

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 26, 2021

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Maxwell Schnurer, APC Chair

Membership: Clint Rebik, Kathy Thornhill, Matthew Derrick, Kayla Begay, Malluli Cuéllar, Morgan Barker, Humnath Panta, Travis Brunner & Kim White

Report back

- The APC met on October 11 and October 18. Participants worked both in the subcommittee meetings and also asynchronously.
- APC chair met with Cyril Oberlander from CEEGE, Provost Capps and Senate Executive to refine the proposed policy for minors, academic credit-granting certificates and concentrations. Digital feedback from the registrar and department chairs was also integrated into the policy. Proposed changes were reviewed and recommended by the Academic Policies Committee.
- Draft of the proposed policy for minors, academic credit-granting certificates and concentrations moves to the Senate for first reading on October 26, 2021.
- Work begins on revisions to the syllabus policy particularly with an eye on changes in online modality. This work is happening in parallel with the emerging E-learning policy.

Feedback requested! If you have feedback or suggested changes for the syllabus policy please email the chair of APC. Current policy is here:

<https://policy.humboldt.edu/course-syllabus-policy>

Charge of the committee: **Duties:** “Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate” ([Senate Bylaws](#), Section 11.2).

Next meeting is: Monday October 25 at 1pm.

Appointments and Elections Committee:

Submitted by Jayne McGuire, AEC Chair

Fall 2021 General Faculty Elections Results

October 25, 2021

Cycle 1: September 17, 2021- September 24, 2021

Cycle 2: October 8, 2021- October 15, 2021

Faculty Elected Positions:

UNIVERSITY SENATE

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

Arianna Thobaben

Tenure Line At-Large Faculty Delegate, 1 year term

Marissa O'Neill

Faculty Representative, Appointments and Elections Committee

Joshua Frye

INTEGRATED CURRICULUM COMMITTEE (ICC)

ICC Subcommittee on GEAR Curriculum and Assessment Committee

- Two Faculty Members, 3 year term

Bradley Ballinger

SPONSORED PROGRAMS FOUNDATION BOARD

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

- Two Faculty Members, 3 year terms

Kerry Byrne

James Woglom

- Faculty Member, 4 year term

Kevin Fingerman

PROFESSIONAL LEAVE COMMITTEE

- Faculty Member, 2 year term

Janelle Adsit

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Faculty Member (At-Large), 1 year term

Rosemary Sherriff

CAHSS TENURE AND PROMOTION COMMITTEE FOR THE COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

- Faculty Member (CAHSS), 2 year term

John Meyer

RETENTION/REAPPOINTED FOR THE COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

- Faculty Members (CAHSS), 2 year term

James Woglom

Nicholas Perdue

Rae Robison

Joice Chang

TENURE AND PROMOTION COMMITTEE FOR THE COLLEGE OF NATURAL RESOURCES AND SCIENCES

- Faculty Member (CNRS), 2 year terms

Dale Oliver

J-Pascal Berrill

RETENTION/REAPPOINTED FOR THE COLLEGE OF NATURAL RESOURCES AND SCIENCES

- Two Faculty Members (CNRS), 2 year terms

Sherrene Bogle

Christopher Harmon

Appointment and Elections Committee Appointed Positions:

ACADEMIC POLICIES COMMITTEE

- Faculty Member, 2 year term

Kim White

APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)

- Faculty Member (CAHSS), 2 year term

Joshua Frye

ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE

- Faculty Member, 2 year term

Andrew Stubblefield

FACULTY AFFAIRS COMMITTEE

- Two Faculty Member, 3 year terms

Tim Miller

Debbie Gonzalez

FACULTY AWARDS COMMITTEE

- Faculty Member, 1 year term

Marshelle Thobaben

- Faculty Member, 1 year term

Daniela Mineva

HSU ADVISORY COMMITTEE ON SUSTAINABILITY

- Faculty Member, 2 year term

Li Qu

INTERNATIONAL ADVISORY COMMITTEE

- Faculty Member (CAHSS), 3 year term

Janelle Adsit

PARKING AND TRANSPORTATION COMMITTEE

- Faculty Member, 1 year term

Jeffrey Schineller

UNIVERSITY POLICIES COMMITTEE

- Faculty Member, Fall 2021 term

Sara Sterner

UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Faculty Member, 2 year term

Nicole Jean Hill

Constitution and Bylaws Committee:

Submitted by Chelsea Teale, CBC Chair

Membership: George Wrenn, Garrett Purchio, and Dierdre Clem

The CBC met on 10/18/2021 to discuss this year's agenda (UC Board updates for the handbook and committee clean-up).

The UC's bylaws and the organization's various roles have been modified, and the CBC will take the first steps towards revising the handbook to that effect next week.

We will have the working copy of the campus committees master list from the former UPC chair this week, who explained their approach. CBC will pick up where that committee left off.

Faculty Affairs Committee:

Submitted by Marissa O'Neill, FAC Chair

Membership: Simone Aloisio, Elavie Ndura, Tim Miller, Debbie Gonzalez, Kim Perris, Ramona Bell, Loren Cannon

The Committee meets on Mondays at 11:00am-12:00pm.

FAC met on October 18th and October 25th. Next meeting: 11/1/2021.

The committee completed a draft on a new Exceptional Service policy as the previous policy expired in 2017 and to simplify the application process. SDSU and other campuses have a streamlined process in lieu of a lengthy write up and multiple document submissions.

The committee has started work on amendments to the Faculty Awards Policy to include more wholistic requirements and a process to rescind an award. The FAC will meet with The Faculty Awards Committee and Associated Students for input.

A discussion on faculty bullying began. Members will explore policies from other Universities and the literature.

Integrated Curriculum Committee:

Submitted by Jill Anderson, ICC Chair

Regular meeting times are Tuesdays from 9-11am with the Full ICC and ICC Subcommittee meeting on alternate weeks.

