HUMBOLDT STATE UNIVERSITY
University Senate Written Reports, October 16, 2018
Standing Committees, Statewide Senators and Ex-officio Members

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Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

APC meets at 2:00 PM in BSS 508 on the following dates: ~~8/29;~~ ~~9/12~~; ~~9/29;~~ ~~10/10~~; 10/24; 11/7; 12/4

Committee Membership:
Michael Goodman, Kayla Begay, Ramesh Adhikari, Heather Madar, Michael Le, Rock Braithwaite, Cheryl Johnson, Clint Rebik, Kerri Malloy

August 29

- Review and discussion of policies that will be worked during the semester
    - Classroom Disruptive Behavior Policy
    - Advising Policy
- Committee has forwarded the Academic Honesty and Integrity Policy to the University Senate.

September 12

- Update on the Academic Honesty and Integrity Policy prior to the second reading before the University Senate
- Started review of the draft Advising Policy.
    - APC will work those portions the policy that do not address workload. Those areas have been referred to the Faculty Affairs Committee.
    - Discussion on HSU Catalog language regarding advising and its connection to the draft policy.
    - Review and discussion on advising goals to ensure that they are assessable.
    - Discussion on academic probation advising and notification of students and advisors.
    - Committee will continue work via a shared document.

September 26

- Continued work on the Advising Policy with a timeline to present to SenEx by the end of October.
- Revised advising outcomes in the draft policy provided to the Committee.
    - Students with the assistance of their adviser will develop an educational plan based on a major program, considering the students' abilities, interests, goals, and values.
    - Students will be supported students in achieving their academic, professional, and post-baccalaureate goals using academic, extracurricular and relevant personal information.
    - Students will be able independently navigate campus and local resources.

- Revised Academic Integrity and Honesty Policy will be forwarded to SenEx for its next meeting.

October 10

- Continued work on the draft advising policy.
- Discussion on how relationships between students and faculty advisers develop.
- Assignment of advisers to incoming freshmen and transfer students.
- Responsibilities of advisers and students in the advising process.

Constitution and Bylaws Committee:

Submitted by Mike Le, CBC Chair

Roll Call *(Quorum Met: 6/6)*

- ❏ Michael Le, Staff Senator, Chair (2018-2019)
- ❏ Jeff Abel, Parliamentarian, Faculty (2018-2020)
- ❏ Joice Chang, Faculty (2018-2020)
- ❏ ~~Leena Dallasheh, Faculty (2017-2019)~~
- ❏ Joseph McDonald, Student (2018-2019)
- ❏ Mary Watson, Non-MPP Staff (2018-2020)

Vote(s)

1. Resolution on Voting Membership of the University Senate #04-18/19-CBC
    a. Add voting rights to Delegate, HSU Chapter, California Faculty Association
        i. Passed 6/0/0
    b. Add voting rights to Delegate, HSU Labor Council
        i. Passed 6/0/0
    c. Add a 4th student as a voting member to Senate
        i. Passed 6/0/0
    d. Name Change to Vice President for Student Affairs
        i. Passed 6/0/0

New Items

1. None

Old Items

1. Provost Voting Rights
    a. Discussion took place in SenEx regarding the Provost voting rights. SenEx determined that the Senate will send all future policies to the President. Since the passing of the Policy on Policies, Procedures, and Guidelines, this should have been how Senate operated. The President may then sign the policy and charge the Provost with enacting it. The Provost may exercise all senate membership rights by voicing an opinion and casting a vote.

Faculty Affairs Committee:

Submitted by Monty Mola, FAC Chair

Attendees: Renee Bird, Julia Gomez, Laura Hahn, Abeer Hasan, Cheryl Johnson, Monty Mola, Kirby Moss, Marissa O'Neill, Mark Wilson and George Wrenn

I. **Current Work**
    a. Resolution on Early Grade Release
        i. 1st reading today.
II. **Voting Rights**
    a. CBC Resolution, 1st reading today.
III. **Advising Policy**
    a. No update.
IV. **Appendix J**
    a. FAC has identified sections of Appendix J were language on equity and inclusion can be incorporated. Draft modifications are under development.
V. **Course Evaluation by Students Response Rates**
    a. FAC is working on a report looking at CEbS response rates since HSU switched from paper to electronic evaluations. We expect to report this to the full Senate at the next meeting. Punchline: Paper Response Rate ~ 70%; most recent electronic response rate ~ 50%.

