

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 3, 2017

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

September 27, 2017

Members: Michael Goodman, Stephanie Burkhalter, Ramesh Adhikari, Heather Madar, Michael Le, Mary Glenn, Mary Virnoche, Clint Rebik, Kerri Malloy, (recruiting for student members).

Meeting Dates for Fall 2017:

Meeting time: 2PM-2:50 PM

Meeting Place: BSS 508

August: ~~30~~

September: ~~13~~ and ~~27~~

October: 11 and 25

November: 8

December 6

September 27:

- Committee provided feedback and questions on the proposed Advising Policy.
- Committee will be sending forward revisions to the Course Numbering Policy to reflect the elimination of remedial course.

September 13:

- Committee completed the review and edited the Posthumous Degree Policy and will be sending it forward to the Senate for a first reading.
- Committee reviewed the draft of the Advising Policy. This item took up the bulk of the meeting and will be the main item at the September 17 meeting.

August 30:

- Committee reviewed and discussed the Posthumous Degree Policy

Inquiries:

Add/Drop Date Report:

The Committee is gathering the necessary information to prepare and send to the University Senate the first annual report on the impacts of the decoupling of the Add/Drop from the Census date.

Add/Drop Date

Inquiry on the Add/Drop date being on holiday. Internal discussion on the number of exceptional add/drops that may be a result of this, the date not always being on holiday, and that student have access to their Student Center 24/7. Registrar indicates there has not been an uptick since due to the Add/Drop date landing on holiday.

Discussion with the Academic Technology Faculty Contributors (formerly known as the Canvas Faculty Contributors) to have global messages to students posted on dashboards that indicate upcoming academic deadlines:

- Add/Drop
- Credit/No Credit
- Final Day to Withdraw

Students would see the notice when they log into Canvas and would be posted a week before the deadline.

Also, there was a discussion with Academic Technology Faculty Contributors on integrating the academic calendar into the Canvas calendar for students and faculty.

Constitution and Bylaws Committee:

Submitted by George Wrenn, CBC Chair

October 2, 2017

- I. For the fall semester, CBC has scheduled meetings for every other Monday from 11 am-noon in Library 118.
 - II. Agenda for October 2 Meeting:
 - A. Meet with Julie Alderson
 - Review CBC ongoing business, upcoming chair changes
 - B. Continue review of ongoing business from 2016-17:
 - Definition of University Community
 - Posting of vote tallies with all election results
 - Tracking adherence to recent governing documents amendments and policies
 - C. Recruiting a student CBC member
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III. Report of Meeting:

Meeting was called to order at 11:05 a.m. in Library 118.

Attending: Dallasheh, Watson, Wrenn (Chair)

Absent: Chang, Shellhase

Guest: Julia Alderson

- A. Meet with Julie Alderson
 1. Review CBC ongoing business, upcoming chair changes
Alderson discussed election of a new FAC chair and option for CBC Chair.
Election for CBC chair will likely occur at the October 17 Senate meeting.
- B. Ongoing Business
 1. Definition of “University Community” member as it relates to Standing and Ad-hoc committee meetings. Committee reviewed this 2016-17 recommendation: “It seems prudent to have a clear definition of who may attend meetings since standing committee chairs have no discretion in restricting attendance (outside of executive sessions which must be moved into from an open meeting). In

2016-17, CBC agreed (on a 5-0 vote) that a minimum definition for members of the "University Community" should include: a) currently employed administrators, faculty and staff; b) currently enrolled students; c) emeritus faculty, retired administrators and retired staff; d) alumni and e) current adjunct faculty. Committee did not bring forth a formal interpretation to Senate because a ratification vote is pending on a constitutional amendment to move "interpretational powers" from bylaws to Constitution."

Wrenn noted that students sometimes can be continuing but not be enrolled, e.g., grad students who are finishing theses.

The committee briefly discussed the need for definition of "university community," CSU policy, and the philosophy of open meetings. Alderson will bring discussion to SenEx.

2. **Posting of vote tallies with all election results.** Initiate discussion.

Currently, Senate vote tallies for resolutions are on the Senate web site and attached to resolutions. For Elections, the ballots are maintained in the Senate office and voting results tallies can be obtained by calling the office. Alderson noted that information on how to obtain vote tallies can be made available on the Senate web site, if not already present.

3. **Tracking adherence to recent governing documents amendments and policies.**

Committee reviewed this 2016-17 recommendation: "With a new Senate Office ASC coming on board, it seems prudent for the CBC Chair to work closely with the Senate chair, the new ASC and the incoming parliamentarian to insure:

1. Standing committees are tracking and meeting the qualified quorum requirements that are now in effect.
2. Senate members are meeting the Senate Offices document posting deadlines without overburdening the new ASC.
3. The Senate office is meeting the deadline for Presidential notification of Senate actions.
4. The President and Provost are meeting the deadlines for feedback on Senate recommended policies."

