

CAL POLY HUMBOLDT

University Senate Written Reports, December 12, 2023

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Nicole Jean Hill, APC Chair

Members: Julie Alderson (Faculty-Art), Frank Cappuccio (Faculty-Chem), Harrelle Deshazier (Advisor-Umoja Center), Tyler Evans (Faculty-Math), Nicole Jean Hill (APC Chair Pro-Tem), Li Qu (Faculty-Bus), Jenni Robinson Reisinger (Registrar), Mark Wicklund (Director-Assessment).

Vacant: AS Student 1st and 2nd Reps

Meeting Date(s): November 17 and December 8, 2023

Meeting Details: The committee continued working on the priority registration policy. Jenni will provide a flowchart to further clarify the implementation of the policy. A resolution will be included when it goes to the senate to revisit the scholar-parent portion of the policy to see if any revisions are needed once the impact of the policy is more understood. The committee has agreed to review one final pass of the document this semester via email so that it is ready to go to senate at the start of spring semester.

Appointments and Elections Committee:

Submitted by Jayne McGuire, AEC Chair

Meeting Details: No report

Faculty Affairs Committee:

Submitted by Tim Miller, FAC Chair

Members: Ramona Bell, Kim Perris, Lisa Tremain, Marisol Ruiz Gonzalez, Kim White

Meeting Date(s): Wednesdays 11-noon, NHE 106 and Zoom (please email Tim at tim.miller@humboldt.edu for more details if you'd like to attend)

Meeting details:

[SAME REPORT AS 11/28/23]

Office hours policy

FAC is bringing forward an office hours resolution for first reading this week. This is a policy that will set a minimum office hours requirement for instructional faculty, but it leaves many of the details up to individual departments to decide. This policy is based on other CSUs, which handle office hours in various ways but for the most part require faculty to hold 3-4 office hours per week (for full-time faculty). We are leaving the finer details up to departments so that they can determine if there needs to be requirements for how office hours are held: online, asynchronous, etc.

We decided to keep it simple, borrowing from Sac State's example, and have kept this fairly straightforward (and hopefully it is clear). We have already gathered quite a bit of feedback from faculty and chairs (thank you everyone!) but are still open to ideas and suggestions so that we can ensure this works for all departments.

Student Feedback Surveys

We are also working on bringing forward some resolutions to update the student feedback process in early spring.

If you are interested in being part of the conversation, we would love to hear from you! Contact Tim (tim.miller@humboldt.edu).

Integrated Curriculum Committee:

Submitted by Julie Alderson, ICC Chair

Members: Julie Alderson (Interim Chair), Paul Michael Atienza, Cindy Bumgarner, Carmen Bustos-Works, Christine Cass, Amanda Dinscore, Eden Donahue, William Fisher, Cameron Allison Govier, Sara Jaye Hart, Alison Hodges, Tasha Howe, Nicole Jean Hill, Lucy Kerhoulas, Khristan Lamb, Heather Madar, Bori Mazzag, Cindy Moyer, Justus Ortega, Marissa Ramsier, Mark Rizzardi, Jenni Robinson Reisinger, Joshua Smith, Lisa Tremain, Melissa Tafoya, Mark Wicklund, Jim Woglom

Meeting Date: 12/5/23

Meeting Details: ICC met on December 5th. The committee processed items that are now coming forward on this week's Senate Consent Calendar. The Provost attended a portion of our meeting, and we spent time discussing the low-degree conferring program messaging she was soon to share with campus. The committee was unable to complete discussion of all of the

curricular proposals on our agenda. In order to complete our work for the semester, the ICC will meet one last time on 12/12/23.

University Resources and Planning Committee:

Submitted by Jaime Lancaster, URPC Co-Chair

Members: Jenn Capps, Jaime Lancaster, Amy Sprowles, Dave Janetta, Ramesh Adhikari, Sarah Green, Jeffery Crane, Carla Ho'a, Chrissy Holliday, Frank Whitlatch, Samuel Parker, Vincent Zavala, Amber Blakeslee, Melanie Bettenhausen, Anthony Baker Ortiz, Kendra Higgins, Michael Le, Brigid Wall, Patrick Orona, Nate Cacciari-Roy.