Future Work

1. **Appendix J: Early Tenure, Faculty Workload (Collateral Duties), Clean up**
2. **Faculty workload survey**
3. **Create policy to support international faculty in obtaining permanent resident status.**
4. **Explore policy on lecturer voting rights within academic departments.**

University Policies Committee:

UPC Attendees: Jennifer Maguire, Troy Lescher, John Meyer, Douglas Dawes, Robert Keever, Michelle Anderson, Joy Finney Guests: Dave Nakamura, Ruth Sturtevant, Kim Comet

DOT Policy has been forwarded by the Senate Executive Committee to the 10-16-18 University Senate general consent calendar.

Policy website: Kay Libolt and Mary Watson will be invited to the next UPC meeting to give an update on the Policy website. The last status update was that some policies were being sent back to stakeholders for updating and revision. John Meyer remarked on the time consuming formatting required on policies within the Drupal software. Michelle Anderson will contact Matt Hodgson, Web Manager, to communicate the cumbersome policy formatting issue and to see if it would be possible to link to a pdf that is ATI compliant.

UC Chargeback System: Ruth Sturtevant reported that there are between 7 to 10 events (student groups or Departments that don't charge admission) that are scheduled to take place on the weekends during the Fall semester. On average, each weekend event costs $190. What is the impact on students? UC encourages students to move their events to weekdays. UPC members requested to see comparative data, year over year, before fees were charged and after. Academic Affairs pays the UC approximately $15,000 per year for the classroom use of the Kate Buchannan Room. The UC Budget has been impacted by lower enrollments = less student fees and an increase in minimum wage. Student fees that fund the UC have not increased since 1987. The cost allocation is a small portion of the UC Budget shortfall. Baseline services are provided for no charge during the weekdays. Weekend events help build community and aid retention. Ruth Sturtevant will bring comparative data to the UPC meeting on Thursday, October 25.

Administrative Affairs:

Submitted by Doug Dawes, Vice President for Administrative Affairs

Human Resources

- Three candidates have been selected for campus visits. They will occur over the next several weeks, announcements will be made through the portal.
- Facilities
- As of Monday 10/8/18, the contractor has started mobilization, and will be erecting the construction fence-line starting on Monday 10/15/18. FM has notified campus of this change via the HSU portal, through emails, and by posting signage on Sequoia Mall throughout this week. The contractors' schedule is due on Monday 10/15/18, and will give a good indication of when the demolition work can be expected to start.

Procurement

- Administrative Affairs is in the beginning stages of using Concur with a select number of travelers. Once we have confirmation that credit card transactions are feeding into the Concur expense reports and PeopleSoft correctly, we will open it up to more users. Assuming we don't run into any show stoppers, we anticipate starting to work with other departments by December.

Accounting & Business Services

- As a result of the recent CSU Cashiering Audit, the HSU Cashiering procedures will be updated and controls in place for various departments accepting cash and cash equivalents.
- Completed a State Cal Grant Audit with NO findings. This is a confirmation of how well and closely the Financial Aid and Student Financial Services offices work together.

- All of the 4 Auxiliaries 2017-18 Audits are completed without any findings and have been delivered to the Chancellor's Office.

Bookstore

- The HSU Bookstore has launched Follett Discover to enhance our course materials adoption system. This system will better serve the campus with an interactive ordering system that can be accessed through Canvas. It also provide storage of past materials orders, and enable the campus to better communicate course materials requirements to our students. Contact the HSU Bookstore for more information.

Risk Management

- We conducted water testing over the summer. We recently released the results to campus. We had two drinking fountains test over the action level. They were removed from service. Both areas have fountains nearby that tested under the action level. The two drinking fountains fixtures will be removed. Tests were conducted strategically, focusing first on the faucets and fixtures often used by children, who are vulnerable to lead exposure. Buildings were then chosen by their original construction date and one building per decade was selected. We will be conducting tests in on-campus housing during holiday breaks or this summer.

Academic Senate CSU (ASCSU):

Submitted by Mary Ann Creadon and Noah Zerbe, ASCSU Representatives

The attached draft Executive Orders provided in the written reports were presented to the Academic Affairs Committee. We have been asked to provide feedback by November 1. You can send your feedback to Mary Ann Creadon.

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SAN JOSÉ
SAN LUIS OBISPO
SAN MARCOS
SONOMA
STANISLAUS

Xxxx X, 2018~~7~~

MEMORANDUM

TO: CSU Presidents

FROM: Timothy P. White Chancellor

SUBJECT: International Agreements — Executive Order 1080

Attached is a copy of Executive Order 1080 relating to international programs and activities.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Academic and Student Affairs at (562) 951-4790.

