

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, January 24, 2017

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Mary Virnoche, APC Chair

December 6, 2016

Members: <http://www2.humboldt.edu/senate/academic-policies-committee>

Present: Joice Chang, Paul Cummings, Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Mary Virnoche (Chair)

Absent: Brandon Dolfi, Heather Madar, Clint Rebik

Guest: Sarah Fay Phillips

Golden 4 by 60 (See APC Report November 29, 2016 for Discussion & Action Items)

New faculty advising training was one of the ideas that APC wanted to explore related to increasing the completion of the the Golden 4 by 60 units. With the dissolving of CELT some years back, the APC was aware that the scheduling of new faculty development time often falls through the cracks. Sarah Fay Phillips joined APC in her capacity as the current Faculty Development Coordinator. We decided that we should create a formal policy that establishes a practice of time set aside for new faculty development. We also discussed that advising training should probably not come until late in the second semester, if at all for first year faculty. As many new faculty do not do advising their first year (we would need to find that out), it would be better to do a “just in time” training so that new faculty could immediately solidify any training in advising real students. In the meantime, as the new faculty development director has not yet been hired, Mary V. will work with George (FAC) and Julie (Senate Chair) to request that the Provost ask chairs to set aside new faculty development time: Sarah thought 11 am to 1 pm in Fall 2017 would be best based on her experience.

Excess Enrollment Policy

We agreed that before we move it further, we (Mary V.) should run this past the Deans, FAC, and Colleen with Academic Personnel. The resolution should probably be joint with FAC given implications for student support and faculty compensation. Issues around using census numbers given lecturer contracts. Also given the “may” language in the policy, we need language about decision making (Deans). But the “may” language also sets us up for inequity across units.

UDirect

There was a miscommunication with Andy Stubblefield and he did not join us as noted on the agenda. We will continue at a later date that discussion about establishing a policy for UDirect implementation, oversight and implications for attaining/missing milestones. Mary will confirm a meeting date when both Clint Rebik and Andy Stubblefield can be present.

Post Meeting Updates

Meeting Time for Spring 2017

Everyone can make the Noon, Tuesdays meeting time again except for Heather Madar who teaches 11-3. We will meet at the same day/time at least for the first meeting and see if there is another block that would work for everyone for subsequent meetings.

New Faculty Development

Mary Drafted a Joint Resolution and shared it with George, Julie and Sarah Fay. Julie sent the email to the Provost on 1-17-17 asking him to email chairs to set aside the 11-1 Friday slot for new hires.

Excess Enrollment Policy Change

Mary edited and sent to Deans and Academic Personnel and FAC for input. Noah Zerbe replied and asked to keep “may” language and noted that using census enrollment has been the practice. FAC and others shared more input. Policy in revision stages.

Next Meeting: January 24, 2017

Appointments and Elections Committee:

Submitted by Jennifer Corgiat, AEC Chair

The General Faculty Call for Nominations, for terms beginning Fall 2017, went out 1/13/17 with a subsequent 2nd notice sent on 1/17/17, and a 3rd notice sent on 1/20/17. Faculty members are needed to serve on numerous campus committees. There are approximately 50 positions open, and we have received around 33 nominations. The notice on 1/20/17 also included a call to fill a vacated Lecturer Faculty Delegate Senate seat for the current spring 2017 semester.

Please encourage other faculty members to consider getting involved in one of the available committees. You may nominate a colleague or self-nominate by emailing the University Senate Office (senate@humboldt.edu). Nominations are due by midnight tonight, **Tuesday, January 24, 2017**.

Ballots will be sent out the week of January 30th.

Please visit the Committee Directory <http://www2.humboldt.edu/senate/committees> for more information about each committee. For general information on committees, see section 800 of the *HSU Faculty Handbook* via the following link:
<http://www2.humboldt.edu/aavp/sites/default/files/facultyhandbook/Section800.pdf>

Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

The Committee held its tenth and eleventh meetings of 2016-17 on Wednesday, December 14 and January 18th.

