

# HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 4, 2016

Standing Committees, Statewide Senators and Ex-officio Members

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## Academic Policies Committee:

Submitted by Mary Virnoche, APC Chair

Members: <http://www2.humboldt.edu/senate/academic-policies-committee>

**Present:** Joice Chang, Paul Cummings, Michael Goodman, Michael Le, Heather Madar, Clint Rebik, Mary Virnoche (Chair)

**Absent:** Mary Glenn

### Outcomes/Decisions

1. ADA classroom furniture, inventory and labeling. (Mary Virnoche reported in Mary Glenn's absence.) Per the APC recommendations to Mary Glenn, she is working with Facilities Management on the timeline, budget and plans for labeling ADA chairs and tables in each classroom. Mary Virnoche completed labeling language (see appendix), as well as classroom poster language for faculty members (see appendix). APC also recommended dissemination of the message for faculty members through portals and in the OAA emails sent at the opening of each new term. APC recommended to Mary Glenn that parallel language (see appendix) for students be disseminated through similar channels and added to the web site that aggregates other information for students (e.g. student conduct) and to which faculty members now link to the their syllabi. Finally, Mary Glenn is also exploring the possibility of messaging directly on the home screen of each classroom computer.
2. APC discussed strategic plan priorities and the brainstorming list from the September 13, 2016 ICC meeting. We agreed to add to our list the below brainstorm item:
  - "Implement holds on students for upper division courses if not finished with LD" (third item from bottom of the list).

We conceptualized the issue in the above item more broadly. Clint Rebik noted that even our existing hold policies (e.g. requirement for completion of the 'golden four') do not have "teeth." The APC understands that HSU has competing goals: improve graduation rates versus properly sequence students through a university-wide curriculum. We also anticipate that U-Direct may be a resource that would assist in implementing holds. [Mary Virnoche notified Dale Oliver (ICC) that we will consider that particular idea.]

## Agenda for October 4, 2016 Meeting

1. E-learning (Mary V.) Background items search term "elearning"

### Possible Future Agenda Items

1. Hold on students for Golden 4 and UD courses. U Direct as enforcement?
2. Honorary Degrees - committee membership considerations
3. ADA Furniture Update (Mary Glenn)
4. Changes to the Common Rule (IRB) - (Mary Virnoche)
5. Thesis Embargo (If not resolved by Graduate Council)

### **ADA Furniture Actions Appendix**

#### Labels for ADA classroom furniture

"Please make this ADA designated table/chair available to a student whose needs it."

"Return this ADA table/chair to <Bldg Initial Room #>."

For faculty portal, email, classroom posters and possibly on homescreen of classroom computers.

#### **Classroom Facilities**

Faculty members should report all physical classroom concerns directly to facilities management:

Complete a service request online: <http://www2.humboldt.edu/facilitymgmt/> or call 4475 for emergencies. Your classrooms should be equipped with at least one desk and chair for students with disabilities or temporary physical challenges. Please assure that students who need this equipment are able to use it. If you need additional ADA furniture or if your classroom furniture is missing, please contact facilities as noted above.

For student portal and add to the web page link for all syllabi

(or perhaps labeling furniture will alleviate the need for this message)

Your classrooms should be equipped with at least one desk and chair for students with disabilities or temporary physical challenges. Please assure that students who need this equipment are able to use it. If you are not physically challenged yourself, please assume that others may indeed need that furniture -- even if they do not appear to be disabled: Please select another seat in the classroom.

*Add both messages to the running list of semester start communication that needs to come out of OAA (Vice Provost).*

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## **Appointments and Elections Committee:**

Submitted by Jennifer Corgiat, AEC Chair

The Appointments and Elections Committee made the following appointments:

## **University Resources and Planning Committee (URPC) – James Woglom**

There is still the following vacant faculty seat:

### **ICC Subcommittee on Academic Master Planning (AMP) – 1 At-large faculty member, 3 year term ending Spring 19**

#### **Scope of Work:**

- Evaluate and respond to assigned course and degree change proposals, including GEAR (General Education and All-University Requirements) course approval requests, using specific decision making criteria (i.e. 120 unit limit; plans for appropriate course rotation; and comparative data on similar programs)
- Develop and update as needed a template for reporting out of Subcommittee to the ICC the evaluation criteria and related recommendations on a proposal Subcommittee on Academic Master Planning (AMP) Membership

**Spring elections will take place around the beginning of the Spring term.**

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## **ASCSU Statewide Senate:**

Submitted by ASCSU representatives, Mary Ann Creadon and Erick Eschker

There has been no word yet from the Chancellor's Office on our request to allow HSU to adopt the IP policy that passed the University Senate in the spring.

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## **California Faculty Association:**

Submitted by Mike Camann, Humboldt Chapter President

On Wednesday, September 28, 2016 the California Faculty Association hosted a bargaining update and survey meeting in the University Banquet Hall. Bargaining team members Lil Taiz and Molly Talcott described recent developments and upcoming challenges in Unit 3 contract bargaining.

