1071 compliant with the addition of the proposed new Tribal Forestry concentration.
- **FWR - Fire Concentration - 18-350:** removes suspended course FOR 422 from concentration. Adds proposed new course FOR 424: Wildland Fire Internship.
- **FWR - Fire Concentration - 18-355:** adds a "pick one" option of FISH 300 or RRS 306 (these courses were previously options in the core, being moved to the concentration).
- **FWR - Forest Soil Concentration - 18-354:** adds a "pick one" option of FISH 300 or RRS 306 (these courses were previously options in the core, being moved to the concentration).
- **FWR - Hydrology Concentration - 18-351:** adds GEOL 306: General Geomorphology as required course in concentration (this was previously one of the optional courses in the major core).
- **FWR - Operations Concentration - 18-352:** adds a "pick one" option of FISH 300 or RRS 306 (these courses were previously options in the core, being moved to the concentration).
- **FWR - Restoration Concentration - 18-353:** adds a "pick one" option of FISH 300 or RRS 306 (these courses were previously options in the core, being moved to the concentration).
- **FOR 323 – 18-349:** Course change to update title from "Wildland Fire Behavior" to "Wildland Fire Behavior and Use".
- **FOR 422 – 19-496:** Wildland Fire Use (3). Course suspension request. Course is not needed as content covered in FOR 323.
- **FOR 424 – 18-356:** Wildland Fire Internship new course proposal. Will give students hands-on experience in this area.

HED 345 – 19-522: Health Messaging and Mass Media (3). Course change proposal that will remove the pre/co-requisite (HED 390) from this course.

HED 392 – 19-521: Community & Population Health (3). The pre/co-requisite (HED 390) will be removed from this course.

Music package of proposals: Music has several performance courses that are now either CR/NC or Mandatory Letter Grade, and they would like to change these all to be Optional Grade Basis.

MUS 106B - 19-601

MUS 106E - 19-599

MUS 106F - 19-603

MUS 106H - 19-607

MUS 106J - 19-609

MUS 106K - 19-621

MUS 106N - 19-605

MUS 106O - 19-625

MUS 107Q - 19-623

MUS 406B - 19-600

MUS 406E - 19-602

MUS 406F - 19-604

MUS 406H - 19-608

MUS 406J - 19-610

MUS 406K - 19-622

MUS 406N - 19-606

MUS 406O - 19-627

MUS 407Q - 19-624

PHIL 198 - 18-424: Supplemental Instruction Logic (1). New Course Proposal to offer 1 unit of supplemental instruction to support students in PHIL 100: Logic, which is a bottleneck success course. This SI course has been developed in conjunction with the Learning Center and has their support.

Psychology package of proposals:

- **Psychology - Change Core Requirements - 19-755:** Seeking to add & remove courses from the "Breadth Requirements" section of the Psychology bachelor's degree to clean up the catalog and add more opportunities for academic research & service learning.
- **PSYC 309: 18-290 - The Thinking Consumer in a Materialistic Society -** course suspension request, no longer offering this course as part of curriculum overhaul.
- **PSYC 404: 18-294 - Industrial/Organizational Psyc -** course suspension request, no longer offering this course as part of curriculum overhaul.
- **PSYC 405: 18-291 - Environmental Psychology -** course suspension request, no longer offering this course as part of curriculum overhaul.
- **PSYC 406: 18-292 - Forensic Psychology -** course suspension request, no longer offering this course as part of curriculum overhaul.
- **PSYC 411 - 16-070: Social Neuroscience (3).** New Course Proposal that will be included as an option in Psych major's "Breadth Requirements".
- **PSYC 454 – 19-595: Interviewing & Counseling Techniques (3).** Proposed C-classification change to C-4 to better fit course pedagogy.

- **PSYC 489S – 19-588:** Community Psychology (3). Proposed new service-learning course approved by Loren Collins, who coordinates Service Learning classes. The course will apply social justice-oriented service learning principles through a service placement at local community organizations.

REC 211 – 19-511: Leisure in Society (3). Change Course # to REC 100 and make it an Area E class.

Sociology - 18-311: Program change to remove the suspended capstone course CRIM 487 from SOC curriculum because two other courses (SOC 492 Thesis and SOC 482 Internship) can accommodate all seniors.

Sociology BA Major - 17-331: Program Change Proposal that would offer more flexibility to students by adding three additional options to the "Knowledge Based Requirements" section of the degree requirements.

Secondary Education (SED) package of proposals:

- **Secondary Education Cred Program Change - 19-692:** These changes are needed to comply with program requirements from the Commission on Teacher Credentialing (CTC) and to clean up past short-term fixes.
- **SED 709 - 19-688:** Course name change request in response to CTC naming convention changes.
- **SED 710 - 19-691:** Elementary Methods (3). New course proposal. This course satisfies a requirement for secondary candidates to earn an elementary credential by taking an elementary methods course, as well as passing state mandated tests.
- **SED 730 - 19-689:** Bilingual/ELD Theory & Methods. Course change proposal would add 1 unit to SED 730 to make this a 3-unit class and eliminate the need for SED 756, so students can complete all the content in 1 semester.
- **SED 790 - 19-690:** Supervised Field Experience (1-3). Course reactivation request needed for interns and non-traditional students. Title change to "Supervised Teaching Experience" in response to CTC guidelines, and add a course description.

MA in Public Sociology package of proposals:

- **MA in Public Sociology 18-337:** Program change in response to course change proposals, implementing a series of revisions that will help ensure fuller class sizes and better integrate teaching experience with theories of teaching & learning.
- **SOC 560 - 18-334:** Teaching Sociology. Course change from 2 units to 3 units to combine this course's teaching experience with SOC 595, Teaching Assistantship, 1 Unit. Having one course instead of two will allow better integration of teaching experiences with seminar/theories of teaching and learning.
- **SOC 586 - 19-743:** Community Action Research (3). In response to assessment and student feedback, this new course is being proposed to offer additional opportunities for research and real-world application of student skills.
- **SOC 590 – 18-338:** Practicing Sociology (1-2). Course suspension due to low enrollment and feedback from student assessments. Course will be replaced with new course SOC 586 (Community Action Research, 3 Units, 19-743).
- **SOC 595 – 18-339:** Teaching Assistantship (1). Course suspension request. Its content will be combined into a 3-unit version of SOC 560 (Teaching Sociology).

Spanish Media Minor - 18-328: New Minor proposal. An interdisciplinary Spanish media minor crafted by World Languages & Cultures and Journalism & Mass Communication would serve a wide range of bilingual students, from those interested in pursuing a degree in business, communication, pre-law, or who intend to embark in professional careers in bilingual news media, advertising, and public relations.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Student Club and Student Organization Travel Policy

05-19/20 – UPC – December 10, 2019

RESOLVED: That the University Senate of Humboldt State University (HSU) recommends to the President that HSU adopt the attached policy to establish guidelines for official student club and student organization travel.

RATIONALE: *Currently there is not an official policy that exists at HSU for student club and student organization travel although student clubs and organizations have been following travel procedures that has been established through a collaboration between Administrative Affairs and Student Affairs. This policy is will formalize the procedures and align student clubs and organizations travel procedures with established sports club's travel procedures at HSU.*



HUMBOLDT STATE UNIVERSITY

[Student Club and Student Organization Travel Policy]

[Policy Number]

[Office of Student Life]

Applies to: Faculty, Staff, Student

This policy applies to Faculty, Staff, Volunteers, and Students who function as a Club or student organization advisors, students, and volunteers

Purpose of the Policy:

To manage institutional risk in support of student safety. To promote quality and operational efficiency, and reduce redundancy between Business Services and Student Affairs regarding pre-authorization requirements for student club and organization travel. This policy does not apply to sports clubs that fall under the Recreational Sports Department's Sports Club Handbook.

Definitions

Authorized Travelers: Club members, advisors, or volunteers who have completed the required steps that have been processed through the Clubs & Activities Office. Such steps include, but are not limited to: being on the travel roster; completing the pre-travel release of liability; submitting driver information, if needed. Once completed, travelers are notified that they are "authorized travelers".

Club Travel: What a reasonable person would define as anytime a club or student organization is traveling as a group with a common purpose aligned with the mission of the student organization, regardless of how the expenses will be reimbursed.

Reasonable Person: A hypothetical person in society who exercises average care, skill, and judgement in conduct and who serves as a comparative standard for determining liability

Student Club and/or Student Organization: Student Clubs or Student Organizations that have gone through the yearly recognition process through the Clubs & Activities office and have been approved to function as an HSU recognized organization.

Sports Clubs: Student Clubs or Organizations that are under the supervision and oversight of the Recreational Sports Department. Sports Clubs are physical in nature and each student club member is required to pay for secondary insurance.

Policy Details:

Implementing this Policy:

- This policy is similar to the *CSU Travel Policy G-001* but with increased requirements to mitigate risk for student clubs and organizations
- This policy is similar to that of the Sports Club Handbook as mandated by the *CSU Sports Club Guide August 2016* but with decreased requirements
- Travel authorization will be processed through the Clubs & Activities office instead of Concur to promote quality and operational efficiency for student clubs and organizations.

When a Request for Authorization to Travel Must Be Submitted:

“Authorization to Travel” requests must be submitted in advance, meeting the deadlines set by the Clubs & Activities Office, anytime a club or student organization is traveling as a group with a common purpose which aligns with the mission of that student organization. The “Authorization to Travel” form is required when “club travel” involves:

- Traveling outside of Humboldt County
- Any time travel involves an overnight stay
- Reimbursement for any costs associated with travel within Humboldt County, such as:
 - Conference / Registration Fees
 - Lodging Fees
 - Fuel Costs (Only approved drivers may be reimbursed for fuel)

Required Steps for University Sanctioned Travel

For Travel to be Sanctioned by the University, Clubs Must Follow These Steps:

- Submit an “Authorization to Travel” Request
- Each traveler must complete a “Pre-Travel Release of Liability”
- All drivers who have a valid CA Driver’s License; and complete the following steps:

- If driving a personal vehicle, drivers must bring the following to the Clubs & Activities office:
 - Valid Driver’s License
 - Proof of Current Insurance
 - Driver Authorization Form
 - “Authorization to Use Privately Owned Vehicles” (STD261) if driving personal vehicle
- If Driving Enterprise Rental Vehicle, drivers must bring the following to the Clubs & Activities office:
 - Valid Driver’s License
 - Driver Authorization Form
 - Please note: Enterprise is the only approved rental car company for club travel due to insurance requirements.
- Driving Record Report via Accurate Background Check
- Complete Defensive Driver Training
- Please be aware that extra time for processing will be needed for:
 - Non-HSU students who travel with clubs
 - Student drivers with out-of-state licenses
- Procedures for travel authorization are subject to change to increase efficiency and safety for students. Please refer to the Clubs Handbook which can be found at clubs.humboldt.edu.

International Travel

International travel requires additional steps to ensure the safety of the travelers and therefore, clubs must plan ahead. For international travel we require paperwork to be submitted at least 45 days in advance of the proposed travel. The Clubs and Activities Office will help in navigating through these processes after you complete the “Authorization to Travel”.

Post Travel Reimbursements

Only students who have completed all the required steps to be considered an “authorized traveler” are eligible to be reimbursed for travel expenses. Additionally, only approved drivers can be reimbursed for fuel costs per CSU requirements.

Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory laws (AB 1887)

Per AB 1887- “Prohibition of State Funded and State-Sponsored Travel to States with Discriminatory Laws”, the California State University has a ban on state-funded and state-sponsored travel to states with discriminatory laws. Clubs cannot be reimbursed from state funds for travel expenses to these states.

Additional States may be added to the list at any time; before committing to any travel out of state, check in with the Clubs & Activities office to make sure that state is not on the list. For more information on the limited exceptions to AB 1887, please visit the California Department of Justice webpage:

<https://oag.ca.gov/ab1887>

Expiration Date: *To be reviewed every five (5) years, next review date June 2024*

History:

Inter-departmental processes have been put in place but not formalized prior to this policy. This policy has been reviewed and approved by the Vice President of Student Affairs, Director of Risk Management, Dean of Students, Director of Student Life.

Issued: MM/DD/YYYY

Revised: MM/DD/YYYY

Edited: MM/DD/YYYY

Reviewed: MM/DD/YYYY

HUMBOLDT STATE UNIVERSITY
University Senate

**Resolution on Humboldt State University Policy on the Use of Unmanned Aircraft Systems
(UAS)**

06-19/20 – UPC – December 10th, 2019 – General Consent

RESOLVED: That the University Senate of Humboldt State University (HSU) recommends to the President that HSU adopt the attached updated policy on the use of unmanned aircraft systems (UAS); and be it further,

RESOLVED: That the attached updated policy will supersede HSU Policy Number P15-01.

RATIONALE: *The primary changes to the UAS policy are due to HSU letting the Certificate of Waiver or Authorization (COA) expire and operating instead under Federal Aviation Administration (FAA) Part 107. The Chancellor's Office approved HSU operating under Part 107 on July 14, 2017. As of July 14, 2017, the use of UAS related to research endeavors at HSU may be requested under FAA Part 107. One of the main benefits of operating UAS under Part 107 is that it requires the drone operator to have a "Remote Pilot Airman Certificate," which is less of a burden to achieve than having an "FAA private pilot ground instruction" and completing an "FAA private pilot written examination" that is required under the COA.*



HUMBOLDT STATE UNIVERSITY

Humboldt State University Policy on the Use of Unmanned Aircraft Systems (UAS)

[Policy Number]

Office of Academic Affairs

Applies to: Faculty, Staff, Students

Supersedes: P15-01

Purpose of the Policy: To provide guidance concerning the appropriate use of Unmanned Aircraft Systems (UASs; <http://www.faa.gov/uas/>) related to research endeavors at Humboldt State University (HSU).