ICC Members:

Ramesh Adhikari, Jill Anderson (ICC/APC Chair), Brad Ballinger, Kayla Begay, Vincent Biondo, Carmen Bustos-Works, Christine Cass, Eden Donahue, Bella Gray (Curriculum Coordinator), Lucy Kerhoulas (CDC

Chair), Heather Madar, Bori Mazzag, Cindy Moyer, Marissa Ramsier, Clint Rebik, Cutcha Risling-Baldy, Marisol Ruiz-Gonzalez, Maxwell Schnurer (APC Chair), Justus Ortega, Jenni Robinson, Sheila Rocker-Heppe, Lisa Termain (GEAR Chair), Mary Watson (administrative coordinator), Mark Wicklund, George Wrenn, and Rick Zechman

Current Vacancies: Graduate Council representative, Student representatives (2)

Subcommittee Reports

- **Academic Policies Committee (APC)** Dr. Schnurer reported on the progress of the Minors and Certificates policy and the next policy up on in the que, the Syllabus policy.
- **Academic Program and Planning Subcommittee (APPC)** The APPC reviewed the proposal for a new minor, Peace and Justice Studies and discussed the potential to introduce an open forum to the ICC meetings.
- **Course and Degree Change Subcommittee (CDC)** The CDC continues to review proposals in curriculog.
- **General Education and All University Requirements (GEAR) and Assessment Subcommittee** The GEAR committee has been doing outreach to programs with GEAR proposals in Curriculog and Area F courses for recertification. The committee also met with Jennifer Ortega about sustainability curriculum processes. The full ICC and APC will collaborate on policy related to this work.

Policy on Courses for Minors Only. The committee reviewed an early draft of a policy on proposing courses that would be part of a minor only. Many considerations and exceptions were brought up including, self-support courses, student success courses, clarifications on courses counting towards elective pools in majors, majors outside the department, GEAR programs, graduate programs, and Extended Education Certificates. A recommendation was made to simplify the discussion and policy by identifying the one rule rather than the exceptions and writing policy to be explicit in that language. The draft policy will be revised and brought back to the group.

Guidelines on Interdisciplinary Program Proposals- MOUs. The committee reviewed guidelines related to interdisciplinary program proposals including MOUs and steering committees for majors. Specific feedback on components of MOUs were discussed as well as larger components related to university level structural support of programs doing this work. Considerations around workload, compensation for non-tenure line faculty who are often involved in these programs, equitable compensation across departments and colleges, and balancing the structure needed for guidelines with organic initiatives were all highlighted. These guidelines will continue to be refined and brought back to the group.

Discussion Item on Online Learning: What Does an Online Course Look Like? The committee was asked to consider what a process for proposing and approving online courses could look like. This discussion brought out many structural components related to supporting sustained online learning including training for instructors, training and/or support for development of engaging videos and course content, and coordination of modality within programs. The group noted that the scope of the charge of the ICC

within the planning for online courses in the future was limited but difficult to plan for without the context and commitment to larger structural components surrounding online learning development at HSU.

University Policies Committee:

Submitted by George Wrenn, UPC Chair

Last years' Time, Place and Manner policy was approved in August and has been posted to the University's policy pages: Time, Place and Manner of Free Speech and Expression, Commercial Activity and Use of University Buildings and Grounds Policy | HSU Policies (humboldt.edu).

No specific policies have been submitted to UPC for review at the time of this report.

The Committee is seeking an Associated Student member to complete its roster. The faculty representative committee vacancy has been filled by Sara Sterner.

Office of Diversity, Equity and Inclusion

Submitted by Elavie Ndura, Assc. Vice President and Campus Diversity Officer

The second meeting of the semester took place on October 20, 2021 at 3:00 PM

Members present: Lisa Bond-Maupin, Ben Graham, Nikola Hobbel, Elavie Ndura, Kumi Watanabe-Schock, Meridith Oram, Fernando Paz, Sasheen Raymond, Edelmira Reynoso, Brandilynn Villarreal, Kimberly Vincent-Layton, Kim White, and Jeanne Riecke-Recorder

The meeting started at 3:00 PM.

1. Check-in with DEIC Members to see how the semester is going.

Objective: Convening & Connecting

1.1. Please share how your semester is going so far.

a) What is exciting? What is challenging?

Members mentioned that it has been a pretty good semester. Deadlines can be challenging. Frustration because of lost work that you put a lot of work into. Members mentioned expectations and the mid-semester blues. The ESCALA curriculum for HSU is coming along. Ben Graham said he was working with students, to think about the future and realization that work is about change but it is motivating. He said he found that speech is very important. Things are coming into fruition where things are happening and it is exciting. There was a mention that they appreciated being able to connect with Zoom to colleagues. Members found that time and making time for work is a challenge. Planning for events, the

virtual art display and Mindful Facilitation training starting Friday. The Eureka Chinatown project and event has been interesting to people. Equity Fellows faculty interaction has been scheduled. There is not enough time on the calendar for all the meetings. People are balancing work life and home life.

2. Open Communication

Objective: Fostering a sense of community

2.1. How can we elevate DEI efforts across campus?

a) What is the course of action to take to engage colleagues who are not part of DEIC?

Elavie said that Lisa Bond-Maupin had mentioned that DEI is leading the way in the difficult work, to be the change that we want to see and build a community. Elavie asked how we can engage departments and committees not directly involved in DEIC. Kumi said that HSU was interacting with the Equity Alliance of the North Coast; the alliance suggested that each unit come up with a Racial Equity Plan. Each unit, program or department has their own small plan for Racial Equity and Social Justice. It provided learning sessions about racial equity and shared information in the community. It also allowed meeting people who want to work on it themselves for a true and authentic sense of community. The work for Kumi brought out the importance of cooperation and collaboration in each unit. Tim Miller and Kumi engaged a few colleagues in the Library and ODEI and created the Social Justice Working Group.

Brandilynn said she really liked Kumi's point. Some ideas are not possible (Mandatory Trainings) but incentives and financial compensation help faculty think more about these things. Perhaps a stipend when they are not obligated to work on class work.

Ben has been thinking of career trajectories for students. There is a disconnect with careers out of college, unless it is graduate school and academic work. Students need to integrate where students go after they finish school for a career with a DEI mindset, including disparities and socio-economic with career expectations. This is all in conjunction with how to navigate a job interview and how students can market their skills. He said there are micro-climates, how to interview and research on the web, especially as to being queer friendly. Elavie said that this needs to be included on the next agenda for DEIC, infrastructure for work career futures in a DEI framework.