TPW~~CBR~~/~~gsb~~

Attachment

c: Executive Staff, Office of the Chancellor

401 GOLDEN SHORE • LONG BEACH, CALIFORNIA 90802-4210 • (562) 951-4700 • Fax (562) 951-4986 • creed@calstate.edu

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4790

Executive Order: 1080

Effective Date: ~~December 6, 2012~~ ?, 2018

Supersedes: Executive Order 1080 December 6, 2012 ~~No Prior Executive Order~~

Title: International Agreements

This executive order is issued pursuant to the Board of Trustee Standing Orders, Section II (a) and (c). The California State University recognizes the education-related benefits of international activity and the integral role it plays in the mission of the institution, as well as the importance of minimizing risk, both to participants and the university.

I. Purpose

This executive order establishes minimum requirements for campuses entering into agreements as a part of their international activity in state and self-support endeavors. Agreements related to travel arrangements only are not included. International activities should be connected to the university mission, and ~~managed~~ overseen centrally on the campus.

II. Delegation of Authority

The president of each campus is delegated the responsibility for the development, implementation, and oversight of all international activity. All international agreements must be signed by the campus president and this authority may not be delegated further.

III. Definition of International Agreements Covered

For the purpose of this executive order, an international agreement involves any agreement between the campus, including campus auxiliaries, with a partner, where CSU makes a commitment of resources to engage in activities with international students, universities or other persons or entities doing business outside of the United States. They include: degree programs offered abroad; articulation agreements; agreements with agents or partnerships to recruit international students; student, staff and faculty exchange; field trips sponsored by the campus; research; and study abroad. They do not include agreements that are solely expressions of shared values that do not commit financial or other campus resources.

IV. . International Agreement Requirements

International activities are under the direction and control of the campus. The staff who are academically and financially responsible for implementing a program are accountable to the campus president for the programs.

A. All proposed agreements should go through a formal and documented campus review process including:

    1. Ensuring that appropriate resources are available for the proposed activity.

    2. Evaluation of the risks of the proposed activity, and the agreement and balancing the benefits of the proposed activity against the risks.

    3. Review of applicable host country legal requirements for the proposed activity.

    4. Coordination with the systemwide Office of Risk Management to ensure that appropriate insurance has been procured for the activities involved.

B. All agreements must have a sunset clause with a duration of no more than five years before review and renewal. All agreements should also have provision for modification or early termination.

C. Where proposed international agreements will involve substantial CSU resources and/or present significant risk, campuses are encouraged to consult with relevant staff at the Office of the Chancellor during development, and in advance of seeking final approval of the proposed agreement under section D below.

    1. Academic and Student Affairs shall be consulted on such matters as relevant systemwide policies, accreditation, degree programs proposed to be offered abroad, overall fit with the CSU mission, and appropriate commitment of CSU resources.

    2. Office of General Counsel shall be consulted on whether foreign counsel is required, what law will govern the arrangement, choice of forum for legal disputes, indemnification, export controls, use of the CSU name and other intellectual property issues.

D. All international agreements must be reviewed and approved by the Office of the Chancellor before they are signed by the campus president. Even where the campus has already consulted with relevant Chancellor's Office staff in the development of the agreement, final drafts of all proposed international agreements must be submitted to Academic and Student Affairs and the Office of General Counsel for Chancellor's Office approval. In evaluating institutional risk, consideration will be given to the location of the international activity, previous CSU

experience with the proposed partner, the length of the term of the CSU commitment, and any other factors that would mitigate concerns and risk.

V. Agreement Retention and Reporting

Campuses shall maintain all international agreements (state, self-support) in one central campus location under the direction of a single point of contact. Campuses shall retain all agreements for no less than four years after the date of their expiration/termination.

All agreements will be submitted through the online review system. This system will provide an inventory of all campus agreements including the ~~Campuses shall provide an inventory of all operative international agreements to the Office of the Chancellor, Office of International Programs annually by June 30. Such inventory shall include~~ the effective and expiration dates of each agreement.

Dated: ~~December 6, 2012~~ X, 2018

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Xxxx X, 2018~~7~~

MEMORANDUM

TO: CSU Presidents

FROM: Timothy P. White Chancellor

SUBJECT: Study Abroad and Exchange Programs — Executive Order 1081

Attached is a copy of Executive Order 1081 relating to international study abroad and exchange programs.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Academic Affairs at (562) 951-4790.