Policy Details:

Accountability:

The Provost / Vice President for Academic Affairs is responsible for the implementation and enforcement of this policy.

Applicability:

This policy applies to powered aircraft operated without a human pilot onboard, by HSU faculty, staff, university volunteers, or students, in the course of scholarly endeavors. Commercial use of these aircraft on and off campus by those who represent HSU during the use of the aircraft is expressly prohibited.

Unmanned Aircraft Systems:

Unmanned Aircraft Systems used under the provisions of this policy must be public aircraft as defined by the Title 14 Code of Federal Regulations Subchapter 1.1

UAS Review Committee:

The UAS Review Committee is a presidentially-appointed committee composed of a broad representation of HSU, whose members could include the following: the Director of Risk Management (or designee), the Director of Environmental Health & Occupational Safety (or designee), the Dean of Research (or designee), the University Chief of Police (or designee), faculty members from any of the academic colleges, and one member from the campus community who holds a pilot's license. The President or Provost will appoint the Chair of the committee.

The UAS Review Committee is responsible for the review, approval and oversight of UAS operations at HSU. An approval from the UAS Review Committee provides a minimum level of assurance that the operators are aware of the additional permitting requirements (i.e., FAA), and are prepared and capable of operating the UAS safely and

responsibly. Only approved UAS Review Committee operations are covered in this policy.

Protocol:

Prior to deployment of any UAS by HSU faculty, staff, students, or volunteers, operators must have an HSU approved Flight Operations Plan. To obtain the Flight Operations Plan, operators submit a Flight Operations Proposal to the UAS Review Committee. The approved Flight Operations Proposal serves as the Flight Operations Plan.

Operating a UAS without a Flight Operations Plan violates this policy and may result in administrative action, including in accordance with the HSU Policy on Research Misconduct.

Application Procedure—The following steps outline the process to gain approval to use UASs for research:

1. The Principal Investigator (PI) develops the Flight Operations Proposal (see below) and submits it to the UAS Review Committee for campus approval;
2. A certified pilot needs to be part of the proposal.

Flight Operations Proposals— Submission of a Flight Operations Proposal should be the first step in any instructional, research endeavor or other project using UAS (e.g. before submission to Research and Sponsored Programs, Curriculum Committee, IRB, etc.). Similarly, a Flight Operations Proposal must be submitted by the Principal Investigator (PI) to the UAS Review Committee prior to any acceptance of materials or funding for any operations of UASs. The Flight Operations Proposal must be approved by the UAS Review Committee as a Flight Operations Plan before the aircraft can be deployed.

Flight Operations Proposals should minimally address the following elements:

- a) Purpose, nature (research, instruction, other) and goals of the work to be undertaken,
- b) Need for a UAS
- c) Type of vehicle(s)/equipment to be utilized and the manner in which it/they will be operated,
- d) The identity of pilot(s) or other remote operator(s),
- e) Dates/Schedule of activities to be undertaken,
- f) Locale(s) and flight plan for operations,
- g) All forms of data (including imagery) to be collected,
- h) Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected,
- i) Sources and nature of financial support, if appropriate,

- j) Communications plan for notifying campus police, and local landowners and police agencies, as appropriate, in the overflight radius of planned operations each time a UAS is flown,
- k) Written affirmation that the UAS will be used only for noncommercial, research purposes,
- l) Confirmation that application is under Part 107, and
- m) Description of designated campus storage locations, university property tag numbers, and FAA registration number.

Careful consideration should also be given to other issues such as airworthiness, training, and access to requisite personnel, such as qualified visual observers and pilot/operators.

Flight Operations Logs—All PIs must maintain an up-to-date flight operations log while using UASs. Operations logs must include launch and landing dates, flight times, locations, approximate flight paths, altitudes, a brief qualitative description of the data collected, and the names of HSU staff, faculty, student researchers, volunteers, and administrators involved. Pilots must possess the Flight Operation Plan, operation logs, and any documentation that the law may require during the deployment of the UAS. The UAS Review Committee may review this material at any time.

All accidents that result in vehicle repair, property damage or injury must be documented in operations logs for each UAS. Accidents involving injury and/or property damage (excluding the UAS) or major UAS damage **must** be reported to the UAS Review Committee within 24 hours of the incident.

Summary Report—A summary report as part of an approved UAS Flight Operations Plan must be filed with the UAS Review Committee at the end of each month. UAS operators who fail to file a summary report will not be approved for new Flight Operations Proposals until their summary reports are current.

Data Storage and Use

The use of UASs will be largely related to research activities such as, but not limited to, flora and fauna inventories and identification; hyperspectral vegetation mapping; tracking mobile telemetry affixed to animals; tracking of anonymous vehicle counts/activity on public lands/waters; geological and geophysical mapping. Only approved research projects may collect data under the auspices of HSU. Furthermore, the UAS, and all data collection instruments installed on each must have university property tags for tracking purposes, and designated campus storage locations identified in the Flight Operations Plan. Data collected using UASs that don't adhere to these guidelines, are in violation of any federal, state, or local law, or that are not approved by the UAS Review Committee cannot be published with an HSU affiliation. Collection of

such data without prior approval may be construed as research misconduct. Any data sharing or distribution is the responsibility of the PI or faculty member and should generally be publically available within one year of the data collection flight or termination of the data collection project.

This policy prohibits the unlawful photography and surveillance on public or private property. As such, the PI or faculty member for a project will perform due diligence to ensure proper use of the data as specified by this policy and local, state, and federal regulations. This includes data review by an individual designated by the PI or faculty member to eliminate sensitive, compromising, or otherwise inappropriate material (e.g. attributes that identify individuals such as, but not limited to, recognizable faces, license plate numbers on vehicles, etc.) before data are distributed for analysis, stored on a server with broader access, or made public in any way. When a UAS is operated in conjunction with a partner agency (e.g., County, State, Federal or NGO), and the agency has first access to the data, the agency will perform the prescribed due diligence.

Maintenance and Storage of Equipment and Instrumentation

All UASs must be registered with the Office of Research, Economic, and Community Development.

The physical maintenance, storage and preparation of UASs operated and owned by HSU or the Sponsored Programs Foundation will be conducted by an academic program area. This responsibility rests with the faculty, staff, student researchers, or volunteers, named in the Flight Operations Plan.

Aside from any fixed, onboard systems (i.e., temperature loggers, GPS, barometers, navigation cameras), the maintenance (including calibration) of any sensor instrumentation is the responsibility of the PIs or faculty who filed the Flight Operations Plan.

The Provost or designee may review and modify assignment of responsibilities for the maintenance and storage of UASs and UAS equipment as needed. Any university-owned UAS and related support equipment will be stored in appropriate facilities designated in the approved Flight Operations Plan.

Insurance

Prior to beginning operations, appropriate insurance coverage should be obtained for registered UASs. Information on obtaining insurance can be obtained from the Office of Research, Economic, and Community Development.

Compliance with Applicable Regulations and Law

The UAS Review Committee and UAS operator are responsible for compliance with all relevant FAA regulations. Both the applicant and the campus should ensure that the proposed UAS operations

- Comply with applicable laws, government regulations, and University policies,
- Do not pose a threat to health, safety, privacy, or the environment,
- Include appropriate steps to manage and mitigate associated risks, and
- Serve the mission of the University and interests of the public at large

Flight Operation Procedures

Prior to commencing flight operations, the UAS operator must have in possession the appropriate procedures and any documentation to ensure safe, legal and appropriate operation. During flight operations of the aircraft, pilots must have in their position documentation that includes but may not be limited to the following:

- a. FAA Remote Pilot Certificate
- b. Current operations logs of all flights and all data files collected
- c. Proof of access to public or private property associated with flight operations

History

Issued: 05/2015, Policy Number P15-01

Revised: 04/16/2019

Edited: MM/DD/YYYY

Reviewed: MM/DD/YYYY

Updated: March 8, 2018

**HUMBOLDT STATE UNIVERSITY
POLICY ON THE USE OF
UNMANNED AIRCRAFT SYSTEMS (UAS)**

~~JUNE 28, 2018~~**MAY 1, 2015**

PURPOSE

To provide guidance concerning the appropriate use of Unmanned Aircraft Systems (UASs; <http://www.faa.gov/uas/>) related to research endeavors at Humboldt State University (HSU).

BACKGROUND

Unmanned Aircraft Systems offer great potential as tools for research. The use of UASs offers faculty, staff, and students at HSU valuable opportunities to acquire data inexpensively in a wide range of disciplines including, but not limited to, Applied Physics, Computer Science, Forestry and Wildland Resources, Wildlife, Global Spatial Analysis, Geology, Geography, Environmental Science, and Mathematics. In addition to experience associated with programming/flying UASs, student researchers benefit from the design, selection, and operation of data sensors and from the post-processing and analyses of sensor data. The use of UASs provides student researchers and faculty access to data that may enhance research projects within existing courses (e.g. environmental monitoring, image processing, pattern recognition, electronic instrumentation), enable undergraduate capstone and Master's thesis projects, and permit research that answers significant questions.

While the use of UASs has enormous research potential, their use requires approval of the Federal Aviation Administration (FAA) as this agency controls all navigable airspace within the United States. All aircraft, under the FAA, are classified as either public aircraft or civil aircraft. A public aircraft is one that is owned and operated by the United States government or the government of a state, the District of Columbia, or a territory or possession of the U. S. or a political subdivision. The FAA can allow public universities to operate UASs for governmental research functions. ~~In order to gain FAA approval to conduct research using UASs, the University must apply for and be granted a Certificate of Authorization (COA) from the FAA. Note that COAs are granted to the University, not to individuals. Effective August 29, 2016, the FAA amended its regulations to allow the operation of small unmanned aircraft systems and the certification of their remote pilots under FAA Part 107.~~

POLICY

Accountability

The Provost / Vice President for Academic Affairs is responsible for the implementation and enforcement of this policy.

Applicability

This policy applies to powered aircraft operated without a human pilot onboard, by HSU faculty, staff, university volunteers, or students, in the course of scholarly endeavors. Commercial use of these aircraft on and off campus by those who represent HSU during the use

of the aircraft is expressly prohibited.

Unmanned Aircraft Systems

Unmanned Aircraft Systems used under the provisions of this policy must be public aircraft as defined by the Title 14 Code of Federal Regulations Subchapter 1.1

UAS Review Committee

The UAS Review Committee is a presidentially-appointed committee composed of a broad representation of HSU, whose members could include the following: the Director of Risk Management (or designee), the Director of Environmental Health & Occupational Safety (or designee), the Dean of Research (or designee), (~~chair, ex-officio~~), the University Chief of Police (or designee), ~~one Academic Dean, one~~ faculty members from each any of the academic colleges, and one member from the campus community who holds a pilot's license. The President or Provost will appoint the Chair of the committee.

The UAS Review Committee is responsible for the review, approval and oversight of UAS operations at HSU. An approval from the UAS Review Committee provides a minimum level of assurance that the operators are aware of the additional permitting requirements (i.e., FAA), and are prepared and capable of operating the UAS safely and responsibly. Only approved UAS Review Committee operations are covered in this policy.

Protocol

Prior to deployment of any UAS by HSU faculty, staff, students, or volunteers, operators must have an HSU approved Flight Operations Plan ~~and a Certificate of Authorization from the FAA.~~ To obtain the Flight Operations Plan, operators submit a Flight Operations Proposal to the UAS Review Committee. The approved Flight Operations Proposal serves as the Flight Operations Plan.

~~The Flight Operations Plan serves as the basis for a Certificate of Authorization application to the FAA to allow the use of UASs in research. In order to apply for a COA a public declaration letter must be submitted to the FAA. The Chair of the UAS Review Committee (i.e., the Dean of Research) serves as the President's designee to request a public declaration letter from the CSU Office of General Counsel. This request is addressed to the campus counsel and provides assurances that the applicant is a part of the state government, and that the UAS will be used as a public aircraft for a governmental function and will not be used for commercial purposes. The letter request includes a detailed description of the type of UAS to be used, the specific purpose(s), and the geographic location(s) of use.~~

Operating a UASs without a Flight Operations Plan ~~or a Certificate of Authorization~~ violates this policy and may result in administrative action, including in accordance with the HSU Policy on Research Misconduct.

Application Procedure.—The following steps outline the process to gain approval to use UASs for research:

1. The Principal Investigator (PI) develops the Flight Operations Proposal (see below) and submits it to the UAS Review Committee for campus approval;
- ~~1.2. A certified pilot needs to be part of the proposal,~~
- ~~2. Upon approval of the Flight Operations Proposal, by the UAS Review Committee, the Chair of the Committee requests a public declaration letter from the CSU Office of General Counsel;~~
- ~~3. Upon FAA approval of the letter of declaration, the PI applies for the COA~~
- ~~4. Upon receipt of the COA from the FAA, the PI may use the UAS according to the approved provisions in the COA.~~

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Flight Operations Proposals.— Submission of a Flight Operations Proposal should be the first step in any instructional, research endeavor or other project using UAS (e.g. before submission to Research and Sponsored Programs, Curriculum Committee, IRB, etc.). Similarly, a Flight Operations Proposal must be submitted by the Principal Investigator (PI) to the UAS Review Committee prior to any acceptance of materials or funding for any operations of UASs. The Flight Operations Proposal must be approved by the UAS Review Committee as a Flight Operations Plan before the aircraft can be deployed.