On Friday, September 30, 2016 HSU CFA representatives met and conferred with HSU senior administrators Colleen Mullery and Anna Kircher, as well as with representatives of the CSU Chancellor's office labor relations staff regarding the campus conversion from Moodle to the Canvas learning management system. The parties agreed to meet and confer again, so discussion is ongoing.

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## **Constitutions and Bylaws Committee:**

Submitted by Jeff Abell, CBC Chair

- I. Report from Mon September 26, 2016 Meeting
  - A. Meeting called to order at 16:05 in NHE 116 with Abell (Chair), Chang, Guzman, Shellhase and Watson.
  - B. We considered Senate comments from the Sep 20, 2016 meeting related to Resolution #01-16/17-CBC (Resolution Clarifying Quorum Requirements for Standing Committees). We amended the resolution based on these comments so that: 1) the resolution will not go into effect until Spring 2017; 2) standing committees will track quorum this semester and report at end of semester how often quorum would not have been reached under the proposed changes; and 3) added a clause exempting committees from the “one staff or student” quorum qualification if all staff and student seats on the committee are vacant. This resolution comes forward at today’s Senate meeting as a second reading.
  - C. We considered the following amendment to **Section 9.0** of the *Constitution of the University Senate* which establishes a timeline for electorates to vote on ratification of Senate Constitution Amendments. This will come before the Senate as a first reading at our Oct 20, 2016 meeting. The CBC welcomes any Senate input on the resolution now, particularly from Staff and Student reps, as these two electorates are mostly impacted by the changes.

## 9.0 Amendments

~~9.1 Proposed amendments to amend~~ amendments to this Constitution shall be ~~recommended~~initiated by a majority vote of the Senate after having been presented at ~~the~~ previous regular meeting. Proposed amendments must be recommended by the end of the 11<sup>th</sup> week of instruction during the semester in which they are to be ratified. ~~Senate approved proposals to amend this Constitution shall then be forwarded to the General Faculty, Associated Students, and Staff Council for a vote. Proposed amendments shall be adopted if approved by a simple majority in a vote of the general faculty and approval by either Associated Students Council or Staff Council.~~

~~9.2 Senate approved~~recommended proposals amendments to amend this Constitution shall then be forwarded to the General Faculty, Associated Students, and Staff Council for a ratification vote. Associated Students and Staff Council must receive the proposed amendments in time to have two regularly scheduled meetings left in the semester to deliberate.

9.3 Proposed amendments shall be adopted if approved by a simple majority in a vote of the General Faculty and approval by either Associated Students Council or Staff Council. If any electorate does not vote on the proposed amendments by the end of the semester, that electorate will have abstained from the vote.

D. Meeting adjourned at 16:35.

II. Upcoming Items

- A. Review University Policy Committee's draft "Policy on Policies" for any apparent conflicts, discrepancies with the Senate Constitution and Bylaws.
- B. Discuss whether committees should have agenda notification and document posting deadlines. Propose bylaws amendments if necessary.
- C. Discuss whether CBC is appropriate body to interpret constitutionality of Senate actions. Propose constitution/bylaws amendments if necessary.
- D. Determine whether posting of vote tallies with election results is mandated by our governing docs. Recommend appropriate practice to AEC or Senate Office or propose bylaws amendments if necessary.

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## Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

### Faculty Affairs Committee Report – September 21 and 28, 2016

The Committee held its third and fourth bi-weekly meetings on Wednesday, September 21 and Wednesday, September 28.

Meetings this semester are scheduled for: October 12, 26, November 9, 30 and December 14.

Meetings are open to the campus community. The Committee currently meets in Library 118 at 8 a.m.

The Faculty Affairs Committee addresses matters involving the individual or collective relationship of faculty to the University. The Committee can be reached through the Senate's Faculty Affairs web page: <https://www2.humboldt.edu/senate/faculty-affairs-committee>.

Unless otherwise noted, all members were present.

### Agenda for September 21:

Absent: Marissa O'Neill

- 1) Confidential Evaluations (with guest Jeff Dunk)
- 2) Early Promotion and Tenure

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- 1) Anonymous vs. Confidential Evaluations (with guest Jeff Dunk)

Jeff Dunk visited the committee to discuss his concerns with anonymous evaluations. He feels that it is absolutely essential that the University allow identification of students whose comments are of a nature to warrant disciplinary action were the student

identifiable, which would be possible under a confidential evaluation system. His department has encountered numerous examples of harassment, demeaning or foul language, and other derogatory comments addressed to female faculty.

The current process of anonymous evaluation prevents any possibility of disciplinary or other action unless the language rises to the level of threat, in which case the matter is addressed to law enforcement.

Although instances of harassment, foul language or other derogatory comments appear to be rare, instances in which they do occur can inflict lasting harm and leave faculty with no recourse other than the filing of a grievance. Dunk also noted that anonymity allows students to make serious allegations that cannot be substantiated. A mechanism to protect faculty in these instances is necessary as well.

The Committee agreed with Dunk that moving from anonymous to confidential evaluation would provide faculty a mechanism to appropriately address instances of unacceptable behavior in student evaluations of teaching.

Wrenn agreed to work with Dunk on crafting a resolution encouraging the CSU and CFA to address this issue in bargaining. This would likely be accompanied by a letter of support circulated to faculty.

