

Tuesday, March 10, 2020, 3:00pm, Goodwin Forum (NHE 102)

Chair Stephanie Burkhalter called the meeting to order at 3:04pm on Tuesday, March 10, 2020, Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

**Members Present**

Alderson, Bacio, Bond-Maupin, Burkhalter, Cano Sanchez, Creadon, Dawes, Dunk, Gonzalez, Gradine, Karadjova, Kerhoulas, Jackson, Malloy, Maguire, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Reynoso, Schnurer, Thobaben, Weinberg, Wilson, Woglom, Zerbe

**Members Absent**

Byrd, Keever, Rueda

**Guests**

Todd Larsen, Clint Rebik, Enoch Hale, Steven St. Onge, George Wrenn, Mary Oling-Sisay, Peggy Metzger, Cyril Oberlander, Pedro Martinez, Rosamel Benevides-Garb, Blakeslee, Holly Martel, Shelia Rockar-Heppe, Mary Virnoche, Joshua Meisel, Yvonne Everett, Simone Aloisio, Kimberly Vincent-Layton, Rick Zechman, Shawna Young, Bethany Rizzardi, Whitney Ogle, Eboni Turnbow, Dale Oliver, numerous students and members of the university community

**Announcement of Proxies**

Bacio for Keever, Blakeslee for Dawes (if needed), Kirby Moss for Byrd, Jeremiah Finley for Rueda

**Approval of and Adoption of Agenda**

M/S (Alderson/Malloy) to amend the agenda as follows:

- Replace item 9 (TIME CERTAIN 3:30-4:00 PM: Strategic Initiatives Committee: Phase 1 Update and Discussion) with the following: TIME CERTAIN: 3:30-4:00 PM: President Jackson to speak regarding COVID-19
- Add a new item 10: Resolution on Instructional Continuity in Response to Coronavirus (COVID-19) (19-19/20-ICC – March 10, 2020)

Senate vote to approve and adopt the agenda as amended **passed unanimously**, via voice vote

**Approval of Minutes from the Meeting of February 25, 2020**

M/S (Dunk/Malloy) to approve the Minutes of February 25, 2020

Motion passed unanimously.

**Reports, Announcements, and Communications of the Chair**

- Written report attached

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

**Emeritus and Retired Faculty and Staff Association:**

Senator Thobaben read from prepared remarks (attached) expressing thanks to Admissions Director Martinez and Vice President Jason Meriwether.

**Academic Policies:**

- Written report attached

**Appointment and Elections:**

- Written report attached

**Constitution and Bylaws:**

- Written report attached

**Faculty Affairs:**

- Written report attached

**Integrated Curriculum Committee:**

AMP subcommittee is being repurposed for strategic planning; a more thorough report to come.

**University Policies:**

- Written report attached

**University Resources and Planning Committee:**

- Written report

**Academic Senate CSU (ASCSU)**

Senator Creadon reported the plenary scheduled for next week in Long Beach may be canceled.

**Associated Students:**

Senator Cano Sanchez reported they have submitted the murals request and outreach for funding is the next step; she encouraged the Senate to ask students to run in the upcoming elections, and stated the next Board Meeting will be this Friday from 5-8pm in the UC Banquet Room.

**Office of Diversity, Equity, and Inclusion**

Interim Director Reynoso reported the Diversity Grants committee meets next Friday to review the 14 grants submitted, varying from different divisions and units on campus. She noted a rubric has been created to ensure an equitable process, and that the Office is working to bring back the Bias Response Team as a reporting mechanism.

**California Faculty Association (CFA)**

- Written report attached

**Enrollment Management**

- Written report attached

Vice President Meriwether briefly outlined the student group, Turning Point, on campus, and explained it was chartered by HSU students who want a stronger voice for conservatism on campus. The students have tabled and are planning programs, and they've done nothing yet to ban them from campus.

**Provost's Office:**

- Written report

**Consent Calendar from the Integrated Curriculum Committee**

It was noted there were no items for approval on the ICC Consent Calendar

**General Consent Calendar**

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

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

Professor Josh Meisel, Chair of the University Faculty Personnel Committee, read from prepared remarks (attached) regarding the proposed Resolution on Amendment to Appendix J: Early Tenure Policy (18-19/20-FAC)

Professor Yvonne Everett, member of the University Faculty Personnel Committee, echoed Josh Meisel's comments regarding the proposed Resolution on Amendment to Appendix J: Early Tenure Policy (18-19/20-FAC)

Senator Kerhoulas read prepared remarks (attached) on behalf of the following CNRS faculty, regarding the proposed Resolution on Amendment to Appendix J: Early Tenure Policy (18-19/20-FAC): Kimberly White, Chemistry; Harold Zald, Forestry; John Steele, Biology; and Kerry Byrne, Environmental Science & Management.

Cyril Oberlander, University Library Dean, reported the CSU Libraries have finalized a two-year ScienceDirect contract with Elsevier, wherein renewal costs will increase 1.5% for both 2020 and 2021, a significant reduction from previous years, and will include additional content, and a vision that moves the CSU Libraries and Elsevier towards a new model of academic publishing. The full contract will soon be available at CALUSOURCE.

**~~TIME CERTAIN: 3:30-4:00 PM – Strategic Initiatives Committee: Phase 1 Update and Discussion~~**

**TIME CERTAIN: 3:30–4:00 PM – President Jackson to speak regarding COVID-19**

Chair Burkhalter ceded the floor to President Jackson.

President Jackson's comments are reproduced non-verbatim, as follows:

I thought to take a moment of your time to talk about COVID-19. It's on everyone's mind, and we hear all this news, and wonder how it'll affect our university. This is a unique period of time for all of us—we've not dealt with anything like this in this way; to react at the level we're reacting. This is a very unique and extremely challenging situation, and we are evolving every hour. It is pushing the limits on every office.

We follow Department of Public Health's guidance. Some of us read about the Elk Grove cancellation, which had implications for all of the other institutions around them. If a school closes, a ripple affect can occur very rapidly. We've been asked to not make those types of unilateral decisions for everyone on the Humboldt coast. The Centers for Disease Control and the Humboldt County Department of Health go hand in hand, and the situation at each CSU is very localized, given the unique locations. If the public health officials ask us to do something, we will be doing that.

We're sharing info liberally between CSU's—policies are written every hour. In an odd kind of way, San Jose State University is a very urban campus, and they have about 40 community cases; how they are reacting to issues on an hourly basis is different than what we are doing now, but we can have the benefit of learning from them and about what they are suggesting. There are some things we must do. We knew the travel restriction was coming—it's necessary to help slow the spread of the disease. This is a good thing. We've also suspended all non-essential domestic travel, with the caveat that exceptions may be made. We're still working on the mechanics of that, but we have things to learn from.

As far as events go, sporting events and other larger events—the elephant in the room is Commencement. That's a big event. In essence, if we're asked to postpone or cancel events like this, we will. Spring Break is another thing. We've wondered if we can cancel spring break to keep everyone here. Then we wondered if we let folks go away, what might they come back with? We wondered if we could suggest that folks stay, and then the question becomes, how can we accommodate people who decide to stay here? We will continue to suggest that everyone practice good hygiene, as everyone knows.

Events are a good topic I'd welcome insight on—we have a good rubric from the CSU which is a guide for rating campus events, and we will use it as a benchmark for the spring. I'm interested in hearing how you all view the events—I'd welcome that feedback—send it to any VP or myself, and please share your insight on which events, if any, we need to modify or cancel or postpone and why.

There are no easy clear answers because things are moving so rapidly, but because of where we are and the type of University we are, we are in the right place. We're attempting to keep a very consistent message between our education institutions in the region. I have to give credit to the leadership team of Academic Affairs, they are trying to address instructional continuity—each of us are trying to create our own wheel, but if we look at what others are doing, we can adapt some ideas and modalities for ourselves. Should we need to move to a different modality—that's not the case now, but should we need to do so, we can.

President Jackson requested Interim Provost Bond-Maupin, Vice Provost Mary Oling-Sisay, and Director of the Center for Teaching and Learning (CTL), Enoch Hale, to speak to instructional continuity efforts, and thanked the Senate for allowing him to speak on short notice.

Vice Provost Oling-Sisay thanked everyone who provided suggestions and noted the “Keep Teaching” website is live and is being updated regularly.

Director Hale reported the CTL is communicating to meet faculty instructional needs effectively, but one of the challenges of the Keep Teaching website has been the inundation of materials, however, by next Wednesday the CTL plans to have its first draft of a partner website called “Keep Learning” for students, which will provide guidance on communication and how to use the Learning Management System (LMS) and studying across different modalities. Director Hale explained the CTL organized their digital resources around the concept of expectations, and how important it'll be for instructors to reevaluate and reframe expectations of communication with these different platforms.

Director Hale explained that if campus moves into more remote forms of instruction, then the CTL will have an onslaught of people needing to get their classes converted into online or remote-compatible modalities. He encouraged faculty to be proactive and come into the CTL to take advantage of on-going training sessions about how to video lecture in Zoom or Canvas, and about how to ensure course materials will match ADA standards. Director Hale requested anyone send any ideas to him, and if anyone has their own instructional continuity planned out already, then the CTL would invite them to present their methods for others' benefit.