Meeting Date(s): 12/8/2023

Meeting Details: Our discussions have been centering around three related pieces:

1. Discussion of the Early Exit Plan. The group is concerned about the impact of the program on institutional knowledge, morale and workload. However, in comparison to non-voluntary programs for reducing the workforce, it seems preferable. We would like to see any EEP work toward ensuring smooth transitions by ensuring work-flow mapping, adequate training, and where needed, downsizing of responsibilities/services to accommodate a unit's smaller workforce.
2. Revision of Guiding Principles: We are working toward a revised set of guiding principles for achieving a balanced budget. Ample work has been completed on this previously, and we are adapting the existing document for brevity and to reflect the current fiscal environment.
3. Planning for meaningful involvement from Division Leaders: The URPC work is done best with information and dialog with division leaders that helps us understand their priorities, opportunities, challenges and strategies. We are working to develop a brief and collaborative strategy for dialog that can be instituted in the near future.

Minutes from the 11/17/2023 Meeting

1. Welcome and review and approval of the minutes from 11/3/2023
 - a. Minutes from 10/20/2023 and 11/3/2023 M/S (Dave/Ramesh) – Approved without alterations

2. Informational item: Bunsis Report
 - a. CFA worked with Dr. Howard Bunsis to prepare a Financial Analysis of the CSU System. The analysis has been recently released and concludes there is sufficient funding available to support the increased wages that CFA is advocating for during collective bargaining negotiations. Dr. Bunsis' recommended funding source for the increased position costs include the use of reserves and investment earnings. Both funding sources are one-time which will lead to a structural deficit and funding has restrictions associated with their use. For example, Housing fees may only be used to support the Housing program.
3. Share [Activity / Note](#) Document for next two agenda items
4. Divisional Reports:
 - a. From the bylaws: *The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives*
 - b. Annual Report Process
 - i. Structure (Carla)
 1. VP Ho'a shared report structure used at previous institutions:
 - a. In person presentation provided to URPC:
 - i. Priorities in the next year/five years
 - ii. Challenges/Opportunities
 - iii. Resources needed – financial/non-financial
 - ii. Timing (Fall - report on last year; Winter/Spring - thinking about next year)
 - iii. Committee discussion on formalizing structure, timing, and feedback loop.
5. Cost Savings and Revenue Generation Strategies
 - a. [Fiscal Year 2024-25 Budget Planning Scenarios – Parameters/Potential Gaps](#) was shared with the committee.
 - i. Baseline Scenario estimates a budget planning deficit of just over \$7 million based on the following parameters:

Parameter	Baseline Scenario
Enrollment – first-time undergraduate and transfers	3% increase
Enrollment – continuing undergraduate	2.2% increase
First Year Retention	76.5% retention
<i>Total Enrollment</i>	<i>2.6%</i>
State Funding Claw Back (enrollment recalibration)	3% reduction over five years
Compensation Increase*	5% increase

- b. Review [Guiding Principles](#) established by URPC in 2019

- i. Committee will review and revise the Guiding Principles during the next meeting.
 - c. Formalize practical considerations for budget reduction (loss of institutional knowledge, unfilled workforce gaps, decline in morale) & identify important components for success (training, workflow mapping, software implementation)
 - d. Apply these frameworks to evaluate possible budget reduction approaches
 - i. Review and robust discussion of the draft list of budget saving strategies to be considered by the committee.
 6. Back Burner: Response to forum questions draft here and share out strategy (GOAL = to draft campuswide response by November break)
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Office of Equity, Diversity, and Inclusion:

Submitted by Rosamel Benavides-Garb, Campus Diversity Officer

Members:

Meeting Date(s):

Meeting Details:

*This report is not exhaustive, as it only focuses on main events and activities, not regular committee work, etc. For details contact the ODEI at (707) 826-4503 or diversity@humboldt.edu. The following efforts, engagements, and initiatives are listed in alphabetical order.

