

### **Appointments and Elections Committee:**

The General Faculty Elections have now closed and all nominees/candidates have been notified of their newly elected positions. The full list of election results is available online at:

<http://www2.humboldt.edu/senate/elections>. The one resolution included to 'Amend the General Faculty Constitution' passed.

We'll need to hold a runoff election for the two open positions on the HSU Sponsored Programs Foundation (HSU SPF) Board of Directors. Four Faculty Members received the necessary percentage of the votes to continue on in a runoff. We hope to have ballots that would include the HSU SPF positions and any other remaining open committee positions, ready to go out by the first or second week in March.

The Appointments & Elections Committee has concluded almost all of the appointments based on the nominations received. There are still 5 committees with vacancies that did not receive any nominations. Please inform faculty in your division that we are still looking to fill the following committees:

- ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE (1 Faculty Member, 2 year term)

*The Committee is advisory to the President through the Vice President for Student Affairs for policy issues related to alcohol, marijuana, and other drug use within the University community.*

- CONSTITUTION AND BYLAWS COMMITTEE (1 Faculty Member, 2 year term)

*See Senate Bylaws, Section 11.6 for committee description.*

- INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC) (1 Faculty Member, 2 year term)

*Duties: Serve as a forum for the President and Athletic Director to seek advice and refine ideas and develop or revised policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program.*

- STUDENT GRIEVANCE COMMITTEE (1 Faculty Member from CNRS, 3 year term)

*Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct.*

- COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS (1 Positions Available for CNRS Faculty, 3 yr. term)

*Duties: To provide a mechanism for approval of department/unit criteria and standards and to provide a mechanism for the revision of existing approved standards. To ensure department/unit criteria and standards are in alignment with university standards and criteria as specified in Appendix J and that criteria and standards are not overly complex or prone to misinterpretation. (Senate Resolution #37-11/12-FAC and Senate Resolution #01-13/14-FAC)*

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## **Constitution and Bylaws Committee:**

- I. Report from Fri Feb 12, 2016 – No meeting was called to order
- II. Report from Fri Feb 19, 2016
  - A. Meeting called to order at 9:00 in NHE 116 with Abell (Chair), Guzman, and Locher. Abell was proxy for Kyte.
  - B. Committee reviewed draft resolution to change Senate Constitution re: aligning Senate Constitution with recently passed changes to membership definitions in the General Faculty Constitution. Committee was unanimous in forwarding this draft revision to the Senate. This will be moved as first-reading today.
  - C. Committee took Senate recommendations from Feb 09, 2016 meeting and drafted resolutions to change Senate Constitution and Bylaws re: allowing elected Senator to return to their elected seat after serving in an interim ex-officio role. Committee was unanimous in forwarding these draft revisions to Senate. These will be moved as first-readings today.
    1. Resolution to Change Senate Constitution to define “Interim Membership”. Defining Interim Membership is necessary so we can specify any necessary appointment procedures and term limits for members who are serving in interim roles.
    2. Resolution to change Senate Bylaws to define “Temporary Vacancies”. Current bylaws state that absence from an elected seat beyond three weeks without a proxy constitutes a formal vacancy. Defining Temporary Vacancies allows for a member who has served ex-officio for longer than three meetings to return to their elected seat.
  - D. Committee discussed apparently conflicting deadlines: one requires Senate office to submit materials associated with agenda to Senators on the Thursday before meeting at 3pm; the other requires Senate Office to submit and post the agenda itself on the Friday before meeting at 3pm. The difference between these deadlines has created logistical issues for the Senate office and parliamentary hurdles when the Senate wants to initiate discussion on urgent items of business at our regularly scheduled meetings. The CBC seeks output from Senate on the

following approaches to rectify these apparently conflicting deadlines. Our goal is to balance our mandate to provide sufficient notification of business to our Senators and our University community with our need to efficiently handle urgent business.