Edy asked how do we make sure students know the work DEIC does on behalf of students and supporting students? She asked what are your divisions and units reporting in terms of DEI efforts and needs on campus? Equity Fellows interact with multiple units on campus and the Library works with other entities both on and off campus. Elavie shared that ODEI is seeing increased interest and engagement with requests for Professional Development. Black, Indigenous, and/or identify, in whole or in part, as a Person of Color (BIPOC) students, faculty and staff still feel trepidation across campus, among colleagues, supervisors, and students in the classroom.

There has been a strong commitment by the University Senate to elevate engagement of Diversity, Equity and Inclusion, including diversity training for University Senate. There will be a session on Social Justice Racial Equity, in the Spring, for the University Senate. The President's Advisory Team (PAT) has

commented that they have committed to supporting DEI work in their areas. Elavie has been having 1:1 meetings with the University Vice Presidents to find out what they need and what they want. There has been a student request for support around Diversity and Mental Health. The voices coming out are quite strong. Elavie has been working with Enrollment Management and the Athletic Department to bring this to Administration's attention.

Brandilynn said she noticed a sense of tiredness from everyone DEIC numbers are low, as well as, the Faculty Affinity Group with only 4 faculty members showed up. She has reached out to Associated Students but has not heard back from them. She wanted to know what other people have been experiencing and the decline in numbers.

Nikola Hobbel said she has been there for the students and continues to be there for students but the well is drying up, colleagues are tired with Zoom meetings. It is a reality. Where is the space for Faculty? She asked who takes care of the caretakers.

2.2. How can we be the bridge and engage others in an open meaningful conversation to positively shape HSU transformation?

It is important to communicate when we have things to communicate. Communication is the bridge. Everyone needs to positively shape HSU's communication. There is a culture in every institution. As DEIC how can we be the bridge between community, administration and students? Bridge for healthy communication in order to frame the conversation.

The Campus and Community Dialogue on Race (CDOR) spending a whole year meeting with faculty, staff and students. Learn so much from just being with people in the planning the event. Learning through planning and doing something. Opportunities to meet people she really enjoys. Everybody is stretched thin. Both meeting and zoom with colleagues throughout the year, get to learn about other people.

How we bridge all those changes and support the community?

Brandilynn stated the importance of having healthy communication, not always face to face in person. Different preferences on communicating. How can we communicate that help us become better listeners, healthier communicators? DEIC can support that aspect of cultural shift.

How do we use what we have to communicate for effectively to support each other? It is an opportunity to carry messages back and forth. Working for institutional change not just a division.

Elavie said asked how we can communicate like insiders and not outsiders and understanding the communication styles of colleagues.

3. DEI Updates

Objective: Share ongoing & New DEI related updates & initiatives

3.1. Cross-cultural facilitation training for facilitators (10/22 & 29)

3.2. Faculty cluster hiring

Nikola Hobbel discussed that there is limited bandwidth. Elavie said that the University has listened. There will be announcements and heard, in the next couple of days, informing the university has made substantial investment BIPOC Faculty and Graduate Students, the institutional membership for The National Center for Faculty Development and Diversity. The NCFDD provides support, coaching, mentoring and other opportunities, so that the faculty can develop and do the work well, with a work life balance workshops, for healthy work relationships. Elavie said that every institution that has implemented the program has seen a major improvement in retention of graduate students and faculty. The website can be viewed online at facultydiversity.org. It is hopeful that this will help make things better. The membership is for graduate students, faculty and administrators.

Comment that pushing on things that are lingering with no response is important to have a response. Mid-level managers are feeling the same thing that administration is feeling. Lisa said that people should check in as much as possible, sometimes speaking up is part of the response.

How can we be heard in a timely fashion? Lisa mentioned having a person who unsticks things that are stuck.

3.4. Institutional membership in the National Center for Faculty Development & Diversity (NCFDD)

3.5. Questions & discussion.

4. Wrap up & adjourn

4. 1. Please share a takeaway from today's meeting. Conversation is helpful. It will assist ourselves and the community to get things done.

Faculty Cluster Hire meetings are on hold for now. ODEI is to contact the Colleges to have meetings with the Departments. Faculty Cluster Hire Working Group meetings will resume meetings next Wednesday.

HSU recently purchased an Institutional Membership at the National Center for Faculty Development and Diversity. The start date for the membership is November 1st. Announcements will be forthcoming.

Moving Beyond Bias has extended the deadline for building curriculum. The three sections focus on different aspects of the MBB curriculum. They are working on finishing it up, so that it is HSU specific. They are not sure of the date for rollout.

Fernando Paz reported on the Home Away from Home event. El Centro found it was a great way to connect with people who are doing support for students on campus, resources and supplies for students to feel successful. Provided a feeling of welcome and connecting with resources out of El Centro. Elavie would like to attend the next event at El Centro where there is a large number of Center students.

Cross Cultural Training in Mindful Facilitation is scheduled October 22nd and October 29th from 9:00 AM to 1:00 PM. Registration has 77 HSU Faculty, Staff and Students signed up, including College of the Redwoods. 9 Community Members have signed up.

President's Charge will be on the agenda for next month's meeting.

4.2. Adjourned at 4:30 PM.

University Resources and Planning Committee:

Submitted by Jim Woglom, URPC Co-Chair

The URPC met once, on Friday, October 15th '21 to address to URPC business, and then met as part of the Polytech Implementation Planning group on October, 22nd '21. Information regarding the Polytech Implementation group will be enacted through that groups' communication subgroup.

At the Friday 10/15 meeting we discussed the Office of Academic Affairs progress on their third year reduction targets to date. OAA has been working to achieve the reductions planned for in our AY'19-'20 budget plan, with a one year extension granted in response to the enormity of the division and the intricacies of its budget processes needs and the logistical challenges pertaining thereto. A model for the collaborative determination of budget targets has been enacted, and will be responsively improved upon through stakeholder insight and URPC feedback. Further information on this progress will be forthcoming from the division.