Meetings will occur in spring on February 1, 15, 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.

January 18:

Absent: Rob Cliver; Guests: Rich Boone, Noah Zerbe, Julie Alderson

Agenda:

- 1) Excess Enrollment Resolution (APC/FAC joint resolution)
- 2) Revisions to Guidelines on Extraordinary Support
- 3) Lab Evaluation Instrument
- 4) Cultural Competency in RTP (with Guests Rich Boone, Noah Zerbe, and Julie Alderson)

- 1) Excess Enrollment Resolution (APC/FAC joint resolution)

Mary Virnoche asked for FAC input on a Resolution on Excess Enrollment Policy. We have forwarded suggested revisions to Mary.

- 2) Revisions to Guidelines on Extraordinary Support

The following additions, reflecting discussion in FAC and SenEx, were made to the Guidelines subsequent to its initial inclusion in the Senate packet:

Intro:

The Sponsored Programs Foundation has its own intellectual property procedures; the SPF Administrative Manual should be consulted for policies followed by the Foundation.

Written Agreements:

Separate individual agreements are public information and are subject to public records requests pursuant to the California Public Records Act.

All separate individual agreements involving the sharing or transfer of intellectual property rights under these guidelines shall be finalized in writing and signed by the President or designee and the staff member(s), student(s) and/or faculty member(s). Faculty agreements shall comply with the review provisions of the Collective Bargaining Agreement.

Students:

Graduate Teaching Assistantships and Tuition Waivers shall not be considered extraordinary support. Use of specialized University facilities shall not be considered extraordinary support unless identified as such by a written agreement enacted prior to student's involvement in work.

3) Lab Evaluation Instrument

Mark Wilson introduced a draft Lab Evaluation instrument. Discussion focused on the value of having a question on scientific inquiry, which may not be a focus in some labs. The instrument will next be shared with CNRS faculty for additional feedback.

4) Cultural Competency in RTP (with Guests Rich Boone, Noah Zerbe, and Julie Alderson)

Rich Boone and Noah Zerbe are considering how to require some form of professional development for faculty in the area of cultural competency, to be reflected in probationary faculty PDPs. They are asking FAC to develop a Senate resolution instructing the RTP Standards and Criteria Committee to ensure that departmental RTP standards embed this training as a necessary part of teaching excellence. The goal is to address cultural competency in a more systematic and thorough way through departmental standards.

Discussion was wide-ranging. Some of the areas touched upon: Academic freedom, the nature and prevalence of the problem to be addressed through this change to RTP; the value of covering this area in RTP standards; the value of signaling its importance to the University through RTP; the need to include lecturers; the need for appropriate terminology; the importance of providing continuing education and ongoing training in this area.

Currently, Appendix J standards for teaching effectiveness include this language (B.1.a.6):

Constructive and professional relationships with students are important for a strong academic program, therefore, it is expected that faculty demonstrate sound academic advising, effective counseling of students on course-related matters, the ability to work with a diverse student population, and availability of the faculty member on a regular basis to assist the academic needs of students.

George Wrenn asked that the topic be brought to SenEx for further discussion.

December 14:

Absent: Rob Cliver

Agenda:

- 1) Lecturer assigned time and participation in shared governance (guest Kerri Malloy)
- 2) Postponed: Assigned time for department chairs (guest Monty Mola)

1) Lecturer assigned time and participation in shared governance (guest Kerri Malloy)

Kerri Malloy joined the committee for a discussion of lecturer faculty participation in shared governance. The group reviewed information provided to lecturer faculty in the CFA's [Lecturers' Handbook](#), the 2014-15 CSU Senate Resolution on AS-3199-14/FA *Non-Tenure Track Faculty and Shared Governance in the California State University: A Call to Campus Senates* (<http://calstate.edu/acadsen/Records/Resolutions/2014-2015/documents/3199.shtml>), and Faculty Affairs meeting notes pertaining to shared governance.