Provost Bond-Maupin thanked Director Hale and Vice Provost Oling-Sisay for their leadership and requested Bethany Rizzardi, Interim Chief Information Officer, speak to technology needs.

CIO Rizzardi acknowledged that not everyone has a laptop, nor do all faculty have everything they would need at home, and explained her office is talking to Financial Aid about reimbursing students for using cell data, rather than providing hot spots. She noted that faculty and staff will receive a questionnaire as soon as possible about individual capacities for telework, which

will help prioritize what software would be beneficial to use in the Virtual Lab, and how many machines might be needed.

Jeremiah Finley, Legislative Vice President of Associated Students, requested clarification on the process students will use to grieve or appeal any grades that may suffer due to this crisis.

Provost Bond-Maupin explained such situations will be dealt on a case-by-case or class-by-class basis, but the CSU system encourages flexibility in local grading policies to do what is necessary for continuity of instruction and to ensure student success. She noted a challenge inherent in this situation are the multiple options for moving forward; it may be that HSU implements a social distancing policy in which university operations wouldn't go 100% online, but it may be that campus closes altogether.

Senator Mola asked whether the survey will be given to students as well as faculty and staff. CIO Rizzardi affirmed, and Senator Mola suggested faculty be given a template they could use to survey their students' technology needs as well.

Senator Moyer thanked everyone for their work, shared she's been impressed by how well everyone is thinking, and requested someone insert the Keep Teaching website into the A-Z topic index on the University website's home page. Director Hale affirmed it will be done.

Senator Creadon asked if faculty will be able to access their offices if the campus is closed.

Provost Bond-Maupin explained there is a continuum of possibilities for campus closure, noting that some campuses plan to move instruction off campus but leave the campus open for business. She explained, in terms of decision-making, the main goal is minimizing disruption if health concerns allow.

Senator Creadon opined instruction should either be moved completely online or remain face-to-face. Provost Bond-Maupin clarified the decision to move online or not will not be left to individual instructors.

Senator Creadon asked about the extent of dining services on campus, if HSU asks students to stay for the break.

Chair Burkhalter requested Senators keep their questions about technology to respect CIO Rizzardi's time.

Senator Cano Sanchez stated her support for extending a simple technology survey to students, and asked when students may be able to expect one; CIO Rizzardi stated it would have to be sent at some point this week. The Senate thanked CIO Rizzardi for her time, information, and hard work.

Doug Dawes, Vice President for Administrative Affairs, explained his divisions' highest priority is safety, and to ensure appropriate housing and dining is available. He explained members of the Emergency Operations Center have been meeting daily to figure out how to do so, as well as what "isolation," or "quarantine," will look on campus, in consultation with Humboldt County public health officials and partners.

Senator Thobaben emphasized VP Dawes' point, noting there was one confirmed case in Humboldt County, but it didn't spread because the individual self-isolated.

Senator Dunk requested a handicap on the likelihood of cancelling spring break, and asked if it were to be cancelled, when would the university community know?

Chair Burkhalter responded there are several options, and the situation is changing day-to-day.

M/S (Mola/Malloy) to continue the current discussion after agenda items are disposed of.

Motion carried unanimously

**Resolution on Instructional Continuity in Response to COVID-19 (19-19/20-ICC – March 10, 2020 – First Reading)**

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

Motion passed unanimously

Senator Alderson provided hard copies of the resolution (attached) to the Senate and explained if the Senate votes to waive the first reading of this item, it will need a two thirds majority to pass

M/S (Woglom/Mola) to waive the First Reading

Motion passed unanimously

Senator Malloy motioned without a second to add another resolved clause such that faculty have a choice to remove teaching evaluations for this terms' courses from their RTP and Range Elevation files if their scores suffer due to inexperience teaching in alternative modes.

Senator Weinberg requested clarification about any contingency plan in place, in the event an instructor does not make a good-faith effort to teach in alternative modes, and then facing no repercussions by choosing to leave the evaluations out.

Senator Malloy pointed out that such distinction does not currently exist, and this crisis is so fluid that faculty may need a safety net.

Senator Bacio agreed that the situation is fluid and asserted the need to allow some form of leniency for students as well, if the Senate approves such a thing for faculty.

Senator Cano Sanchez stated her support of the amendment, but echoed concerns about accountability for faculty who do not give proper instruction; she noted students must be able to communicate such an occurrence

Senator Gradine suggested student evaluations be kept as normal, and future RTP and personnel committees could take the crisis into account as they review the student evaluations.

Senator Moyer ceded the floor to UFPC Chair Josh Meisel, who stated leniency should be extended to students as well, and added, from the standpoint of the UFPC, a one-semester dip in evaluation scores would be recognizable.

Senator Mola acknowledged the concerns, but registered doubt that instructors would willfully neglect their classes and students in such a way; he pointed out moving to all virtual instruction in three days is asking faculty to go far beyond what is normally asked, and such a conversion isn't something faculty are ever expected to do alone in the best of times.

Senator Parker emphasized the need for flexibility for students, particularly the 700 students served by the SDRC, since many of them know they do not do well in online classes.

Provost Bond-Maupin clarified there are a variety of ways to use technology to offer online instruction; strictly asynchronous online classes are not the only option—the university has the capacity to use zoom for real-time classes.

Senate vote to add the following as a second resolved clause: “faculty be permitted to remove student course evaluations from their RTP and Range Elevation files for courses taught under any potential disruptions in response to the coronavirus (COVID-19).” **passed.**

Ayes: Alderson, Burkhalter, Byrd, Cano Sanchez, Creadon, Dawes, Dunk, Gonzalez, Karadjova, Kerhoulas, Maguire, Meriwether, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Schnurer, Thobaben, Woglom, Zerbe

Nays: Gradine, Reynoso, Rueda, Wilson

Abstentions: Bacio, Keever, Weinberg

Senator Creadon spoke in favor of the resolution.



Senator Mola spoke in favor of the resolution, and noted that as of 1:20pm, Sacramento State University moved to voluntary online teaching.

Senator Woglom noted that, in his experience, lot of instruction can be migrated online easily and it works well.

VP Finley spoke in favor, but noted there needs to be an understanding that some other conversations need to be held to make sure students are offered help in this crisis.

Senate vote on the Resolution on Instructional Continuity in Response to Coronavirus (COVID-19) (19-19/20-ICC – March 10, 2020) **passed without dissent.**

Ayes: Alderson, Bacio, Bond-Maupin, Burkhalter, Byrd, Cano Sanchez, Creadon, Dawes, Dunk, Gonzalez, Gradine, Karadjova, Keever, Kerhoulas, Jackson, Malloy, Maguire, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Rueda, Reynoso, Schnurer, Thobaben, Weinberg, Wilson, Woglom, Zerbe

Nays: none.

Abstentions: Weinberg

M/S (Alderson/Moyer) to designate the Resolution on Instructional Continuity in Response to Coronavirus (COVID-19) (19-19/20-ICC – March 10, 2020) as an emergency item, for transmittal to the President of the University by noon of the following business day.

Motion passed unanimously.

Chair Burkhalter moved without a second to begin the action items (Seating of the new and returning senators and Senate Officer Elections).

Motion passed unanimously.

#### **Action Item: Seat New Senators**

Chair Burkhalter introduced and welcomed the following new and returning Senators:

- TBD (C. Abarca or J. McGuire), Interim College of Professional Studies Delegate
- Monty Mola, College of Natural Resources and Sciences Delegate
- Cindy Moyer, At-Large Delegate
- Jill Pawlowski, College of Professional Studies Delegate
- George Wrenn, Non-Instructional Faculty Delegate
- Chelsea Teale, Lecturer Faculty Delegate
- Mary Virnoche, University Senate Chair, General Faculty President

**Action Item: Senate Officer Elections**

Chair Burkhalter explained outgoing Senators do not take part in the Election of 2020/2021 Senate Officers, and announced the following proxies for incoming Senators: Malloy for Teale, Maguire for Interim CPS Delegate

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Chair Burkhalter solicited nominations for the office of Vice-Chair of the University Senate / Chair of the Faculty Affairs Committee. Senator Wilson was nominated.

Senate vote to elect Senator Mark Wilson as Vice-Chair of the University Senate / Chair of the Faculty Affairs Committee for 2020/2021 **passed.**

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Chair Burkhalter solicited nominations for the office of Third Officer of the University Senate / Chair of the Academic Policies Committee. Senator Schnurer was nominated.

Senate vote to elect Senator Maxwell Schnurer as Third Officer of the University Senate / Chair of the Academic Policies Committee **passed without dissent.**

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Chair Burkhalter solicited nominations for the office of Chair of the Constitution and Bylaws Committee. Senator Pawlowski was nominated.

Senate vote to elect Senator Jill Pawlowski as Chair of the Constitution and Bylaws Committee **passed without dissent.**

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Chair Burkhalter solicited nominations for the office of Chair of the University Policies Committee. Senator Kever was nominated.

Senate vote to elect Senator Rob Kever as Chair of the University Policies Committee **passed without dissent.**

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Chair Burkhalter recognized Kayla Begay and Joice Chang as nominees for the two Faculty Representative seats on the Appointments and Elections Committee, and instructed Senators to vote aye to affirm, or nay to deny their appointments.