1. **Change *Constitution 6.11* to require that the agenda is posted no later than three days prior to meeting instead of two days prior.** This would synchronize the posting deadline of the agenda with the *Bylaws 2.91* requirement to provide Senators with materials related to substantial agenda items at least three days prior to meeting. This enhances notification which is good for communicating our business to the community. However, it limits the ability of standing or ad-hoc committees to submit urgent items for the agenda. Some of these committees meet on Thursday afternoon or Friday and could simply not meet a three day deadline to provide materials related to the agenda.
  2. **Change *Bylaws 2.91* to require that materials be forwarded to Senators no later than two days prior to meeting instead of three.** This would synchronize the bylaws requirement to provide Senators with notice of materials related to substantial agenda items with the Constitutional requirement to post the agenda two days prior to meeting. It could be argued that the agenda is not simply a list of items of business, but the business itself and so includes the materials related to the agenda. In such case, the Bylaws are currently more stringent than the *Constitution*. This is not acceptable practice and so the *Bylaws* should be altered to agree with the *Constitution*. Additionally, switching material notification to two-days enhances the ability of standing or ad-hoc committees to submit urgent items for the agenda. However, this change reduces notification to our Senators, giving them less time to reach out to their electorates to get feedback on agenda items. This is not ideal for communicating our business to the community.
  3. **Change *Bylaws 2.91* to require that materials be forwarded to Senators no later than two days prior to meeting instead of three and eliminate the clause in *Bylaws 2.91* that allows a 2/3 vote of the Senate to act on items for notification of materials was not met.** This approach is recommended by the committee. It gains the benefits noted in option 2 above. But it also “compensates” Senators and community members for their loss of one day’s notice. It compensates by no longer allowing action on items that were not posted on the original agenda or items on the original agenda for which materials were not made available by deadline. This change would not prevent materials from receiving edits between the time of their posting on the agenda and the time of their discussion at the meeting. It would not prevent Senators from moving items of business that were not on the original agenda. It would not prevent Senators from debating and amending such items. It would simply prohibit voting, committee referrals and tabling on such items until the following Senate meeting.
- E. Meeting adjourned at 9:40.

III. Fri Feb 26, 2016 – No meeting is scheduled

IV. Fri Mar 4, 2016 – Agenda Items

- A. Provide revisions to Senate Standing Committee listings in Section 800 of the Faculty Handbook so that the listings are consistent with the bylaws.
- B. Clarify what constitutes a quorum for Senate standing and Senate-related committees.
- C. Provide gender-specific edits for Sections 500 and 600 of the Faculty Handbook.

- D. Determine whether we are mandated by our Parliamentary Authority to post vote tallies with election results.
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## **Faculty Affairs Committee:**

Faculty Affairs Committee met on 2/15/16. AVP Mullery brought an issue to the Committee concerning confusion experienced by some faculty during the post-tenure review process about how many course evaluations must be submitted to review committees. The post-tenure review process is governed by VPAA 04-02, and section 4.2 states that faculty should submit, “Anonymous written evaluations and comments by students from at least two courses per academic year that are representative of teaching faculty’s instructional responsibilities”, but this language was crafted before the CBA required all classes to be evaluated. FAC is working on clarifying language to VPAA 04-02 indicating that faculty are not required to submit course evaluations from every course taught since the period of last review. The FAC recommends that evaluations from ten classes that are representative of the faculty member’s teaching be the standard and that language from the CBA (Article 15.15) referring to cases in the personnel process “where student evaluations are not required for all classes” be a guideline for determining which courses’ evaluations are reviewed. This language states, “classes chosen for evaluation shall be representative of the faculty unit employee’s teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated”.

Faculty Affairs Chair Stephanie Burkhalter closely reviewed the current HSU Intellectual Property Policy and identified six key issues that the Senate should attempt to resolve this semester (The current policy can be found here: <http://www2.humboldt.edu/policy/PEMP09-03Intellectual-Property-Policy>). A report on these issues was presented to SenEx on February 16. Anyone who wants the full report may request it, and also should let FAC know if there is an issue that that they think must be addressed which does not appear under the six key issues. The six key issues are, briefly:

**Issue 1:** The 08/09 Senate University Intellectual Property Policy (UIPP) resolution authorized deletion of section I.E.12 and section II.A.2.e, but they still appear in the policy. These sections must be deleted to be in compliance with the 08/09 resolution.