TPW~~CBR~~/~~gsb~~

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THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4790

Executive Order: 1081

Effective Date: December 6, 2012

Supersedes: Executive Orders 605, 744, 745, 998 and 1022 Title: Study Abroad and Exchange Programs

This executive order is issued pursuant to Sections 89705 (b), 89706, and 89707 of the Education Code; Sections 40100, 40102, 41800.1, and 41912 of Title 5, California Code of Regulations and pursuant to the Board of Trustees Standing Orders, Section II (a) and (c). The California State University recognizes the education-related benefits of international study abroad and exchange programs, and the integral role they play in the mission of the institution, as well as the importance of minimizing risk, both to participants and the university.

I. Purpose

This executive order establishes requirements for campuses to ~~establish~~ carry out programs abroad, including field trips, research visits, non-credit university activities abroad and student travel, study abroad and/or exchange programs as a part of their international activity in state and self-support endeavors. International activities should be connected to the university mission, and this connection should be understood and coordinated among all of the university's stakeholders. International activities shall be overseen centrally on the campus to ensure that: (i) there is a clear benefit to the CSU; (ii) they are a part of the university's overall mission to educate the citizens of California; and (iii) all study abroad/exchange programs are being implemented and monitored consistently.

II. Delegation of Authority

The president of each campus is delegated the responsibility for the development, implementation, and oversight of international programs in accordance with existing CSU policy. All international agreements must be signed by the campus president in accordance with the following provisions. This authority may not be delegated.

III. International Student Exchanges (Education Code §89705 (b))

Campus presidents may initiate agreements with foreign institutions of higher education, governmental agencies, or nonprofit corporations or associations in order to enhance the education of CSU students and to enhance international goodwill and understanding through

the exchange of students. Campuses may also participate in student exchange agreements entered into by a United States government agency or nonprofit organization with a similar

agency, corporation, or organization. All such agreements must go through the Chancellor's Office review and approval process set forth in Executive Order 1080 (International Agreements).

A. Campus presidents or their designees may waive nonresident tuition fees for foreign students attending a campus of the CSU under such an agreement if the following conditions are met:

1. The foreign institution, agency, corporation, or organization is domiciled in and organized under laws of a foreign country.

2. Any student receiving a waiver of tuition under such an agreement is a citizen and resident of a foreign country and not a citizen of the United States.

3. The agreement provides that comparable expenses are paid or waived by the foreign entity entering into the agreement. Comparable expenses may be provided in the form of matching tuition waivers at a foreign educational institution, provision of services, or a combination thereof. Campus policy should define equivalence between varying term or session lengths and the period of time in which balance will be achieved. Comparable expenses must be student instruction related and may not include faculty or staff visits or accommodation or meals for university employees.

4. The exchanges must balance over a documented period of time not longer than the term of the agreement. Campuses must maintain documentation on the balance of incoming and outgoing students participating in the exchange.

B. Acceptable methods of paying fees other than nonresident tuition include the following:

1. The foreign student pays the CSU campus, and the CSU student pays like fees on the foreign campus.

2. The CSU student pays fees at the home campus, and the foreign student pays like fees at the foreign campus.

3. Fees are paid from a non-state source.

C. As a condition of issuing to the incoming exchange student the documents necessary for the student to obtain a visa (J-1), campuses shall obtain from all applicants their agreement to obtain and maintain insurance coverage for health, medical evacuation, and repatriation during their period of enrollment in the CSU. Campuses shall inform all applicants that adequate coverage will be required as a condition of registration and continued enrollment, and shall, at their option, require or "strongly encourage" that any accompanying dependents procure health insurance that is comparable to what is required for students. Campuses shall furnish applicants information on where acceptable insurance may be obtained. Campuses shall ensure compliance with this requirement at the time of registration by requiring certificates of insurance or other evidence of coverage.

IV. Study Abroad Programs

Study abroad is any CSU credit bearing campus program which is in whole or part conducted outside the United States, is not a degree program and is normally one year or less in duration. Study abroad programs are primarily intended for matriculated CSU students. The following policies and procedures apply to the development, administration, and conduct of all campus based study abroad programs:

A. Study abroad programs shall undergo a standard on-campus development process which incorporates all appropriate administrative and academic reviews as defined by the sponsoring CSU campus curricular process.

B. Study abroad programs shall present a coherent, thematic course of study which is congruent to or adjunct with the campus curriculum and which relates to the overseas site.

C. Campus presidents, or their designees, shall incorporate plans for the review, evaluation, and improvement of the study abroad program as a regular feature and condition of its operation.

D. Campus based study abroad programs may not duplicate the offerings of the CSU Office of International Programs.

E. Study abroad programs shall be conducted consistent with the provisions of other related executive orders (such as those on air travel, risk management, special sessions).