Senate voted **unanimously to affirm** Kayla Begay and Joice Chang as Faculty Representatives on the Appointments and Elections Committee.

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**Resolution to Amend the General Faculty Constitution as Approved in Resolution 03-19/20-CBC (Resolution to Revise the General Faculty Constitution) (15-19/20-CBC – March 10, 2020 – Second Reading)**

Senator Woglom reported no edits or comments were forthcoming, and the Resolution remains unchanged.

Senate vote to approve the Resolution to Amend the *General Faculty Constitution* as Approved in Resolution 03-19/20-CBC (Resolution to Revise the *General Faculty Constitution*) (15-19/20-CBC – March 10, 2020 – Second Reading) **passed without dissent.**

Ayes: Alderson, Byrd, Creadon, Dunk, Gonzalez, Gradine, Karadjova, Keever, Kerhoulas, Malloy, Miller, Mola, Moyer, Pachmayer, Parker, Pawlowski, Reynoso, Schnurer, Thobaben, Wilson, Woglom, Zerbe

Nays: none

Abstentions: Bacio, Bond-Maupin, Cano Sanchez, Dawes, Meriwether, Rueda, Weinberg

Chair Burkhalter moved the Senate into Faculty Session without a second.

Motion passed with no objection.

**Faculty Session Action Items:**

**Vote to affirm Lisa Tremain as Interim-Elected ICC Chair for AY 2020-2021**

Faculty Senate vote to affirm Lisa Tremain as Interim-Elected ICC Chair for AY 2020-2021 **passed unanimously.**

Ayes: Alderson, Burkhalter, Byrd, Creadon, Dunk, Gonzalez, Karadjova, Kerhoulas, Maguire, Malloy, Miller, Mola, Moyer, Pachmayer, Pawlowski, Schnurer, Thobaben, Wilson, Woglom, Zerbe

Nays: none

Abstentions: none

**Resolution on Amendment to Appendix J: Early Tenure Policy (18-19/20-FAC – March 10, 2020 – First Reading)**

M/S (Dunk/Mola) to move the Resolution

Motion passed unanimously.

Senator Wilson explained that there have been a number of early tenure cases coming up the last few years, so many that it seems like it's a result of not mentioning early

tenure in the current policy., so the prospect of being granted early tenure was meant to compensate for the fact that service credit is not taken into account for incoming faculty members at HSU

Senator Zerbe asked for clarification regarding section 5, and it became apparent that the Resolution provided on the Senate agenda is not the latest version.

M/S (Zerbe/Wilson) to postpone the Resolution's First Reading.

Motion passed unanimously

**Closed Session Action Item: Senate vote on Faculty Awards Committee recommendations**

Chair Burkhalter motioned without a second to move the Senate into Closed Session.

Motion passed unanimously.

Chair Burkhalter moved the Senate into Open Session.

M/S (Thobaben/Karadjova) to designate the Senate vote on the Faculty Awards Committee's recommendations for the 2019/2020 Distinguished Faculty Awards as an emergency item, for transmittal to the President of the University by noon of the following business day.

Motion passed unanimously.

Senator Dunk suggested that, since the distinguished faculty award application process is time consuming, and emotionally taxing (and toiling for faculty who are nominated but don't win) nominations be retained and automatically enrolled in the next awards cycle.

Senator Mola opined that if some policy or procedure rises to the top during this crisis, the Senate needs to be consulted for review.

Chair Burkhalter stated the proposed telecommuting policy would be reviewed if the Senate is able to meet on April 7, as planned.

Senator Dunk asked if the modality of instruction being changed this semester would be a good reason to spend contingency funds, noting that the previous deliberation about Intellectual Property seems relevant. Lastly Senator Dunk explained he has several classes that include field trips and asked about the process for replicating such a learning experience (ie, assign students the task to go on a field trip alone, or if the instructor should film themselves at the destination.

MS (Mola/Karadjova) to extend the meeting until 5:10pm

Motion passed unanimously.

Senator Gonzalez asked whether administrators have been in contact with the representative for Zoom to make sure the platform will be able to handle the entire 23 campuses moving online. Chair Burkhalter responded that CIO Rizzardi would be the best person to ask.

Senator Wilson asserted the need for an IP policy, since faculty are being asked to post their curriculum online

Provost Bond-Maupin stated she has been keeping a running list of questions during the meeting, and circled back to the topic of field trips with assurance she will let them know as soon as she has an answer.

Senator Moyer suggested having a university-wide department chairs meeting on Thursday, rather than three separate ones for each college.

Senator Weinberg expressed his hope that faculty and students will begin receiving important information equally, and asked whether the Virtual Lab has the capacity to hold more students than normally use it at once.

Senator Mola asked if a student is infected, how should the faculty handle WUs, Ws, Failures, Incompletes, in light of the fact students perhaps can't complete course because they don't have good technology access, or problems with zoom; he paraphrased, asking if a student cannot be successful through this crisis, should faculty hold them accountable?

Senator Dunk asked whether there are a cap on the number of "incompletes" a faculty member can offer, noting too many will result in impaction in those classes in future.

Provost Bond-Maupin noted the emergency declaration in the CSU system and the state has allowed flexibility with grading policies; HSU will do everything as necessary.

Senator Creadon explained her department is ready to go to the Oregon Shakespeare Festival in April, and they need to know of travel bans asap; she noted it would be helpful if they were able to explain to OSF that they are forbidden to go, because OSF would be more likely to offer an accommodation or refund.

Provost Bond-Maupin explained she will be discussing travel in the morning, and an answer will be provided by the end of tomorrow via a university wide communication.

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**Meeting adjourned by Chair Burkhalter at 5:12 pm**

**HUMBOLDT STATE UNIVERSITY**  
**Senate Chair's Report**  
**Senate Meeting, March 10, 2020**

Thank you, 2<sup>nd</sup> officer, Mark Wilson, for chairing the February 25, 2020, Senate meeting in my absence due to illness. I was able to listen to a recording of the first hour of the meeting.

Regarding the February 25 meeting discussion of when to seat newly-elected senators and elect officers of the Senate, we are constrained by the Senate Bylaws (section 12.31), which state "The regular annual elections to the Senate normally shall occur during the spring." Mary Watson currently sends out the call for nominations as early as possible (on the first green day of Spring semester) and typically more than one round of elections is held to fill all seats. Multiple rounds of elections make it difficult to seat newly elected senators, some of whom might want to serve as committee chairs, before the second meeting in February (at the earliest). Past practice has been to seat the senators and elect the officers at the second meeting of March/first meeting in April. As senator Zerbe pointed out, the challenge is that Fall teaching schedules now are being set by the beginning of March, which is much earlier than in the past. Typically, through direct communication in February and March, the Senate Chair approaches continuing and incoming senators to seek nominations for standing committee chair positions, and any senator who is interested in such a position, especially those positions that offer release time from teaching, should express that interest by self-nominating. It is rare that a senator would not know that he or she would be eligible for assigned time as a committee chair if elected, and typically the senator has already approached their department chair about the service and potential adjustment to department teaching schedules. If seating the senators and electing the officers at the second meeting in February/first meeting in March proves to be a bar for any senator serving as a committee chair, the Senate should consider amending the Bylaws to hold elections in the Fall instead of the Spring.

Note that because of Spring Break and the Cesar Chavez holiday, our next Senate meeting is scheduled for April 7. The Senate Executive Committee will be meeting on March 24 to set the agenda for the April 7 meeting, so if you have a policy that you want to move as a first reading on April 7, please contact Mary Watson to plan to present it on March 24.

President Jackson has yet to formally respond to the following:

12-19/20-URPC - Resolution on the University Resources and Planning Committee's Balanced Budget Proposal for 2019-2022 (sent to President 2-12-20).

16-19/20-UPC - Resolution on Key and Access Control Policy (sent to president on February 26).

Boat Safety Committee Policy without an attached resolution (sent to president on February 26).

11-19/20-APC - Resolution on Academic Honesty and Integrity (transmitted to President on February 26).

The Strategic Initiatives Committee continues to meet to develop the work of Phase 1 of the Strategic Plan (see [site](#)). The Committee plans to report and solicit feedback at each remaining Senate meeting of this semester with the aim bringing a completed Phase 1 work product to the May 5 meeting (there is hope of avoiding a May 19 Senate meeting). Working groups focused on specific themes are being formed. If you are interested in contributing to the work, please contact the leadership of the working group that best fits your area of interest and/or expertise.

# HUMBOLDT STATE UNIVERSITY

## Senate Chair's Report

### Senate Meeting, March 10, 2020

The announcement of the next Chancellor for the CSU is scheduled to take place at the March 23-25 meeting of the Board of Trustees.

The COVID-19 emergency and instructional continuity plan are being developed by HSU leadership in response to changing conditions and CSU system-wide and state and local health department directives. Like other CSU Senate Chairs, I am taking part in the instructional continuity planning. The HSU COVID-19 [Website](#) has the latest on the spread of disease and precautionary measures to prevent its spread. A new site has been launched via the Center for Teaching and Learning to advise faculty on how to prepare in case they must stay home and/or classes are canceled due to the virus (see [Keep Teaching](#)). Below is the text of a recent memorandum regarding campus preparedness sent on March 4, 2020, to campus presidents from Steve Relyea, Executive Vice Chancellor and Chief Financial Officer for the California State University. The California Department of Public Health issued guidelines for response to institutions of higher education on March 7, 2020 (see this [link](#)). Campus presidents are also meeting this week via zoom about the coordinated and individual campus responses.

