

### **Academic Policies Committee:**

Andrew Stubblefield, Chair, Faculty CNRS; Paul Cummings, Faculty, CAHS; Jena' Burgess, Vice Provost; Clint Rebik, Registrar; Su Karl, Director, Learning Center; Michael Goodman, Faculty, CAHS; Zitlaly Macias, Student Representative.

#### **Report**

1. Syllabus policy - *2<sup>nd</sup> Reading today.*
  2. Priority Registration for Residence Hall staff. *-considered request from student housing staff for policy that would grant registration priority.*
  3. Policies regarding u.direct course planning software implementation. *–discussion of use of “remedial” or “developmental” vs. “pre-baccalaureate” for certain Math and English courses. We intend to bring First Reading to Senate on 2/23.*
  4. Academic honesty policy revisions - online activities. *–will begin consideration of revisions next week.*
  5. Attendance & Disruptive Behavior Policy is out of date. *– will begin consideration of revisions next week.*
  6. Faculty initiated drop policy – *will begin consideration of revisions next week.*
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### **Appointments and Elections Committee:**

The General Faculty Election Ballots, for terms beginning fall 2016, went out last Wednesday 2/3/16. Each of the 11 individual ballots includes the items for which each Faculty group are eligible to vote. Voting will end at noon on Wednesday, February 10, 2016. Please encourage your colleagues to participate and thank them for taking the time to cast their votes.

The Appointments & Elections Committee is concurrently reviewing the nominations received for ‘Appointed Positions.’ Committee appointments should be confirmed this coming week, with notifications going out prior to the next Senate Meeting.

There were 8 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.*

- GEAR (General Ed & All-University Requirements) CURRICULUM AND ASSESSMENT COMMITTEE (1 Faculty Member (At-Large), 3 year term)

*Duties: Provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty; provide guidance and coordinator for the GEAR assessment of those outcomes; collate and interpret aggregate GEAR assessment data and report results to the ICC; provide recommendations for GEAR curricular and instructional changes based on assessment results.*

- 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.*

- FACULTY AFFAIRS COMMITTEE (1 Position Available for a Faculty Senator, 3-yr. term)

*Duties: "In conformance with the Unit 3 Collective Bargaining Memorandum of the Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university ... This committee parallels a like standing committee of the Academic Senate of the California State University. ..." (Senate Bylaws, section 11.4)*

- 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)*

- PARKING AND TRANSPORTATION COMMITTEE (1 Position Available, 1 yr. term)

*Duties: The Committee serves as a forum for parking and transportation issues. The Committee receives input, evaluates parking and transportation strategies, develops and recommends policies and procedures for adoption, makes other recommendations for action to the President, and implements strategies as directed by the President*

## Constitution and Bylaws Committee:

- I. Report from 01/22/16 meeting
  - A. Meeting called to order at 9:00 in NHE 116 with Abell (Chair), Guzman, Kyte and Shellhase in attendance. Abell served as Locher's proxy.
  - B. Drafted and revised a resolution for the approval of an interim GF Prez appointment. This passed Senate at regular meeting on Jan 26 2016.
  - C. Developed and unanimously approved an interpretation of the current Senate bylaws re: can an elected Senator return to their elected seat after serving in an interim ex-officio role? This interpretation was accepted by the Senate at the regular meeting on Jan 26 2016.
  - D. Placed on our agenda for the following meeting
    1. Discussion of bylaws revision to allow an elected Senator return to their elected seat after serving in an interim ex-officio role.
    2. Gender-specific language edits to various sections of the Faculty Handbook
  - E. Meeting adjourned at 9:50
  
- II. Report from 01/29/16 meeting
  - A. Meeting called to order at 9:00 in NHE 116 with Abell (Chair), Guzman, Kyte, Locher and Shellhase in attendance.
  - B. Discussed bylaws revision to allow an elected Senator to return to their elected seat after serving in an interim ex-officio role. Committee agreed to seek Senate feedback on the following items before we put forward a draft bylaws revision:
    1. How should we temporarily fill the elected seat during the absence? (hold special election through the electorate, allow for a "representative body" to appoint, allow Appointments and Elections to appoint )
    2. How long should we allow for a member to serve "interim ex-officio" before the elected Senate seat is considered vacant? (specified number of meetings during a semester; one semester; longer than a semester)
    3. How should time spent as "interim ex-officio" count toward term limits? (any term during which an elected member serves "interim ex-officio" shall be considered a full term; or it shall not be considered a full term)
  - C. CBC agreed that the Chair would edit gender-specific language in Sections 700, 800 of Faculty Handbook and present to Senate at this meeting as Information Item. Edits are appended to this report as a table.
  - D. Meeting adjourned at 9:50.
  
- III. Agenda items for Fri Feb 12, 2016 and Feb 19, 2016 meetings
  - A. Produce first-reading of bylaws revisions re: allowing an elected Senator to return to their elected seat after serving in an interim ex-officio role.
  - B. Produce first-reading of Senate Constitution changes that will be needed if the GF membership changes pass
  - C. Clarify what constitutes a quorum for Senate standing and Senate-related committees
  - D. Approve revisions to Senate Standing Committee listings in Section 800 of the Faculty Handbook so that the listings are consistent with the bylaws.
  - E. Continue to provide gender-specific edits for Sections 500 and 600 of the Faculty Handbook