We also reviewed the President's Charge for the URPC (attached below) and look forward to working with the entirety of the campus community to realize its contents. In working towards these ends, I would like to ask the campus community to please utilize the URPC as a space for critical discourse about budget-and-resource-related issues that concern you and your constituents and colleagues. If something is concerning you or your peers about anything that is going on on campus around resource allocations, please contact me at jw2311@humboldt.edu or text or call me at (908)337-9921. I promise that we will work to agendize and discuss all presented concerns, report on those discussions, and publish correspondence and relevant data when requested. The more information you solicit and the more clarifying questions you offer, the more that we can work together to ensure transparency, shared governance and oversight, and interpersonal agency in the budget process. Thank you in advance for your work towards that aim.

President's Request to URPC (AY 2021-22)

October 15, 2021

As a standing committee of the Senate, the URPC advises and reports to both the Senate and the President. In addition to the regular duties of the URPC, President Jackson requests the assistance of the URPC with the following activities in the coming academic year:

Roll Forward

Review and update roll forward guidelines using the following as a desired foundation:

- Allocation to the division
- Flexibility on how divisions allocate back to MBU's to support strategic priorities
- Maximize the allocation back to the division and preserve the investment into institutional priorities

Budget, reporting and finance

- Enhance and align budget planning efforts to include but not limited to:
 - Development and adoption of an adaptive budget model to support enrollment instability to growth
 - Cal Poly
 - Multi--year planning
- To work in conjunction with the polytechnic working group co-leads on the working group priorities with a focus on the \$25m.

Process Improvement

To work in conjunction with the CIO and UBO on leading the campus wide process improvement initiative

HUMBOLDT STATE UNIVERSITY
University Resources & Planning Committee
October 15, 2021
1:00 PM – 2:30 PM

In-person meeting location: CCR (Siemens Hall 222) OR join Zoom meeting:

<https://humboldtstate.zoom.us/j/89132690509?pwd=MnVFcWooMkZnWlNqMFE1ToqjYWVOUTo9>

Meeting ID: 891 3269 0509

Passcode: 244962

URPC Meeting Agenda

- 1. Approve Minutes from 10/01/21**
- 2. Update on Year Three Reduction Plan for OAA**
- 3. Review of the President's Charge**
- 4. Report from Budget, Finance and Reporting Polytechnic Working Group**
- 5. Review Enrollment Data and Metrics (Peter Martinez)**
- 6. OpenBook Demo**

UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 1, 2021

1:00 PM – 2:30 PM

In-person meeting location: CCR

2021-22 URPC:

In-person	Virtual		In-person	Virtual	
<input type="checkbox"/>	<input type="checkbox"/>	Jenn Capps, Co-Chair (non-voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremiah Finley, Student (voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	James Woglom, Co-Chair (tie break vote)	<input type="checkbox"/>	<input type="checkbox"/>	Vacant, Student (voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jim Graham, Faculty (voting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rouhollah Aghasaleh, Faculty (voting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Furtado, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nicole Jean Hill, Faculty (voting)	<input type="checkbox"/>	<input type="checkbox"/>	Jamie Rich, Advisor (non-voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anthony Baker, Staff (voting)	<input type="checkbox"/>	<input type="checkbox"/>	Jenessa Lund, Advisor (non-voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlene Wynn, Staff (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Le, Advisor (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shawna Young, Dean (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharooz Roohparvar, VP (voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patrick Orona, Notes (non-voting)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jason Meriwether, VP (voting)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Frank Whitlatch, VP (voting)	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Attendees: Pedro Martinez (virtual) and Simone Aloisio (in-person)

Meeting Minutes:

1. Introductions of/for new CAHSS Rep, Nicole Jean Hill
2. Enrollment Growth Discussion (VP Meriwether and Peter Martinez)
 - a. VP Meriwether provided a high level overview of enrollment growth projections, headcount targets for new programs, and strategies from the [Polytechnic Prospectus](#). Highlighting efforts underway: continuing to strengthen academic messaging (mock lecturers, virtual open houses, etc.), increasing name buys, increasing the use of existing technology tools/platforms, building partnerships and collaborations, focusing on student retention, and increasing housing capacity both on and off campus.
 - b. Committee discussion included how graduation rates are being incorporated into these recruitment/retention efforts (academic planning) and data related to the students that we are not retaining.
 - i. Due to time, VP Meriwether requested that Peter Martinez and Mike Le present the detailed retention data and counter measures in place at next meeting.
3. Jim Graham budget modeling presentation
 - a. Jim shared his process developing a prototype tool to review and analyze the university's financial actuals and recommendations to URPC based on the analysis conducted with the tool. The prototype tool includes proposed process flow, scorecard, financial analysis, financial model, and course and work force planning.
 - i. Robust committee conversation about the data presented, assumptions made in developing the data set, the need for institutional vs. individual tool, existing resources available, change management techniques, strategies to improve student retention, and reduction strategies in progress.

4. Open Book Demo
 - a. Agenda item moved to next meeting due to time
5. Review of minutes from 9/17 – Approved with no alterations

President and President's Administrative Team Report to University Senate

Tom Jackson, Jr., President
Sherie C. Gordon, Chief of Staff
Shahrooz Roohparvar, CFO/VP Administration and Finance
Jason Meriwether, VP Enrollment Management
Jenn Capps, Provost and VPAA
Cooper Jones, Executive Director of Athletics and Recreational Sports
Frank Whitlatch, VP Advancement
Lisa Bond-Maupin, Deputy Chief of Staff (Editor)

People

On October 18th, **Amber Blakeslee** began in her new position as HSU's Executive Director of Finance & Budget. Amber will now be overseeing the departments of Budget, Payroll, Accounting, Student Financial Services, Accounts Payable, and Procurement. Amber has been part of the HSU team for more than 13 years and most recently the Director of University Budget since 2014.

After 17 years of loyal service to Humboldt State University, and over 27 years of total law enforcement experience, **Sgt John Packer** is retiring. His last day will be October 30th. The University Police Department will have a sendoff in front of SBS at 6:30pm on Oct 30th.

On October 20th our new Lieutenant, **Peter Cress**, started with UPD. Lt. Cress comes to UPD after most recently serving as a Lt. with the Humboldt County Sheriff's Office. Lt Cress worked at HSU as an officer in 2000-2001, is a graduate of HSU, and also has taught at HSU.