#### Campus Preparedness

While there have not been cases of COVID-19 reported at any CSU location, campuses are planning and taking actions to prepare for a possible outbreak. We encourage you to continue including the following elements in your planning:

- To the extent possible, make instructional material available for offsite learning in case students or faculty cannot be on campus or certain classes are suspended. Several campus faculty development centers are providing a centralized source of information to the campus community on the potential issues with offsite learning. The following campus websites are shared as examples of recently developed or updated resources regarding instructional continuity:
  - CSU Channel Islands: <http://knowledgebase.cikeys.com/article-categories/keep-teaching/>
  - CSU San Marcos: <https://www.csusm.edu/fc/resources-funding/teachingresources/keep-teaching-csusm.html>
  - San Francisco State University: <https://instructionalcontinuity.sfsu.edu>.
- Monitor resources such as the CDC's website: (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>) as well as that of your local and/or county public health department.
- Continue to provide timely information to the campus community about how the campus responds to outbreaks of infectious disease, in a way that reduces misinformation and stigma.
- Continue to update your pandemic plans, including activating your Emergency Operations Center (EOC) or other designated groups to coordinate preparation on the campus.
- Ensure effective environmental cleaning of commonly used facilities and equipment, and communicate such practices to the campus community.
- Have plans in place to postpone or cancel large events in case circumstances and risks change.
- Work closely with local public health agencies to monitor developments in the community.

# **HUMBOLDT STATE UNIVERSITY**

## **Senate Chair's Report**

### **Senate Meeting, March 10, 2020**

- In anticipation of students, faculty and/or staff returning from countries where there are reported cases of Coronavirus, work with your local public health department to develop appropriate procedures to minimize risk of possible exposure or infection to the campus community, which might include self-quarantine and other practices adopted during the Ebola outbreak. (See CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.)
- Encourage students, faculty and staff who experience signs or symptoms of a possible cold, flu, upper respiratory infections or coronavirus to stay home.
- Consistent with public health recommendations for reducing likelihood of infection, ensure hand sanitizer and tissue are readily available.



**Vice President Enrollment Management Jason Meriwether:**

**On behalf of the HSU-Emeritus and Retired Faculty and Staff Association and I believe the University Senate, I would like you to express our deepest thanks to Admissions Director Martinez for his excellent and comprehensive presentation on the University Admissions and Recruitment Plan. It is ambitious plan that shows great promise of success.**

**Additionally, the Emeritus and Retired Faculty and Staff Association would like to thank you and your leadership team for the concerted efforts you have put into stopping the enrollment plunge.**

**You have done this against all odds—two years of relentless negative press that encouraged potential students not to attend HSU, the elimination of certain programs/activities that attracted students, previous poor administrative leadership, and natural events, such as the fall power outages.**

**It is our belief that with your leadership team and the help of faculty, staff, students and alumni that HSU will once again be highly successful in achieving its enrollment targets which will make a huge difference in the success of our future students.**

**Marshelle Thobaben, HSU-ERFSA University Senate Representative**

# HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, March 10, 2020

Standing Committees, Statewide Senators and Ex-officio Members

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## 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

### March 3, 2020

The committee continued discussion on the request from Associated Students for priority registration under category C of the Registration Policy and Procedures for Students. Recognizing that importance of student involvement in the shared governance process and the annual calls for student's participation in standing committees of the Senate, APC is working through a recommendation to the Senate. Though a recommendation is forth coming it will not be the silver bullet for addressing long standing concerns regarding the absence of student representation on standing committees – rather it should be understood as one piece of multiple approaches to address the issue. APC anticipates forwarding its written recommendation to Senate for its first meeting in April.

The revised Classroom Disruptive Behavior Policy was moved to the next agenda, as the priority registration request took the entirety of the meeting.

The committee has initiated work on a Grade Appeal Policy that would remove grade appeal from the current grievance procedures that are cumbersome and complicated. HSU is a standout amongst its sister campuses in that it has on policy that guides the process for both grievances and grade appeals.

### February 18, 2020

Academic Honesty and Integrity Policy is on the Senate agenda for a second reading

Associated Students submitted a request in line with the Registration Policy and Procedures for Students for priority registration in category C. The committee is reviewing the request to determine if it meets the eligibility requirements set for forth for category C.

#### **Priority Category:**

Category C - Students who would not otherwise achieve their academic goals within a reasonable period of time because they participate in an ongoing, university-sanctioned activity that significantly benefits the university. (See Procedures, Section A.3. for general eligibility criteria.) The coordinator of the activity must apply to the Academic Policies Committee (APC) on behalf of the students, for possible inclusion in Category C.

#### **Procedure for Request:**

Category C - Coordinators of all student groups in Category C who wish to apply for priority registration on behalf of their students, including those who currently hold such status, shall apply to the Academic Policies Committee (APC) for continuation or granting of priority registration status. The APC, in consultation with the Registrar and the Vice President for Enrollment Management & Student Affairs, shall determine which student groups should receive priority registration. Any group that is not granted priority registration may re-apply the following year. The APC shall provide a written explanation to any student group that has been denied priority registration.

**Eligibility Criteria:**

There are three criteria that must be met in order to be granted priority registration under Category C:

First, the student must participate in a university-sanctioned activity that significantly benefits the university. This means that the benefits of the activity for the university as a whole are a consideration. However, participation in such an activity is a necessary but not sufficient condition for the privilege of priority registration.

Second, priority registration must be necessary for the student to successfully participate in the activity. If the student can successfully participate in the program without priority registration, then priority registration will not be granted.

Third, priority registration must be necessary to allow a sufficient number of students to participate in the activity to ensure its success.

Committee reviewed a revised draft of the Classroom Disruptive Behavior Policy.

Work on the Student Grievance Policy is continuing. HSU is a standout amongst its sister campuses in that it has on policy that guides the process for both grievances and grade appeals. Discussion and consideration of separating the two will be taken up by the committee.

**February 11, 2020**

Academic Honesty and Integrity Policy is on the Senate agenda for a first reading.

Committee is working on the Classroom Disruptive Behavior Policy and Student Grievance Procedures.

**January 28, 2020**

Academic Honesty and Integrity Policy is on the Senate agenda for a first reading.

Committee will be taking up the Student Grievance Procedures.

**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.

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## Appointments and Elections Committee:

Submitted by Mary Watson, University Senate Office, p.p. Brandice Gonzalez-Guerra, AEC Chair

Spring 2020 General Faculty Elections Results

March 9, 2020

Cycle 1: January 31, 2020 - February 5, 2020

Cycle 2: February 14, 2020 - February 21, 2020

Cycle 3: March 3, 2020 - March 9, 2020

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### Faculty Elected Positions:

GENERAL FACULTY President / University Senate Chair, 2 year term

**Mary Virnoche**

UNIVERSITY SENATE

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

**Chelsea Teale**

Tenure Line Non-Instructional Faculty Delegate, 3 year term

**George Wrenn**

Tenure Line At-Large Faculty Delegate, 3 year term

**Cindy Moyer**

Tenure Line CPS Instructional Faculty Delegate, 3 year term

**Jill Pawlowski**

Tenure Line CNRS Instructional Faculty Delegate, 3 year term

**Monty Mola**

Tenure Line CPS Instructional Faculty Delegate, 2 year term

**Runoff in progress**

INTEGRATED CURRICULUM COMMITTEE (ICC) Chair, 1 year term

**Lisa Tremain** – Faculty Member

Subcommittee on Academic Master Planning (AMP)

**Marissa Ramsier** - Faculty Member (At-Large), 3 year term

Subcommittee on Course and Degree Changes (CDC)

**Vacant** - Faculty Member (CAHSS), 2 year term

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

**C.D. Hoyle** - Faculty Member (CNRS), 2 year term

**Carly Marino** - Faculty Member (Library), 2 year term

PROFESSIONAL LEAVE COMMITTEE

- **Two Tenured** Faculty Members, 2 year terms

**Joice Chang**

**Leena Dallasheh**

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

**Laurie Richmond**

SPONSORED PROGRAMS FOUNDATION BOARD

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

- Two Faculty Members, 4 year terms

**Amber Gaffney**

**C.D. Hoyle**

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

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

**Joshua Meisel**

- Faculty Member (CPS), 2 year term

**Christopher Abersson**

- Faculty Member (CNRS), 2 year term

**Yvonne Everett**

- Faculty Member (CAHSS), Fall 2020 semester

**Benjamin Marschke**

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**Appointment and Elections Committee Appointed Positions:**

ACADEMIC POLICIES COMMITTEE

- Faculty Member, 3 year term

**Humnath Panta**

ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE

- Faculty Member, 2 year term

**Kayla Begay**

APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)

- Two Faculty Members, 1 year terms

**Joice Chang**

**Kayla Begay**

CENTER FOR COMMUNITY BASED LEARNING (FORMERLY CSLAI)