Flight Operations Proposals should minimally address the following elements:

- (a) Purpose, nature (research, instruction, other) and goals of the work to be undertaken,
- (b) Need for a UAS
- (c) Type of vehicle(s)/equipment to be utilized and the manner in which it/they will be operated,
- (d) The identity of pilot(s) or other remote operator(s),
- (e) Dates/Schedule of activities to be undertaken,
- (f) Locale(s) and flight plan for operations,
- (g) All forms of data (including imagery) to be collected,
- (h) Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected,
- (i) Sources and nature of financial support, if appropriate,
- (j) ~~C~~ommunications plan for notifying campus police, and local landowners police agencies, as appropriate, in the overflight radius of planned operations each time a UAS is flown, ~~and~~
- (k) Written affirmation that the ~~COA-UAS~~ will be used only for noncommercial, research purposes, ~~and~~
- ~~(l) Confirmation that application is under Part 107, and~~
- ~~(m) Description of designated campus storage locations and university property tag numbers.~~

Careful consideration should also be given to other issues such as airworthiness, training, and access to requisite personnel, such as qualified visual observers and pilot/operators.

~~*Certificate of Authorization.*—Application for the Certificate of Authorization is an online process that requires an FAA-approved public letter of declaration before gaining access to the site.~~

—*Flight Operations Logs.*—All PIs must maintain an up-to-date flight operations log while using UASs. Operations logs must include launch and landing dates, flight times, locations, approximate flight paths, altitudes, a brief qualitative description of the data collected, and the names of HSU staff, faculty, student researchers, volunteers, and administrators involved. Pilots must possess the Flight Operation Plan, operation logs, and any documentation ~~which that~~ the law may require during the deployment of the UAS. The UAS Review Committee may review this material at any time.

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All accidents that result in vehicle repair, property damage or injury must be documented in operations logs for each UAS. Accidents involving injury and/or property damage (excluding the UAS) ~~or major UAS damage~~ **must** be reported to the UAS Review Committee within 24 hours of the incident.

Summary Report.-- A summary report ~~as part at the conclusion~~ of an approved UAS Flight Operations Plan must be filed with the UAS Review Committee ~~within 30 days of the expiration date at the end of each month~~. UAS operators who fail to file a summary report will not be approved for new Flight Operations Proposals until their summary reports are current.

Data Storage and Use

The use of UASs will be largely related to research activities such as, but not limited to, flora and fauna inventories and identification; hyperspectral vegetation mapping; tracking mobile telemetry affixed to animals; tracking of anonymous vehicle counts/activity on public lands/waters; geological and geophysical mapping. Only approved research projects may collect data under the auspices of HSU. Furthermore, the UAS, and all data collection instruments installed on each must have university property tags for tracking purposes, and designated campus storage locations identified in the Flight Operations Plan. Data collected using UASs that don't adhere to these guidelines, are in violation of any federal, state, or local law, or that are not approved by the UAS Review Committee cannot be published with an HSU affiliation. Collection of such data without prior approval may be construed as research misconduct. Any data sharing or distribution is the responsibility of the PI or faculty member and should generally be publically available within one year of the data collection flight or termination of the data collection project.

This policy prohibits the unlawful photography and surveillance on public or private property. As such, the PI or faculty member for a project will perform due diligence to ensure proper use of the data as specified by this policy and local, state, and federal regulations. This includes data review by an individual designated by the PI or faculty member to eliminate sensitive, compromising, or otherwise inappropriate material (e.g. attributes that identify individuals such as, but not limited to, recognizable faces, license plate numbers on vehicles, etc.) before data are distributed for analysis, stored on a server with broader access, or made public in any way. When a UAS is operated in conjunction with a partner agency (e.g., County, State, Federal or NGO), and the agency has first access to the data, the agency will perform the prescribed due diligence.

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Maintenance and Storage of Equipment and Instrumentation

All UASs must be registered with the Office of Research, Economic, and Community ~~and~~ Development.

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The physical maintenance, storage and preparation of UASs operated and owned by HSU or the Sponsored Programs Foundation will be conducted by an academic program area. This responsibility rests with the faculty, staff, student researchers, or volunteers, named in the Flight Operations Plan.

Aside from any fixed, onboard systems (i.e., temperature loggers, GPS, barometers, navigation cameras), the maintenance (including calibration) of any sensor instrumentation is the responsibility of the PIs or faculty who filed the Flight Operations Plan.

The Provost or designee may review and modify assignment of responsibilities for the maintenance and storage of UASs and UAS equipment as needed. Any university-owned UAS and related support equipment will be stored in appropriate facilities designated in the approved Flight Operations Plan.

Document Retention Insurance

~~Copies of the COA will be maintained in the Office Research, Economic, and Community Development. Following COA approval and p~~Prior to beginning operations, appropriate insurance coverage should be obtained for registered UASs. Information on obtaining insurance can be obtained from the Office of Research, Economic, and Community Development.

Compliance with Applicable Regulations and Law

The UAS Review Committee and UAS operator are responsible for compliance with all relevant FAA regulations. Both the applicant and the campus should ensure that the proposed UAS operations

- Comply with applicable laws, government regulations, and University policies,
- Do not pose a threat to health, safety, privacy, or the environment,
- Include appropriate steps to manage and mitigate associated risks, and
- Serve the mission of the University and interests of the public at large

~~A Certification of Authorization from the FAA for operation of UAS must be obtained prior to flight operations.~~

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Flight Operation Procedures

Prior to commencing flight operations, the UAS operator must have in possession the appropriate procedures and any documentation to ensure safe, legal and appropriate operation.

During flight operations of the aircraft, pilots must have in their position documentation that includes but may not be limited to the following:

- a. ~~FAA Remote Pilot Certificate~~ ~~Certificate of Authorization from the FAA~~
- b. Current operations logs of all flights and all data files collected
- c. Proof of access to public or private property associated with flight operations

References

~~— Federal Aviation Administration Unmanned Aircraft Systems FAQ page—~~

~~http://www.faa.gov/about/initiatives/uas/uas_faq/~~

~~— Federal Aviation Administration Unmanned Aircraft Systems fact page—~~

~~http://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=14153~~

~~State Unmanned Aircraft Systems (UAS) Legislation
<http://www.ncsl.org/research/civil-and-criminal-justice/2014-state-unmanned-aircraft-systems-uas-legislation.aspx>~~

~~COA Application Guidelines, Office of the Chancellor, CSU— See Appendix~~

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HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Remove *Section 14.0 Interpretation of Senate Actions* from the *University Senate Bylaws and Rules of Procedure*

04-19/20-CBC – December 10, 2019 – First Reading

RESOLVED: That the University Senate approves the attached amendment to the *University Senate Bylaws and Rules of Procedure* in order to bring the *Bylaws* into alignment with the *University Senate Constitution*.

RATIONALE: *The power to interpret Senate actions and Senate approved documents was vested in Section 14.0 of the Senate Bylaws before the approval of 16-16/17-CBC – Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate. In this section, the Constitution and Bylaws Committee (CBC) is delegated the authority to develop interpretations and forward it to the Senate for consideration. This amendment would delete the redundant and conflicting interpretation language from the Senate Bylaws.*

Proposed Revisions with Tracked Changes:

~~14.0~~ **Interpretation of Senate Actions**

~~Requests for interpretations of Senate actions or Senate approved documents shall be forwarded to the Constitution and Bylaws Committee. The Committee's rulings shall be reported in writing to the Senate and shall be considered binding unless rejected by a two-thirds majority of the Senate.~~

~~14~~14.0 **Availability of Documents**

Senate documents shall be available on the Senate Website and may be requested from the Senate Office. The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.

~~16~~15.0 **Amendments**

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a simple majority, provided the amendments have been presented at the previous regular meeting.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Revise the *General Faculty Constitution*
03-19/20-CBC – December 10, 2019 – First Reading

RESOLVED: That a Faculty Session of the University Senate of Humboldt State University recommends the attached revisions to the *Constitution of the General Faculty* be forwarded to the General Faculty for ratification in Spring 2020.

RESOLVED: That implementation of these amendments shall be conditioned on passage of ~~#XX-19/20-CBC-DATE~~ Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to Reflect Parallel Amendments to the *General Faculty Constitution*.

RATIONALE: The Constitution of the General Faculty is being revised: (1) to clarify the General Faculty's relationship to the Senate and consolidate information on how the General Faculty exercises its powers, (2) to define the electorate, (3) to eliminate Secretary/Treasurer duties that occur through Senate and designate the position as Treasurer (4) to make the Senate Chair ex officio presiding officer of the General Faculty, (5) to remove or revise information on eligibility, terms of office, term limits, and vacancies covered in the Senate Constitution, and (6) to update the statement on shared governance.

The rationale for each of these changes is as follows:

(1) To clarify the General Faculty's relationship to the Senate and consolidate information on how the General Faculty exercises its powers.

Information on the General Faculty's powers and functions is scattered across various parts of the Constitution. To bring this information together, the following changes were made:

Section 6. Relationship to the University Senate is eliminated; the text is revised and incorporated into **Section 3. Powers and Structure**.

Additional consolidation is achieved by removing text on jurisdiction and policy matters from **Section 5. The General Faculty** and incorporating it into **Section 3. Powers and Structure**.

Section 5 is then renamed to better reflect its content: **Meetings of the General Faculty**.

The functions of the General Faculty (**3.1**) are revised to:

- (a) Remove functions that occur through the Senate ("to assist in the selection of future presidents of the university and future administrators of high rank"; "to administer elections wherein the General Faculty vote");
- (b) Broaden the statement on policy recommendation (currently: "policies ... of common concern to the general faculty");

- (c) Clarify the General Faculty’s role in election administration (“to administer elections wherein the General Faculty vote”), and
- (d) Remove ambiguous functions (“to implement authority assigned to it by the University President”; “to act for the faculty in other matters within its jurisdiction”).

3.1 Original:

3.1 Functions – The function of the General Faculty shall be: to formulate and recommend to the University President policies for the University affecting matters of common concern to the general faculty; to implement authority assigned to it by the University President; to assist in the selection of future presidents of the university and future administrators of high rank; to administer elections wherein the General Faculty vote; to help the University gather and express the views of the faculty regarding issues of governance; and to act for the faculty in other matters within its jurisdiction.

3.1 Revised:

3.1 Functions – The function of the General Faculty shall be:

3.11 To formulate, review, and recommend University policies to the President and other appropriate agents

3.12 To help the University gather and express the views of the faculty regarding issues of governance

3.13 To nominate and elect or appoint those persons who represent the General Faculty on the University Senate, university committees, campus auxiliary governing boards, and state organizations

3.14 To authorize the collection and use of funds to support the purposes of the General Faculty

The manner in which the General Faculty delegates its functions (**3.2, 3.3**) is clarified.

Because the Appointments and Elections Faculty Subcommittee does not exist, reference to this subcommittee is removed (**3.2**) (“names of appropriate appointees shall be put forward by the University Senate Appointments and Elections Committee’s Faculty Subcommittee to be confirmed by the Executive Committee of the General Faculty”). The General Faculty’s role in making nominations and appointments, and electing representatives, is retained (**revision 3.13**).

(2) To define the electorate and clarify election procedures.

Section **2.5** defines the General Faculty electorate. Currently, faculty and staff electorates are defined in the Senate Bylaws (Section **12.21, 12.22, 12.23**). This revision makes the General Faculty Constitution the authority for defining the General Faculty electorate. The Senate Constitution will be amended to state that electorates (faculty and staff) are defined in their

respective Constitutions or Bylaws. Additionally, **Section 8 Elections (revision Section 7 Nominations and Elections)** is revised to clarify the role of the Senate Appointments and Elections Committee.

(3) To eliminate GF Secretary/Treasurer duties that occur through the Senate and designate the position as Treasurer, which is filled, ex officio, by the faculty co-chair of the University Resources and Planning Committee.

The Senate Appointments and Elections Committee, working together with the Senate Office, certifies the eligibility of candidates and oversees appointments and elections.

(4) To make the Senate Chair ex-officio presiding officer of the General Faculty.

The primary duty of the General Faculty member elected as GF President is to serve as ex officio chair of the Senate. This revision recognizes the primacy of the Senate role by electing to that position and making ex officio the role of General Faculty Presiding Officer.

Eligibility requirements for this position do not change, nor does the electorate. The duties of the Presiding Officer (**revision 4.21**) remain the same as those of the GF President (**original 4.62**), except that supervision of General Faculty elections occurs through the Senate Office and the AEC.

(5) To remove or revise information on eligibility, terms of office, term limits, and vacancies that is covered in the Senate Constitution or Bylaws.