Black Student Success Action Plan Proposal

- On 8/25/23, the CSU Chancellor's Office requested all institutional members to complete an inventory evaluating the status of current campus efforts that align with or meet the recommendations set forth in the Chancellor's Strategic Workgroup Black Student Success Report. The directive included the identification of up to three recommendations to implement within the next 18 months. One-time funding has been allocated to support a select number of university action items.
- Cal Poly Humboldt's Black Student Success Task Force is chaired by Chrissy Holiday, Vice President of Enrollment Management and Student Success, and includes leaders from across campus, including ODEI AVP Rosamel Benavides-Garb. A final report was submitted to the Chancellor's Office in October with recommendations to support Cal Poly Humboldt's Black student success. The Task Force is awaiting a response.

Campus and Community Dialogue on Race

- ODEI was a proud financial sponsor and participant in the 25th Annual Campus and Community Dialogue on Race, held in October. ODEI organized multiple *Creando Conciencia* presentations, participated in Dr. Tara Yosso's Cultural Wealth workshop,

facilitated an Ethics of Care Workshop, and facilitated the Institutional Anti-Racism Action Plan (IARAP) Task Force Open Forum for all campus community members.

CSU GI 2025 Inclusive Student Success Conference, San Diego

- Rosamel Benavides-Garb, AVP of Diversity, Equity, and Inclusion and Campus Diversity Officer attended the CSU GI 2025 conference with a group of institutional representatives, which was held 10/22 through 10/24 in San Diego.
- The CSU Senior Diversity Officers (SDO) Council convened at the conference and participated in a discussion about the Ethics of Care in Higher Education, led by Dr. Benavides-Garb. The SDO Council has invited Cal Poly Humboldt's ODEI to further present the Ethics of Care at a near-future convening.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Grant Program Request for Proposals opens on March 4, 2024.

- ODEI and the DEIA Grant Program Award Committee invites Cal Poly Humboldt students, student organizations, staff, and faculty to submit proposals for programs offered on campus to the university community that cultivate awareness and inclusivity of Diversity, Equity, Inclusion, and Accessibility (DEIA). Grants are awarded for up to \$5,000 to be used to implement programs during the 2024/25 Academic Year. For more information, please visit the [DEIA Grant Program webpage](#).

DEIA Workshop Development

- The purpose of the DEIA Workshop Initiative, which is in partnership with the Center for Teaching and Learning, is to utilize the expertise of our faculty and staff to build a sustainable library of diversity, equity, inclusion, and accessibility-related workshops to be offered to the campus and broader community. The initiative is led by ODEI Campus and Community Development Coordinator, Fernando Paz. ODEI has projected to finalize five DEIA workshops by the end of the Spring '24 semester.

Ethics of Care

- ODEI is invested in building communities of care, fostering genuine people-to-people relationships, and cultivating compassionate accountability to achieve individual, mutual, and collective success. We see Cal Poly Humboldt as an intersectional and interdependent network of individuals and organizations working together to achieve the institution's vision to improve the global human condition and our relationship with the environment. Cal Poly Humboldt's vision guides our work with a commitment to an equity mindset and emphasis on inclusion, "modeling what we want to see in the world." To this end, ODEI has been introducing our campus to the Ethics of Care in which the nurturing of interpersonal relationships, responsiveness, compassion, and respect are the foundation of how we operate collectively in service to our community.
- An inaugural Ethics of Care workshop was presented at the Campus and Community Dialogue on Race and is available to departments upon request. Contact Fernando Paz at ffp1@humboldt.edu.

equity arcata:

- Cal Poly Humboldt's partnership with the City of Arcata, equity arcata, has officially transitioned its leadership structure from an Advisory Council to a Board of Directors. The Board is composed of ten members representing Cal Poly Humboldt, the City of Arcata, and multiple community organization partners, including, in alphabetical order:
 - Aubrey Pongluelert, City of Arcata, equity arcata Network co-Coordinator
 - Cinthya Ammerman, Cal Poly Humboldt, Department of Native American Studies
 - Karen Diemer, City of Arcata
 - Kintay Johnson, College of the Redwoods, Eureka NAACP
 - Lisa Bond-Maupin, Cal Poly Humboldt, equity arcata Network co-Coordinator
 - Ron White, Humboldt Area Foundation and Wild Rivers Community Foundation
 - Roger MacDonald, Northern Humboldt Union High School District
 - Rosamel Benavides-Garb, Cal Poly Humboldt
 - Sarah Kerr, Open Door Community Health Centers
 - Sarah Schaefer, Arcata City Council
- A *Home Away From Home* event was held on 12/3/23 at the D Street Neighborhood Center. Cal Poly Humboldt students gathered for a complimentary potluck-style meal with food provided by community members through Los Giles Taqueria. Students also received a complimentary bag of household supplies. The equity arcata *Home Away From Home* working group's purpose is to create positive connections between Arcata area college students and non-student community members by coordinating free meal and household supply distributions. *Home Away From Home* is thankful for the countless ways college students make our community stronger and these distributions are a small way to express our community's gratitude.
- The Summer/Fall 2023 Newsletter can be found on their website, linked here: [equity arcata](#), or by using the following link: [ea Summer/Fall 2023 Newsletter](#).

CSU Equity Priority #5 Initiative

- The offices of Academic Programs, ODEI, and the Center for Teaching and Learning (CTL), are collaborating to host the CSU Equity Priority #5 Faculty Learning Community (FLC). The goal of the learning community is to inspire faculty collaboration to implement innovative equitable policies and practices that eliminate DFW inequities in the classroom. The program will support faculty to collaboratively engage with diversity, equity, and inclusion-related research, data, and dialogue that will lead to the framing and implementation of evidence-based practices that can be expanded to other faculty and departments. A cohort of six faculty from the Biology Department have committed to the inaugural program which is funded by the the CSU Chancellor's Office in support of Equity Priority #5, which is an CSU-wide effort to positively impact courses that have historically high DFW rates.

Festejando Nuestra Comunidad (Celebrating our Community):

- In partnership with equity arcata, el Centro, ODEI, and many community partners, *Festejando Nuestra Comunidad* took place on 9/16/23 at the College of the Redwoods. The celebration was a community resource fair with the purpose of promoting unity,

culture, and well-being within the local Latinx community. The event featured interactive workshops, cultural performances, and all-age activities focused on fostering community connections, highlighting diverse cultural expressions. It is anticipated that *Festejando* will occur at the Cal Poly Humboldt campus during Latinx Heritage Month (9/15/24 to 10/15/24) next year.

- Assessment of this event was organized by equity arcata and conducted by the Masters of Social Work graduate student program led by Professor Pam Bowers.

Institutional Anti-Racism Action Plan Task Force (IARAP Task Force):

- The IARAP Task Force is a collaboration between ODEI, the Center for Teaching and Learning, and the University Senate. The IARAP Task Force charge recognizes Cal Poly Humboldt's commitment to being the institution of choice for students and employees who seek to improve the human condition and our relationship with the environment. The University is committed to positively elevate the experiences of all students and employees, and to be a community where BIPOC students and employees thrive. The Institutional Anti-Racism Action Plan animates this commitment.
- The IARAP Task Force has completed a summary of the Professional Development Day, Fall 2023 breakout session notes, including recommended takeaways and action items, and has coded the session notes into more than 30 themes.
- The IARAP Task Force facilitated a Campus Open Forum in alignment with the Campus and Community Dialogue on Race on 10/25/23. Approximately 60 guests attended, most of whom were students. The notes provided by the attendees and gathered during the open conversation have also been coded into themes with attention to capturing the nuances of the sentiments provided in the conversations.
- The IARAP Task Force has also held consultative meetings with the Office of Academic Affairs Leadership team and the Critical Race and Gender Studies Department. Additional organizational consultative meetings are planned for the Spring 2024 semester.
- The IARAP Task Force is presenting a first report and consultative conversation with the University Senate on 12/12/23.
- A student centered open forum is planned for 2/2/24, followed by a campus open forum in alignment with the Social Justice Summit during the first week of March.
- If any campus organization would like to meet with the IARAP Task Force, please contact Pearl Podgorniak, ODEI's Confidential Administrative Support at pip5@humboldt.edu.