**Issue 2:** With sections I.E.12 and II.A.2.e deleted, the current UIPP does not indicate what is meant by “extraordinary resources”. In addition, since the term “extraordinary support” is used in the CBA instead of “extraordinary resources” the UIPP should use the term “extraordinary support”.

**Issue 3:** Ownership of patents achieved without extraordinary support and/or while on leave from the University needs to be clarified.

**Issue 4:** UIPP automatically provides royalty-free license to all faculty-created “distance-education” courses

**Issue 5:** Advisory Board for Research and Creative Projects established in UIPP to provide oversight of the UIPP was suspended in 09/10 and has not been re-established.

**Issue 6:** The UIPP gives significant responsibilities for implementing the UIPP to the “Dean of Research, Graduate Studies & International Programs,” a position that no longer exists.

FAC is working on process whereby the position of the "use civil language" component of the instructions for the student evaluations run through Class Climate (see language below) will pop up after the student had completed the close-ended items on the evaluation and before the student wrote responses to the open-ended items. The idea is that a student would click on the first open-ended question, but before they could type the comment they would need to read the "use civil language" paragraph and check a box saying "I acknowledge" or "I understand". If the student did not check the box then they would not be able to add written comments to the open-ended items on that evaluation. FAC would like feedback about the language that should appear. We approved the current language, but now a revision of that language to make it shorter and to the point is being proposed by the CAHSS staff in charge of administering the evaluations for the college. All colleges are required to use the same language.

**This is the current “use civil language” text**

Your candid and thorough response to this survey provides information that will help instructors improve their teaching and course structures, and it will inform faculty retention, tenure, and promotion decisions. Please use this opportunity to offer feedback about this course. In accordance with the Student Code of Conduct, evaluations may not include language that constitutes “disorderly, lewd, indecent, or obscene behavior,” or that “threatens or endangers the health or safety of any person within or related to the University community.” [See <http://www2.humboldt.edu/studentrights/home>]. Civil language and constructive comments are expected. Your thoughtful answers to these questions will provide valuable information to your instructor.

**This is the proposed revision to the current text**

When providing feedback, please adhere to the Student Code of Conduct. Evaluations may not include language that constitutes “disorderly, lewd, indecent, or obscene behavior,” or “threatens or endangers the health or safety of any person within or related to the University community.” [See <http://www2.humboldt.edu/studentrights/home>]. Civil language and constructive comments are expected.

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## **Integrated Curriculum Committee:**

The ICC continues working on:

- Curriculum Proposals
- Revisions to the PREP process and WASC Core Competency Assessment.

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## **Emeritus and Retired Faculty Association:**

Please see the below scanned copy of a letter sent on behalf of the HSU ERFA Coordinating Committee to CFA Chapter, Humboldt.

# HUMBOLDT STATE UNIVERSITY

Emeritus and Retired Faculty Association

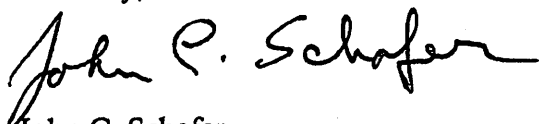
17 February 2016

Professor Michael Camann  
Biological Sciences  
Humboldt CFA Chapter President  
Humboldt State University  
Arcata, CA 95521

Dear Professor Camann:

This is to inform you that the Coordinating Committee of the HSU Emeritus and Retired Faculty Association met on February 9 and voted to endorse the California Faculty Association's fight for just compensation of faculty. As many have pointed out, after the recession began in 2008 CSU faculty went five years without a single salary increase and received only nominal increases in 2013 and 2014. Faculty cannot give students the support they deserve if they do not make enough to manage their own lives.

Sincerely,



John C. Schafer

Coordinator, HSU Emeritus and Retired Faculty Association