References to eligibility, terms of office, term limits, and vacancies for the office of the General Faculty President are removed from sections **4.2**, **4.3**, and **4.4** (revisions to Senate Constitution **Section 5.0, Officers and Parliamentarian**, will define eligibility, etc. of the Senate Chair). General Faculty Constitution section **4.0** on Officers and Elected Representatives is revised to focus on Officers only. Information on representatives that is covered elsewhere in the Faculty Handbook, or in the Senate Constitution, is removed.

(6) To update the statement on shared governance.

This statement was revised primarily to include reference to a 1985 statement endorsed by the CSU Board of Trustees that recognizes the faculty's responsibility for the educational functions of the University. The CSU statement complements the other referenced statements from the Higher Education Employer-Employee Relations Act, and the AAUP Statement on Government. The shared governance principles articulated in the Preamble are revised slightly and moved to **Section 1. Name and Purpose**.

Proposed Revisions with Track Changes:

PREAMBLE: SHARED GOVERNANCE

The faculty members of Humboldt State University affirm the principles of shared governance as set out in Article I of the Higher Education Employer-Employee Relations Act (HEERA) and affirm the responsibilities of faculty to participate in governance as articulated in the American Association of University Professors "Statement on Governance of Colleges and Universities" (SGCU) (1990) for the sake of the betterment of the University. The Constitution of the General Faculty defines membership in the General Faculty and provides a vehicle for the faculty to fulfill those responsibilities. Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. Since the faculty are among the members of the University community who most tend to accumulate long experience with relevant issues facing the university, and since faculty also clearly contribute in major ways both in their commitments and their duties to the educational and fiscal health of the university, it is to be expected that, for example, major planning, faculty personnel policies and decisions, and decisions regarding the curriculum and the means of its delivery will involve communication with and guidance of the faculty. In accordance with HEERA, the faculty also engages in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this constitution. HEERA also provides for the existence of Senates at the campus and system levels through which faculty are able to participate in university governance.

1.0 NAME AND PURPOSE

1.1 Name – The name of this organization is the General Faculty of Humboldt State University, hereafter referred to as the General Faculty.

1.2 Purpose – The purpose of the General Faculty is to assure that the collective knowledge, experience, and judgment possessed by the members shall be as fully utilized as possible in providing students with educational opportunities, in developing university policies and procedures, and in fostering a spirit of unity and cooperation among its members. The faculty have accumulated considerable experience with relevant issues facing the University, and in their commitments and their duties, contribute significantly to the educational and fiscal health of the University. The General Faculty expect that major planning, including faculty personnel policies and decisions, and decisions regarding the curriculum and its delivery, will involve communication with and guidance from faculty.

In fulfilling its shared governance responsibilities, the faculty of Humboldt State University affirm the principles articulated in: 1) Article I of the Higher Education Employer-Employee Relations Act (HEERA), and 2) The American Association of University Professors' "Statement on Governance of Colleges and Universities" (SGCU). Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. The faculty also recognize and affirm their primary responsibility for the educational

functions of the institution, as articulated in 1985 by the Board of Trustees of the California State University.¹

This Constitution defines membership in the General Faculty and facilitates the effective exercise of the rights and responsibilities of members to participate in shared governance. In accordance with HEERA, the faculty also engage in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this Constitution.

2.0 MEMBERSHIP

2.1 The voting membership of the General Faculty shall consist of:

2.11 Full-time faculty unit employees (including tenured faculty, probationary faculty, lecturers, librarians, counselors and coaches).

2.12 Part-time faculty unit employees (including lecturers, librarians, counselors, coaches, and rehired annuitants) holding at least a one-year appointment with a time base averaging at least .40 of full time.

2.13 FERP faculty.

2.14 Administrators with academic retreat rights.

2.2 The non-voting membership of the General Faculty shall consist of: Professors emeriti who are neither rehired annuitants (fitting the conditions of section 2.12) nor FERP faculty.

2.3 The term “in residence” shall be defined as a faculty unit employee with a current assignment. Faculty members on sabbatical or other type of leave are not considered “in residence.”

2.4 Other individuals may be admitted into membership upon recommendation by a faculty session of the University Senate and ratification by a two-thirds majority of General Faculty votes cast in an election of the General Faculty.

2.5 The electorates of the General Faculty are defined as follows. A member of the General Faculty may be included in more than one electorate.

2.51 Tenure-line faculty includes tenured faculty, probationary faculty, FERP faculty and administrators with retreat rights.

¹ [See Higher Education Employer-Employee Relations Act, esp. Article 1, Section 3561b; Report of the Board of Trustees’ Ad Hoc Committee on Governance, Collegiality, and Responsibility in the California State University \(adopted by the Board of Trustees of the California State University, September 1985\); and American Association of University Professors, Statement on Government of Colleges and Universities \(April 1990\).](#)

2.52 Lecturer faculty includes non-permanent lecturers, librarians, and counselors, part-time coaches and rehired annuitants.

2.53 Instructional-unit faculty includes members of the tenure-line faculty or lecturer faculty who teach in one or more of the three instructional units (a.k.a. colleges)

2.54 Non-instructional faculty includes members of the tenure-line faculty or lecturer faculty who work within non-instructional units.

2.55 At-large faculty includes all members of the General Faculty.

3.0 POWERS AND STRUCTURE

3.1 ~~Functions—The function of the General Faculty shall be: to formulate and recommend to the University President policies for the University affecting matters of common concern to the general faculty; to implement authority assigned to it by the University President; to assist in the selection of future presidents of the university and future administrators of high rank; to administer elections wherein the General Faculty vote; to help the University gather and express the views of the faculty regarding issues of governance; and to act for the faculty in other matters within its jurisdiction.~~

3.11 To formulate, review, and recommend University policies to the President and other appropriate agents.

3.12 To help the University gather and express the views of the faculty regarding issues of governance.

3.13 To nominate and appoint or elect those persons who represent the General Faculty on the University Senate, university committees, campus auxiliary governing boards, and state organizations.

3.14 To authorize the collection and use of funds to support the purposes of the General Faculty.

3.2 The General Faculty shall exercise its functions primarily through its elected delegates on the University Senate and those members elected or appointed to university committees, campus auxiliary governing boards, and state organizations, and in accordance with the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate. ~~Representation to Other Organizations—The General Faculty shall elect those persons who represent it to appropriate university committees, campus auxiliary governing boards, and state organizations. In cases of appointment of representatives, names of appropriate appointees shall be put forward by the University Senate Appointments and Elections Committee's Faculty Subcommittee to be confirmed by the Executive Committee of the General Faculty. The General Faculty may authorize these representatives to use such funds as are available for such purpose.~~

3.3 The General Faculty reserves the right to exercise any of its functions directly through a vote of its membership.~~Exercise of Powers—All powers of the General Faculty shall reside in the General Faculty except that certain functions, including policy recommendations, may be exercised through the University Senate as herein provided in Section 6.0.~~

3.31 It may require the University Senate to report its progress on any matter under its deliberation at a meeting of the General Faculty.

3.32 It may require the University Senate to refer any matter under its deliberation to the General Faculty for consideration.

4.0 OFFICERS ~~AND ELECTED REPRESENTATIVES~~ OF THE GENERAL FACULTY

4.1 ~~Officers—~~ The ~~elected~~ officers of the General Faculty shall be: ~~a President who shall also be the Chair of the University Senate, and a Secretary/Treasurer.~~

4.11 – The Chair of the University Senate, who shall serve ex-officio as the Presiding Officer of the General Faculty. ~~General Faculty President and the Secretary/Treasurer shall be elected by a majority of General Faculty votes cast in an election of the General Faculty.~~

4.12 – The Vice-Chair of the University Senate, who shall serve ex-officio as the Second Officer of the General Faculty. ~~The Vice President of the General Faculty shall be the Vice Chair of the University Senate and shall serve as a voting ex-officio member.~~

~~4.13—The senior faculty representative to the ASCSU shall serve ex-officio as the Third Officer of the General Faculty~~

~~4.134 – The Senate office ASC shall serve as the~~ The faculty Co-Chair of the University Resources and Planning Committee, who shall serve ex-officio as the A-Treasurer of the General Faculty.

~~4.2 Members Eligible to Hold the Treasurer Office—Any member of the General Faculty is eligible to serve as President if they have completed three years of employment by the University prior to taking office and they will be “in-residence” during the term of office. Any member of the General Faculty is eligible to serve as Secretary/Treasurer if they have completed one year of employment by the University prior to taking office and they will be “in-residence” during the term of office.~~

~~4.3 Term of Office for Treasurer—The General Faculty President shall serve a two-year term of office from the 1st of June following his or her election. The Secretary/Treasurer shall serve a two-year term of office from the 1st of June following his or her election. The terms of the Presiding Officer General Faculty President and the Secretary/Treasurer shall be staggered.~~

~~4.31 Other Terms of Office for elected General Faculty representatives shall be as defined in the HSU Faculty Handbook, Section 800. Terms of office for elected Faculty senators-at-large and Lecturer senators shall be as defined in the University Senate Constitution and Bylaws.~~

~~4.4 Consecutive Terms — Eligibility of elected representatives to serve consecutive terms shall be as defined in the University Senate Constitution and Bylaws. The President of the General Faculty and other elected representatives of the General Faculty included under section 3.2 shall not be eligible to serve more than two consecutive full terms in the same position.~~

~~4.5 Representatives of the ASCSU (Statewide Senate) shall be elected by the General Faculty.~~

~~4.51 Any full time tenure line member of the General Faculty is eligible to serve as the HSU General Faculty Representative to the ASCSU.~~

~~4.52 Term limits for other officers and elected representatives of the General Faculty shall not apply to HSU General Faculty Representatives to the ASCSU (Statewide Senate).~~

4.26 Duties of Officers

~~4.61 The elected officers of the General Faculty, together with the Vice Chair of the University Senate shall serve as the Executive Committee of the General Faculty and shall perform its administrative functions~~

~~4.2162 The Presiding Officer of the General Faculty President shall (1) shall preside over meetings of the General Faculty; (2) shall be ex officio Chair of the University Senate and shall preside over the meetings of the University Senate as provided in the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate; (23) shall carry out the directions of the General Faculty; (4) shall supervise General Faculty elections; and (35) shall perform the duties customarily performed by presiding officers, including making all arrangements for meetings of the General Faculty.~~

~~4.2263 The Second Officer Vice Chair of the University Senate who is ex officio Vice President of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence or at the request of the Presiding Officer.ent in his or her absence or at his or her request.~~

~~4.64 The Third Officer of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence or at the request of the Presiding Officer and the Second Officer~~

~~4.2344 The General Faculty Secretary/Treasurer shall (1) keep see that records are kept minutes of General Faculty meetings; (2) Such minutes shall be distributed minutes to the General Faculty as soon as practicable following each meeting and shall be available from the Senate Office. The Secretary/Treasurer shall certify the eligibility of faculty University Senators as defined in the University Senate Constitution and University Senate Bylaws and other General Faculty representatives as described in the Faculty Handbook. (13) The~~

~~Secretary/Treasurer shall also have responsibility for the oversight and management of any funds received or disbursed by the General Faculty; and (24). The Secretary/Treasurer shall submit an annual financial report to the University Senate General Faculty for approval by a faculty session.~~ The accounts of the Treasurer shall be audited annually.

4.7 Vacancies

~~4.71 The position of an elected officer or representative of the General Faculty (as defined in 3.2 of the General Faculty Constitution) shall become vacant when he or she (a) resigns from the position, (b) fails to meet the eligibility requirements for membership in the General Faculty; or (c) goes on leave, for more than one semester.~~

~~4.72 The Secretary/Treasurer of the General Faculty shall report circumstances constituting a vacancy as defined in 4.61 to the University Senate Appointments and Elections Committee, which shall certify the existence of a vacancy. The General Faculty Executive committee shall recommend appointments to serve until the next regular election. The President of the General Faculty/Chair of the Senate shall convene a meeting of the Faculty Senators (Faculty Session) to confirm by vote the recommended appointments. Any portion of the term remaining at the time of the next general election shall be filled by vote during that election as prescribed in 8.0.~~

5.0 MEETINGS OF THE GENERAL FACULTY

~~5.1 – All meetings of the General Faculty shall be open to all members. The General Faculty may shall meet as often as necessary to transact its business. Meetings shall be called upon:~~

~~5.11 Request of the Presiding Officer.~~

~~5.12 Request of the University President.~~

~~5.13 Request of the University Senate.~~

~~5.14 Request of a Faculty Session of the University Senate.~~

~~5.15 Petition of at least ten (10) percent of the General Faculty.~~

~~5.2 – The Presiding Officer shall (1) determine the time and location of the meeting and (2) provide the General Faculty with notification and an agenda General Faculty President shall have the power to call a meeting of the General Faculty either upon his or her own initiative, upon the request of the University President, when directed to do so by a majority vote of the University Senate or a majority vote of a Faculty Session of the University Senate, or upon petition of at least ten (10) percent of the General Faculty in residence—provided that each faculty member shall be notified at least three working days prior of to the such meeting, together with the agenda of business to be transacted.~~

~~5.3 Quorum – One third of the General Faculty membership shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.~~

5.4 Proxies – A faculty member may appoint another member of the General Faculty to act as a proxy at a meeting.

5.41 Voting by proxy means that a particular member is authorized to cast the vote of an absent member at a meeting

5.42 Any member wishing to appoint a proxy shall notify the Secretary of the General Faculty in writing prior to the meeting at which the proxy is to be exercised.