Professional Pathways Initiative

- **Dr. Mario Lopez**, Director of Diversity, Equity, and Inclusion at UC San Francisco Law visited Cal Poly Humboldt on 9/7/23. Dr. Lopez oversees diversity partnerships between UC San Francisco Law and other universities, first-generation programming, the [California Scholars Program](#), and diversity recruitment at UC San Francisco Law. As a guest of ODEI, Dr. Lopez discussed with multiple stakeholders unique professional opportunities for our graduating BIPOC students to pursue a career in law.

- **Law School Info Night** will be held this week on December 13th at 5 pm in the Library Fishbowl. This presentation has been collaboratively organized by a dedicated team of faculty and staff, including, Joice Chang (Political Science and Pre-Law Advisor), Jennifer Marlow (Environmental Science and Management), Andrea Juarez (Journalism, El Leñador), and Fernando Paz (ODEI), and is part of a campus-wide effort that underscores our commitment to diversity, equity, and inclusion in the legal profession. Our goal is to create an environment where all students feel empowered to explore the possibilities within a legal career, centering the experience of students who identify in whole or in part as Black, Indigenous, and People of Color (BIPOC) across all academic fields. Sydney Verga, a first-year law student, is the featured guest speaker and will share their experiences, offering invaluable perspectives on the journey from Cal Poly Humboldt to law school. This is a rare opportunity to engage with someone who has successfully transitioned into the legal realm.

Seal of Excelencia

- In partnership with the offices of Academic Programs and the Office of Diversity, Equity, and Inclusion (ODEI), the Office of the President has reactivated the Seal of *Excelencia* Application Committee to prepare an application for *Excelencia* in Education's national certification, Seal of *Excelencia*. The Seal of *Excelencia* is awarded to institutions of higher education that strive to go beyond enrollment to more intentionally SERVE Latinx students, becoming institutions where the Latinx community thrives.
- The committee will maintain its charge to create an inspired and engaged process to systematically assess Cal Poly Humboldt's unique strengths in serving our Hispanic/Latinx population as a designated Hispanic Serving Institution. The Committee will align its application process to the Seal of *Excelencia* Framework to evaluate a comprehensive institutional strategy for Latinx community success, informed by the intersections of data, practice, and leadership.
- The HSI Seal of *Excelencia* Application Committee is composed of nine Cal Poly Humboldt colleagues, and led by two Co-chairs:
 1. Carmen Bustos-Works, AVP of Academic Programs (Co-chair)
 2. Chelsea Mooney, Associate Director of Strategic Student Communications
 3. Fernando Paz, Campus and Community Development Coordinator, ODEI
 4. Ivan Contreras Mendoza, Admissions Counselor/HSI-STEM Transfer Specialist
 5. Mark Johnson, President's Chief of Staff
 6. Mark Wicklund, Director of Institutional Assessment
 7. Mitch Mitchell, Dean of Students
 8. Pearl Podgorniak, Confidential Administrative Support, ODEI
 9. Rosamel Benavides-Garb, AVP of Diversity, Equity, and Inclusion and Campus Diversity Officer (Co-Chair)
 10. Stephanie Souter, Research Analyst, Institutional Research, Analytics, and Reporting; Faculty, Department of Psychology

Six Pillars of Inclusive Excellence

- ODEI has initiated conversation with non-academic units about the Six Pillars of Inclusive Excellence. ODEI will continue this process on an ongoing basis. The Six Pillars of Inclusive Excellence has been embedded into the university's Strategic Plan, *Future Forward, 2021-2026* and addresses inclusive excellence at the non-academic program level. The Six Pillars of Inclusive Excellence is a consideration of Cal Poly Humboldt's diversity, equity, and inclusion efforts, as assessed by the Western Association of Schools and Colleges (WASC). The effort is being led by Arlene Wynn, Inaugural Staff Diversity and Equity Fellow with ODEI, and Fernando Paz, ODEI Campus and Community Development Coordinator.
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Emeritus & Retired Faculty & Staff Association