F. All CSU study abroad programs (including when CSU students participate in an exchange or in a third party program) must consider the health, safety and security of students, staff, and faculty as a central feature of planning and operation and must:

1. Not operate in countries where there is a U.S. State Department "Travel Advisory~~Warning~~" above level two, unless an exception is granted by the campus president or the chancellor.

2. Provide a training session for staff or faculty who will lead programs abroad. This training should include emergency response training, communication from abroad, student conduct code, alcohol and drug policy, and disciplinary procedures in addition to other country or program specific information.

3. Provide prospective students with information about the program, including location, duration, academic program, and total cost.

4. Include a pre-departure orientation about the destination including health, safety, security, specific legal exposure or political restrictions related to their status in the country, CSU or campus policies and procedures for study abroad, and financial information.

5. Require students to carry medical insurance including medical evacuation and repatriation coverage that will be valid in the host country(ies).

6. Advise appropriate host country authorities of the program where appropriate or required, including locations, duration, and academic program.

G. Documentation:

1. All students are required to sign the CSU liability release and the campus must maintain signed copies on file.

2. Campuses must maintain basic student information for participants including name, contact information, program, emergency contact information, insurance information, date of birth, student ID number and major.

V. ~~Study Abroad Through~~ Non-CSU Program Providers

~~-~~Presidents may enter into agreements with study abroad program providers including entities not affiliated with the California State University. A program provider is an organization that sponsors instructional programs abroad that are open to students from colleges and universities.

Federal financial aid regulations require that campuses make financial aid available to otherwise eligible students who participate in study abroad programs when the program is approved for academic credit. There must also be a written agreement with the foreign school, or with another U.S. school that contracts with the foreign school, or an agreement with the study abroad organization (program provider) in place of the agreement between the home school and the foreign school. These agreements must go through the Chancellor's Office review and approval process set forth in Executive Order 1080 (International Agreements).

A. Each CSU campus must have a written process for approving study abroad program providers and for deciding whether to enter into an agreement with a program provider. In approving program providers, and before entering into an agreement, the campus shall consider:

1. The academic and curricular offerings of the program.

2. The student services available through the program provider.

3. The health, safety, and security preparedness undertaken by the program provider.

4. The cost to the student.

B. In the course of cooperating with a program provider, neither a CSU campus nor any employee or agent of a CSU campus shall accept payments or benefits in exchange for being an approved program or recommending the program to students. This includes, but is not limited to the following:

1. Payment of conference or training registration fees, transportation, or lodging costs for an employee of the campus.

2. Fees for advertisements in official publications of the campus or international office that are designed to explain the students' program options.

3. Payment of site visit costs in conjunction with program familiarization or program oversight responsibilities.

4. Payments per number of students recruited.

This executive order may be augmented by guidelines consistent with its provisions by the executive vice chancellor and chief academic officer or designee.

Dated: ~~December 6, 2012~~X, 2018

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Xxxx X, 2017~~7~~8

MEMORANDUM

TO: CSU Presidents

FROM: Timothy P. White Chancellor

SUBJECT: International Students — Executive Order 1082

Attached is a copy of Executive Order 1082 relating to international students.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Academic Affairs at (562) 951-4790.

TPW~~CBR~~/~~gsb~~

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Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4790

Executive Order: 1082 (revised)

Effective Date: December 6, 2012

Supersedes: Executive Orders 605, 622 and 975

Title: International Students

This executive order is issued pursuant to Sections 89705 (b), 89706, and 89707 of the Education Code; Sections 40100, 40102, 41800.1, and 41912 of Title 5, California Code of Regulations and pursuant to the Board of Trustees Standing Orders, Section II (a) and (c). The California State University recognizes the education-related benefits of bringing a variety of global perspectives to the classroom and campus. The presence of international students on our campuses plays an integral role in the institution's mission.

I. Purpose

This executive order establishes requirements for campuses enrolling nonresident international students (outside of those who come on an exchange program covered by Executive Order 1081) as a part of their international activities. The enrollment of international students should be connected to the university mission, and this connection shall be understood and coordinated among all of the university's stakeholders. International activities shall be managed centrally on the campus to ensure: (i) each activity's clear benefit to the CSU; and (ii) that the campuses' aggregate international activities are a part of the university's overall mission to educate the citizens of California.

II. Delegation of Authority

The president of each campus is delegated the responsibility for the development, implementation, and oversight of all international activity. All international agreements must be signed by the campus president and this authority may not be delegated further.

International Students

A. The recruitment of international students shall be a part of a broader internationalization strategy that benefits all CSU students, the campus, and the individual student.

B. Campuses must confirm visa authority for the students in accordance with U.S. law.

C. Campuses must be prepared to provide the necessary full-time course of study in accordance with U.S. visa regulations.