5.43 No member may be a proxy for more than one other member at any single meeting.

5.44 Proxies will count toward the determination of quorum.

~~5.3 Authority/Jurisdiction—The General Faculty shall have the authority to initiate, consider, and implement action related to the functions and procedures within its jurisdiction.~~

~~5.4 Policy Matters, voting—The General Faculty shall consider such policy matters as are brought before it by the University Senate. The final vote on any matter referred by the University Senate shall be taken by secret ballot with provisions for proxy voting by the General Faculty. Such voting does not require the calling of a meeting.~~

5.5 Parliamentary Procedure – Meetings shall be conducted in accordance with parliamentary procedures articulated in Sturgis the latest edition of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

~~5.6 Quorum—One third of the total membership of the General Faculty in residence as herein defined shall constitute a quorum.~~

~~5.7 Proxies for voting at a meeting—A faculty member may appoint a member of the General Faculty as proxy to vote for him or her at a meeting, but before that proxy may attend the meeting and vote, the appointing faculty member shall in writing notify the Secretary/Treasurer of the General Faculty of the proxy designee and whether the proxy is general or specific.~~

~~5.71 No faculty member may be a proxy for more than one other faculty member at any single meeting.~~

5.68 The General Faculty may shall adopt such Bylaws as are necessary to carry out the provisions of this Constitution.

6.0 RELATIONSHIP TO THE UNIVERSITY SENATE

~~6.1 The General Faculty exercises its responsibilities to formulate, review, and recommend academic policies for the university to the President and other appropriate agents through its elected delegates to the University Senate.~~

~~6.2 The General Faculty may, by majority vote — a quorum being present — require the University Senate to report progress on any matter before it or refer any such matter to the general faculty for consideration.~~

67.0 FINANCES

6.1 The General Faculty may vote to authorize the collection of funds from members which may be disbursed for social or other purposes.

~~67.21~~ Monetary Contribution – The General Faculty may accept monetary contributions and disburse them for general purposes or specific projects.

78.0 NOMINATIONS AND ELECTIONS

78.1 Election Dates – Elections for General Faculty Officers, General Faculty representatives to councils, boards or committees, faculty senators-at-large and Lecturer senators shall be held and completed during “green” days. ~~conducted so as to be completed before teaching schedules for the fall semester are determined.~~ Special elections shall be held as needed.

~~78.2 Nominating and Elections—~~The University Senate’s Appointments and Elections Committee shall serve as the Nominations and Elections Committee of the General Faculty. ~~Nominations for General Faculty Officers and other General Faculty Representatives shall be made by the Committee in accordance with the provisions of the General Faculty Constitution, the Faculty Handbook and University Senate Constitution and Bylaws. The Committee shall conduct all elections of the General Faculty in accordance with the following provisions.~~

7.21 The Appointment and Elections Committee, in conjunction with the Senate Office, shall solicit all nominations for faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations. Nomination shall be forwarded to a faculty session of the University Senate for approval.

7.22 Nominations shall be solicited in accordance with the rules established in: 1) the General Faculty Constitution, 2) the University Senate Constitution and Bylaws, and 3) the document defining the faculty representative’s membership on the University committee, campus auxiliary governing board or state organization. In the event of conflicts between the rules, the priority listed here will be followed.

7.234 The Appointment and Elections Committee shall recommend nominees for appointment of faculty representatives on university committees, campus auxiliary governing boards, and state organizations. Recommendations~~Appointments~~ shall be forwarded to a faculty session of the University Senate for approval.

7.243 Any University committee or auxiliary governing board that requires faculty representation shall specify whether faculty representatives on the committees are to be

appointed or elected. If election is required, the specific electorate that will select the faculty representative must be specified. The terminology defined in 2.5 shall be used.

~~78.21 — Lecturers holding one year or longer appointments with a time base averaging at least .40 of full time shall nominate and elect the Lecturer senators.~~

~~78.22 — The General Faculty shall nominate and elect Faculty senators at large.~~

7.25 The Appointment and Elections Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the General Faculty. All such procedures are subject to the approval of a faculty session of the University Senate.

7.26 The Committee shall oversee and administer all elections within the Senate.

7.27 The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.

7.28 Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.

7.29 The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

~~78.23 — If a single candidate appears on the ballot, provision shall be made for a “write-in” candidate.~~

~~78.23.1 — Provision shall be made for a “write-in” candidate.~~

~~78.23.2 — The If a single candidate appears on the ballot, that person must receive a simple majority (51%) of the votes cast in order to be considered elected.~~

~~78.24 — All ballots shall list nominees in alphabetical order.~~

78.30 Election Process — The General Faculty Officers and other General Faculty representatives selected through an election process shall be elected by a majority vote of those voting consistent with the following provisions:

78.31 With one position to fill — All nominees shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast.

78.32 With multiple positions to fill — In elections where multiple positions are to be filled, those whose votes when added together constitute 66.7% or more of the votes cast will be

elected. If there are more candidates retained than required for multiple positions, a run-off election will be held of those candidates.

78.33 Unexpired terms — If unexpired terms are being filled by the election process, the candidate with the highest vote count shall select the term of office to serve, if more than one term length exists.

7.38.4 Special Elections -The Presiding Officer President of the General Faculty may call special elections consistent with the provisions in this section.

78.5 Secret Ballot and Voting — All elections shall be conducted by secret ballot with provision for proxy voting by the General Faculty.

8.0 Interpretation

9.0 Amendments

HUMBOLDT STATE UNIVERSITY
University Senate

**Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to
Reflect Parallel Revisions to the *General Faculty Constitution***

07-19/20-CBC – December 10, 2019 – DRAFT

RESOLVED: That the University Senate of Humboldt State University recommends the attached amendments to the Senate *Constitution* be forwarded for ratification in Spring 2020.

RESOLVED: That implementation of these amendments shall be conditioned on passage of 03-19/20-CBC Resolution to Revise the *General Faculty Constitution*.

RATIONALE: *These amendments will align the Senate Constitution with revisions to the General Faculty Constitution in Resolution 03-19/20-CBC, to be voted on by the general faculty in the Spring_2020 general faculty election.*

Proposed Revisions with Track Changes

University Senate of Humboldt State University
Constitution

PREAMBLE

The University Senate of Humboldt State University, also called the Senate, is a deliberative body comprised of faculty, staff, students, and administrators working together to support the educational mission of Humboldt State University and committed to the principles of shared governance. The Senate is charged with formulating, evaluating, and recommending policies to the University President. In service of those duties, the Senate encourages input from throughout the University community and works in collaboration with the University President to ensure that Humboldt State University responds to current and future challenges and maintains and furthers its position as a collection of students and professionals fostering an open and productive learning environment.

“Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion.

1.0 Purpose and Authority

The purpose of the University Senate is to draw from the collective wisdom of the members of the University community in order to formulate, evaluate, and recommend policies that advance the mission of Humboldt State. The Senate shall be the University’s primary policy recommending body. The Senate shall have the authority to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote.

2.0 Duties

- 2.1 The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the University community.
- 2.2 It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.
- 2.3 It shall advise the President in the selection of administrative personnel and assist in the selection of future Presidents.
- 2.4 It shall maintain open lines of communication between the faculty, staff, students and administration. Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.
- 2.5 It shall appoint members of Senate Standing and *Ad hoc* committees and Campus committees through the Appointments and Elections Committee. It shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.
- 2.6 The ultimate authority to recommend approval of candidates for graduation shall reside with the tenure-line faculty. Only members of the Senate who are elected as tenure-line faculty shall vote in the matter of approving the list of candidates for graduation.
- 2.7 The Senate shall hold the authority for censure of its members. The Senate shall follow procedures specified in the *Bylaws*

3.0 Calendar

The Senate year shall begin on June 1 ~~the day following the last day of the spring semester.~~

4.0 Membership

4.1 Elected Members:

4.10 Chair: One (1) General Faculty member who has completed at least three years of employment and will be in-residence during the term of office shall be elected by a vote of the General Faculty At-large.

4.11 **Tenure-Line Delegates**~~Faculty~~: Eleven (11) Tenure-Line Faculty Senators shall be apportioned as follows:

4.111 Two (2) Tenure-line Instructional-unit faculty from each of the three instructional units shall be elected by a vote of the Tenure-line faculty within each instructional unit~~delegates from each of the three colleges (instructional units)~~

4.112 Two (2) Tenure-line Non-instructional faculty from delegates from non-instructional units shall be elected by a vote of the Tenure-line Non-instructional unit faculty in non-instructional unit (Coaches, Counselors, Librarians)

4.113 Three (3) Tenure-line faculty from any instructional or non-instructional unit shall be elected by a vote of the Tenure-line faculty from either instructional or "At-Large" delegates (tenure-line instructional faculty).

4.12 **Lecturer Faculty:** Three (3) Lecturer Faculty ~~(including librarians, counselors, and coaches)~~ with a time base ~~of averaging at least .40 (or greater)~~ of full-time shall be elected by a vote of the Lecturer faculty appointment.

4.13 Representatives to the ASCSU (Statewide Senate): Two (2) Full-time Tenure-line faculty shall be elected by a vote of the General Faculty At-large.

4.143 **Staff:** Three (3) non-Management Personnel Plan (MPP) staff shall be elected by

?

4.2 **Terms of Office and Term Limits**

4.21 The term of office for the Senate Chair shall be two years. The term of office for all other an-elected members s shall be three Senate years.

4.22 An elected member shall serve no more than two consecutive complete terms with the exception of the Representatives to the ASCSU who may serve more than two consecutive terms. -Service for a partial term or for terms served as an ex-officio member shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one-third of the membership is elected annually.

4.232 The outgoing chair of the University Senate, if in good standing, and if not serving in another elected, ex-officio, or interim ex-officio position, mayshall serve as an ex-officio member of the Senate for one year subsequent to the completion of the Chair's term.

4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

University President

~~General Faculty President~~

Provost and Vice President for Academic Affairs

Vice President for Enrollment Management

Vice President for Administrative Affairs

~~Two (2) General Faculty Representatives to the Academic Senate CSU (ASCSU)~~

Chair, Integrated Curriculum Committee

Immediate Past Chair of the Senate (One-year term)
Delegate, HSU Chapter, California Faculty Association
Delegate, HSU Labor Council
President, Associated Students
Executive Director, Office of Diversity, Equity, and Inclusion

4.4 **Additional Members:** Additional members of the Senate include:

Two (2) student delegates from the Associated Students
One (1) Emeritus professor delegate from the HSU Emeritus and Retired Faculty Association.

4.5 **Interim Members:**

4.51 Elected members who temporarily vacate their elected Senate seat to serve in an ex-officio membership position shall be referred to as “Interim Ex-Officio” members. Interim Ex-Officio members may serve one semester or less and still retreat to their elected Senate seat without standing for re-election (as long as the term limit has not been reached by the end of the semester). Time served as an Interim Ex-Officio member will still be counted toward the term limits for the elected seat. If the Interim Ex-Officio member will serve longer than one semester, their elected seat will become vacant and will be filled by election in accordance with the Senate *Bylaws*.

4.52 Persons who have been appointed to fill a temporary vacancy in an elected Senate position shall be referred to as “Interim Elected” members. Interim Elected members shall be appointed through the Appointments and Election Committee. The Committee shall solicit nominations from the electorate for the Senate seat that is being temporarily vacated and forward its recommendation to the Senate for approval. Any person so appointed shall serve as an Interim Elected member until such time as the originally elected member returns to their elected Senate seat or until the end of the semester, whichever comes first. Time served as an Interim Elected member shall be counted as a partial term of service in accordance with section 4.21.

4.6 **Voting and Procedural Rights:** All members of the Senate shall have full procedural rights. All members of the Senate, with the exception of the University President shall have full voting rights.

4.7 **Vacancies:** Vacancies in Senate membership shall be filled in a manner prescribed in the *Bylaws*.

4.8 **Recall of Senators:** Any elected member of the University Senate may be recalled by procedures established by the governing documents of the electorate or, if no procedures exist, by those specified in the *Bylaws*.

5.0 Officers and Parliamentarian

- 5.1 ~~The Chair of the Senate shall be shall be an elected member of the General Faculty, and shall serve as ex-officio Presiding Officer~~ President of the General Faculty shall be ex-officio Chair of the Senate. Any member of the General Faculty is eligible to serve as Chair of the Senate if they have completed three years of employment by the University prior to taking office and they will be “in-residence” during the term of office. The Chair of the Senate shall serve as ex-officio Presiding Officer of the General Faculty.

The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.

- 5.12 The Chair of the Senate shall also chair the Senate Executive Committee.

- 5.13 The Chair of the Senate shall represent the Senate at University functions and carry out other duties as necessary to the shared governance responsibilities of the Senate.

- 5.14 The Chair of the Senate shall oversee the work of the Senate Office.

- 5.2 The Vice Chair of the Senate shall be an elected faculty member of the Senate and shall be ~~The Vice Chair of the Senate shall be~~ elected annually to a one-year term of office by the members of the Senate. ~~The Vice Chair shall be an elected faculty member of the Senate.~~ The Vice Chair of the Senate shall preside as the Chair of the Senate in the absence of the Chair. Should the Chair be unable to fulfill the duties of the office, the Vice Chair shall serve as Chair until such time as the General Faculty shall elect a new President. The Vice Chair of the Senate shall also serve as Chair of the Faculty Affairs Committee. ~~The Vice Chair of the Senate shall serve ex-officio as Vice President of the General Faculty.~~ The Vice-Chair of the University Senate shall serve ex-officio as the Second Officer of the General Faculty.