- Faculty Member (CPS), 2 year term

**Ramesh Adhikari**

- Faculty Member (CNRS), 2 year term

**Laura Levy**

COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS

- Faculty Member (CAHSS), 3 year term

**Benjamin Marschke**

CONSTITUTION AND BYLAWS COMMITTEE

- Faculty Member, 2 year term

**Jill Pawlowski**

DISABILITY, ACCESS, AND COMPLIANCE COMMITTEE

- Faculty Member, 2 year term

**Janelle Adsit**

FACULTY AWARDS COMMITTEE

- Three Faculty Members, 1 year terms

**Eugene Novotney**

**Vacant**

**Vacant**

#### INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE

*Candidates are recommended by the Appointments and Elections Committee in consult with the Senate Executive Committee to the President for final appointment.*

- Faculty Member, 2 year term

**Vincent Biondo**

#### INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)

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

- Three Faculty Members, 1 year terms

**Humnath Panta**

**Garrick Woods**

**Kimberly Stetler**

#### INTERNATIONAL ADVISORY COMMITTEE

- Faculty Member (CPS), 3 year term

**Ara Pachmayer**

#### PARKING AND TRANSPORTATION COMMITTEE

- Two Faculty Members, 1 year terms

**Kaitlin P. Reed**

**Garrett Purchio**

#### STUDENT GRIEVANCE COMMITTEE

- Faculty Member (CAHSS), 3 year term

**Tani Sebro**

#### UNIVERSITY CENTER BOARD

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

- Two Faculty Members, 2 year terms

**Armeda Reitzel**

**Mark Rizzardi**

#### UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Two Faculty Members, 2 year terms

**Stephanie Burkhalter**

**Jill Pawlowski**



## UNIVERSITYSPORTS FACILITIES SCHEDULING ADVISORY GROUP

- Faculty Member, 1 year terms

### **Vacant**

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## **Faculty Affairs Committee:**

Submitted by Mark Wilson, FAC Chair

Our regular meeting time is Wednesdays at 1 pm in NHE116.

Members: Mark Wilson (Chair), Simone Aloisio, Renee Byrd, Kirby Moss, Marissa O'Neill, Ara Pachmeyer, Edelmira Reynoso, George Wrenn.

The FAC is introducing an Early Tenure Policy at this Senate meeting. It is structured as an amendment to Appendix J, and so will require approval by the Senate and by the General Faculty. We are requesting that Senators and others discuss the proposed amendment with their colleagues and relay any feedback or concerns to the FAC.

The RTP Criteria and Standards Committee also asked us to look at definitions of collateral duties, and how RTP committees might evaluate certain professional responsibilities such as attending Department meetings and convocation, advising, and other activities not universally defined as service. The FAC has been looking at language in Appendix J, the CBA, EPR 76-36, and other documents where workload is defined. We have found that there are discrepancies, internal contradictions, and ambiguities among these documents. We have started to look at how individual campuses of the CSU address these activities in RTP decisions.

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## **Constitution and Bylaws Committee:**

Submitted by George Wrenn, Pro Tem CBC Chair

### **Report of February 27, 2020 meeting**

#### **Agenda:**

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Appendix F resolutions (with URPC/USFAC discussion)
5. Motion to adjourn

#### **Meeting Notes:**

1. **Call to Order** - Meeting was called to order at 2:05 p.m. (Watson/Woglom).
2. **Attendance, proxies & quorum**

Post (Faculty), Watson (Non-MPP Staff), Wrenn (Faculty) were present. Absent: Abell (Parliamentarian), Woglom (Faculty)

Quorum was met with 3 out of 5 members: 2 members from the faculty electorate; 1 from the staff electorate.

Vacancies include 1 student representative.

### **3. Appoint a Chair pro tempore**

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

### **4. Appendix F resolutions (with URPC/USFAC discussion)**

Committee finalized its 2nd Resolution to Amend the GF Constitution and returned to its work on the Senate Constitution. Discussion focused on updating Section 4.1 on Elected Members and considering rewording sections on non-instructional / instructional / tenure-line / lecturer faculty. Because HSU no longer employs "non-instructional tenure-line faculty" outside of the Library, language related to counselors and coaches will need to be revised.

Also discussed: fixes to language related to faculty session and retention of language for the past chair to be "in good standing."

Revision of the Bylaws continued. The focus of discussion was the introduction of language for making policy recommendations and moving them through the Senate. The Chair shared text from the CSUN Bylaws which may work for HSU.

### **5. Motion to adjourn**

Meeting adjourned at 3:00 p.m.

## **Report of February 20, 2020 meeting**

### **Agenda:**

1. Call to Order
2. Attendance, proxies and quorum
3. Appoint a Chair pro tem
4. Remaining business related to Appendix E/F resolutions
5. Faculty Handbook
6. Motion to adjourn

### **Meeting Notes:**

**1. Call to Order** - Meeting was called to order at 2:10 p.m. (Post/Woglom).

### **2. Attendance, proxies & quorum**

Present: Post (Faculty), Woglom (Faculty), Wrenn (Faculty).

Proxy: Woglom for Watson (Non-MPP Staff).

Quorum was met with 3 faculty members present and 1 staff member proxied.

### **3. Appoint a Chair pro tempore**

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

#### **4. Appendix F resolutions continued**

The group finalized CBC Resolutions related to GF Constitution and the Bylaws.

Language in the Senate Constitution related to faculty delegates will be finalized following Senate discussion on March 10th: Section 4.11 will need update to address the fact that coaches and counselors are no longer tenure-line (the Constitution lists coaches, counselors and librarians as tenure-line delegates).

The Bylaws have been revised to include changes necessary to parallel changes to the GF Constitution, and to clarify steps for committees (including the URPC) to make policy recommendations to the Senate. The language used is borrowed from the CSU Northridge Bylaws.

The group discussed SenEx feedback related to the membership of SenEx. The CBC Chair will ask the Senate Chair about the current composition of SenEx and whether the Bylaws on Executive Committee membership should be updated to reflect the current composition.

#### **5. Motion to adjourn**

Meeting adjourned at 1:50 p.m.

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### **University Policies Committee:**

Submitted by Rob Keever, UPC Chair

Committee Membership: Eboni Turnbow, Douglas Dawes, Troy Lescher, J. Brian Post, Deserie Donae  
2/14/20 Attendees Present: Robert Keever, Troy Lescher, Doug Dawes, Michelle Anderson, Kim Comet (Guest)

UPC did not meet on 2/28/20 due to members that would need to be absent and there were no policies ready for review.

UPC and Kim Comet, Director of Risk Management and Safety, are updating the Field Trip Policy draft after feedback from Senate. The policy draft will be presented again at Senate Executive Committee on 3/24/20 to be approved for a second reading at Senate.

Chair Keever is compiling the current known committees on campus to be organized for an all campus outreach to get a more comprehensive idea of the committees that exist on campus. Once UPC feels the list is ready, UPC, in collaboration with Senate Chair Stephanie Burkhalter, will propose a resolution on how campus shall create, manage, and disband committees on campus in a consistent manner. UPC is waiting on a policy draft from Student Financial Services for review.

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## University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

During its Friday, March 6th meeting, the URPC worked to revise “A Guide to Strategic Resources”, which we designed as a means of providing members of the Humboldt State University community with definitions, guidance, and foundational principles in the understanding and interpretation of strategic resources as part of a strategic budgeting process. It establishes a common framework of high-level institutional resource categories and decision making considerations for examining categorical characteristics that have implications for growth, reduction, student need and institutional priorities. The committee provided robust feedback for the working group addressing this document, and the working group will further revise the document based on those notes, with hopes for release of the document in the coming weeks.

The URPC also reviewed our worksheet for Divisional Resource Planning (attached below). This document was developed as a reporting device for Divisional leaders who will be asked to describe reduction strategies quarterly, starting on March 31st, 2020, in keeping with the URPC’s Balanced Budget Proposal.

Vice President Meriwether provided a report on enrollment projections. Impactful work has been done in Enrollment Management to encourage prospective students to come to HSU, and our first year retention rates are up at 75%. Despite these promising points, overall application numbers are down 23% from last year, and combining this with our large graduating class for AY 2019-20, it is projected that we can anticipate as much as a 14% decline in enrollment from Fall ‘19 to Fall ‘20, such that we could expect between 6,000 and 6,200 total headcount in Fall ‘20.

Vice President Dawes outlined the potential financial impact of these new projections. The estimates that the URPC used for its Balanced Budget Proposal suggested that we could expect a \$5.4 million reduction in tuition revenue-based income by 2022, but more current projections would expand that reduction to approximately \$10 million. All of the numbers above are, as stated, projections, and have not been confirmed as yet, and the memo from the President responding to the URPC’s Balanced Budget Proposal is still forthcoming. That being said, indications suggest that the proportional distributions discussed in the URPC’s Balanced Budget Proposal will likely change, and the URPC is anxiously awaiting the response in order to inform its decision-making going forward.

The URPC will return to its bi-weekly schedule following Spring Break, but will meet on Friday, March 13th, in anticipation of the Presidents’ response to the committee’s Balanced Budget Proposal.