D. Campuses must provide appropriate advising, support, and monitoring to students studying at CSU that is reasonably tailored to the needs of international students.

E. As a condition of issuing the documents necessary for a visa, campuses shall obtain from all applicants their agreement to obtain and maintain insurance coverage for health, medical evacuation, and repatriation during their period of enrollment in the California State University. Campuses shall inform all applicants that adequate coverage will be required as a condition of registration and continued enrollment, and shall, at their option, require or "strongly encourage" that any accompanying dependents procure health insurance that is comparable to what is required for students. Campuses shall furnish applicants information on where acceptable insurance may be obtained. Campuses shall ensure compliance with this requirement at the time of registration by requiring certificates of insurance or other evidence of coverage.

F. As required by sections 40752.1, 40802.1, and 41040 of Title 5 of the California Code of Regulations, applicants for admission who have not attended at least three years at an education institution at the secondary level or beyond where English is the principal language of instruction must provide evidence of English competency. Most frequently, such students document competence in the English language via results of the Test of English as a Foreign Language (TOEFL) or by other competency examinations or assessments approved by the CSU campus. Campuses may establish higher minimum scores.

The TOEFL exam is available in two scoring formats. Provided below are the CSU minimum scores for each TOEFL total score format:

Paper Internet (iBT) Undergraduate 500 61 Graduate 550 80

IV. International Student Recruitment

CSU campuses recruiting international students shall establish processes for the recruitment and enrollment of international students on the campus.

A. International student recruitment should be a part of, and not detract from, the education of California students.

B. The CSU campus shall maintain the authority to review applications for admission and make all admissions decisions. The CSU campus may not delegate that authority to other organizations or individuals.

C. CSU campus processes must include the evaluation of credentials from other countries. Campuses may use outside experts to conduct this evaluation, but they must maintain official copies of these records.

D. CSU campuses shall investigate potential recruiters/agents carefully to ensure the use of only suitable candidates. This includes but is not limited to evidence that:

1. The ownership and governance of the recruiter/agent organization is clear and transparent,

it is effectively managed, and it is transparent about its operation.

2. The recruiter/agent has a strong working knowledge of U.S. higher education in general and the CSU campus in particular.

3. The recruiter/agent has a practice of honestly representing itself and its college and university clients.

4. Financial arrangements are clear to both sides and both sides keep accurate records.

E. Agreements with recruiters/agents must go through the Chancellor's Office review and approval process set forth in Executive Order 1080 (International Agreements) before they are signed by the president.

V. Fee Waivers for International Students not Participating in Exchanges (Education Code sections 89706 and 89707)

A. Campus presidents or their designees may waive nonresident tuition fees for individual students who are attending a campus of the CSU and who display exceptional scholastic ability, ~~and~~ prior scholastic achievement, and financial need if any of the following sets of requirements is met:

1. The student is a citizen and resident of a foreign country and is enrolled as an undergraduate student in a course of study of no fewer than ten semester or quarter units.

2. The student is a citizen and resident of a foreign country and is enrolled as a graduate student in a course of study of no fewer than ten semester or quarter units.

3. The student is a citizen and resident of a foreign country, is enrolled as a graduate student and is employed by a campus less than full time but at least twenty hours per week in a course of study of no less than ten units per term (semester or quarter).

B. A waiver granted pursuant to this section may encompass all or part of the nonresident tuition fees.

C. The number of waivers authorized by this executive order for undergraduate students at a campus of the CSU pursuant to section V.A.1 above shall not exceed 7.5% of the undergraduate students at the campus who are citizens and residents of foreign countries.

D. The number of waivers authorized by this executive order for graduate students at a campus of the CSU pursuant to sections V.A.2 and V.A.3 above shall not exceed 25% of the graduate students at the campus who are not residents of California, including students who are citizens and residents of a foreign country.

This executive order may be augmented by guidelines consistent with its provisions by the executive vice chancellor of academic and student affairs~~and chief academic officer~~ or designee.

Dated: X, 2018

Office of Equity, Diversity, and Inclusion:

Submitted by Cheryl Johnson, Director, Office of Diversity, Equity, and Inclusion

The first convening of the DEIC will be held on October 22, 2018, from 10 AM - 12 PM. There will be 3 subcommittees charged with three areas of systems change, equity, and inclusion. One committee will be charged with addressing what it means to be a university-wide HSI. The second committee will address culturally relevant pedagogy, and third will examine faculty & staff professional development, as well as advancing diverse faculty and staff in the hiring process.