- 5.3 The Third Officer of the Senate shall be an elected faculty member of Senate and shall be elected annually to a one-year term of office by the members of Senate. The Third Officer shall preside as the Chair of the Senate in the absence of the Chair and Vice Chair and shall serve as Chair of the Academic Policies Committee.

- 5.4 Vacancies: Should any officer of the Senate be unable to serve the full term to which elected, a special Senate election shall be held to choose a replacement for the ~~period~~ of remainder of the term.

- 5.5 The Parliamentarian, who need not be an elected member of the Senate, shall be appointed annually by the Senate Executive Committee. The Parliamentarian, shall advise the presiding officer on parliamentary issues and shall serve on the Constitution and Bylaws Committee.

6.0 Meetings and Quorum

- 6.1 The Senate shall ordinarily meet for its regular meeting every two weeks during the academic year.
 - 6.11 The agenda of each regular meeting shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting.
 - 6.12 Documents related to action items on the agenda shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting. If such documentation is not distributed by the deadline, no action shall be taken on the item other than discussion and amendments thereto. This rule may be suspended by a two-thirds majority (except for amendments to the Constitution or Bylaws).
 - 6.13 Documents related to announcements, reports and discussion items shall be distributed to Senators and posted to the Senate website at least one academic workday before the meeting. If such documentation is not distributed by the deadline, a hardcopy may be distributed to all members of the Senate during the meeting. Such documents shall be posted to the Senate website as an attachment to the relevant agenda item as soon as possible after the meeting.
 - 6.14 At the discretion of the Chair, certain communications received by the Chair may be distributed to members of the Senate at any time prior to or during the meeting. These communications shall be posted to the Senate website as soon as possible after the meeting.
 - 6.15 All departments and offices of the University shall be notified when the agenda and documents related to the agenda have been posted.
- 6.2 Special meetings of the Senate may be called at the discretion of the Senate Chair or upon receiving a written petition of at least ten percent of the Senate membership.
 - 6.21 The agenda of a special meeting, including meeting time and location, shall be distributed to members of the Senate and posted on the Senate website at least three academic workdays prior to the meeting, unless the Chair with the concurrence of a majority of the Executive Committee, decides that the urgency of the circumstances do not permit the required notice.
 - 6.22 Documents related to any items on the agenda at a special meeting shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting. If such documentation cannot be distributed by the deadline, no discussion, amendments thereto or

action shall be taken on the item. This rule may be suspended by a two-thirds majority (except for amendments to the Constitution or Bylaws).

- 6.23 Any action taken at a special meeting shall require an absolute majority of the Senate. Vacant seats will not be considered when calculating an absolute majority.
- 6.3 The minutes of both regular and special meetings shall be posted on the Senate website following approval by the Senate.
- 6.4 Two thirds of the Senate shall constitute a quorum for regular or special meetings. Vacant seats shall not be considered when calculating quorum.
 - 6.41 If a senator is unable to attend, a proxy may be appointed in accordance with the Bylaws. The proxy shall be counted toward quorum.
 - 6.42 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.
 - 6.43 The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.
- 6.5 **Faculty Session**
 - 6.51 A faculty session of the Senate shall be comprised of all faculty members of the senate. Its function shall be to express the collective voice of the faculty or to execute faculty responsibilities such as the approval of the graduation list or other responsibilities specific to the faculty such as changes to Appendix J in the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Only faculty senators may vote during a faculty session.
 - 6.52 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.
 - 6.53 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.
 - 6.54 A faculty session may hold an executive session with only faculty members in attendance by two-thirds majority vote of those present for the faculty session.
 - 6.55 A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.

- 6.56 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. All actions of the faculty session shall be included in the minutes of the Senate.

7.0 Committees of the Senate

- 7.1 The Senate shall establish Standing and other *Ad hoc* or *pro tempore* Committees as provided for in the *Bylaws*.
- 7.2 The Senate may also appoint members to Campus Committees as provided for in the *Bylaws*

8.0 Bylaws

- 8.1 The Senate shall be responsible for constructing and maintaining its own rules of operating procedure known as the *Bylaws and Rules of Procedure of the University Senate of Humboldt State University*.

9.0 Amendments

- 9.1 Proposed amendments to this Constitution shall be recommended by a majority vote of the Senate after having been presented at a previous regular meeting. Proposed amendments must be recommended by the end of the 11th week of instruction during the semester in which they are to be ratified.
- 9.2 Senate-recommended amendments shall then be forwarded to the General Faculty, Associated Students, and Staff Council for a ratification vote. Associated Students and Staff Council must receive the proposed amendments in time to have two regularly scheduled meetings left in the semester to deliberate.
- 9.3 Proposed amendments shall be adopted if approved by a simple majority of the General Faculty and approval by either Associated Students or Staff Council. If any electorate does not vote on the proposed amendments by the end of the semester, that electorate will be considered to have abstained from the vote.

10.0 Interpretation

- 10.1 Requests for interpretation of Senate actions, Senate-approved documents and Senate governing documents must be initiated by at least two voting members of the Senate.
- 10.2 Requests for interpretation shall be forwarded to the Constitution and Bylaws Committee which will formulate a written interpretation.

- 10.3 The written interpretation shall be placed on the Senate agenda as an action item within one month of the date of request. The interpretation shall be considered binding unless rejected by a majority of the Senate.

Document History:

PASSED - University Senate, 2/24/2015

APPROVED - General Faculty, 3/31/2015

APPROVED – Staff Council, 4/14/2015

APPROVED – Associated Students, 4/16/2015

Amended: 05/2016

Amended: 02/2017

Amended: 09/2017

Amended: 11/2018

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Amend the *Bylaws of the University Senate to Align with Parallel Revisions to the General Faculty Constitution*

08-19/20-CBC – December 10, 2019 – DRAFT

RESOLVED: That the University Senate of Humboldt State University approves the attached amendments to the *Bylaws of the University Senate* to parallel changes to the *General Faculty Constitution*.

RESOLVED: That implementation of these amendments shall be conditioned on passage of 03-19/20-CBC Resolution to Revise the *General Faculty Constitution*.

RATIONALE: *These amendments align the Bylaws with revisions to the General Faculty Constitution in Resolution 30-19/20-CBC, to be voted on by the general faculty in the February 2020 general faculty election.*

Proposed Amendments with Track Changes

Bylaws and Rules of Procedure

In the rules and procedures prescribed by this document, “is” is informative, “shall” is mandatory, “may” is permissive, “should” is conditional, and “will” is intentional.

The University Senate is referred to as the Senate in these Bylaws.

1.0 DEFINITIONS:

- Tenure-line Faculty (Instructional Unit) – tenure-line, holding academic rank of assistant professor or above
- Tenure-line Faculty (Non-Instructional Unit) – tenure-line librarians, counselors, and full-time coaches
- Lecturer Faculty (Instructional and Non-Instructional Units) – non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time
- Non-MPP Staff – permanent or temporary staff in non-management positions
- Administrative Officers (Administrators with a position at the Associate Vice President level or above)
- Ex-Officio – members who serve by virtue of their position or office

2.0 MEETINGS

- 2.1 Meeting Time and Location:** The Senate shall meet for a regular meeting every two weeks through the academic year from 3:00-5:00 pm on Tuesdays in Goodwin Forum, Nelson Hall East 102. The Senate may meet for a special meeting at any time or location as long as proper notification has been provided in accordance with Section 6.21 of the *Constitution*.
- 2.2 Change of Meeting Place:** The Chair shall have the responsibility to change the place of a meeting when the regularly scheduled room cannot accommodate the expected number of attendees, including nonmembers.
- 2.3 Order of Business:** The order of business shall be as follows:
- Announcement of proxies
 - Approval and adoption of agenda and approval of minutes
 - Open Forum
 - Reports, announcements, and communications of the chair
 - Reports of standing committees, statewide Senators and Ex-officio members
 - Consent Calendar
 - Old Business
 - New Business
- 2.4 Modification of Order of Business:** The Executive Committee is authorized to modify the order of business when deemed advisable.
- 2.5 Agenda Items:** The Executive Committee shall establish the agenda for Senate meetings.
- 2.51 Any member of the Humboldt State University community may present items for the agenda to the Chair of the Senate.
- 2.52 Items to be placed on the agenda of a meeting must be sent to the Chair by noon of the Tuesday prior to the meeting.
- 2.53 Items received by the Chair shall normally be transmitted to the Executive Committee, which shall decide regarding placement on the agenda for the next regular or subsequent Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Executive Committee and communicated to the individual presenting the item.
- 2.54 Should the Chair receive items after the Tuesday prior to meeting that are deemed by the Chair to be urgent, the Chair shall inform the Executive Committee as soon as possible and place the item on the agenda.
- 2.6 Documents Related to the Agenda:** Documents related to action items on the agenda shall be furnished to the Senate office by noon at least three academic workdays before the meeting. Documents related to announcements, reports and discussion items shall

be furnished to the Senate office by noon at least one academic workday prior to the meeting.

2.7 Voting:

2.71 Voting on motions to approve resolutions, sense of the senate items and other action items that do not require general consent will be taken by calling the roll of the Senate.

2.72 A roll call vote on any other motion not listed in 2.71 shall be taken if requested by a member of the Senate.

2.73 The terms “unanimous” or “without dissent” shall be used in the minutes when all votes are affirmative. Unanimous shall mean an affirmative vote without abstentions. Without dissent shall mean an affirmative vote with abstentions.

3.0 CONSENT CALENDAR

At the discretion of the Chair, proposals that are of a non-controversial nature may be placed on the agenda for adoption by consent subject to the following rules:

3.1 Any common consent proposal must be written out in full.

3.2 The proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.

3.3 When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.

3.4 Any proposal so removed shall be added to the end of the agenda.

4.0 PARLIAMENTARY PROCEDURE

4.1 The parliamentary authority for any procedure not covered by these Bylaws shall be the latest edition of the American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure*.

4.2 The Parliamentarian shall be the source of advice to the presiding officer of the Senate during meetings on any question concerning parliamentary procedure.

5.0 POLICY REGARDING NONMEMBERS AT MEETINGS

5.1 Any member of the University community may attend a meeting of the Senate.

- 5.2 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.
- 5.3 Guest speakers may be invited to address the Senate by action of the Executive Committee or by majority vote of the Senate.

6.0 PROXIES

- 6.1 The purpose of a proxy is to ensure that an absent Senator can be fully represented on all matters of business brought before the Senate. The term “proxy” may mean either the statement authorizing an individual to cast the vote of an absent Senator or the individual who casts the vote.
- 6.2 Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.
- 6.3 Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised.
- 6.4 An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would normally fill the ex-officio Senator’s duties of office in whole or in part during any absence.
- 6.5 No individual may be a proxy for more than one Senator at any single meeting.

7.0 EXECUTIVE SESSION

- 7.1 The Senate may resolve itself into executive session (a closed session only open to members of the Senate) upon two-thirds majority vote.
- 7.2 Persons not members of the Senate shall be required to leave the Senate meeting room during the period of executive session. Exception to this provision may be made with unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.
- 7.3 During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.
- 7.4 The Chair shall call the Senate into open session as soon as sufficient discussion has been had in executive session.

8.0 INFORMAL CONSIDERATION

- 8.1 A senator may make a motion to informally consider a particular matter or resolution before the Senate, e.g. when it is desirable for such discussion to precede the proposal of a motion or resolution so that some agreement may be reached on the type and wording of the motion that is needed.
- 8.2 In the absence of a formal motion, the Chair may declare a time for informal consideration for purposes of informal discussions between members on necessary language revision of drafts of proposals.
- 8.3 Informal Consideration is terminated upon a motion for action or when a member moves to terminate it.

9.0 PRESIDENTIAL NOTIFICATION OF SENATE ACTIONS

- 9.1 Resolutions and policy recommendations of the University Senate shall be transmitted to the University President by the Friday after the meeting in which they were approved.
- 9.2 The Senate, upon a two-thirds majority vote, may declare that an emergency exists and that an approved resolution or policy recommendation be transmitted to the President of the University by noon of the following business day.
- 9.3 The Chair of the Senate shall ensure that the President is notified of Senate approved resolutions and policy recommendations by the appropriate deadline. At each Senate meeting, the Chair of the Senate shall report the status of resolutions and policy recommendations that were transmitted to the President.

10.0 GENERAL RULES FOR COMMITTEES

- 10.1 **Types of Committees:** The Senate Office shall maintain a list of campus committees and Senate committees that outlines their functions, membership and other information as available.
 - Standing Committees of the Senate are defined in these Bylaws.
 - *Ad hoc* Committees or task forces may be appointed by the Senate as needed.
 - Campus Committees may have elected members or members appointed by the Senate Appointments and Elections Committee.
- 10.2 **Size of Committees:** Committees shall consist of at least three members.
- 10.3 **Appointments:**
 - 10.31 Members of Standing committees, *Ad hoc* Committees, and Campus Committees shall be elected or appointed as prescribed for each committee.