As stated in the URPC's Balanced Budget Proposal for 2019-2022, "Each Division will be tasked with providing a clear, transparent, and rationalized summary to the URPC regarding progress towards identifying and adopting strategies to achieve the specified reductions in alignment with our [Guiding Measures and Principles](#). These summaries will be submitted quarterly, beginning March 31, 2020." Below is a worksheet for documenting and reporting information that will help keep the URPC and campus informed about Divisional planning.

Detail your proposed action AND implementation plan at the Divisional Level. Please describe approach and distribution methods, and include all forms, principles, guiding values, and procedures you will utilize:

Who are your stakeholders, and how did you offer them access to inform the decision-making process? How did you engage with stakeholder groups?

Please speak to how your reduction strategy contemplates and incorporates the guiding principles as provided by the URPC:

- **Students First:** *We will always prioritize the needs of students and their education first. We will support students' academic success and provide courses and services that facilitate their education and graduation.*
- **Preserve and Value Personnel:** *The education of students is intimately linked to the morale and security of staff and faculty. As such, every effort will be made to avoid concerted personnel dismissals. We will instead focus on preserving jobs for existing employees and engaging in thoughtful, evidence-driven approaches to filling positions as vacancies arise, and leveraging reassignment of personnel in line with student needs and growth.*
- **Fiscal Stability and Revenue Enhancement:** *The budget must be balanced on an annual basis, and be sustainable into future years, through co-equal consideration of contemporary needs and ongoing institutional health.*
- **Mission, Vision, and Context:** *We will continue to work toward realizing the articulated vision of the University.*
- **Transparency, Communication, and Shared Governance:** *We need input in order to make informed decisions about resource allocations such that they reflect the values, needs, and avowed intentions of the University community. In order to provide meaningful input, the Campus community must be informed about the issues being considered. Reciprocal participation by all stakeholders is thus advised and requested.*

What might be some projected consequences of your respective reduction/reduced distribution of resources? What strategies will you adopt for limiting potential impact to students?

**February 21, 2020**

**1:00 PM – 2:30 PM (CCR)**

/  **Attendance:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Lisa Bond-Maupin, Co-Chair (non-voting) | <input type="checkbox"/> Xandra Gradine, Staff (voting)                |
| <input checked="" type="checkbox"/> James Woglom, Co-Chair (tie break vote) | <input type="checkbox"/> Holly Martel, Advisor (non-voting)            |
| <input type="checkbox"/> Kerri Malloy, Faculty (voting)                     | <input type="checkbox"/> Lisa Castellino, Advisor (non-voting)         |
| <input checked="" type="checkbox"/> Jeremiah Finley, Student (voting)       | <input type="checkbox"/> Shawna Young, Dean (voting)                   |
| <input checked="" type="checkbox"/> Joey Reed, Student (voting)             | <input checked="" type="checkbox"/> Jenessa Lund, Advisor (non-voting) |
| <input checked="" type="checkbox"/> Amber Blakeslee, Advisor (non-voting)   | <input type="checkbox"/> Douglas Dawes, VP (voting)                    |
| <input checked="" type="checkbox"/> Monty Mola, Faculty (voting)            | <input type="checkbox"/> Brigid Wall, Notes (non-voting)               |
| <input checked="" type="checkbox"/> Kevin Furtado, Advisor (non-voting)     | <input checked="" type="checkbox"/> Frank Whitlatch, VP (voting)       |
| <input type="checkbox"/> Vacant, Faculty (voting)                           | <input type="checkbox"/> Jason Meriwether, VP (voting)                 |
| <input checked="" type="checkbox"/> Anthony Baker, Staff (voting)           |  |
| <input checked="" type="checkbox"/> Jamie Rich, Advisor (non-voting)        |  |

Additional Attendees: Patrick Orona

**Meeting Minutes:**

- Approval of Minutes for February 21<sup>th</sup> Meeting:
  - Anthony and Monty: Approved
- Opening Co-Chair Comments
  - Budget allocation models and operational planning
    - It is highly likely the response from President Jackson to the URPC will include a response about a new budget model for the University. As URPC begins to develop strategic and operational planning processes we need to start thinking about how all these pieces fits together.
  - Strategic assets in budget requests and planning – CNRS
    - URPC would like to have CNRS speak to the integration of strategic assets in budget requests and planning at a future meeting.
  - Guidelines for committee work and public comment
    - Upcoming agenda item is to create guidelines for the operations of URPC in regards to quorum and public comment.
  - USFAC role and status relative to URPC
    - A resolution has been drafted to formally establish USFAC as a standing subcommittee of the URPC given existing confusion about committee status.
  - URPC Balanced Budget Resolution was approved by the Senate on February 25<sup>th</sup>
- Structure and goals of report back to URPC from divisions related to plans for spending reductions.
  - In fulfillment of URPC’s charge to provide recommendations on a sustainable budget, beginning March 31<sup>st</sup>, divisions are to report quarterly to URPC on the progress they are making on spending reductions to inform the committees future planning. Suggestions provided on what to include in the updates included:
    - Reduction strategies showcasing minimal negative impacts to students
    - Robust discussion regarding possible questions and input sought

- Next Steps - Jim will take the lead on drafting a form to solicit input from the VPs
- Strategic assets document - continuation and connection to strategic planning
  - Discussion circled around how the Strategic Assets Document should be seen as a guiding resource for the entire campus and not a dictating document. The document should be reinforcing the idea to consider the longer term impact on important university assets when making budget and spending decisions.
  - Next Steps - Amber, Jim and Anthony to work through clearly identifying strategic resources and strategic connections and how they interrelate. A proposed final version to be reviewed at the next meeting.

## Provost's Office:

Submitted by Lisa Bond-Maupin, Interim Provost and Vice President for Academic Affairs

### Academic Affairs Bright Spot

Now in its seventh year, the First-Year Peer Mentoring Program (FYPM) of the Retention through Academic Mentoring Program (RAMP) is delighted to share a snapshot of some results from the dedication and commitment of its mentors.

Fall 2019
1,418 one-to-one meetings between mentor and mentee occurred between August and December
89% of freshman students served by RAMP had at least one meeting
Over 1000 Hours of conversation between mentors and mentees have been logged
Over 900 Narratives have been documented, capturing aspects of the first-year student experience

The staff is composed of 33 mentors who serve over 70% of our first-year students ("first-year" in FYPM is defined as having graduated from high school the summer immediately preceding the fall semester). First-year students who are first-generation and/or participate in Place Based Learning Communities, Global Humboldt, Students for Violence Prevention, or Creando Raíces (Creating Roots) are pre-assigned a mentor before classes begin in August. The mentors meet with each of the 20-25 students assigned to them on a rotating basis. As one mentor recently said, "Retention means finding a place where you feel comfortable". Through unique peer relationships, mentors connect students to curricular/co-curricular learning experiences, as well as support services; helping first-year students thrive and find their successes.

The mentors themselves are an outstanding assemblage of sophomores, juniors and senior student leaders. They completed 20 hours of spring mentor education and an additional 25 hours in August prior to working the subsequent academic year. RAMP is proud to note that 46% of the 2019-2020 staff earned Dean's List or Presidential Scholar honors, 51% of the staff are sophomores who have chosen to be a mentor as their first paraprofessional experience, and finally, over the past seven years, 97% of former mentors have earned their baccalaureate at HSU.



Professional staff from FYPM were recently invited to team up with faculty, staff, and graduate students from the College of Arts, Humanities, Social Sciences and construct a GI 2025 proposal for a Major-Based Peer Mentoring Program, (currently being piloted in CAHSS). Pending the outcome of proposal review, RAMP hopes to provide administrative infrastructure as well as collaboration with department chairs across all three colleges for scaling up the promising work happening in CAHSS.



*Photograph by Kellie Brown*

For additional information about RAMP, please contact:

[Tracy Smith](#), Program Director or [Sammi Martinez](#), Program Coordinator

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## **WSCUC Update**

As our global society and our university turn our attention to the challenges of the COVID-19 virus, our Accreditation Liaison Officer, Mary Oling-Sisay has been leading our communication with our internal stakeholders and with our accreditors regarding instructional continuity. An all-faculty email went out on 3/6 designed to support faculty in preparing for a partial or full shutdown of campus – should one ever become necessary for any reason. We are not anticipating this but know that this is on the minds of our students, staff and faculty and we want to do everything we can to be prepared to “keep teaching” in all ways possible. Our college deans will be working this week with and through department chairs and program leaders to develop program-specific plans for maintaining instruction and will be forwarding the questions and information about needed resources that come out of these meetings. We have already been alerted that some of our faculty in the lecturer role may need access to additional technology to prepare and participate. We are identifying and pooling the laptop resources available through ITS and CTL in preparation. For more information please see the following web-based sources: <https://covid19.humboldt.edu> and <https://ctl.humboldt.edu/content/keep-teaching>

## **Progress Report on Division Priorities**

Strategic and Academic Master Planning



We kicked off strategic planning at HSU on 3/27 and we are moving. General resources and updates can be found at [strategicplan.humboldt.edu](http://strategicplan.humboldt.edu). During the kickoff we developed group agreements for our work as a planning committee, articulated core values to guide the planning process at HSU, firmed up organizing themes, and began the process of mapping out a more detailed planning timeline and questions to form the charge for subcommittees/working groups. I am grateful to every one of our campus community members who agreed to devote significant time and energy to this essential endeavor for the future of our campus. We will be seeking additional participants to serve as subject matter experts on subcommittees. Representatives from the Steering Committee will be providing more detailed updates on all of this to senate and a report every meeting until the end of the academic year. There will also be engagement/consultation sessions scheduled soon.

