

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, December 4, 2018

Standing Committees, Statewide Senators and Ex-officio Members

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.

October 24

- Meeting cancelled due a lack of a quorum.

November 7

- The committee is meeting virtually to review the draft of the advising policy that will be forwarded to SenEx.
- Members of APC met with the Office of Student Rights and Responsibilities to gain an understanding of how policies are recommended by the Senate and approved by the President are implemented

Update:

The Committee will be reviewing the final draft of the Advising Policy on December 5 with Kathy Thornhill. The policy will then be forwarded to SenEx for referral to Faculty Affairs.

Constitution and Bylaws Committee:

Submitted by Mike Le, CBC Chair

Roll Call (Quorum Met: 5/6): Michael Le, Staff Senator, Chair (2018-2019), Jeff Abel, Parliamentarian, Faculty (2018-2020) Joice Chang, Faculty (2018-2020), Leena Dallasheh, Faculty (2017-2019), and Mary Watson, Non-MPP Staff (2018-2020)

Absent Members:

Joseph McDonald, Student (2018-2019)

Old Items:

I. Guiding Document Discrepancies

- a. There is a conflict between the University Senate Constitution (USC) and the General Faculty Constitution (GFC) on when term begin.
 - i. CBC will propose that the new Senate term begin on June 1 st (same time as General Faculty) as opposed to “the day following the last day of the spring semester.”
- b. There is a conflict between the University Senate Constitution (USC) and the General Faculty Constitution (GFC) about how to fill a vacancy.
 - i. Since faculty have the right to determine how their faculty are elected and replaced, the USC will be updated to reflect the GFC.

II. Shared Governance Website

- a. CBC would like to found a website dedicated to Shared Governance. This site would be a repository for all Shared Governance documents.

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

Current Work

1. Advising Policy

FAC awaits a draft advising policy from APC.

2. Appendix J

FAC has drafted modifications of several sections of Appendix J to explicitly include language on equity and inclusion. We have also drafted modifications to the Personnel Data Sheet, which we plan to bring to the senate for approval in the near future.

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.
5. Clean up and modification of Appendix K.

Administrative Affairs:

Submitted by Doug Dawes, Vice President of Administrative Affairs

The Administrative Affairs team published its [semiannual newsletter](#). I hope that each of you take an opportunity to review the successes the team has had over the past several months.

Facilities

- Construction for the Seismic Retrofit project for the Theatre and the Library is well underway. The project is on schedule and within budget.
- Due to extreme popularity at Thanksgiving break, a third bus was added to the Homeward Bound Program for Winter Break. 75% of the tickets sold within the first 4 minutes when tickets went on sale at 9:00 this morning. As of 3:00 pm, there are only 6 seats left for LA and 18 left for San Francisco.

- Roofing replacements for Redwood Hall and the Wildlife Building are in design, preparing for construction this summer.
- Facilities is gearing up to replace elevators at Gist Hall, the Library, and the Natural Resources Building over Winter Break.

Human Resources

- I am pleased to announce that David Montoya will be joining the HSU family on December 11 as the Associate Vice President for Human Resources. I appreciate all the work the search committee employed in the successful search.

Accounting & Student Financial Services

- Sylvia Shively, University Controller, has announced her retirement date for early May 2019; recruitment for her replacement is currently underway.
- All Auxiliary and ancillary audits are now complete.
- The Extended Education audit has been closed successfully
- Three of the five resolutions for the Information Security audit have been submitted
- The Accounting team is continuing to work on process efficiencies and have begun completing Journal Entries for internal billing and chargebacks versus creating an invoice, vouchering and then cutting ourselves checks, thus dramatically reducing time on these functions and should help Accounts Payable with their work load.
- Of the 23 campuses 12 campuses had deficiencies in A-133 Single Audit for 2017-18, Humboldt was not one of them.

UC Dining Services

- Humboldt State University has received an A+ on peta2's Vegan Report Card this year! The competition has been fierce this year, but Humboldt State University has shown it is a strong contender, that values access to vegan food that all students can enjoy.

Contracts, Procurement and Payables

- Admin Affairs Division is starting to use Concur and while there are still little kinks to work out; overall it's been a successful pilot.
- Campus Marketplace is scheduled to launch when we return from break in January. There are two trainings set in December, and two in January. An email with the training times/dates/locations was sent to various list services including the ProCard list serve. (the attachment to this email was included)
- Included in Marketplace will be Amazon Business.
- There are revised [ProCard Guidelines](#), specifically the Cardholder and Approver responsibility sections. The website has been updated, portal announcement made, and in person visits are happening at various meetings across campus.
- The [Hospitality](#) policy has an expanded matrix with more examples.

Academic Senate CSU (ASCSU):

Submitted by Mary Ann Creadon, ASCSU Representative

November 30, 2018

Dr. Catherine Nelson, Chair
Academic Senate, CSU
The California State University
401 Golden Shore
Long Beach, California 90802-4210

RE: November 8-9, 2018

Dear Dr. Nelson:

Thank you for forwarding the packet of resolutions adopted by the Academic Senate of the California State University at its November 9-9, 2018 meeting. We are pleased to provide the response below.