- 10.32 Each elected senator shall serve on a minimum of one Standing, *Ad hoc*, or Campus committee when committee positions are available.
- 10.33 Senate Standing and *Ad hoc* committees shall seek student and staff participation as required by these Bylaws or when a committee deems it desirable. The Associated Students shall be responsible for the process of selecting students. The Staff Council shall be responsible for the process of selecting staff.
- 10.34 Administrative officers of the university may be named as members of Standing or *Ad hoc* committees.
- 10.35 Questions concerning the composition of any Standing or *Ad hoc* committee shall be referred to the Constitution and Bylaws Committee, which shall make a recommendation to the Executive Committee.

10.4 Times of Nominations, Elections and Appointments

The Appointments and Elections Committee shall strive to ensure that elections and appointments to committees occur prior to the establishment of class schedules for the first semester in which the elected or appointed faculty and staff will serve.

10.5 Referrals

- 10.51 Items shall be referred to Standing or *Ad hoc* committees by the Senate Chair, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.
- 10.52 Items shall be referred to existing committees whenever possible.
- 10.53 Any communication from the Chair of the Senate to a committee regarding referred items shall be reported at the next Executive Committee meeting.

10.6 Records and Reports

- 10.61 Each outgoing Standing or *Ad hoc* committee chair shall transmit records and pertinent information to the incoming chair.
- 10.62 Standing committees shall submit a summary report of the academic year's activities by June 1st to the incoming Senate Chair.

10.7 Committee Operation

- 10.71 Senate rules shall apply to the operation of all Standing and *Ad hoc* committees. *The American Institute of Parliamentarians' Standard Code of Parliamentary Procedure* Sturgis is used as the parliamentary authority for all meetings of all Senate committees.
- 10.72 The Senate shall establish procedures for selection of Standing and *Ad hoc* committee chairs. When a committee chair resigns or is removed from the committee or fails to serve, the committee shall elect a chair *pro tempore* and notify the Appointments and Elections Committee.
- 10.73 Committees may use subcommittees and may invite non-voting members to participate in its work.
- 10.74 Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members, including the chair, are given sufficient notice.
- i. Unless otherwise specified, a quorum shall be a majority of committee members with at least one representative from the faculty and at least one representative from either staff or students. Vacancies shall not be counted when determining a majority for quorum.
 - ii. One representative from either staff or students will not be necessary for quorum for the Faculty Affairs Committee or for any committee where all the staff and student positions are vacant.
 - iii. Any committee member may appoint another committee member as proxy. Ex-officio committee members may appoint a designee instead of another committee member. A committee member may hold only one proxy at each meeting. Proxies will be counted toward quorum and as representative of their specific electorate.
- 10.75 A committee shall, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair when the chair or committee determines that the presence of others might inhibit free expression or efficient proceedings. The chair's decision to call executive session shall be subject to challenge and may be overruled by a simple majority.
- 10.76 The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary.
- 10.77 All Standing and *Ad hoc* committees shall report to the Senate. Campus committees that do not report directly to the Senate may be invited to the

Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.

- i. Committees may bring items to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate and the Executive Committee by noon on Thursday prior to the next regularly scheduled Executive Committee meeting.
- ii. When a committee forwards a policy recommendation or recommendation for action to the Senate, this recommendation shall be provided in the form of a resolution or accompanied by a resolution describing the recommended action(s).

10.78 Standing and *Ad hoc* committees shall be dissolved by Senate action. Unless specified otherwise by the Senate, *Ad hoc* committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first.

10.8 Terms of Service on Standing and Ad hoc Committees

10.81 Terms are renewable unless otherwise specified.

10.82 Removal: The Appointments and Elections Committee may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Appointments and Elections Committee then determines that removal of the member is in the best interest of the affected committee and of the Senate, it shall recommend the name of a replacement member. Appointment of the new nominee shall constitute removal of the previous member.

10.83 Leave: As soon as a committee member is certain of being granted a one-semester or longer leave from duties at the university, that member shall in writing so inform the chair of that committee and the Senate Office. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend a temporary or permanent replacement selected according to normal criteria and procedures.

11.0 STANDING COMMITTEES OF THE UNIVERSITY SENATE

The Standing Committees of the Senate shall be the:

- Academic Policies Committee
- Appointments and Elections Committee
- Constitution and Bylaws Committee

- Executive Committee
- Faculty Affairs Committee
- Integrated Curriculum Committee
- University Policies Committee
- University Resources and Planning Committee

11.1 Executive Committee

11.11 **Chair:** The chair of the Executive Committee shall be the Chair of the University Senate.

11.12 **Membership:** The members of the Executive Committee shall be as follows:

- Chair, Senate (who shall be the Chair of the Executive Committee)
- Vice Chair, Senate (who shall be the Chair of the Faculty Affairs Committee)
- Third Officer, Senate (who shall be the Chair of the Academic Policies Committee)
- Immediate Past Chair, Senate (for 1 year following term as chair)
- Chair, Integrated Curriculum Committee
- Faculty Co-Chair, University Resources and Planning Committee (URPC)
- Chair, University Policies Committee (UPC)
- One (1) General Faculty Representative to the ASCSU (usually the senior senator)
- Provost/Vice President for Academic Affairs (who shall be the Co-Chair of URPC)
- President (or designee), Associated Students
- One (1) Staff Senator (selected annually by and from the three current staff senators)
- President, HSU Chapter of the California Faculty Association (non-voting)
- Delegate, HSU Labor Council (non-voting)

11.13 **Duties:**

- i. The Committee may consider all matters within the purview of the Senate.
- ii. The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.
- iii. The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.
- iv. The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of

the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.

- v. The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.
- vi. The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
- vii. The Committee may work for the Senate during the summer as needed, and shall maintain communication and consult with Senators as need arises.
- viii. At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.

11.14 Meetings:

- i. The Executive Committee shall meet every two weeks, on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the Executive Committee.
- ii. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.

11.15 Challenge and Censure:

- i. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a vote. A simple majority of the Senate shall uphold the action of the Executive Committee.
- ii. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.

11.2 Academic Policies Committee (APC)

- 11.21 **Chair:** The Chair of the Academic Policies Committee shall be a faculty senator, elected annually by the Senate as the Third Officer of the Senate, for a one-year term.

11.22 **Membership:** The membership of the Academic Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Four (4) Faculty members, appointed by the Appointments and Elections Committee
- Two (2) Students, appointed by the Associated Students
- One (1) Staff Senator (if no Staff Senator is available, nominations for a non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- Vice Provost (Ex-Officio)
- Registrar (or designee) (Ex-Officio)

11.23 **Terms:** The appointed and elected members of the Committee shall serve staggered three year terms. Student terms shall be one year.

11.24 **Duties:**

- i. Develops and maintains the academic policies of Humboldt State University.
- ii. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), University Senate, APC members and works with the ICC to prioritize items;
- iii. Vets curriculum policy changes and proposals through the ICC with recommendations forwarded to the Senate.

11.3 University Resources and Planning Committee (URPC)

11.31 **Co-chairs:** of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate for a 2-year term at the time of election of Senate officers, and the Provost and Vice President of Academic Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.32 **Membership:** The membership of the URPC shall be as follows:

- Three (3) Faculty members, appointed by the Appointments and Elections Committee, with preference given to faculty delegates currently serving on the University Senate
- One (1) Academic Dean, appointed by the President
- Vice President of Enrollment Management and Student Affairs (or designee)
- Vice President of Administrative Affairs (or designee)
- Administrative leader for University Advancement (or designee)

- Two (2) Staff delegates, appointed by the Appointments and Elections Committee, with preference given to staff delegates currently on the University Senate
- Two (2) Student delegates, appointed by the Associated Students. Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

11.33 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

11.34 **Duties:**

- 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.
- 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.
- 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 un-budgeted funds including enrollment growth funds) with that vision and plan.
- 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.
- 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.
- 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.

- 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.

11.35 Referral and work

- i. Issues for consideration may be referred to the Committee by the Senate, the Senate Executive Committee, the President and the committee members.
- ii. If concerns arise concerning fiscal and budgetary policies, such questions, disagreements or problems shall be referred to the Committee for analysis and recommendation.

11.36 Reports

- i. The Co-Chairs of the Committee shall concurrently send to the Senate Chair all written communications regarding policies or reports sent to or received from administrative officers.
- ii. One of the Co-Chairs will regularly report to the Senate on the work of the Committee.
- iii. All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.

11.4 Faculty Affairs Committee (FAC)

11.41 **Chair:** The Chair of the Faculty Affairs Committee shall be a faculty senator, elected annually by the Senate as the Vice Chair of the Senate, for a one-year term.

11.42 **Membership:** The membership of the Faculty Affairs Committee shall be as follows:

- Two (2) currently serving Faculty Senators, appointed by the Appointments and Elections Committee
- Two (2) "at-large" Faculty members, appointed by the Appointments and Elections Committee
- One (1) Student, appointed by the Associated Students

- President, HSU Chapter, California Faculty Association
- Associate Vice President for Faculty Affairs (or designee), non-voting

11.43 **Terms:** Faculty members shall be appointed for staggered, three-year terms. Students shall be appointed for one-year terms.

11.44 **Duties:** In conformance with the Unit 3 faculty Collective Bargaining Memorandum of Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university. This committee parallels a like standing committee of the Academic Senate of the California State University. It considers matters being considered in the statewide Academic Senate. It shall formulate recommendations on current practice, shall propose revisions or new procedures, and shall report to the Senate.

11.5 Appointments and Elections Committee (AEC)

11.51 **Chair:** The Chair shall be a member of the Committee selected by the Committee.

11.52 **Membership:** The membership of the Appointments and Elections Committee shall be as follows:

- Chair, Senate/~~Presiding Officer~~President, General Faculty
- Provost and Vice President of Academic Affairs
- Two (2) Faculty members
- One (1) Staff member, recommended by Staff Council
- One (1) Student member, recommended by Associated Students

11.51 **Terms:** Elected and appointed members of the committee shall serve 1- year terms.

11.52 **Duties:**

- The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- The Committee shall solicit nominations for members and chairs of Standing, Ad hoc, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.
- The faculty members of the Committee shall solicit nominations for

General Faculty elections of officers and other faculty representatives as directed by the General Faculty Constitution, including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J of the Faculty Handbook and other positions as identified in the Faculty Handbook.

- iv. The Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the

General Faculty. All such procedures are subject to the approval of the Senate.

- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.
- vii. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.
- viii. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

11.6 Constitution and Bylaws Committee (CBC)

11.61 Chair: The Chair of the Constitution and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate, for a one-year term.

11.62 Membership: The membership of the Constitution and Bylaws Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Three (3) Faculty members, appointed by the Appointments and Elections Committee
- One (1) non-MPP Staff member, appointed by Staff Council
- One (1) Student member, appointed by Associated Students.

The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

11.63 Terms: Elected and appointed members shall serve two-year terms except the committee chair as stated above and the student member who, shall serve a one-year term

11.64 Duties:

- i. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies with regard to shared governance and committee work, and it shall recommend to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
- ii. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
- iii. The Committee shall consider each year, as may be necessary, revision of the list of Standing and *Ad hoc* committees and of the membership and functions of each committee.

11.7 Integrated Curriculum Committee (ICC)

11.71 Chair, Membership and terms:

The chair, membership, and terms of the ICC shall be prescribed in the Integrated Curriculum Committee Constitution (Appendix G of the *Faculty Handbook*).

11.72 Duties: As stated in the Integrated Curriculum Committee Constitution, the ICC shall provide “careful consideration and deliberation of all academic planning and curriculum matters” and “work collaboratively and act in the best interest of the University wide community and in consideration of the HSU mission and strategic plan.”

11.73 Referral and work: Referral and work are outlined in the ICC Constitution (Appendix G of the *Faculty Handbook*).

11.74 Reports: The Committee shall report to the Senate.

11.8 University Policies Committee (UPC)

11.81 **Chair:** The Chair of the University Policies Committee shall be a senator, elected during the regular annual election within the Senate, for a one- year term.

11.82 **Membership:** The membership of the University Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Two (2) faculty members, appointed by the Appointments and Elections Committee
- One (1) Staff Senator appointed by the Appointments and Elections Committee (if no Staff Senator is available, nominations for non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- One (1) Student member, appointed by Associated Students.
- Vice-President for Enrollment Management and Student Affairs (non-voting)
- Vice-President for Administrative Affairs (non-voting)

11.83 **Terms:** The elected and appointed members shall serve staggered three- year terms except the committee chair who shall serve a one-year term and the student member who shall serve a one-year term.

11.84 **Duties:**

- i. The Committee shall review policy items addressing all university policies that do not fall under the purview or charge of the other Senate standing committees.
- ii. The Committee shall oversee the implementation of the University policy process and recommend to the Senate any changes that might be needed to ensure a transparent, efficient, and clear policy process rooted in principles of shared governance.

12.0 ELECTIONS

12.1 General Procedures

12.11 General operational procedures for elections conducted by the University Senate Office shall be outlined in a separate document, "Election Rules

and Procedures,” developed and maintained by the Appointments and Elections Committee and made available through the Senate Office.

12.12 The Senate Office shall maintain a record of each election it conducts. The results by numerical count of votes received by each candidate shall be available in the Senate office as soon as the count has been completed and verified. All ballots cast during an election shall be retained in the Senate office for 30 days. If the results are formally protested during that time, the ballots shall be retained until the protest is resolved. The numerical count of the votes shall be kept on file in the Senate office for three years.