Points touched upon in the discussion included:

- Lecturers form a majority of the faculty;

- The importance of recognizing the faculty status of lecturers (CBA does not make a distinction);
- The importance of institutionalizing and recognizing the role of lecturers in shared governance;
- That it is important to provide opportunities for lecturers to be involved in shared governance, including Senate Standing Committee work;
- That slippages in tenure-track density mean that some departments rely on lecturers for departmental work, but that departmental incentives and recognition vary, and that lecturers may feel pressured to do more without compensation;
- That lecturers who take on non-contractual, uncompensated, volunteer service outside of their work assignments are not evaluated on, or adequately credited with, this service;
- That retired lecturers are not entitled to the benefits of emerita/emeritus status;
- That the professional “pay-offs” of service will be different for different lecturers; it is important to recognize that some lecturers choose not to be involved and that distance education also impacts opportunities for involvement;
- That incremental solutions will likely be necessary to address existing disparities.

ACTION: To better understand how lecturers are involved in shared governance at HSU, Faculty Affairs will develop a survey of department chairs that will solicit information on the extent and types of service/shared governance that lecturers engage in.

2) Postponed: Assigned time for department chairs (guest Monty Mola)

This topic will be picked up again in January/February.

Constitutions and Bylaws Committee:

Submitted by Jeff Abell, CBC Chair

January 24, 2017 Senate Meeting Report

- I. This semester the CBC will be meeting every other Thursday from 3-4 pm in NHE 120.
- II. CBC meeting attendance for Fall 2016 is summarized in table below. All meetings during the semester would have met the quorum requirement proposed in Senate Resolution #1-16/17-CBC (which calls for a majority of membership with at least one member from faculty and one member from either staff or students in person or as proxy).

Date	Quorum Required	# of Faculty Present	# of Staff Present	# of Students Present	Quorum Met Under New Rules?
08/29/16	3	2 + 1 proxy	1	1	yes
09/06/16	3	3	1 proxy	1 proxy	yes w/proxy
09/26/16	3	3	1	1	yes

10/10/16	3	3	0	1	yes
10/24/16	3	3	0	1	yes
11/14/16	3	3	1	1	yes
11/28/16	3	2	1	1	yes
12/12/16	3	3	1	1	yes

III. Report from Mon Dec 12, 2016 Meeting

- A. Meeting called to order at 16:00 in NHE 116 with Abell (Chair), Chang, Guzman, Shellhase and Watson.
- B. Committee reviewed draft amendment to the Senate Constitution which transfers the CBC’s “interpretational power” from the Senate Bylaws to the Senate Constitution. CBC unanimously agreed to forward the draft amendment to Senate. It is on today’s agenda as a first-reading.
- C. Committee developed draft amendments to the Senate Bylaws which remove stipulations requiring the President to respond to Senate action and modified stipulations for notifying the President of Senate actions. CBC unanimously agreed to forward these draft amendments to Senate. They are on today’s agenda as a first-reading.
- D. Committee initiated discussion on whether non-tenure-track faculty who meet General Faculty eligibility requirements should be guaranteed voting rights in departmental decision making processes. There seems to be variability across departments in the degree to which non-tenure-track faculty are included in decision making. CBC would like to address whether membership in the General Faculty, which grants the faculty member a vote in University wide faculty decision making, should supersede voting rules established in the college bylaws or individual departments. Committee will bring forth findings as a discussion item at a future Senate meeting.

IV. Agenda for next meeting on Thursday Jan 26, 2016 from 3-4 pm in NHE 120

- A. Edit Senate Constitutional Amendment and Senate Bylaws amendment based on first-reading discussion at today’s Senate meeting.
- B. Review college bylaws, General Faculty Constitution and AAUP Statement on Shared Governance for guidance on whether non-tenured faculty who meet General Faculty eligibility requirement should have guaranteed voting rights in departmental decision making.
- 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.