Provost's Office:

Submitted by Alex Enyedi, Provost and Vice President for Academic Affairs

1. Academic Technology Advisory Committee (ATAC) Formation

Information Technology Services (ITS) and the Center for Teaching and Learning (CTL) have formed the Academic Technology Advisory Committee (ATAC) to help guide academically focused technology decisions at HSU. The formation of the ATAC was discussed by Senate during AY 2017-2018. The committee will primarily make procedural and technology recommendations for academically related technologies and facilitate communication across the campus. Topics considered may include physical learning environments (labs, classrooms, etc.), online learning environments, new and emerging technologies, and student-owned technology (among other things).

The committee will be holding its inaugural meeting this semester.

ATAC membership roster is:

- Amber Gaffney, Psychology
- Amy Rock, Geography
- Emily Cobb, Art
- Jim Graham, Environmental Science & Management
- Libbi Miller, Education
- Sherrene Bogle, Computer Science
- Tim Miller, Library
- Vicky Sama, Journalism & Mass Communication
- Student Representation (TBD), Associated Students
- Edy Reynoso, Office of Diversity, Equity and Inclusion

- Dan Gutstein, Student Access Services
- Enoch Hale, Center for Teaching & Learning
- Cade Webb, Information Technology Services
- David Marshall, Information Technology Services
- Bethany Rizzardi, Information Technology Services

2. Improved Campus Information Security & Multi-Factor Authentication

In response to a recent CO audit finding, and in support of improved security of campus information/data, HSU will launch multi-factor authentication. Multi-factor authentication is frequently used by financial institutions and online services/vendors and should feel familiar to you. Utilization of multi-factor authentication will be required for all HSU employees with access to Level 1 data (our most sensitive) and optional for all other employees. More information concerning the implementation will be forthcoming from ITS (including a portal announcement).

3. Student Success Alliance (SSA) Working Group

In response to Senate inquiries concerning the Student Success Alliance (SSA) working group and its role to provide guidance regarding Graduation Initiative (GI) 2025 activities, the following information concerning SSA has been prepared and is available on the GI2025 website at the following link:
http://grad2025.humboldt.edu/content/student-success-alliance

A list of expenditures recommended by the SSA and implemented to date (Fall 2018) can be found at the following link:
http://grad2025.humboldt.edu/content/gi-2025-expenditures

Introduction

The student success alliance (SSA) is a working group charged with providing guidance, expertise, and recommendations regarding Graduation Initiative (GI) 2025 activities. The SSA also provides recommendations regarding the distribution of GI2025 funding that align with campus priorities and Chancellor's Office (CO) guidelines on the appropriate/mandates use of GI2025 funds. Those recommendations are then finalized by the Office of the Provost and, in line with campus budgetary practices, reviewed by University Resources and Planning Committee (URPC) and Campus leadership. In addition, SSA recommends plans (e.g. Strategic Enrollment Management plan) and processes (e.g. funding requests) that will allow HSU to achieve retention, graduation, and equity/opportunity gap goals.

The SSA's composition (rotating 2-year membership) is designed to provide different perspectives regarding GI 2025 initiatives and includes:

- Provost (co-chair)
- Senate Chair (co-chair)
- Vice Provost
- Academic Dean
- Faculty - CPS
- Faculty - CAHSS
- Faculty - CNRS
- Associated Students President
- Vice President of Student Affairs
- Executive Director of ODEI
- AVP Marketing
- AVP Enrollment Management

These SSA members are supported by:

- AVP Office of Institutional Effectiveness (OIE)
- Director University Budget Office (UBO)
- Change Management Coordinator
- Academic Resources Budget Analyst

Other subject matter experts are consulted as appropriate.

Genesis and Formation of the SSA

Inspired by the Reimaging First Year (RFY) student success committee formed during the 2015-2016 Academic Year, the SSA was first proposed as part of the April 2017 GI2025 report to the Chancellor's Office and was conceived as a response to the needs expressed at HSU (and system-wide), for increased oversight and steering to guide GI2025 efforts. The formation of the group was driven by the desire to have cross-campus representation and expertise and was informed by examining how other CSU campuses had formulated their GI2025 groups.

The first meeting of this group occurred in Fall 2017. The goal of bringing this group together was to provide structure and transparency to the implementation and evaluation of GI2025 efforts as well as to provide support for campus leadership in making decisions regarding the appropriate use of funding identified for use with GI2025 initiatives when available.