12.13 The normal period of time for casting ballots shall be five working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received by the poll closing time shall be counted.

12.2 Electorate Groups for Senate Elections:

Faculty (lecturer and tenure-line) and staff electorates are as defined in their respective constitutions or bylaws.

~~12.21 The “tenure-line faculty electorate” shall comprise all tenure-line faculty members in instructional and non-instructional units and shall vote only for tenure-line faculty senators.~~

~~12.22 The “lecturer faculty electorate” shall comprise all full-time or part-time non-permanent faculty members in instructional and non-instructional units and shall vote only for lecturer faculty senators.~~

~~12.23 The “staff electorate” shall comprise all non-MPP permanent and temporary staff members, including probationary staff members and shall vote only for staff senators.~~

12.3 Nomination, Recall, and Election Procedures:

12.31 The regular annual elections to the Senate normally shall occur during the spring. There shall be no elections to the Senate during the summer.

12.32 Whenever feasible, staggered terms shall be arranged so that only one third of the faculty and staff senators are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who

receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot.

12.33 If no procedures for recall exist in a constituent body's governing documents, a recall election is initiated by a petition of one-fourth of the electorate. A majority vote of those voting in the Senator's electorate recalls that Senator.

12.4 Vacancies

12.41 The Senate seat of an elected member shall become vacant when the member:

- a) resigns from Senate
- b) becomes an ex officio member of the Senate
- c) fails to meet the eligibility requirements for membership in the Senate
- d) or falls under one of the following absence rules:
 - i. is absent without a proxy for three consecutive regular meetings
 - ii. is absent but represented by a proxy for five or more regular meetings a semester
 - iii. is on leave of absence, regardless of reason, for more than one semester.

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections Committee, which shall certify the existence of a vacancy and proceed to fill it as prescribed.

12.43 Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall represent the appropriate academic unit and shall serve the remainder of the vacated term.

12.5 Temporary Vacancies

12.51 The Senate seat of an elected member shall become "temporarily vacant" when the member:

- a) takes a leave of absence for one semester or less
- b) serves as an Interim Ex-Officio member of the Senate for one semester or less

12.52 The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.

12.53 Any temporary vacancy which may occur shall be filled by appointment in accordance with Senate *Constitution* Section 4.52.

12.6 Elections within the Senate

12.61 The annual election of Senate officers, Standing Committee chairs, and members of the Appointments and Elections Committee shall be conducted at a Senate meeting within one month after the election of new Senators.

- i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
- ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.

Elections shall be conducted in the following order:

- a. Vice Chair (Chair of Faculty Affairs Committee)
 - b. Third Officer (Chair of Academic Policies Committee)
 - c. Co-Chair of University Resources and Planning Committee
 - d. Chair of the Constitution and Bylaws Committee
 - e. Chair of the University Policies Committee
 - f. Members of the Appointments and Elections Committee.
- iii. Senate Officers and Appointments and Elections Committee members shall be elected for one-year terms.
 - iv. All nominees for an office shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of the votes cast.
 - v. The numerical results of all ballots shall be made available to senators.

12.62 Removal from Elected Positions in the Senate – Any accusations for proceedings that would result in removal from an elected position in the Senate shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. A resolution to remove a senator from an elected Senate position must pass by a two-thirds vote of the other members of the Executive Committee before being presented to the full Senate. The resolution must then pass the Senate by two-thirds of those voting after having presented the resolution at the previous meeting.

12.7 Censure of Senators

Any accusations for censure proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will

notify parties about the accusations prior to any and all formal meetings. The Senate may censure a Senator by a two-thirds vote of those voting, provided the resolution for the censure must be summarized in a resolution presented by the Senate Executive Committee and should only be used for issues of misconduct.

13.0 Nomination of CSU Faculty Trustee

- 13.1** Any tenured faculty meeting the eligibility requirements established by the Office of the Chancellor may stand as a candidate for the position of Faculty Trustee.
- 13.2** Nominations may be submitted by petition and shall require the signed concurrence of at least ten (10) percent of the tenure-line faculty, or 50 such faculty members, whichever is less.
- 13.3** At a regularly scheduled meeting, the Senate may nominate eligible candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to serve and to submit all required materials. Nominations from the Senate floor shall require a simple three-fourths majority.
- 13.4** The Senate shall forward the names of all eligible nominees to the Academic Senate CSU by a date to be determined by the Academic Senate CSU.

14.0 Interpretation of Senate Actions

Requests for interpretations of Senate actions or Senate-approved documents shall be forwarded to the Constitution and Bylaws Committee. The Committee's rulings shall be reported in writing to the Senate and shall be considered binding unless rejected by a two-thirds majority of the Senate.

15.0 Availability of Documents

Senate documents shall be available on the Senate Website and may be requested from the Senate Office. The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.

16.0 Amendments

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a simple majority, provided the amendments have been presented at the previous regular meeting.

Document History:

PASSED – Academic Senate, 4/12/11 (Resolution #28-10/11-FAC)

APPROVED – General Faculty Election, Oct. 17-20, 2011

Amendments:

| | | |
|------|--------------------------|----------|
| 6.0 | Resolution 12-11/12-EX | 03/06/12 |
| 2.9 | Resolution 19-11/12-EX | 02/21/12 |
| 16.0 | Resolution 25-11/12-CBC | 03/27/12 |
| 4.0 | Resolution 27-11/12-CBC | 03/27/12 |
| 2.3 | Resolution 32-11/12-CBC | 04/24/12 |
| 2.0 | Resolution 33-11/12-CBC | 04/24/12 |
| 2.4 | Resolution 02-12/13-URPC | 09/25/12 |
| 12.6 | Resolution 24-13/14-CBC | 02/11/14 |
| 12.5 | Resolution 30-13/14-CBC | 02/11/14 |
| 11.8 | Resolution 36-13/14-EX | 04/01/14 |
| 4.1 | Resolution 15-14/15-CBC | 02/24/15 |
| 6.1 | Resolution 15-14/15-CBC | 02/24/15 |
| 11.0 | Resolution 15-14/15-CBC | 02/24/15 |
| 11.1 | Resolution 15-14/15-CBC | 02/24/15 |
| 12.5 | Resolution 15-14/15-CBC | 02/24/15 |
| 12.3 | Resolution 15-14/15-CBC | 02/24/15 |
| 2.9 | Resolution 16-14/15-CBC | 02/24/15 |
| 6.0 | Resolution 10-15/16-CBC | 11/10/15 |
| 12.0 | Resolution 21-15/16-CBC | 03/08/15 |
| 10.7 | Resolution 01-16/17-CBC | 10/04/16 |
| 2.7 | Resolution 15-16/17-CBC | 03/07/17 |
| 9.0 | Resolution 15-16/17-CBC | 03/07/17 |
| 11.0 | Resolution 21-16/17-EX | 04/25/17 |
| 12.6 | Resolution 02-17/18-CBC | 10/03/17 |

Revisions:

University Senate, 03/12/13 (Resolution #26-12/13-CBC)

ADDENDEM: Glossary

Administrative Officers—Administrators with a position at the Associate Vice President level or above.

AEC—the common acronym for the Senate Appointments and Elections Committee. For details please see Senate Bylaws section 11.5.

APC—the common acronym for the Senate Academic Policies Committee. For details please see Senate Bylaws section 11.2.

CBC—the common acronym for the Senate Constitution and Bylaws Committee. For details please see Senate Bylaws section 11.6.

Committees

Committee, Campus—University-level committees that have elected members or members appointed by the Senate Appointments and Elections Committee.

Committee, Senate ad hoc—a temporary committee or task force established by the Senate and charged to address a particular issue as needed.

Committee, Senate—one of the Standing Committees of the Senate as defined in the Senate Bylaws.

FAC—the common acronym for the Senate Faculty Affairs Committee. For details please see Senate Bylaws section 11.4.

General Faculty—the campus organization formed as an association of tenure-line and lecturer faculty. Membership is defined in the Constitution of the General Faculty (*HSU Faculty Handbook*, Appendix E).

ICC—the common acronym for the Integrated Curriculum Committee. For details, see Appendix G of the *HSU Faculty Handbook*.

Immediate Past Chair—the individual who most recently served as Chair of the University Senate and remains in residence at the University.

Lecturer Faculty (Instructional and Non-Instructional Units)—Non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time.

Majority, See under Vote

Non-MPP Staff—Permanent or temporary staff in non-management positions.

Senate Members

Senate Members, Elected—Members of the Senate who were directly elected to serve on the current Senate.

Senate Members, Ex Officio—those who became Senators by virtue of their election or appointment to a position outside the University Senate.

SenEx—an abbreviation of “Senate Executive Committee”, a Standing Committee of the Senate. For details please see Senate Bylaws section 11.1.

Standing Rules—Procedural guidelines approved by the Senate and not covered in the Senate Bylaws. Standing Rules may be amended or approved by a simple majority and do not require a first and second reading.

Tenure-line Faculty (Instructional Unit)—Faculty holding the academic rank of assistant professor or above.

Tenure-line Faculty (Non-Instructional Unit)—Tenure-line librarians, counselors, and full-time coaches.

URPC—the common acronym for the Senate University Resources Planning Committee. For details please see Senate Bylaws section 11.3.

Vote

Vote, 2/3 Majority—a voting burden that requires at least two-thirds of those voting to vote in favor of a motion for it to be approved. Abstentions are not counted as votes.

Vote, Absolute majority—a voting burden that requires that over 50% of the *entire membership who are eligible to vote* must vote in the affirmative for a motion to be approved.

Vote, Majority or Simple Majority—a voting burden that requires more than half of the votes cast to be in favor of a motion for it to be approved e.g. 50%+1. Those who abstain from voting are not counted in the determination of the majority.

Vote, Unanimous—a vote without any dissenting vote and with no abstentions.

Vote, without dissent—a vote without any dissenting vote but with abstentions.

Diversity, Equity and Inclusion Council



Subcommittee Presentations:

Edelmira Reynoso, ODEI; Kim Vincent Layton, CTL; Nikola Hobbel, Department of English; Jennifer Eichstedt, Department of Sociology; Sasheen Raymond, Social Work; Casey Park, Associated Students; Fernando Paz, El Centro Académico Cultural

University Senate
December 10, 2019

Our Framework: WASC Recommendations #1 & #5

- Implement and sustain appropriate responses to the increased diversity of HSU's students.
- Prioritize diversification of faculty and staff demographics, including the use of new hires, to align with the diversity of the student body. Engaging faculty and staff in cultural competency professional development will further the academic achievement of students and contribute to the achievement of the institution's educational objectives

SubCommittee on Inclusive Teaching

Our Charge: Operationalizing

inclusive pedagogies through existing university structures and efforts

- Create model language for department RTP standards related to Teaching Excellence and connection to Appendix J (high stakes)
- Create “standards of inclusive pedagogy” language for Mid Semester Feedback Program (low stakes)

Dr. Leena Dallasheh, History • Dr. Nikola Hobbel, English • Katia Karadjova, Library • Tracy Smith, R.A.M.P. • Kim Vincent-Layton (chair), Center for Teaching and Learning/Communication
Dr. Mark Wicklund, Academic Assessment • Dr. Kim White, Chemistry

SubCommittee on Staff & Faculty Learning Opportunities

Our charge: Help Develop Staff and Faculty Learning Opportunities to increase our capacity to meet diverse student needs, retention and success.

- Help develop scaffolded learning opportunities so staff and faculty can engage in continuous higher level development of cultural competency.
- Develop model of department best practices to inclusively support staff to have learning opportunities to increase equity related skills.
- Work with HR to develop a staff evaluation form that includes equity related skills and service.

Dr. Jennifer Eichstedt, Professor of Sociology (chair) • Dr. Tasha Howe, Chair of Psychology • Mike Le, Institutional Effectiveness Analyst • Jenessa Lund, Executive Director of A.S. Government • Kerri Malloy, Native American Studies • Eric Palma, Human Resources • Linda Parker, Accessibility Specialist, Student Disability Resource Center • Sheila Rocker Heppe, Director of Extended Education, OLLI & Global Engagement • Sasheen Raymond, Social Work Support (chair) • Kumi Watanabe-Schock, Media Library Service Specialist

SubCommittee on Hispanic-Serving Institutions [HSI]

Our charge: To help educate the campus community in regards to what it means to fully serve our students as a federally identified as Hispanic Serving Institution

- HSI Resource Pool
 - Develop foundational discursive narrative of HSU as an HSI
 - Recommendations for HSI Grant proposals
- Publicize HSI Institutional Identity
 - Develop an HSI Webpage
 - “Somos Aquí” Campaign
 - HSU Diversity Resource Guide update
- HSI Community Building
 - Mixer with faculty, staff, and students
 - Collaborative events with local community (eg. *Festejando Nuestra Comunidad*)

Cedric Aaron, CAPS Therapist • Kayla Begay Assistant Professor in Native American Studies • Malluli Cuellar, A.S. Student • Casey Park (co chair), A.S. Board Coordinator • Fernando Paz (chair), El Centro Coordinator • Breannah Rueda, A.S. Student • Brandilynn Villarreal, Professor of Psychology