

Tuesday, February 21, 2017, 3:00-5:00pm, Goodwin Forum (NHE 102)

Chair Julie Alderson called the meeting to order at 3:06pm on Tuesday, February 21, 2017 Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

Members Present

Abell, Alderson, Blake, Cortez-Regan, Creadon, Dunk, Enyedi, Flynn, Guillen, Karadjova, Le, Maguire, K. Malloy, Meyer, Oliver, Pence, Platt, Rizzardi, Thobaben, Virnoche, Wilson, Wrenn

Members Absent

Avitia, Camann, Frye, Guillen, Lopes, N. Malloy, Ortega, Rossbacher, Sadeghzadeh

Guests

Sarah Bacio, Mike Burghart, Lisa Castellino, Holly Martel, Monty Mola, Craig Wruck, Rick Zechman

Announcement of Proxies

Platt for Avitia, Virnoche for Frye, Le for Guillen, K. Malloy for N. Malloy

Approval of and Adoption of Agenda

M/S (Dunk/Flynn) to approve the agenda
Motion carried unanimously

Approval of Minutes from the February 7, 2017 Meeting

M/S (Dunk/Flynn) to approve the Minutes of February 7, 2017
Motion carried unanimously

Reports, Announcements and Communications of the Chair

Written Report Attached

Reports of Standing Committees, Statewide Senators, and Ex-officio Members

Academic Policies:

- APC drafted a resolution that will be coming to Senate on student milestones for uDirect
- APC has scheduled a communication planning meeting with faculty members, staff members, and representatives from the bookstore
- APC will be looking into the state affairs regarding academic probation

Appointments and Elections:

AEC is finalizing the spring 2017 faculty appointments and elections for terms that will begin fall 2017.

Constitution and Bylaws:

- Written Report Attached

In addition to the written report, CBC Chair Abell conveyed that, on behalf of the committee, he would be contacting deans to inquire about lecturer involvement in departmental activities and shared governance.

Concerns were expressed regarding CBC's intended inquiry and discussion ensued.

TIME CERTAIN: 3:15-3:30 PM - Open Forum for the Campus Community

Monty Mola spoke regarding new accounting processes that have been handed down and added to the already full list of responsibilities for administrative support staff. He expressed concern with the fact that staff are being assigned additional duties without any vetting, discussion of workload, and/or modifications to their job descriptions. Professor Mola suggested creating a policy that would implement procedures to ensure a proper vetting system to mitigate the assignment of tasks, thus ensuring that staff not suffer the burden of trickledown work that constitutes more than a full time job.

Mike Burghart spoke to Professor Mola's concerns, stating that the issues with the ASCs new assignments are being taken very seriously and, as the lead on the transitional activities, he is looking at what can be done to provide relief to those who have been affected.

Vice President Blake noted that the workload issues being discussed exist not just within academic departments but across campus.

Reports of Standing Committees, Statewide Senators, and Ex-officio Members resumed.

Discussion pertaining to CBC's request for information regarding department level lecturer involvement continued.

FAC Chair Wrenn explained that FAC will be seeking similar information and encouraged CBC to consider the possibility of a joint venture.

M/S (Virnoche/Le) that FAC, in collaboration with CBC, do a fact finding tour on how departments make decisions about shared governance.

Motion carried unanimously

Faculty Affairs:

- Written Report Attached

University Policies:

- Written Report Attached

University Resources and Planning:

- Written Report Attached

Statewide Senate (ASCSU):

- Written Report Attached

Student Affairs Report:

Vice President Blake reported that the preliminary finding on a student housing master plan will be presented during an open forum on Thursday, 3/2 at 3:30pm.

Provost's Report:

Provost Enyedi reported that the writing teams for the WASC self-study report are nearing completion. The report will be vetted by members of administration, faculty, and staff before being submitted in July to WASC.

Provost Enyedi gave a status report on the following OAA searches:

- Ongoing
 - Dean, College of Professional Studies
 - Dean, College of Arts, Humanities, and Social Studies
 - Executive Director, Office of Diversity, Equity, and Inclusion
- Upcoming
 - Academic Assessment Coordinator

Consent Calendar from the Integrated Curriculum Committee

The attached ICC Consent Calendar items were unanimously approved.

Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate (16-16/17-CBC – February 21, 2017) Second Reading

Senator Abell, CBC Chair, recapped that the amendment will move the interpretation language from the Senate Bylaws to the Senate Constitution.

M/S (Meyer/Virnoche) to amend the resolution, removing the language “two-thirds”, in what will be section 10.3 of the Constitution.

A brief discussion ensued.