## GI 2025

The GI 2025 proposals have moved from divisional prioritization to scoring by the Student Success Alliance and Associated Students. As I shared before, our division forwarded 15 excellent proposals for scoring and further consideration for funding. These proposals contribute to the pillars of GI 2025 through student employment, expanded peer mentorship, financial support for high impact teaching and learning, and co-creating a thriving HSI.

## Realignment of Spending with Reduced Revenue

Our OAA leadership meeting of 3/4 focused on continued preparation for a reduced budget in the division for the next 2 fiscal years. So far toward this end we have held one budget retreat to identify the principles and priorities that will guide our decision making as divisional leaders and initiated a process at the MBU/College level for identifying a strategy for two years of reduction and for engaging stakeholders in the process of decision making. Our second budget retreat will occur during spring break and we will hone in on our divisional plan at this retreat. We are also simultaneously preparing the information requested of each division head by the URPC as an update on our spending reduction progress. We are hopeful that by the time we head into our second retreat, we will have the benefit of the President's final decision on the URPC budget recommendations.

Our Academic Affairs leadership team is working within the principled framework articulated by the URPC. We are also following this internal guide as we make very difficult moves to live within a reduced budget:

## What we want to affirm as leaders as we allocate resources and burdens:

- Our goals as a division as articulated in our Academic Master Plan
- Our financial interdependence and collective responsibilities
- Flexibility and nimbleness as things change
- Opportunities to streamline and simplify processes
- Communication, consultation, and true openness to/space for disparate voices
- Data-informed and strategic-plan driven processes
- Assessment and evaluation of impact of investments
- Shared accountability

## What we want to be careful to promote and support regardless of funds:

- Academic excellence
- Support faculty to serve students
- Student retention
- Successful student completion/graduation
- Evidence-based practices to achieve student-centered goals
- Cost-effective, student-centered academic schedule
- Funds for innovation
- Services to students
- Sustainable, relevant curricula

### Diversity, Equity and Inclusion

I am grateful to and proud of the work of Simone Aloisio in APS in partnering with HR and the Office of the President to affirm our commitment to accountability of employees whose behavior harms students and our university. Simone has also been a partner in advocating for faculty when they are feeling threatened or ignored. I am grateful to the members of the Sexual Assault Prevention Committee for their continued partnership in co-creating an HSU that is inclusive and survivor-centered. There is much important work and learning underway and much to do.

It is clear to me that we need to continue to work with the Office of Diversity, Equity and Inclusion, Student Affairs and the Dean of Students leadership to create a balanced and coordinated system of reporting, support and accountability related to classroom experiences. I appreciate the willingness of representatives of these offices to coordinate the development of such processes.

### Communication

I am continuing to hold Friday “office” hours and am working with our cultural center directors on a rotating schedule in order to interact in each of the centers. I appreciate their welcoming me.

## **Statement of Josh Meisel (Chair, UFPC) on Resolution on Amendment to Appendix J: Early Tenure Policy**

March 10, 2020

My name is Josh Meisel and I am the chair of the University Faculty Personnel Committee. I would like to provide feedback on the proposed amendment to Appendix J regarding early tenure decisions. This amendment is slated for a first reading this afternoon.

The UFPC has observed how the phenomenon of faculty seeking early tenure and promotion has become the new normal at HSU. In 2017/18, 8 of the 9 campus tenure cases were early tenure decisions and in the current academic year, 9 of the 12 files reviewed represented candidates seeking consideration for early tenure. This issue has been highlighted in the annual reports of the UFPC in recent years.

While the UFPC applauds the campus wide efforts to develop clear standards for the RTP process, such standards do not address early tenure and promotion decisions. On most other CSU campuses, however, there are standards for early tenure and promotion and such a recommendation is restricted to candidates who demonstrate exceptional accomplishments across all contribution areas. The proposed amendment provides an important change in mandating that candidates achieve a ranking of excellent across all contribution areas, but it proposes the bare minimum and substantive issues remain:

1. Does excellent across all contribution areas represent exceptional accomplishments?
2. The proposed amendment does not address the amount of time in the classroom expected to show teaching excellence. Should there be a minimum expectation around the number of courses taught for candidates seeking early tenure? For example, some faculty are hired with service credit and are bought out of teaching by grants and/or assigned time and thus have minimal time in the classroom.
3. Imbalances remain across departmental RTP standards, especially in the area of scholarship/creative activities such that it would be extremely difficult for faculty in some departments to be eligible for early tenure consideration while for others, lower departmental standards make early tenure more possible.
4. The proposed amendment does not address early promotion of an associate professor to professor and Appendix J is silent on this issue.
5. This policy decision has material consequences for both faculty and the university given the relatively substantial salary increase a promotion provides.

I encourage the Senate to use this discussion to either provide guidance for candidates seeking early tenure and promotion or directives to departments to develop their own standards for early tenure and promotion decisions.

Given our remote campus location, it is also important to balance developing a robust and righteous policy without being overly restrictive such that we lose exceptional faculty. I urge the Senate to consider these multiple issues in debating the proposed amendment.

**Resolution on Amendment to Appendix J: Early Tenure Policy**  
**Comments from CNRS Faculty**  
**Presented by Lucy Kerhoulas**  
**March 10, 2020**

I heard from five CNRS tenure-line faculty re this amendment: four opposed and one in favor. Four of them provided statements that they would like me to share with Senate, as a CNRS representative.

Support

1. I think the amendments are completely reasonable. We need a clear policy for early tenure. I don't think early tenure should be the norm. The proposed changes are not creating stricter guidelines for on time tenure applications, they are simply regulating early tenure applications so that only exemplary faculty (deserving of early tenure!) should apply. (Kimberly White, Associate Professor, Chemistry)

Opposed

1. I believe the faculty senate should be made aware of two key arguments against the proposed amendment to appendix j. 1) RTP standards for tenure are designed to provide a reasonable time period for junior faculty to demonstrate consistent performance in the areas of teaching, scholarship, and research. If a faculty member can demonstrate they have met those expectations in a shorter time period, it is illogical to argue the standards need to be higher simply because they were achieved earlier. There are many reasons a faculty member may successfully go up for tenure a year early. First, they may simply be excellent at what they do. Second, they may have had substantial experience prior to their appointment at HSU that gave them a head start, or third, department RTP criteria may be relaxed enough that achieving tenure a year early is not very hard. Since the combination of these three factors will vary by individual faculty member and department, it is heavy handed and inequitable for the faculty senate to propose a higher standard that will not be appropriate for the many junior faculty whom will deserve early promotion due to their outstanding teaching, scholarship, and service.
  - 2) The proposed amendment to appendix j will be potentially bad for retention of junior faculty. Before faculty are tenured, HSU views them as on probationary appointments, but forgets that the opposite is true as well. Junior non-tenured faculty are more likely to be assessing the job market, while tenured faculty tend to be less likely to leave due to higher pay, vestment in retirement plans, upcoming sabbatical, status, etc. Making it harder to get early promotion and tenure may provide outstanding junior faculty another year to think about other employment options. In the context of how HSU's declining enrollment and budgetary constraints can increase faculty stress, does HSU really want its top junior faculty frustrated about a higher bar for early tenure and potentially give them an extra year to think about other employment options? HSU already struggles with recruitment and retention of top faculty due our unique geographic and socioeconomic location, let's not create another reason for junior faculty to look elsewhere for work. (Harold Zald, Assistant Professor, Forestry)

2. In its current state, the rationale of the resolution to amend appendix J notes that early tenure should only be granted in exceptional cases and emphasizes the need to ensure that the probationary period is sufficient to evaluate all candidates' performance in teaching, service, and research and scholarly activities. The presented amendment only addresses the first of these issues - raising the bar for early tenure and promotion, as stated in part B. I applaud this effort at transparency, but it is also important to note the lack of transparency in parts A and C. Regarding part A: the committee should address the requirements for establishing the provenance of the request for consideration for early tenure and promotion. Please consider modifying part A so that consideration for early tenure and promotion requires a nomination by the tenured faculty of the department, with evidence of a formal decision such as a vote by those tenured faculty. Regarding part B: many of the 20 CSU campuses, the policies of which are the apparent basis of this amendment, clearly establish a minimum review period prior to eligibility for consideration for early tenure and promotion. This is typically at least one full review cycle. I ask the committee to please consider modifying part B to make transparent what qualifies as "sufficient" in this context, and I recommend an objective measure that is in line with the referenced policies of our sister campuses. (John Steele, Assistant Professor, Biology)
  
3. The job market at Humboldt State University and other Universities nationwide is becoming more and more competitive as the open tenure track positions decreases and the number of people with terminal degrees increases ([see https://www.nytimes.com/2020/03/05/upshot/academic-job-crisis-phd.html](https://www.nytimes.com/2020/03/05/upshot/academic-job-crisis-phd.html)). Some of our newer hires come to Humboldt State from other tenure track positions (at least 3 faculty in the fall 2017 new faculty cohort fall into this category), are converted to tenure track positions after several years of being full time lecturers at Humboldt State or elsewhere, or after having spent several years in research intensive positions. Thus, it is not surprising nor alarming that Humboldt State is observing a greater number of early tenure cases.  
While I believe it is important to explicitly codify the process for early tenure, I do not believe that the standards should be higher for someone going up for tenure early. If a newer faculty member came in with teaching, research, or service experience that is excellent, they have the support of their Department, and they have met or exceeded the departmental standards for tenure, then they should be granted tenure early. Tenure criteria should be universal for all faculty. I do not see it as an issue that so many faculty are going up for tenure early, rather I see it as evidence that we have increasingly excellent junior faculty within our University and if they reach the tenure standards early, and wish to stay at Humboldt State, then they should be encouraged to go up for tenure early. (Kerry Byrne, Assistant Professor, ESM)

HUMBOLDT STATE UNIVERSITY

University Senate

**Resolution on Instructional Continuity in Response to Coronavirus (COVID-19)**

19-19/20-ICC – March 10, 2020

RESOLVED: that the Integrated Curriculum Committee of the University Senate, anticipating potential disruptions to campus operations in response to coronavirus (COVID-19), endorses temporary use of alternative instructional modes for the duration of an emergency should the president declare one.