Submitted by Marshelle Thobaben, Senate Representative for ERFSA

Meeting Details: No Report

Staff Council:

Submitted by Senator Sulaina Banks

Meeting Details: No Report

President and President's Administrative Team Report to University Senate

Tom Jackson, Jr., President

Mark Johnson, Chief of Staff

Carlo Ho'ā, Interim VP Administration and Finance/CFO

Jenn Capps, Provost and VP Academic Affairs

Chrissy Holliday, VP Enrollment Management and Student Success

Frank Whitlatch, VP Advancement

Nick Pettit, Executive Director of Intercollegiate Athletics and Recreational Sports

Adrienne Colegrove-Raymond, Special Assistant to the President for Tribal & Community Engagement

MOMENTS OF PRIDE

- Men's Rugby team has advanced to the National Championship in Houston Texas. Congratulations on placing 3rd.
- Joint MOU signing between College of the Redwoods, Cal Poly Humboldt and the Hoopa Valley Tribe.

- Cal Poly received a \$2.8 million grant from the U.S. Department of Education's Developing Hispanic-Servicing Institutions (DHSI) Program to increase retention and graduation rates and enhance the community college transfer success of Hispanic, low-income, and underserved students through the Caminar Juntos (Walking Together) Project.

COMMUNITY

In an effort to strengthen tribal relations, President Jackson and team met with the Cher-Ae Heights Indian Community of the Trinidad Rancheria to develop a MOU and specific projects related to the needs of the Tribe. This was a government to government consultation requested and led by the Tribe.

The **President's Community Advisory Committee** convened to share Cal Poly Humboldt's current infrastructure projects, timelines, and progress. An update on the Healthcare Education Hub and planned healthcare academic programs was shared. In addition the community members were provided an update on current and projected enrollments.

ACADEMICS

College Reading and Learning Association (CRLA) Recertifies Learning Center Tutoring Training Program

The Learning Center has been awarded recertification as a Level I certified tutor training program by the internationally recognized College Reading and Learning Association (CRLA) by successfully completing the International Tutor Training Program Certification (ITTPC) peer review process. Achieving certification means that the Cal Poly Humboldt Learning Center has met CRLA's high standards for tutor selection, training, direct service, and evaluation as an integral part of their overall tutoring and writing assistance programs. Since 1999, 379 instructional student assistants have earned tutor certification through the center.

INCLUSIVE EXPERIENCE

Many thanks to members of the campus community who participated in recent registration and enrollment events, including an Instant Admit event at College of the Redwoods on 11/14 and 11/15, and the Spring Registration Drive in the Depot for our current students. Successful enrollment and retention efforts are tied to enhanced visibility, access to admissions and registration information, and the ability to interact in different venues with our Cal Poly Humboldt community.

INFRASTRUCTURE

Reporting Incidents of Concern and Complaints: In order to streamline our processes, the campus now has a one-stop web hub for reporting incidents of concern or complaints regarding students, staff, faculty, or administrators. The [reporting site](#) makes it simple for someone to identify the type of concern or complaint they have, and begin the process with the appropriate contacts, forms, and necessary information to complete a report. This was developed as a direct result of feedback from our campus community, and it is one step towards enhanced support for those in need of assistance.

INNOVATION AND SUSTAINABILITY

Athletics Introduces Men's and Women's Indoor Track and Field, starting the 2023-24 season. This will bring the department's total to 14 programs offered at the NCAA Division II level. The inclusion of Indoor Track & Field allows athletes to dedicate more time during the fall and winter to refine their skills and participate in competitive races that surpass the benefits of regular practice sessions in the winter months. This preparation positions them to achieve better performance marks early in the outdoor season, thereby enhancing their chances of qualifying for postseason outdoor championships.