M/S (Virnoche/Wilson) called the question

Senate vote to amend Resolution 16-16/17-CBC and remove the language “two-thirds” in what would be section 10.3 of the Constitution **passed.**

Ayes: Blake, Dunk, Flynn, Frye, Gold, Maguire, Meyer, Oliver, Rizzardi, Virnoche, Wilson, Wrenn

Nays: Abell, Avitia, Creadon, Le, K. Malloy, N. Malloy, Platt, Thobaben

Abstentions: Cortez-Regan, Karadjova, Pence

M/S (Wilson/Dunk) to move on to 4:15pm Time Certain, agenda item 12, *Resolution on Adoption of Guidelines on Intellectual Property Agreements Resulting from Extraordinary University Support*.

Approved

TIME CERTAIN: 4:15 PM - Resolution on Adoption of Guidelines on Intellectual Property Agreements Resulting from Extraordinary University Support (12-16/17-FAC – February 21, 2017) First Reading

M/S (Wrenn/Abell) to move the resolution

FAC Chair Wrenn summarized the resolution affirming that the materials being presented are intended to provide an outline for defining extraordinary support when entering into an intellectual property agreement.

After a brief discussion, it was decided that the resolution would return as a Sense of the Senate resolution.

TIME CERTAIN: 4:45 PM - Resolution to Amend the Bylaws of the University Senate to Alter Requirements for Notifying the President of Senate Actions (15-16/17-CBC – February 21, 2017) First Reading

M/S (Abell/Dunk) to move the resolution

CBC Chair Abell explained that the two key modifications are to remove language which stipulates a timeline for Presidential response to Senate actions once recommended by the Senate and that approval of the minutes will no longer be required before items can be forwarded for Presidential approval.

The resolution will return for a second reading.

Senate returned to the Second Reading of Resolution 16-16/17-CBC, Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate.

Senators voted: Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate (16-16/17-CBC – February 21, 2017), **passed unanimously**

Ayes: Abell, Avitia, Blake, Creadon, Dunk, Flynn, Gold, Karadjova, Le, Maguire, K. Malloy, N. Malloy, Meyer, Oliver, Platt, Rizzardi, Thobaben, Virnoche, Wilson, Wrenn

Discussion Item: Senate Participation Related to GI2025

Chair Alderson explained that she and Provost Enyedi are seeking Senate's participation in efforts being taken to reach goals that have been set system wide and at HSU for the Graduation Initiative 2025.

Senator Maguire volunteered to take part in the Initiative; she will serving as a Senate liaison, reporting back to Senate regularly.

Action Item: Evaluation of the need for a Standing University Policies Committee

Senate members were in favor of proceeding with taking the necessary steps to create a University Policies Committee. Senate members were also in agreement that the committee should serve as a Standing Committee of the University Senate.

Action Item: Election of 2017/2018 Senate Officers

Due to time constraints, it was decided that the annual election of Senate Officers would be handled electronically either by email or electronic ballots.

Meeting adjourned at 5:02pm

HUMBOLDT STATE UNIVERSITY
Senate Chair's Report
Senate Meeting, February 21, 2017

This week I will have the next Senate Chairs meeting. In addition to reports from ASCSU and the Board of Trustees we will be discussing enrollment management issues from the various campuses – we've had much conversation on the group listserve about who manages enrollment management and how.

In other system news, the CSUSB Faculty Senate has unanimously passed a resolution opposing President Trump's travel ban: [http://senate.csusb.edu/Resolutions/\(FSD16-11\)OppositionTravelBanEO.pdf](http://senate.csusb.edu/Resolutions/(FSD16-11)OppositionTravelBanEO.pdf)

Senators will note that the GEAR resolutions are not on the agenda for this meeting. Chris Harmon is in Washington DC this week at the NSF participating in a panel review on climate change. We are pushing the second reading of the resolutions to our next Senate meeting, when he will be able to join us for their final discussion and vote. We'll shoot for next time assuming everything goes okay.

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, February 21, 2017

Standing Committees, Statewide Senators and Ex-officio Members

Constitutions and Bylaws Committee:

Submitted by Jeff Abell, CBC Chair

- I. This semester the CBC will be meeting every other Thursday from 3-4 pm in NHE 120. Our next meeting is Thursday Feb 23.
- II. Report from Thursday Feb 9, 2017 Meeting
 - A. Meeting called to order at 16:00 in NHE 120 with Abell (Chair), Chang, Guzman, and Shellhase. Watson was absent. Quorum was met with 4 out of 5 members present including 3 faculty reps and 1 student rep.
 - B. Committee reviewed Resolution 16-16/17-CBC (amendment to the Senate Constitution which transfers CBC's "interpretational power" from the Senate Bylaws to the Senate Constitution). No suggestions were provided from Senate after the first reading on Feb 7, 2017. CBC has made no further edits. The item comes to Senate today as a second reading.
 - C. Committee reviewed Resolution 15-16/17-CBC (amendment to the Senate Bylaws which alters stipulations for notifying the President of Senate actions). This item comes to Senate today as a first reading.
 - D. Committee continued discussion on whether temporary faculty who meet General Faculty eligibility requirements should be guaranteed voting rights in college and departmental decision making processes.
 1. Committee agreed that in the interest of fairness and inclusive governance, temporary faculty who meet the requirements for membership in the general faculty should have vote in college level and departmental decision making processes. Exception is always in place for personnel decisions which are reserved for tenure/tenure track faculty.
 2. Colleges bylaws are inconsistent on who can participate in college shared governance and department shared governance.
 - CAHSS uses 0.4 WTU with one semester appointment as a condition for voting membership. Individual departments cannot enact rules that conflict with college bylaws.
 - CNRS allows tenure, tenure-track and full-time lecturers plus adjunct but no specific inclusion of temporary lecturers. CNRS departments are apparently not restricted by college bylaws in terms of who can participate in departmental decision making.

- CPS allows 0.4 WTU with one semester for college level elections. Tenure/tenure track faculty in individual departments can decide who has voting privileges in departmental elections.
3. Committee discussed whether conditions for voting rights in the GF faculty should supersede conditions for voting rights in college bylaws, department bylaws or department traditions. CBC is reluctant to make a “top-down” recommendation at this point and would rather see changes in the College bylaws initiated from the respective College’s faculty and Deans. To this end, CBC will contact College Deans and department chairs to see if there is willingness to alter college bylaws to improve lecturer participation in shared governance.

III. Agenda for next meeting on Thursday Feb 23, 2017 from 3-4 pm in NHE 120

- A. Edit Senate Bylaws amendment based on first-reading discussion at today’s Senate meeting.
- B. Develop college bylaws edits to improve lecturer participation in shared governance at college and department level.
- C. Continue discussion of whether committees should have agenda notification and document posting deadlines. Propose bylaws amendments if necessary.
- D. Initiate discussion on whether posting of vote tallies with election results is mandated by our governing docs. Recommend appropriate practice to AEC or Senate Office or propose bylaws amendments if necessary.

Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

The Committee held its thirteenth meeting of 2016-17 on Wednesday, February 15, 2017.

Meetings will occur in spring on March 1, 15, 29, April 12, 26, May 10. Meetings are open to the campus community. The Committee currently meets in Library 118 at 8 a.m.

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

Unless otherwise noted, all members were present.

February 15:

Agenda:

- 1) Updates
 - a. Class scheduling data

- 2) Assigned time for chairs (with guest Monty Mola)
 - 3) Lecturer faculty and shared governance
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1) Updates

- a. Class scheduling data
 - i. The Chair shared a report produced by IRP showing class meeting distributions. This will be reviewed again at an upcoming meeting.

2) Assigned time for chairs (with guest Monty Mola)

- a. Monty Mola was invited to discuss assigned time for chairs.
 - i. Areas addressed included:
 1. The need for greater transparency in policy for assigning units.
 2. Workload: what is an appropriate assignment of units?
 3. Workload differences in large and small departments.
 4. The lack of established metrics and the need to set a minimum threshold for assigned time.
 5. The practice of pulling units from collateral duties.
 6. Calculating an appropriate reduction in teaching assignment.
 7. The evolution of policy for summer pay and summer absences.
 8. The amount of summer activities and assignments.
 9. Value of WTUs in tight budget and relative control of budget.
 10. Factors influencing department chair workload.
 11. Difficulty in finding faculty to take on chair duties.
 12. Need for comparison of HSU practices with practices at other CSUs.

ACTION: To continue the discussion, the Committee will ask Volga Koval to share data on departmental assigned time. The Committee will also consider:

- a. The various models that have been developed by departments for assigned time.
- b. Assigned time formulas that could be used in analyzing current practices.

3) Lecturers and shared governance – surveying departments

- a. The Committee briefly reviewed a draft questionnaire for department chairs that will solicit information on the extent and types of service that lecturers are engaged in.

ACTION: The questionnaire will be retooled for distribution to lecturers through department chairs.