Inclusive Student Experience

The **23rd Annual Campus/Community Dialogue on Race** will begin October 23 and run through October 29th, 2021. This year's theme is Dismantle & Heal: Building Coalition Against Forced Division and will feature Hari Kondabolu and Dr. Lisa Nakamura. Please check out the website for all of the information about next week's events.

Community

On October 14, representatives from across HSU and the College of the Redwoods met virtually for the fourth **CR and HSU Summit**. These summits are designed to identify shared priorities and opportunities for collaboration across both institutions. Emphasis is placed on action to dismantle persistent barriers for students and build new partnerships on behalf of the communities we both serve.

The summit on the 14th included an update from both President Jackson and President Flamer on emerging opportunities for our partnership. The summit also included acknowledgement of accomplishments since the last summit, priority setting for the coming year, and a renewed call to action.

Campus Culture and Operations

Polytechnic implementation planning is underway and the working group co-leads are in the final stages of completing membership. Each group has finalized priorities and established group composition to help manage the significant and time-sensitive work ahead. The next phase of planning will be focused on developing plans to include consultation strategies, key milestones and deliverables. During the Provost's Council of Chairs meeting, co-leads from the Enrollment Growth and Management and Facilities working groups shared insight into their priorities and areas of focus. We received great feedback which we will incorporate into our planning efforts. Enclosed is a copy of those reports for your reference. We will host the first of many Polytechnic Forums on Friday, November 19th at 10:00 a.m. More details are forthcoming on how to attend the virtual event.

While we are embarking on implementation planning, we are simultaneously working in collaboration with the Chancellor's Office staff to prepare for the November 2021 California State University (CSU) Board of Trustee (BOT) meeting. During the November BOT meeting, President Jackson, with the support of Provost Capps will be presenting to the trustees about HSU's vision and impact of being designated as a polytechnic institution. More details will be forthcoming on the agenda and how to view the meeting.

The **Department Chair Appointments Task Force Charge and Membership** is complete and outlined below.

Charge:

- Explore options for how Department Chairs can be available 12 months a year (with opportunity for time away from work) for planning, advising, supporting students and faculty, implementing critical projects assigned by the provost's office and/or dean's office, and interacting with a variety of campus stakeholders as well as the community, along with other duties outlined in the: HSU Chair Handbook; Guidelines: Department Chair Work Outside the Academic Year; and the HSU Responsibilities of Department Chairs.
- Ensure compensation (assigned time and overall chair-related salary) is equitable and fair, and that the criteria and/or metrics that guide the compensation level are transparent so that there is continuity within and across the colleges. a. Consider the relationship between Department Chairs and Program Leads/Directors/Coordinators and the compensation (such as assigned time and any additional salary) for those positions and their respective duties. b. Consider the distinction between the roles and responsibilities of Department Chairs and Department Coordinators, and the time base of the Department Coordinator assigned to the department.
- Develop an evaluation process for Department Chairs.
- In consultation with appropriate governance bodies, develop and propose a draft policy for the compensation and evaluation of Department Chairs.

- Aim to have a policy in place for implementation by Summer 2022 at latest, earlier if possible. (And potentially implement some stop-gap measures for Spring 2022 if feasible and appropriate.)

Membership:

Chris Aberson, Department Chair; Psychology Simone Aloisio, Associate Vice President for Faculty Affairs; David Greene, Department Chair, Forestry & Wildland Resources; Kenna Kay Hyatt, Administrative Support Coordinator, English and Philosophy; Jamie Jensen, Department Chair, Social Work; Libbi Miller, Department Chair, Education; Marissa O’Neill, Faculty Affairs Committee; Mary Scoggin, Department Chair, Anthropology, Geography, Environmental & Spatial Analysis, World Languages and Cultures; Jean Thomson, Task Force Administrative Support, Administrative Support Coordinator, Dean’s Office, College of Professional Studies; Shawna Young, Task Force Chair, Dean, College of Professional Studies.

Innovation

The **Humboldt Journal of Social Relations (HJSR) 50th Anniversary Edition** is entitled: *Becoming a Polytechnic: At the Nexus of 21st Century Learning & Scholarship*

They invite 1-2 paragraph article proposals for the 2023 HJSR 50th anniversary issue. The issue will feature snapshots of the HSU intellectual landscape at a pivotal moment in the university's history, as our HSI and MSI campus transitions to a polytechnic. The deadline for proposals is Friday, December 3, 2021. Find more information and the proposal form here.

Global and Tribal Outreach and Education

President Jackson, Provost Capps, and Connie Stewart visited **Smith River and the Tolowa Dee-ni’ Nation’s Tribal Council** October 13-14, 2021. This visit included meeting with Chairperson Jeri Lynn Thompson, several Tribal Council members as well as the Executive Director Troy Ralstin. The visit allowed President Jackson and Provost Capps to learn more about the Nation, and ways in which HSU could be great partners with them. What was truly exciting was learning how aligned our polytechnic planning is with the workforce needs they identified. They explicitly mentioned fisheries, technology, health, data science, and marine biology.

Attachments

Poly implementation planning - Facilities Working Group Update

Poly implementation planning - Enrollment and Growth Management Working Group Update

Possibly - enrollment update

HUMBOLDT STATE UNIVERSITY

Polytechnic Facilities Working Group

Update - Week of 10/18/21

Working Group Co-Lead Responsibilities

- Michael Fisher, (Co-Lead)
- Eric Riggs (Co-Lead)

- Planning oversight, coordination and implementation
- Communication, collaboration, and timeliness
- Internal Liaison (Steering committee, President, PAT, Cabinet, University Senate and other campus constituents)
- CSU Liaison to the appropriate CSU representative (s)
- Attend CSU and HSU collaborative meetings as deemed appropriate
- Attend other meetings and stakeholder events as deemed appropriate

Expectations

- Future Forward: *Bold, Innovative and Future Focused*
- Approach the work with an institutional lens
- Shared commitment to communication and transparency
- Use the prospectus, strategic plan, accreditation, pillars of inclusive success as key planning components

Primary Working Group

- Team assembled of faculty, staff, administrators, students and community members
- Representative of all academic areas, housing and student affairs, athletics
- Membership largely set, confirming last few members

Primary Working Group Charge:

- To plan, design and build state of the art academic, housing and research facilities.
- To acquire land to support existing or future needs of the institution's polytechnic planning efforts.
- To develop strategies to expand student and workforce housing.
- To collaborate on the planning and execution of the physical re-branding of our campus.
- To ensure city and county services support the infrastructure needs for the delivery of the projects and service to our campus community. (i.e. transportation, paths)
- To collaborate with campus stakeholders (academic departments, research centers, student groups, community interest groups, agencies) on the renovations of academic spaces.