The group briefly discussed the process for following through on passed resolutions, the process for meeting deadlines for submission of documents, and timeliness in responding to resolutions that go forward from the Senate. It was noted that any tracking would not be within the purview of the CBC Committee; this falls within the Senate Chair's responsibility.

CBC also briefly reviewed options for using Live25 to create a calendar that generates deadline notifications. Alderson will review this calendar.

C. Recruiting a student CBC member

Alderson will ask Joice Chang to recommend a student. It was noted that a pre-law student would be a good choice.

Meeting adjourned at: 11:45 a.m.

Faculty Affairs Committee:

Submitted by Mary Virnoche, FAC Chair

The Committee met on September 21, 2017.

Present: Julie Alderson (guest), Renee Byrd (CFA), Colleen Mullery (APS), Marissa O'Neil, Mary Virnoche (Chair), Mark Wilson

Absent: Renee Byrd, (no student member assigned yet)

FAC Chair Change

Mary Virnoche has accepted a position as a Faculty Associate in the Vice Provost's office. She will step down as FAC chair. She will retain her Senate seat at least for the short term. George Wrenn, who chaired FAC last year, will step back into chairing FAC. Julie Alderson will support George in the transition back. Others have expressed interest in Mary's senate seat. If she steps down, Julie will organize nominations and a special election. To allow for the transition in Chairs, the next FAC Meeting will be at 2 pm on October 5 in BSS 508.

Faculty Presence on Campus Resolution *(Mary now to George)*

Change to Sense of the Senate on Residential Campus title. Incorporate eLearning given leadership studies and teaching certificate. eLearning policy already says that departments make hiring decisions... but those programs do not have a department? Those programs should have a home in an academic department (that is an issue for another time). Lecturers are not paid to be around on campus. How does this affect them? Many lecturers are actually here on campus a lot more than some tenure-line faculty. *(Mary revised and shared with FAC).*

Department Chair Assigned Time *(Monty & Julie)*

CFA can not focus on this item right now... they are focused on maintaining health insurance in the current negotiations. Mary Virnoche will work with Julie and George to make the formal request for Chair workload data from all colleges (done).

Appendix J Areas to address or add: early tenure, critical appraisal criteria, advising evaluation, cultural competency development and addressing achievement gaps in courses; change time periods for review - needs to be longer in the period between file due and file close (so that the committee has time to work with the candidate on changes to the file. Right now we are asking for files "early" so that we can get that work done... or the feedback is not getting done. That is not fair to the candidate. There are still problems with Interfolio regarding changing around the file documents once submitted. FAC needs to ask APS to collect information from current candidates and work with the vendor.

The committee discussed the possibility of early tenure. Appendix J is now ambiguous regarding early tenure. The committee in this discussion was inclined to leave it ambiguous.

More to come.

Upcoming

1. **Teaching Evaluation Instrument Assessment**

Mary requested data from Gay Hylton in OIE. They are not administering this yet. This request needs to go to college offices.

2. **Advising Policy** APC provided feedback on September 29. Mary Virnoche is revising the policy based on FAC and APC feedback to date. FAC and APC will see the policy again before it goes to all Chairs for feedback.

3. **Faculty Service Award - No Talk Requirement** (With Award Committee)

4. **“Undo” mechanism for teaching evaluations** Mary Asked Gay Hylton in OIE: They are not administering this yet. This request needs to go to college offices.

5. **Faculty Lecturer Participation in Shared Governance + - Survey Outcomes** (*Marissa*)

6. **Faculty Handbook Clean-up**

President’s Office:

Submitted by Lisa Rossbacher, President, Humboldt State University

I regret being unable to join you at the Senate meeting on 3 October. The external team that will be visiting HSU next March, as part of the reaffirmation of accreditation by WSCUC (WASC Senior College and University Commission), has been evaluating our self-study report and related materials this week in an “off-site review.” At 3:15 p.m. on Tuesday, the visiting team will be holding a videoconference with key people on campus who were involved in preparing the self-study. Thus, as the Senate meeting is happening, some of us will be getting feedback from the visiting team, with both commendations and “lines of inquiry.” We’ll know more after that videoconference about where the team’s questions will be focused.

I would also like to call attention to an outstanding and informative meeting that was held on 28 September. Organized by Dr. Wayne Brumfield, this panel discussion on immigration included valuable advice for undocumented students and their friends, allies, and advisors. Perhaps the most eye-opening insights were connected to current and planned use by the federal government (including ICE) of information collected from social media. As the immigrations attorney observed, even “liking” a post on the site of an organization that the government considers linked to terrorist organizations could result in deportation. He encouraged careful thought about what information and images are posted on social media and how they could be interpreted.

The CSU Board of Trustees has just begun the process of developing its formal budget request for state appropriations in 2018-19. I’ll keep you posted as more information becomes available..

I am always available to answer any questions.