## 2) Early Tenure and Promotion

Mary Virnoche asked the Committee to review data on early tenure and promotion, which provides some evidence of gender inequities. She also asked the Committee to examine Appendix J language on early tenure and promotion and to consider language that would better convey, and inform faculty of, early tenure and promotion requirements.

### **Appendix J, Section IV.F.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 department or unit.

b) The faculty unit employee demonstrates clear evidence that s/he has achieved, before the normal probationary period, a record of accomplishment that meets the standards and level of performance 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.

## Early Tenure and Promotions Applications

Tenure & Promotion to Associate					
Year	# Male	# Female	Total Early Apps	Total Ten/Prom Apps	% Early
2015/16	2	2	4	8	50.00%
2014/15	0	0	0	2	0.00%
2013/14	0	0	0	5	0.00%
2012/13	0	2	2	7	28.57%
2011/12	1	0	1	12	8.33%
2010/11	2	1	3	14	21.43%
2009/10	3	0	3	11	27.27%
2008/09	6	0	6	17	35.29%
2007/08	0	0	0	4	0.00%
Promotion to Professor					
Year	# Male	# Female	Total Early Apps	Total Ten/Prom Apps	% Early
2015/16	0	0	0	7	0.00%
2014/15	1	1	2	8	25.00%
2013/14	1	0	1	9	11.11%
2012/13	1	0	1	8	12.50%
2011/12	0	0	0	4	0.00%
2010/11	0	0	0	14	0.00%
2009/10	0	0	0	6	0.00%
2008/09	0	0	0	16	0.00%
2007/08	2	2	4	19	21.05%

2/17/2016

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The Committee concluded that Appendix J contains sufficient information, but that Virnoche has identified a clear need for faculty education and for prioritizing equitable treatment when faculty are encouraged to seek early tenure and promotion.

The Committee concluded that departmental personnel committees and mentors should encourage dissemination of information about early tenure and promotion, and that it is especially important to convey information and advice equitably across gender lines. RTP Workshops were also deemed an excellent opportunity to make early tenure and promotion options more widely known.

The Committee will consult with Virnoche to consider next steps and reach out to the Committee on Faculty RTP Criteria and Standards for additional guidance.

### Agenda for September 28:

- 1) I.P. Policy discussion
- 2) Setting priorities for the year

- 1) I.P. Policy Discussion

Wrenn summarized discussion of I.P. at SenEx, and the Committee considered options for moving forward with policy. The status of 2009 policy was discussed:

*Sense of Senate Resolution 02-16/17 (Demanding President Rossbacher Approve the University Senate Recommended Intellectual Property Policy)*, which passed the Senate, states that 2009 I.P. policy is not in effect. Because this policy lacks protections provided to faculty in the 2016 policy revision, any resolution to re-confirm the 2009 policy would be problematic. If 2009 policy is deemed not to be in force by faculty, per the Sense of Senate resolution, this leaves the faculty without an I.P. policy. A possible solution would be to fall back on the AAUP's intellectual property policy guidance, acknowledging such through a Senate resolution (see: <https://www.aaup.org/report/statement-intellectual-property>).

The Committee discussed the pros and cons of piecemeal vs. holistic approaches to the resolution of faculty I.P. rights and protections. In a piecemeal approach, individual rights and protections that should be recognized (e.g., extraordinary support, licensing, written agreements) would be addressed through focused resolutions. In a holistic approach, all issues would be addressed collectively in a single resolution. No firm decision was reached; the Committee continues to feel it is best to confer with the President before proceeding in a particular direction.

The Committee agreed to prepare a list of issues to be reviewed with the President on October 12 and to summarize the history of I.P. policy decisions and discussions where appropriate.

## 2) Setting priorities for the year

The Committee returned to setting priorities for the year and reviewed the status of old and new business. The following topics continue to be high priority:

- Evaluation of teaching evaluation instrument and data for 2015/16 (as requested by Senate).
- Development of lab evaluation instrument with CNRS
- Centralized administration of teaching evaluations
- I.P. policy
- Classroom and class scheduling processes and issues
- Revision to Faculty Service Award requirements
- Resolution on faculty presence on campus

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## University Resources and Planning Committee:

Submitted by Mark Rizzardi and Alex Enyedi, URPC Co-Chairs

The University Resources and Planning Committee (URPC) met on Friday, September 30. Primary discussion concerned implementation of the following charge from the President to the



URPC: *“Asking all divisions to develop a budget scenario and describe the impact of a 5% increase in the budget and a 5% decrease in 2017-18, as a tool for understanding strategic priorities and planning.”* (Please also see the President’s 9/28/2016 letter to the campus community: <http://www2.humboldt.edu/pmc/portal/strategic-priorities-and-hsu%E2%80%99s-budget>) A subgroup of the URPC is continuing to draft a process that will be collaboratively used by the divisions when building and presenting their  $\pm 5\%$  budget decisions.

The URPC agreed increase its meeting frequency from every third week to every other week. In its next meeting, on October 14, the URPC will focus on another charge from the President which is defining the university’s strategic assets.