University Resources and Planning Committee:

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

The URPC reconvened for the first time in 2017 last Friday. The agenda focused on the Governor's 2017-18 Budget Proposal, HSU's preliminary 2017-18 deficit, and planning for a 5% reduction.

Governor's Budget Proposal

The Governor's Budget Proposal included an effective 2% overall budget increase to the CSU; however, funding is \$167.7 million short of the CSU's Support Budget Request to the State. The Governor emphasized the need for prudence due to the State's volatile revenue sources, the current longer than average economic recovery, uncertainty regarding federal funding, and the need to build reserves.

HSU's Budget Deficit

HSU's preliminary 2017-18 deficit, including existing college deficits and ongoing one-time funded activities, is estimated at close to \$5 million, with deficit growth largely attributable to unfunded compensation increases and an anticipated 3% decline in enrollment. HSU's current spending per full-time equivalent student (FTES) is significantly higher than similar sized CSU peers; at almost \$1,500 higher per FTES than the average. There are still many unknowns for this budget cycle, including a potential tuition increase, final HSU enrollment in Fall 2017, and possible new compensation commitments under negotiation.

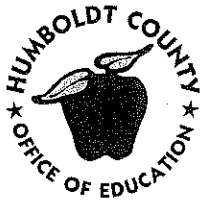
Strategic Budgeting Under the 5% Reduction Planning Scenario

Given the anticipated 2017-18 deficit, the President's Cabinet is focusing on developing a plan to reduce HSU's general fund budget by 5%, rather than producing -5% and +5% scenarios as initially requested. Cabinet is recommending a three-phase, multi-year approach to allow time to meaningfully engage the campus in the process. The three phases are essentially: (1) Relatively simple quick changes, (2) Big strategic changes that require broad discussion, and (3) Strategic investment. Great effort is being taken to think holistically about the reductions being made rather than simply taking across-the-board cuts.

The URPC reviewed the initial Phase 1 recommendations for implementation, totaling \$2.4 million in on-going reductions, savings, and new revenue sources and \$1.8 million in one-time reductions. Phase 1 recommendations protect student access to classroom instruction, student services, and support GI 2025 goals. However, these reductions will affect University operations, so many areas of HSU will feel the impact of these proposed reductions. At the next meeting on January 27, the URPC will be discussing strategies for how the committee can best communicate and engage the campus in this process and also will be reviewing initial Phase 2 concepts. These austerity measures are necessary to ensure a sustainable budget for HSU.

Integrated Curriculum Committee:

Please see the attached letter submitted by ICC Chair, Dale Oliver, in support of Resolution 11-16/17-ICC.



GARRY T. EAGLES, Ph.D., Superintendent

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January 3, 2017

Julia Alderson, Chair, University Senate
Humboldt State University
1 Harpst Street
Arcata, CA 95521

Dear Ms. Alderson:

SUBJECT: ELEMENTARY EDUCATION LIBERAL STUDIES FOUR-YEAR PROGRAM OPTION

Thank you for the opportunity to provide input into the current discussions regarding the proposed Liberal Studies in Elementary Education (LSEE) four-year program option.

The importance of the relationship between Humboldt State University's (HSU) Elementary Education Program and schools throughout Humboldt County cannot be overstated. These relationships go back decades to the early days of the founding of Humboldt State as a Teachers College. It is not a stretch to say that the quality of instruction in Humboldt County's 1200+ classrooms is directly related to the preparation that prospective teachers receive in the Teacher Preparation Program at HSU. In fact, the majority of Humboldt County teachers teaching today have received their education and training at HSU.

Nevertheless, Humboldt County has seen its share of teachers who, nearing completion of their credential when they begin fieldwork or following a few years in the profession, find that teaching is not what they had envisioned. Those individuals then leave education for another career. This issue is not limited to graduates from HSU. Many early career teachers have commented that they wish they had known what the teaching profession was like much earlier in their education. Nationally and statewide, attrition from the profession is significant during the first 3-5 years of employment. The proposed four-year combined BA with Credential option to HSU's LSEE program addresses this issue head on.