University Policies Committee:

Submitted by John Meyer, UPC Chair

University Policies Committee Report from meeting on 2/15/17

- Animals on Campus policy: Two guests were invited to meet with the UPC to discuss the draft policy: Kim Comet, Risk Management and Kevin O'Brien, SDRC.
 - o Extended discussion with committee members raised many questions regarding legal requirements, definitions, and challenges of implementation.
 - o The Ad Hoc group, led by VP Joyce Lopes, who drafted the policy will make revisions to address these issues and return to the committee.
 - Guidance on implementation of University Policies on Policies, Procedures, and Guidelines: The implementation of this new policy requires several significant tasks, including the updating and organization of the university's policy website. The committee reviewed a draft memo summarizing these tasks and seeking to estimate the workload involved. We will return to this task at the next meeting, with the goal of finalizing a set of suggestions to be shared with the Senate Chair and President.
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University Resources and Planning Committee:

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

URPC written report for the University Senate's February 21, 2017 meeting

The URPC met for an hour on Friday, February 17, 2017. The first of two main topics, was the initial drafting of a letter to President Rossbacher regarding the URPC's acceptance of the Cabinet's two-phased approach towards achieving a 5% reduction in the University's budget. (Please see URPC's 1/24/2017 written report for description.) The URPC is requesting permission from the President to move forward with sharing Phase 1 details with the immediate stakeholders and the general campus before they are implemented.

The meeting's second topic, presumptive of the President's permission, covered issues of two-way communication with the University regarding Phase 1 reductions. Divisional leadership will obviously be instrumental in the execution of the Phase 1 reductions and thus will need to be closely consulted. With regards to the broader campus community, the URPC is tentatively planning on direct communication with the Senate, electronic forum-like communication with general campus members, and some "town hall" meetings.

The URPC will meet again on Friday, March 3.

Statewide Senate (ASCSU):

Submitted by Mary Ann Creadon, Statewide Senate Representative

ASCSU held its Academic Conference on February 9 and 10 in San Diego, attended by Board of Trustees members, the Chancellor and Chancellor's Office representatives, and presidents, provosts, AVPs, staff, and faculty from the 23 campuses. The plenary speakers were Diane Ravitch, one of the nation's leading advocates for public education, and Tia Brown McNair, Vice President in the Office of Diversity, Equity, and Student Success at AAC&U. The theme of the conference was "Closing the Achievement Gap." The conference was informative and productive, and either Senator Creadon or interim Senator Malloy will be happy to share the insights and information gleaned from the speakers and from the workshops.

Interim meetings of the ASCSU Committees will be held on February 24. The next plenary meeting is March 16 and 17.

ICC Consent Calendar for 2/21/17 Senate

16-108

MUS 238 Studio Composition NEW COURSE PROPOSAL

Mode of instruction: S-1, 1 Student Credit Unit (SCU) of individual instruction in composition.

This will address the issue of transfer students who are underprepared in composition by making it possible for graduation within two years at HSU.

16-110

MUSIC BA, CONCENTRATION IN COMPOSITION, PROGRAM CHANGE

Allow satisfaction of one of the required four semesters of MUS 438, Studio Composition:

Advance, with either MUS 238, Studio Composition, or an additional semester of MUS 324,

Contemporary Composition techniques. The change makes it possible for transfer students to graduate within 2 years. Also adding MUSC 320C back into this concentration as a prescribed elective (see related proposal 16-109 for details).

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate

16-16/17-CBC – February 21, 2017 – Second Reading

RESOLVED: That the University Senate recommends the attached amendment to the *Constitution of the University Senate* be forwarded to the Senate electorates for ratification in Spring 2017.

Amendment

10.0 Interpretation

10.1 Requests for interpretation of Senate actions, Senate-approved documents and Senate governing documents must be initiated by at least two voting members of the Senate.

10.2 Requests for interpretation shall be forwarded to the Constitution and Bylaws Committee which will formulate a written interpretation.

10.3 The written interpretation shall be placed on the Senate agenda as an action item within one month of the date of request. The interpretation shall be considered binding unless rejected by a majority of the Senate.

RATIONALE: *The power to interpret Senate actions and Senate approved documents is vested in Section 14.0 of the Senate Bylaws. In this section, the Constitution and Bylaws Committee (CBC) is delegated the authority to develop interpretations and forward it to the Senate for consideration. An issue arises if the interpretation involves the Constitutionality of the Senate action or Senate approved document. Historically, CBC has developed interpretations even if Constitutionality is called into question. However, CBC technically does not have the power to interpret the Senate Constitution because the power of interpretation is vested in the Senate Bylaws, which is subordinate to the Senate Constitution.*

This amendment effectively moves the interpretation language from the Senate Bylaws to the Senate Constitution. With this amendment, CBC could continue to make interpretations that relate to Constitutionality as it has done in the past. By moving the language to the Constitution, control over who should be responsible for interpreting Senate actions would also be placed squarely into the hands of the Senate electorates.

This amendment also specifies the minimum bar for requesting an interpretation (two Senators) and the timeline in which CBC should produce the written interpretation (four weeks).