- Community services (medical, educational, retail, etc) to support faculty, staff and student growth
- To lead and complete the campus master plan.
- To integrate sustainability goals in all aspects of planning, physical building and community.

Facilities Working Group Tasks:

- Facilities Master Plan Update -
 - Discuss full MP update vs. immediate needs. Identify future considerations and timing.
 - Utility Master Planning,
 - Pedestrian and Traffic Planning
 - Architectural Considerations
 - Campus Area designations
 - CEQA Planning and Considerations
- Cal Poly Capital Project Portfolio Management
 - Develop considerations around various planning elements for final recommendations to Campus leadership.
 - Space Moves related to academic growth, coincide with renovation funding deployment. Strategic and synergistic growth planning for spaces and disciplines.
 - Fast Timeline on first-mover academic programs (mechanical engineering)
- Physical rebranding of campus.

Sub-Working Groups

- **Housing Working Group**, the housing working group will be responsible for building programming across the housing buildings (existing and new). The group will look at enrollment growth among different peer groups and ensure that planned building supports needed housing and student life programming needs. The group will be facilitated by Facilities Management, Planning, Design & Construction. They will also be responsible for selection of the design-builder for each of the projects. The following projects will be the groups primary responsibility:
 - Craftsman Housing
 - Engineering & Technology Housing
 - Library Circle Housing
 - Campus Apartment Housing
 - Housing Portfolio
- **Engineering & Technology Working Group**, will be responsible for the creation and implementation of the academic program for the new 90,000sf building located on the campus events field. Programming will include academic departments, lecture, lab research, office, student space, communal space, conference space and other student experience space for the building. The group will be facilitated by Facilities Management, Planning, Design & Construction. They will also be responsible for selection of the design-builder for the project.

- **Energy Systems Building** (Microgrid Lab)
- **Eureka Research Lab** (Offshore wind and bayfront marine research lab)
- **Strategic Property Procurement/Community Development** (P3 opportunities)
- **Smaller-scale renovations/Refresh/Domino Team - Logistics**
 - Logistics, move sequencing and temporary space use for renovations
 - Sequencing of renovations relative to degree introduction
 - Large infrastructure spends (fume hoods, core, group II equip)

Next Steps, Fall 2021

- Finalize working group membership
- Establish and finalize sub-groups related to Logistics/Refresh and Small-scale renovation, Housing, and new Engineering and Technology complex
- Begin Master Plan update work

HUMBOLDT STATE UNIVERSITY

Enrollment and Growth Management Working Group Update - Week of 10/18/21

Working Group Charge/Priorities

- Develop a robust coordinated enrollment and growth strategy for recruiting, communicating with, retaining, and supporting students into new polytechnic degree programs and existing programs.
- Identify guidelines and strategies to support the successful recruitment, hiring, and retention of employees at various scales of enrollment (faculty and staff).

Membership

Ramesh Adhikari, School of Business

Jesica Bishop, Admissions

Travis Brunner, Office of the Registrar

Jenny Cappucio, Chemistry

Loren Collins, Center for Community Based Learning

Michael Coyne, Student

Chris Guillen, Financial Aid

Maja Hanson, Student

Dave Heise, College of Arts, Humanities, and Social Sciences

Donyet King, Housing and Residence Life

Michael Le, Institutional Research, Analytics, and Reporting

Tania Marin-Zeldin, Educational Opportunity Program and Student Support Services

Borbala Mazzag, College of Natural Resources and Sciences

Justus Ortega, College of Professional Studies

Sasheen Raymond, Department of Social Work

Jenni Robinson, Office of the Registrar

Vickie Thornburgh, Department of Social Work

Co-chairs:

Pedro Martinez, Admissions

Shawna Young, College of Professional Studies

Preliminary Work

Prior to convening the initial meeting of the full group, the co-chairs have been conducting preliminary work to provide the working group with foundational information/documents/data that will help support brainstorming, discussion, and provide direction for the group's content development, based on its charge/priorities. Preliminary activities have included:

- Liaising with the Division of Enrollment Management to clarify and confirm how this working group will fold into and contribute to the work of offices in the division whose responsibilities are directly related to enrollment management.
- Liaising with co-chairs of other working groups to identify and evaluate the overlap and unique characteristics between the priorities and corresponding work of the working groups.
- Identifying an efficient and effective working group structure that will enable the large full working group to brainstorm and discuss critical topics, while at the same time,

enabling/empowering a smaller core team (whose regular job descriptions/duties relate directly to the priorities of the working group) to follow up on action items identified in the full group meetings so that necessary content/information can be brought back to the group for its next meeting/discussion.

Next Steps

- Core team has its initial meeting 10/22/21.
- Full group meeting is currently being scheduled.
- Materials are being prepared for full group meeting.

HUMBOLDT STATE UNIVERSITY

Spring 2022 Continuing Student Registration Campaign

Spring 22 registration opens on November 8, 2021, with the last day to register being January 31, as posted on the [Registrar Website](#). The following plan will display what will occur over the coming weeks leading up to the end of the registration window.

Social Media elements will be shared with those departments that would like to promote registration within their independent campus social media channels.

Week 1 October 11, 2021 - October 15, 2021

Dean of Students Changes to Advising Email

Launch Date: October 15, 2021

Status: Completed

Channel: Slate Email

Description: Message to students informing the student body of the advising hold that appeared in the student center. The message also included information on the DARS planner.