Strategic Enrollment Management Plan and SSA

Starting in Fall 2017, HSU embarked on creating a new Strategic Enrollment Management (SEM) plan focused on increasing the recruitment and retention of HSU students. Two councils completed the initial drafting of the plan: the retention and recruitment councils. These cross-campus groups built upon the past work of the RFY group as well as the environmental scan provided by the office of institutional effectiveness (OIE) as well as other sources, to create a 5-year SEM plan focused on increasing retention and recruitment across all student groups. Given the close tie between retention and fulfilling the goals of GI2025, the SSA was utilized in Fall 2017 through Spring 2018 as the steering committee for the final formation of the SEM plan. The SEM plan now serves as the roadmap for guiding retention and recruitment effort at HSU.

SSA and GI2025 Funding

At the formation of the SSA group, funding for GI2025 was somewhat limited and additional recurring funding was not anticipated. As such, discussions and efforts focused primarily on SEM plan formation through Spring 2018. In late July 2018, funding was approved for GI2025 efforts by the CA legislature (SB 840) and the Governor. By Fall 2018, funds had been allocated to the 23 campuses for use on specific areas/efforts to support GI2025 goals (for example, 33% funding was earmarked to support tenure track hiring). The funding provided to HSU in AY 2018-2019 came with a specific requirement regarding evidence of efficacy (through assessment) and reporting on usage.

In addition, six defined categories were identified where, along with faculty hiring, GI2025 funding in AY 2018-2019 could ONLY be utilized:

- **Academic Preparation**: all students are afforded the opportunity and support needed to complete 30 college-level semester units (or 45 quarter units) before beginning their second academic year.
- **Enrollment Management**: ensure students are able to enroll in the courses they need when they need them
- **Student Engagement and Well-Being**: address the well-being of all students while fostering a strong sense of belongingness on campus
- **Financial Support**: financial needs do not impede student success and progress toward degree attainment
- **Data-Driven Decision Making**: use of evidence and data to identify and advance the most successful academic support programs
- **Academic Barriers**: identify and remove unnecessary administrative barriers that slow progress toward degree attainment

Approximately thirty-three percent (33%) of the recurring GI2025 funding received in AY 2018-2019 was required to be allocated toward tenure-track faculty hiring. The SSA, at the start of Fall 2018 semester, recommended additional funding (~$375,000) for faculty hires to bring the total percent spent for AY 2018-2019 on faculty hiring to 48% of the AY 2018-2019 funding allocated. A total of $2,700,000 has been allocated for faculty hiring during AY 2017-2018 and AY 2018-2019. Expressed differently, 60% of the entire recurring GI2025 funds have been allocated to tenure-track hiring.

The remaining recurring GI2025 funds are currently under consideration by SSA. The SSA provides recommendations, based on their roles and expertise regarding the distribution of GI2025 funding across the six categories listed above along with faculty hiring. These recommendations are considered by the Provost who will create the final recommended distribution of funds. This funding matrix will then be reviewed by URPC in line with University-wide budgeting best practices. In this way, the SSA acts like a divisional unit by putting together a recommended budget for review by URPC and, ultimately, campus leadership. **For AY 2018-19, the Chancellor's office has mandated that all 23 campuses report by November 15, 2018 on how they plan to allocate the funding provided (no extensions).** This has added a level of urgency to the formation and review process for this year's funding model requiring an acceleration of the review and distribution process.

During AY 2018-19, the SSA will develop a principled and transparent mechanism to consider future GI2025 campus needs that fall into the six categories involving a wider group of stakeholders.

President's Office:

Submitted by Lisa Rossbacher, President, Humboldt State University

Thanks to all of you who rearranged your schedules this past week to meet with CSU Chancellor White and Executive Vice Chancellor for Academic and Student Affairs Blanchard. They were aware of the disruptions that their requested meetings caused in schedules, and they both commented on how much they learned during their visit.

I will not be able to attend this week's Senate meeting because of a series of California State University meetings that will be held on the campuses of San Diego State University and Cal State San Marcos. These meetings have been scheduled back-to-back to make the most efficient use of time, but, including travel, they will extend over the entire week.

These events include a retreat by the CSU Board of Trustees (to which campus presidents have been invited), the Chancellor's Senior Leadership Council (which includes presidents and vice chancellors), the two-day Graduation Initiative 2025 Symposium (which will include recognition of Dr. Jennifer Maguire's

Faculty Innovation and Leadership Award), and the American Council on Education's Women's Leadership Forum at San Marcos.

HSU will be well represented at the Graduation Initiative 2025 Symposium, and we will have an opportunity to share our success in achieving the highest-ever four-year graduation rate on our campus of 22%. As most of you know, this exceeds the target we established in our strategic plan for 2020 of 20%. Thank you all for the good work you are doing to support and improve student success at HSU.