Encouraged by the California Commission on Teacher Credentialing and CSU's Office of the Chancellor, the four-year combined BA with Credential structure is a welcomed option in preparing teachers for the realities of today's classrooms. Clinical experiences will begin much earlier and continue through the entire four-year program resulting in closer working relationships between HSU Fieldwork Supervisors and Mentor Teachers in local school districts.

In addition, early and continued involvement with local districts and mentor teachers will allow teacher candidates to engage in ongoing high quality professional development at the county and

Elementary Education Liberal Studies Four-Year Program Option

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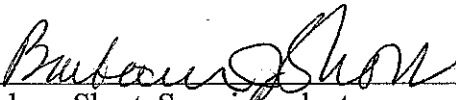
school site levels. This will help ensure new teachers to the profession will be knowledgeable and aligned with the latest techniques, issues and trends in this rapidly changing profession.

Current challenges many new teachers face is understanding the world of education today and the importance of school cultures, learning environments, classroom management techniques and working with parents and community partners as part of the learning process for children. The proposed model will help significantly with those factors and enable a new teacher to be more confident and experienced for a successful transition into the profession.

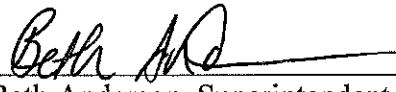
There is a strong desire and capacity among Humboldt County School Districts to partner with HSU's LSEE program with this new option for preparing future teachers. Observation, individual instruction and tutoring, small group and large group instruction opportunities will be strengthened by the proposed model. More time and experiences with mentor teachers in designing lesson plans and developing specific instructional strategies and activities will be beneficial to teacher candidates.

This proposed model meeting California's elementary education credential standards and requirements for the Multiple Subject Teaching Credential is a positive step forward in addressing many of the current shortcomings with the existing "4 + 1" system, though the five-year program will still be available for those students who decide to pursue teaching as an option later in their collegiate career. We urge HSU and HSU's University Senate to approve the recommended BA with Credential option for the Liberal Studies in Elementary Education Program.

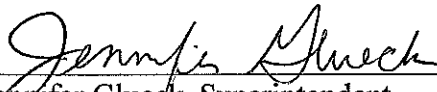
Sincerely,



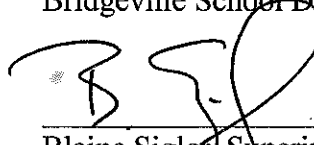
Barbara Short, Superintendent
Arcata School District



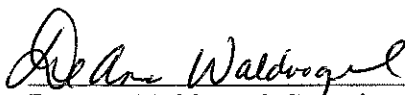
Beth Anderson, Superintendent
Bridgeville School District



Jennifer Glueck, Superintendent
Big Lagoon School District



Blaine Sigler, Superintendent
Cuddeback School District



DeAnn Waldvogel, Superintendent
Blue Lake School District




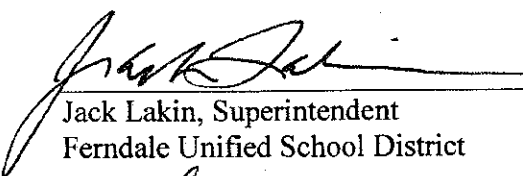
Julie Osborne, Superintendent
Cutten School District

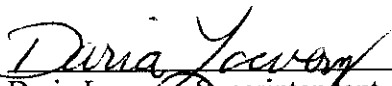
Elementary Education Liberal Studies Four-Year Program Option