Week 2 October 18, 2021 - October 22, 2021

Registrar Initial Notification of Registration Window

Launch Date: October 22, 2021

Status: Completed

Channel: Slate Email

Description: Message notifies the individual student of their unique registration window with additional information regarding the DARS Planner

Week 2 October 25, 2021 - October 29, 2021

Osprey and/or Lumberjack Registration Full Page Advertisement

Launch Date: October 22, 2021

Status: In-Progress

Description: Advertisement promoting registration window and ways to get support.

GeoFenced Social Media Ads

Ad Set #1 Timeline: October 25 – November 7

Status: Completed

Description: Digital advertisement that promotes registration window that is coming up the following week.

Ad Headline: Register for Spring 2022!

Image: Students with regalia

Landing Page: humboldt.edu/register

HUMBOLDT STATE UNIVERSITY

Registration Quad Banner

Launch Date: October 29, 2021

Status: In-Progress

Description: Large quad banner will be placed on the Student Activities Center Balcony promoting registration

Registration Table Tents

Launch Date October 29, 2021

Status: In-Progress

Channel: The Depot, Student Activities Center, The J

Description: Table Tops tents posted at various locations promoting the registration window coming soon and any support available.

Registration TV Screen Promotion

Launch Date: October 29, 2021

Status: In-Progress

Channels: Housing, Dining, and SBS Facilities

Description - Promotional advertisements to be run at various locations across campus on television monitors owned and operated by the University.

HumBot Knowledge Base Update

Launch Date: October 29, 2021

Status: In-Progress

Description - Activity to update Humbots knowledge base with additional information on how to navigate the portal to locate information, help direct them to the right individuals to find support whether for advising or technical assistance.

Registration Yard Sign Posted

Launch Date: October 29, 2021

Status: Completed

Channel: Various high-traffic spaces across campus

Description - Corrugated signage will be posted around campus about the registration window opening up in the next two weeks.

Week 3 November 1, 2021 - November 5, 2021

IMPORTANT: Clear your Holds and Register for Spring 2021

Launch Date: November 1, 2021 (gives them a week to clear holds)

Status: In-Progress

Channel: Slate Email

Description: Transactional email to students notifying them of any holds

HUMBOLDT STATE UNIVERSITY

Registration Mailer

Launch Date: November 3, 2021

Status: In-Progress

Channel: Printed Postcard

Description - Mailer launches to all students with a registration assignment that registration will open the following week and how to get support.

Week 4 November 8, 2021 - November 12, 2021- Registration Opens

Day of Registration reminder, no holds

Launch Date: November 8, 2021

Status: In-Progress (will be running)

Channel: Slate Email

Description: Transactional email letting students know their registration window is now open

Enrolled from Waitlist- auto enrolled from waitlist notification

Launch Date: November 8 and on a rolling basis?

Status: IP

Channel: Slate Email

Description: you were automatically enrolled from the waitlist

Day of Registration reminder: Clear holds you can register now

Launch Date: November 8, 2021 - November 12, 2021

Status: In-Progress (will be running)

Channel: Humbot

Description: Humbot message informing students their registration window is now open but they have holds they must clear, sent based on the opening group.

GeoFenced Social Media Ads

Ad Set #2 Timeline: November 8 - 20

Status: In-Progress

Description: Digital advertisement that promotes applying for scholarships beginning on Nov. 15.

Ad Headline: Apply for Scholarships until Jan. 31, 2022

Image: Students with regalia

Landing Page: finaid.humboldt.edu/scholarships

November 11, 2021 - No Communication Veterans Day

HUMBOLDT STATE UNIVERSITY

Week 5 November 15, 2021 - November 19, 2021

Humbot Can Help Make the Connection

Launch Date: November 15

Status: In-Progress

Channel: Humbot

Description: Humbot text message to students that haven't registered or not registered for enough units to share that Humbot will be here to help guide to resources.

Just Checking In: Do you need support with registering for next semester?

Launch Date: November 17

Status: In-Progress

Channel: Slate Email

Description: A reminder email to students that haven't registered for classes and providing helpful resources on where to go for support.

Apply for Humboldt State Scholarships!

Launch Date: November 15, 2021

Status: In-Progress

Channel: Slate Email

Description: A crafted message from Financial Aid that promotes the opening of the Humboldt State Scholarship Applications from November 15, 2021 - January 31, 2022

GeoFenced Social Media Ads

Ad Set #3 Timeline: November 15, 2021 - November 30, 2021

Status: In-Progress

Description: Digital advertisement reminding registration is open now—check your Student Center for your appointment time.

Ad Headline: Have you registered for Spring 2022?

Image: Students in Academic Settings

Landing Page: humboldt.edu/register

Week 6 November 22, 2021 - November 26, 2021

Fall Break No Communication

Week 7 November 29, 2021 - December 3, 2021

Past Due: You have yet to register for Sp22 classes

Launch Date: December 1, 2021

Status: IP

Channel: Slate Email

Description: "There is still time to register for spring!"

HUMBOLDT STATE UNIVERSITY

Week 8 December 6, 2021 - December 10, 2021

Good Luck with Finals - See you in 2022

Launch Date: December 9, 2021

Status: Development

Channel: Humbot and MyHumboldt Portal

Description: Wishing our students a great finals week.

Week 9 December 13, 2021 - December 17, 2021

Finals Week - No Communication

Week 10 December 20, 2021 - December 24, 2021

Christmas Break

Week 11 December 27, 2021 - December 31, 2021

Christmas Break

Week 12 January 3, 2022 - January 7, 2022

Welcome to SP 2022

Launch Date: January 3, 2022

Status: Development

Channel: Slate Email

Description: Welcome students back to a new year and highlight key items before the start of the semester which may include: Modality Updates, Start of the Semester Highlights, and other related updates important to share before the semester begins.

New Year Opportunity to Register for Spring

Launch Date: January 7, 2022

Status: Development

Channel: Slate Email and Text Message

Description: Offer up student opportunities to support their registration efforts before the start of the semester.

Week 13 January 10, 2022 - January 14, 2022

Spring Semester Starts

Week 14 January 17, 2022 - January 21, 2022

Martin Luther King Day - No Communications

January 18, 2022 Instructions begin

HUMBOLDT STATE UNIVERSITY

Spring 2022 has arrived!!!