1) AS-3346-18/APEP/AA: Requirements for Appointment of Course Outline of Record (COR) Evaluators for the California Course-Identification (C-ID) Process

We appreciate the work the ASCSU has done over the past several years in response to Senate Bill 1440 (Padilla, 2010). The Academic Senates of the California State University (CSU) and the California Community Colleges (CCC) collaborated to develop discipline faculty-led, statewide efforts to identify Transfer Model Curriculum (TMC) and the included C-ID course descriptors for Associate Degrees for Transfer (ADTs). When initially envisioned, only tenured CSU faculty were approved to conduct the work necessary to make this process move forward.

Over the past several years, however, the initial faculty engaged in this work moved on to other assignments, or have retired. Additional CSU faculty are needed to conduct the work within the ADT process due to the backlog of CCC Course Outlines of Record (COR) waiting C-ID course approval. The lack of CSU reviewers has created serious delays in the process; thus, the CCC Chancellor's Office recently decided to allow community colleges to submit their ADTs without C-ID review and approval if the course(s) within the degree have been in the C-ID review queue for 45 days or more. To alleviate this gap in CSU faculty participation, additional CSU faculty are needed as COR reviewers for community college courses awaiting C-ID approval.

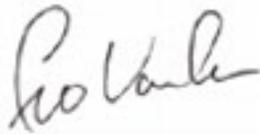
Dr. Catherine Nelson
November 30, 2018
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The swift work of the ASCSU on this matter is appreciated. This resolution will allow for an expanded pool of well-qualified, CSU faculty reviewers and will ensure significant CSU participation in the ADT process.

**2) AS-3347-18/FGA: Presidential Search Process in the California State University System:
Announcement of Finalists and Visits to Campuses**

The future success of the California State University depends on the recruitment of outstanding faculty, staff and leadership. The current presidential selection process recognizes the importance of understanding the campus, its character, and its needs as well as the needs of the community. One of the goals of the current process is to ensure a diverse pool of the most highly qualified and accomplished candidates. The confidential process balances these needs by beginning with open conversation with faculty, staff and students on campus. This is complemented by a committee representative of the elected campus members from the faculty, students, and staff; as well as members of the greater community, the administration and Trustees. Releasing finalists' names would discourage excellent and highly qualified and diverse candidates from applying for the position. For this reason, we will maintain the confidential nature of the search process.

Sincerely,



Leo Van Cleve
Assistant Vice Chancellor
Liaison to the ASCSU

c: Dr. Timothy P. White, Chancellor
Dr. Loren J. Blanchard, Executive Vice Chancellor, Academic and Student Affairs
Mr. Steve Relyea, Executive Vice Chancellor & Chief Financial Officer
Mr. Garrett P. Ashley, Vice Chancellor, University Relations and Advancement
Ms. Melissa Bard, Vice Chancellor, Human Resources

Provost's Office:

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

1. Creating Change for Equity – Student Success Alliance (SSA) GI2025 Funding Allocations (2018-2019 FY)

On November 15, 2018, the funding allocation recommended to VPAA by the SSA was reported to the Chancellor's Office.

SSA met bi-weekly, beginning August 2018, to develop funding allocations for the GI2025 funds awarded to HSU for the 2018-2019 fiscal year. The table below outlines the distribution of \$1,404,058 recurring (base) funding and \$1,296,743 one-time funding. Funding was allocated across six mandated GI 2025 categories – Academic Preparation, Enrollment Management, Student Engagement and Wellbeing, Financial Support, Data-Driven Decision Making, and academic Barriers.

	Ongoing Base Funding		One Time Funding	
	%	\$\$	%	\$\$
Academic Preparation	20%	\$280,811.60	18%	\$233,413.74
Enrollment Management	12%	\$168,486.96	15%	\$194,511.45
Student Engagement & Wellbeing	31%	\$435,257.98	35%	\$453,860.05
Financial Support	15%	\$210,608.70	25%	\$324,185.75
Data-Driven Decision Making	17%	\$238,689.86	5%	\$64,837.15
Academic Barriers	5%	\$70,202.90	2%	\$25,934.86
Totals	100%	\$1,404,058.00	100%	\$1,296,743.00

Earlier this semester, SSA recommended the allocation of \$1,200,000 GI 2025 funding to new faculty hires for Fall 2019. Combined with \$350,000 from Academic Affairs, and available college/library resources, 20 faculty searches were authorized and are underway.

2. Creating Change for Equity – Student Success Alliance (SSA) GI2025 Fund Allocation Planning for 2019-2020 FY, in collaboration with the Integrated Assessment, Planning and Budget Group (IAPB)

In early 2019, the SSA will begin work with the IAPB to develop the mechanism for GI2025 fund allocations for the 2019-2020 FY. In alignment with the IAPB process, it is anticipated that the SSA will create a (i) GI 2025 SSA Project Review Form and a (ii) GI 20215 Rubric designed to evaluate department requests for GI2025 funding.