<b>List of proposed edits to gender specific language in Faculty Handbook</b>			
<b>Docu- ment</b>	<b>Subsection</b>	<b>Gender-specific Statement</b>	<b>Proposed Edit</b>
SECTION 800	DIVERSITY PROGRAM FUNDING COMMITTEE	“The committee will recommend funding prioritized programming to the President for his signature.”	Delete “his”
	PROFESSIONAL RESPONSIBILITY COMMITTEE	“... the committee member may request that the Senate Appointments and Elections Committee appoint an alternate to serve in his/her place.”	Replace “his/her” with “the member’s”
SECTION 700	705 DIRECTOR ~ NATURAL HISTORY MUSEUM	“He or she prepares and monitors an annual budget, makes periodic reports to the NHM Steering Committee...”	Replace “He or she” with “The Director”
	714 VICE PROVOST...2 <sup>nd</sup> paragraph	“S/he is responsible for supporting faculty development efforts...”	Replace “S/he” with “The Vice Provost”
		“S/he provides leadership on matters related to space allocation and...”	Replace “S/he” with “The Vice Provost”
	714 VICE PROVOST...search committee	“One non-academic staff member selected by the President or his designee”	Delete “his”
		“One or two deans appointed by the President or his designee.”	Delete “his”
		“The President or his designee may select one or more members in consultation...”	Delete “his”
	715 DEANS OF COLLEGES...search committee	“One non-academic staff member selected by the President or his designee.”	Delete “his”
		“One or two deans appointed by the President or his designee”	Delete “his”
		“The President or his designee may select one or more members in consultation with the...”	Delete “his”
	717 DEAN ~ UNIVERSITY LIBRARY...search committee	“One or two deans appointed by the President or his designee.	Delete “his”
		The President or his designee may select one or more members in consultation with the”	Delete “his”

## Faculty Affairs Committee:

Submitted by Stephanie Burkhalter, Acting Chair

The Faculty Affairs Committee met on 2/1/16. We discussed our agenda for the semester, which includes some items regarding the administration of student evaluations (**not** revising the questions). It is not clear that the task force on finding a new platform (vendor) for the evaluations is still in place from last semester. The FAC will contact Lisa Castellino from Institutional Research and Ana Kircher, CIO, to see where they are in the process of centralizing the administration of the student evaluations and choosing a new platform. Other ongoing issues include a need to increase response rates for validity of assessment of performance of faculty and educating personnel committees on how to interpret the averages on individual items and across items for personnel purposes. The FAC is also working on standardizing the language that introduces each course evaluation so that is clear that students should use professional and civil language in their comments. We will work with Lisa Castellino to develop a plan to evaluate findings from this year of implementation of the revised student evaluation instrument.

Several senators had voiced concerns last semester about the impact of crude, insulting and potentially violent, sexist or racist comments made by students on instructors' evaluations. There was a call for implementation of some sort of review of the evaluations for such comments and/or the implementation of a disciplinary process for students who write them. The primary challenge with initiating student discipline for making these comments is identifying the students who make them. The current CBA, Article 15.7(a) states "Student evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course and/or section." "Anonymous" has been interpreted by Academic Personnel Services as meaning that a student cannot be identified by their evaluation. The California Faculty Association has been willing to clarify that anonymous can mean confidential for purposes of identifying students who violate a code of discipline in the content of their written comments. Colleen Mullery, Senior Associate Vice President for Faculty Affairs and Human Resources, contacted Human Resources at the Chancellor's Office to inform them that HSU would be entering into a "side agreement" (an amendment to the CBA that pertains only to the HSU campus) with the CFA clarifying that anonymous in Article 15.7(a) could mean confidential. The Assistant Vice Chancellor for Labor and Employee Relations declined to provide AVP Mullery with authorization for a side agreement with CFA. Instead, he indicated that the anonymous/confidential issue could only be addressed at the statewide level during the next major bargaining session beginning in summer 2017.

Students whose comments are deemed a threat to an instructor's physical safety by University Police will be subject to law enforcement investigation and discipline. Comments that crudely insult or impact a faculty member's mental health due their misogyny or racism probably will not fall under the purview of law enforcement. There needs to be a remedy for these types of comments, yet it will not be possible to identify students who make such comments without amending the CBA during 2017 bargaining. One suggestion for faculty concerned about this issue is to help devise a way to measure how widespread the practice of demeaning comments on evaluations is at HSU and system-wide. If a case can be made that the experience affects a significant number of faculty, then that could be indicated on the next system-wide CFA bargaining survey in Spring 2017. Concerned faculty could also contact Kathy Sheffield at the CFA state-wide office to indicate their desire for the anonymous clause to be a part of bargaining. Joyce Lopes, VP for Administrative Affairs, suggested that faculty contact Donn Peterson, Chief of UPD, about developing some training regarding when comments on evaluations would meet the criteria for law enforcement involvement. FAC will follow up with Chief Peterson regarding developing guidelines and/or training for faculty.

AVP Mullery reported that a system-wide intellectual property policy is being developed at the Chancellor's office, but because of the vetting it must go through, it may take a year or more for it to be adopted. In the meantime, FAC has decided to recommend that the Senate adopt parts of the CSU-Chico policy as amendments to the current HSU IP policy. Specifically, we are focused on clarifying what "extraordinary support" means in determining the royalty-free license to use faculty-created materials and courses that HSU gains when it provides faculty with "extraordinary support". We are clear that "extraordinary support" should not mean the stipend that faculty are typically paid to transform a face-to-face course into an on-line course, nor does it mean using the help of instructional support faculty in designing an on-line course. A resolution on which elements of the Chico policy we seek to adopt as amendments will be forthcoming in the next few weeks after review by SenEx. If you have concerns about specific parts of HSU's current intellectual property policy (which can be found here: <http://www2.humboldt.edu/policy/PEMP09-03Intellectual-Property-Policy> ) please contact the Faculty Affairs Committee.

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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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