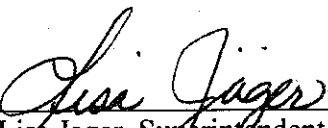
January 3, 2017

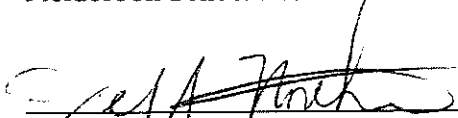
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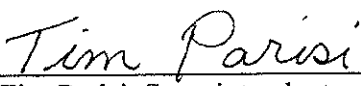

Fred VanVleck, Superintendent
Eureka City Schools

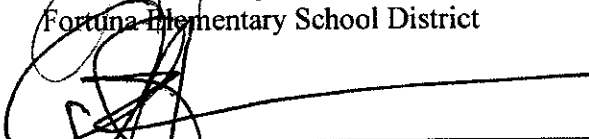

Jack Lakin, Superintendent
Ferndale Unified School District



Daria Lowery, Superintendent
Fieldbrook School District

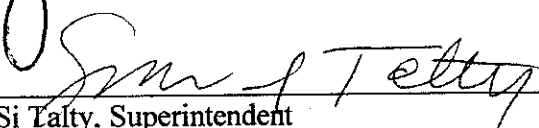

Lisa Jager, Superintendent
Hydesville School District



Jeff Northern, Superintendent
Fortuna Elementary School District

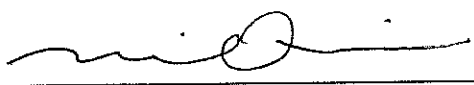

Tim Parisi, Superintendent
Jacoby Creek School District

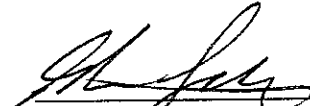

Glen Scenestraro, Superintendent
Fortuna Union High School District

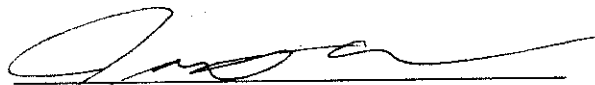

Jon Ray, Superintendent
Klamath-Trinity Joint Unified School District



Si Talty, Superintendent
Freshwater School District



Justin Wallace, Superintendent
Kneeland School District



Michael Quinlan, Superintendent
Garfield School


John Sutter, Superintendent
Loleta Union School District


Justin Wallace, Superintendent
Green Point School District


Wendy Orlandi, Superintendent
Maple Creek School District


Garry T. Eagles, Superintendent
Humboldt County Office of Education


Richard Graey, Superintendent
Mattole Unified School District

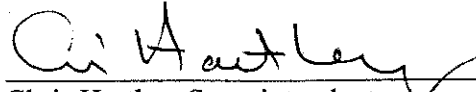
Elementary Education Liberal Studies Four-Year Program Option

January 3, 2017

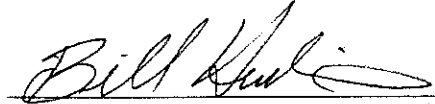
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Jan Schmidt, Superintendent
McKinleyville Union School District



Chris Hartley, Superintendent
Northern Humboldt Union High School District



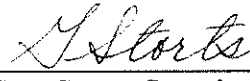
Bill Hawkins, Interim Superintendent
Orick School District



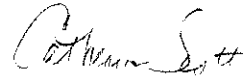
Chris Cox, Superintendent
Scotia School District



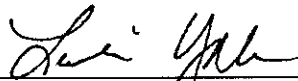
Karla Darnall, Superintendent
Pacific Union School District



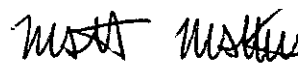
Gary Storts, Superintendent
South Bay Union School District



Catherine Scott, Superintendent
Southern Humboldt Unified School District



Leslie Yale, Superintendent
Rio Dell School District



Matt Malkus, Superintendent
Trinidad School District

- c Mary Glenn, Vice Provost, Academic Programs
- Mary Dingle, Chair, Education
- Dale Oliver, Chair, Integrated Curriculum Committee
- Chris Hopper, Dean, Professional Studies