Launch Date: January 18, 2022

Status: Development

Channel: Slate Email

Description: Message to welcome back students to the new semester and encouraging words for a great spring semester.

Week 15 January 24, 2022 - January 28, 2022

Add and Drop Deadline

Launch Date: January 24, 2022

Status: Development

Channel: Humbot and MyHumboldt Portal

Description: Humbot message to remind students of the Add and Drop Deadline

HUMBOLDT STATE UNIVERSITY

Collateral Materials

Dean of Students Changes to Advising Email

HUMBOLDT STATE UNIVERSITY

Dean of Students

October 15, 2021

We hope that your semester is going well and that you're enjoying the sunshine and the rain!

We wanted to inform you of a recent change to the advising process. You may have noticed an advising hold has appeared in your student center. You can contact your advisor to schedule an appointment for academic advising any time before your registration appointment (registration begins **November 8, 2021**). This gives you more time for advising than in previous semesters. The change should allow for more time and flexibility in scheduling appointments with your major academic advisor and facilitate more meaningful conversations.

Your advisor and registration appointment will be listed in the right sidebar in your student center. Your registration appointment will appear in your student center on October 22.

Your advisor and registration appointment will be listed in the right sidebar in your student center. Your registration appointment will appear in your student center on October 22.

Some time between now and **November 5**, get in touch with your academic advisor. Your advisor is someone you can talk to about how your classes are going, your interests and goals, opportunities and resources on campus, and more—in addition to setting up your course schedule.

Before meeting with your advisor, add courses to your [DARS Planner](#). Advisors will expect all undergraduate students to have at least three semesters built in their DARS Degree planner (except seniors) before releasing the mandatory advising hold that now appears in your student center.

If you are currently on a leave of absence your advisor will be displayed in your Student Center on the following dates:

- If you are returning in Spring '22 your advisor will appear **October 15**
- If you are returning in Fall '22 your advisor will appear **March 15**

Have a great semester!

Dean of Students
Humboldt State University



Humboldt State University
1 Harpst Street
Arcata, Ca 95521

HUMBOLDT STATE UNIVERSITY

Registrar Initial Notification of Registration Window Email

HUMBOLDT STATE UNIVERSITY

Office of the Registrar

[Spring 2022 Class Schedule Now Available](#)
(Your registration start time is listed below)

The [Spring 2022 class schedule](#) is now available. Planning early will make your schedule as easy as possible while maximizing your semester's potential. Here are the steps to registration success:

- 1 Build your 3-semester DARS Degree Plan**
Create a [preliminary course plan](#) before your advising appointment (seniors plan through their final semester).
- 2 Connect with your advisor**
Mandatory advising for Fall 2021 begins on Monday, October 25. Until you review your registration plans with your advisor, all students have an advising hold.

If you haven't already, connect with your advisor to review your registration plans and discuss your academic progress. Your advisor will remove the mandatory advising hold. See ["How to contact your advisor"](#).
- 3 Clear your holds**
Check your [Student Center](#) for any holds now. Some holds may take 24-48 hours to clear, which could delay your registration appointment. Before registering each semester, you must complete an "Enrollment Agreement" acknowledging all financial obligations associated with registering for HSU courses.

Included in the "Enrollment Agreement" is the "Authorization to Release Information" that will allow you to designate a person to whom HSU can speak with regarding your student account or finances.
- 5 Validate your potential schedule**
[Validate your schedule](#) early to fix potential registration problems (time conflicts, course repeats, pre-requisites, holds, and unit limits) that may prevent you from registering in your selected courses.
- 6 Enroll!**
During your enrollment appointment time (listed below), [enroll in your chosen classes](#) in Student Center to secure your seat.

Your Registration Start Time is:
04/12/2021 12:00 PM

NOTE: [Keep on eye on deadlines](#) to stay on track and avoid any enrollment, academic and/or financial penalties.

If you have any questions as you are registering, [email the Office of the Registrar](#) or call [707.826.4101](#).

Student ID: 013423030



Office of the Registrar
Humboldt State University
1 Harpst Street
Arcata, Ca 95521
records@humboldt.edu

HUMBOLDT STATE UNIVERSITY

Artwork for Quad Banner, Email Communications

HUMBOLDT STATE UNIVERSITY

**CLASS REGISTRATION STARTS
NOV. 8 FOR
SPRING** 2022!

Meet with your advisor now.



Stay on track to graduate • humboldt.edu/register

Artwork for Social Media Posts and Humbot Messaging

HUMBOLDT STATE UNIVERSITY

**CLASS REGISTRATION
STARTS NOV. 8 FOR SPRING** 2022!

Meet with your advisor now.



Stay on track to graduate • humboldt.edu/register

HUMBOLDT STATE UNIVERSITY

Postcard Mailer

**REGISTRATION
STARTS
NOVEMBER 8
FOR SPRING**

Meet with your advisor now and plan your classes early. Stay on track to graduate. 2022!

humboldt.edu/register



HUMBOLDT STATE UNIVERSITY

**Registration starts on November 8.
Meet with your advisor now
and plan your classes early.**

Steps for registration success:

- 1 Build your 3-semester DARS Degree Plan**
Create a preliminary course plan before your advising appointment.
- 2 Meet with your advisor** If you haven't already, make an appointment with your advisor to discuss your DARS Plan and get your hold lifted.
- 3 Clear your holds** Check your Student Center for any other holds right away. Some may take 24-48 hours to clear, which could delay your registration appointment.
- 4 Draft your schedule with DARS Schedules**
Import the classes from your DARS Plan into DARS Schedules, personalize your between-class time (work, practice, etc.), and it finds the scheduling combinations available. Pick your favorite and send it to the shopping cart in Student Center.
- 5 Validate your potential schedule** Validate your schedule early to fix potential registration problems, like time conflicts, course repeats, pre-requisites, holds, and unit limits.
- 6 Enroll!** During your enrollment appointment time (check your email), go to Student Center to enroll in your chosen classes. **DONE!**

Office of the Registrar
humboldt.edu/register
records@humboldt.edu • 707.826.4101

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Digital Ad Campaign GIF Files

