

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

Senate Meeting, March 10, 2020

Thank you, 2nd 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.

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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.

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- 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.