RATIONALE: The university continues to monitor the spread of coronavirus (COVID-19) and its potential impacts. While there are no COVID-19 cases currently reported at HSU, the situation remains extremely dynamic. The ICC recognizes that it may be necessary to shift instruction in response to a partial or full campus closure. In order to ensure continuity of instruction, the ICC supports a temporary waiver of campus curricular policies in order to allow faculty the flexibility to support their students through alternative modes of instruction in the event of a campus emergency declaration.

HUMBOLDT STATE UNIVERSITY

University Senate

**Resolution on Instructional Continuity in Response to Coronavirus (COVID-19)**

19-19/20-ICC – March 10, 2020

RESOLVED: that the Integrated Curriculum Committee of the University Senate, anticipating potential disruptions to campus operations in response to coronavirus (COVID-19), endorses temporary use of alternative instructional modes for the duration of an emergency should the president declare one; and be it further

RESOLVED: that faculty be permitted to remove student course evaluations from their RTP and Range Elevation files for courses taught under any potential disruptions in response to the coronavirus (COVID-19).

RATIONALE: The university continues to monitor the spread of coronavirus (COVID-19) and its potential impacts. While there are no COVID-19 cases currently reported at HSU, the situation remains extremely dynamic. The ICC recognizes that it may be necessary to shift instruction in response to a partial or full campus closure. In order to ensure continuity of instruction, the ICC supports a temporary waiver of campus curricular policies in order to allow faculty the flexibility to support their students through alternative modes of instruction in the event of a campus emergency declaration.

**HUMBOLDT STATE UNIVERSITY**  
**University Senate**

**Resolution to Amend the General Faculty Constitution as Approved in Resolution 03-19/20-CBC (Resolution to Revise the General Faculty Constitution)**

15-19/20-CBC – March 10, 2020 – Second Reading

**RESOLVED:** That the Resolution to Revise the General Faculty Constitution, 03-19/20-CBC, which passed the Senate on January 28, 2020, be amended to further clarify procedures related to elections, vacancies, and amendments.

**RESOLVED:** That implementation of these amendments shall be conditioned on passage of **#07-19/20-CBC** - 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 and Bylaws Committee has determined that additional revisions to the Constitution of the General Faculty, as approved by the Senate on January 28th, are required. These revisions further clarify the role of the Appointment and Elections Committee, reinstate the section on vacancies, and establish procedures for amending the Constitution.

Currently approved and proposed language is as follows:

**Currently Approved:**

**7.0 NOMINATIONS AND ELECTIONS**

7.1 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. Special elections shall be held as needed.

7.2 The University Senate’s Appointments and Elections Committee shall serve as the Nominations and Elections Committee of the General Faculty.

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.

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.



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

7.24 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.

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.

### 7.3 Special Elections -The Presiding Officer

### 8.0 Interpretation

### 9.0 AMENDMENTS

9.1 Proposing Amendments – Amendments to this Constitution may be proposed to the General Faculty President/University Senate Chair by any member of the General Faculty. The proposed amendment(s) shall be presented at a faculty session of the University Senate for passage of a resolution calling for the amendment(s) to be forwarded to a vote of the General Faculty.

9.2 Notification of Members – The complete wording of any proposed amendment shall be made electronically available to all members of the General Faculty. This notification shall occur at least seven days prior to the election.

9.3 Ratification – Amendments to this Constitution shall be ratified by a majority of General Faculty votes cast in an election of the General Faculty, consistent with the provisions in section 8.0.

### **Proposed Amendments:**

#### 7.0 NOMINATIONS AND ELECTIONS

7.1 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. Special elections shall be held as needed.

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

7.24 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 an election is required, the specific electorate that will select the faculty representative must be specified. The terminology defined in 2.5 shall be used.

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. The Appointments and Elections Committee, in conjunction with the Senate Office, shall develop procedures for, and administer elections of,~~

faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations. 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. The Senate Office shall verify the eligibility of all candidates and electorate membership. In cases of doubt, the faculty of the Appointments and Elections Committee shall be consulted and a recommendation shall be forwarded to a faculty session of 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.~~

### ~~7.3 Special Elections – The Presiding Officer~~

#### 7.3 Vacancies

7.30 The position of any faculty representative on the University Senate, university committees, campus auxiliary governing boards, or state organizations shall become vacant when they (a) resign from the position, (b) fail to meet the eligibility requirements for membership in the General Faculty; or (c) go on leave, for more than one semester.

7.31 The Senate Office shall report circumstances constituting a vacancy to the University Senate Appointments and Elections Committee, which shall recommend appointments to serve until the next regular election. All such appointments are subject to the approval of a faculty session of the University Senate.

### 8.0 Interpretation~~8.0 Interpretation~~

8.10 Requests for interpretation of General Faculty actions, General Faculty/Senate-approved documents or General Faculty/Senate governing documents must be initiated by at least two voting members of the General Faculty.

8.20 Requests for interpretation shall be forwarded to the Constitution and Bylaws Committee to formulate a written interpretation.

8.30 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 a faculty session of the Senate.

8.40 Notification of Members – The complete wording of any General Faculty-initiated interpretation shall be made electronically available to all members of the General Faculty. This notification shall occur at least three business days following the vote.

## 9.0 AMENDMENTS

9.1 Proposing Amendments – Amendments to this Constitution may be proposed to the General Faculty President/University Senate Chair/University Senate Chair/Presiding Officer of the General Faculty by any member of the General Faculty. The proposed amendment(s) shall be presented at a faculty session of the University Senate for passage of a resolution calling for the amendment(s) to be forwarded to a vote of the General Faculty.

9.2 Notification of Members – The complete wording of any proposed amendment shall be made electronically available to all members of the General Faculty. This notification shall occur at least seven days prior to the election.

9.3 Ratification – Amendments to this Constitution shall be ratified by a majority of General Faculty votes cast in an election of the General Faculty, consistent with the provisions in section 7.0-8.0.

**HUMBOLDT STATE UNIVERSITY**  
**University Senate**

**Resolution on Amendment to Appendix J; Early Tenure Policy**

18-19/20-FAC – April 7, 2020 – First Reading

**RESOLVED:** That the Faculty of the University Senate of Humboldt State University recommends to the General Faculty of Humboldt State University, and to the President that the following amendments to Appendix J, Faculty Personnel Policies and Procedures for Retention, Tenure and Promotion, be adopted.

IV.F.5 (p.5)

5. The President may award tenure to a faculty unit employee before the normal (6) year probationary period (13.3, 13.19) if the following criteria are met:

a) Such consideration is initiated by the faculty unit employee's department or equivalent unit or by the faculty member with the knowledge of ~~his/her~~ **their** department or unit.

b. The faculty unit employee demonstrates clear evidence that ~~s/he has~~ **they** have achieved, before the normal probationary period, a record of accomplishment that meets the standards and level of performance **of Excellent in all three areas of evaluation, as defined in their departmental/unit RTP criteria and standards for the normal full probationary period.**  
~~for tenure indicated in this appendix.~~

c) The length and breadth of the faculty unit employee's service are sufficient to provide a high expectation that the prior patterns of achievement and contribution will continue.

**RATIONALE:** Early Tenure has recently become the norm on our campus rather than the exception. In 2017/18, 8 of the 9 campus tenure cases were early tenure. In 2019/20, 9 of the 12 campus tenure cases were early tenure. This development is an unintended consequence of each Department clearly defining criteria and standards for tenure, without corresponding attention to differentiating between early tenure and tenure in the normal timeframe. Twenty of the twenty-three CSU campuses have early tenure policies. These policies support the principles that early tenure should only be granted in exceptional cases, and that the criteria and standards for early tenure are higher than for tenure in the normal timeframe. By ensuring that the probationary period is sufficient to fully evaluate all candidates' performance in teaching, service, and research and scholarly activities, we will support student success, a productive faculty, and academic integrity. This policy would apply to new faculty hires made after this policy has been approved.