

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, October 31, 2017

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

Committee 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

Committee Meetings Reports:

October 25:

- Committee did not meet.
- Had extensive email conversation in regards to the "Intent to Enroll" hold that has appeared in Student Center.
- Clarification was provided by VP Dawes via a forwarded email from Sandy Wieckowski.
- APC will follow up with an invitation to VP Dawes and others to discuss this at a future APC meeting.

From: Sandy Wieckowski [mailto:slw61@humboldt.edu]

Sent: Wednesday, October 25, 2017 9:38 AM

To: Douglas Dawes <Douglas.Dawes@humboldt.edu>

Subject: RE: Intend to Enroll - Online Application Question

Hi Doug,

This new agreement has been in the works for quite a while. It has been a recommendation of best business practice from the Chancellor's Office and NACUBO for at least 5 years.

There are several reasons for adding the agreement, besides it protecting the University from any lawsuits arising from the collection of outstanding debt, we have seen a large increase of students debt from unpaid fees.

We want to inform the student prior to registering, that they will have fee dues associated with registration. We want to be forthcoming and transparent about the cost of attending college. It is surprising how many student we have who register and then never attend and never drop classes.

They do not realize that they have to pay those fee, even though they never attended (Title 5, California Code of Regulations)

Second, there has been an increase of students not completing the semester, withdrawing officially or unofficially. When they fail to complete the semester and do not get satisfactory grades, we are required to pull back their financial aid and return it to the Department of Education.

If the student withdraws during the semester, the same thing occurs, we are required to return a portion of their financial aid, then the student owes the University. Most students are unable to pay back the debt and we are forced to utilize outstanding collection agency who report the debt to the Credit Bureau. We have a total of 2632 students to whom we are actively collecting outstanding debt. This situation makes it very difficult on the student.

Finally, the agreement includes a portion from the Financial Aid Office about the academic responsibility of a student receiving financial aid. The Department of Education is in their final stages of negotiating a Financial Agreement for all recipients of financial aid.

We are just trying to be proactive and alerting students early about the financial requirements.

Thanks

Sandy Wieckowski

October 11:

- Committee reviewed the Course Numbering Policy via email and forwarded it on the ICC for reviews.
- Committee will be discussion revisions to:
 - Academic Honesty Policy proposed by the Dean of Students
 - Syllabus Policy as part of bringing the campus into compliance with the Accessible Technologies Initiative

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, 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 students 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.

Appointments and Elections Committee:

Submitted by Katia Karadjova, AEC Chair

CPS faculty Sarita Ray Chaudhury was appointed by the Appointments and Elections Committee to serve a 1-year term on the International Advisory Committee. Her appointment will begin immediately and conclude at the end of the Spring 2018 semester.

The vast majority of current committee vacancies are for students. There is only one unfilled for faculty: CPS Faculty on the RTP C&S Committee. AEC will continue to solicit for nominations for the unfilled position.

Constitution and Bylaws Committee:

Submitted by Michael Le, CBC Chair

Constitution and Bylaws Committee (CBC) Agenda
Monday, October 30, 2017 - 11:08-11:53am
Nelson Hall 119

Members Present:

Joice Chang, Faculty (2016-2018)
Jeremy Shellhase, Faculty (2016-2018)

Leena Dallasheh, Faculty (2017-2019)

Mary Watson, Parliamentarian, Staff (2016-2018)

Michael Le, Staff Senator, Chair (2017-2018)

Next Meeting(S):

November 13th, Nelson Hall 119, 11am-11:50am

December 4th, Nelson Hall 119, 11am-11:50am

Agenda Items:

1. New Business
 - a. None
2. Old Business
 - a. Amend the Constitution of the University Senate to add new section: 10.0 Interpretation (#16-16/17-CBC; ratified by Associate Students and Staff; pending ratification by General Faculty in Fall 2017). This amendment moves the CBCs “interpretational powers” from the bylaws into the Constitution.
 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: Mary Watson confirmed that this task was completed. The constitution has been updated. CBC can now make interpretations related to the Constitutionality of any Senate actions in addition to their consistency with Senate bylaws and other policies.
 - b. Definition of “University Community” member as it relates to Standing and Ad-hoc committee meetings. CBC agreed 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. .
 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: The Committee will begin work on a formal interpretation to Senate. The committee will seek Senate input to insure the definition has the appropriate breadth.
 - c. Adding Humboldt CFA President as a Voting member. CBC discussed this at the request of FAC. This was an effort to “re-balance” the faculty proportion on the Senate after adding the ODI Director to Senate membership. CBC saw no issue giving the CFA president the right to vote. Were it granted, however, the committee strongly felt the Labor Council rep should also have the right.
 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: CBC Chair will contact the Chair of FAC for an update.
 - d. Improving communication of standing committee work.
 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: CBC Chair will contact research possible solutions and bring them back to committee.
 - e. Lecturer role in department- and college-level shared governance processes.

- i. Source: Summary Report for AY 2016-2017
 - ii. Notes: CBC Chair will contact the Chair of FAC for an update.
- f. Posting of vote tallies with all election results.
 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: Done, no further action needed.
- g. Document editing. Editing of the Senate Standing Committee listings in Section 800, and editing of gender-specific language in the Faculty Handbook.
 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: CBC Chair will clarify with Senate Chair and Senate Office how to bring Section 800 Standing Committee and Faculty Handbook listings up-to-date.
- h. 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.”

 - i. Source: Summary Report for AY 2016-2017
 - ii. Notes: CBC Chair will clarify with Senate Chair and Senate Office

Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

Faculty Affairs Committee Report – October 19, 2017

Meetings are open to the campus community. The Committee currently meets every other Thursday at 2 p.m. in Library 118.

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>.

October 19 Agenda and Meeting Notes

Present: Monty Mola, Colleen Mullery, Marissa O’Neill, Mark Wilson, George Wrenn (chair)

Absent: Renée Byrd

Agenda:

1. Updates:
 - a. Senate discussion of Faculty Awards resolution
 - b. Lab evaluation instrument
 - c. Assistance to international faculty (Mola, Byrd)

- d. Lecturer faculty survey (O'Neill)
2. Tenure track density (Wilson)
3. Review chair assigned time data provided by colleges
4. Appendix J review/revision
5. New business: incentivizing higher response rates on course evaluations through early release of grades

Meeting Notes:

1. Updates:
 - a. Senate discussion of Faculty Awards resolution
 - b. Lab evaluation instrument
 - c. Assistance to international faculty (Mola, Byrd)
 - d. Lecturer faculty survey (O'Neill)
- a. Chair reported on Senate discussion of Faculty Awards resolution, including student participation question. The resolution will be revised for a first reading following further discussion of issues raised in Senate.
- b. Chair reported that the lab evaluation approved by the President in September is being tested and prepared for use in CNRS. Mullery noted that faculty who are being evaluated with the new instrument must be properly notified prior to its use in their classes.
- c. Mola and Byrd continue to work on strategies for supporting international faculty who face immigration and green card issues; they will report at an upcoming meeting.
- d. O'Neill summarized results of the survey, administered in May, which sought to clarify the roles that lecturer faculty play in shared governance. Although the overall survey participation rate was low, respondents are clearly involved in varied and extensive levels of service. Kerri Malloy, who brought the shared governance issue to Faculty Affairs in 2016-17, will be invited to review the survey in an upcoming meeting in preparation for Senate discussion of the topic.

O'Neill provided this summary:

Surveys were sent to 350 lecturers with 85 responses. Of those that participated, 41% said they had voting rights in their department and 57% participated in shared governance or service activities in the last academic year. There is a significant difference in voting rights depending on the university department. Those in the Arts, Humanities, and Social Sciences are more likely to have voting rights in their department than those in Natural Resources and Sciences and Professional Studies. There is not a significant difference between the three colleges in lecturer participation in shared governance and/or other serve activities. Lecturers participate in a wide variety of activities such as attending department

meetings, advising clubs, accreditations activities, Senate membership and CFA leadership. In addition 67% of lecturers who participate served in at least three different activities last year. Most participation is not compensated (72%), however 82% reported being compensated was important or very important. Having voting rights was important or very important to 71%, and participating in shared governance was important or very important to 70%. Finally, 44% reported feeling valued as a faculty member most of the time or always, 39% sometimes, and 16% rarely or never.

2. Tenure track density (Wilson)

The Committee discussed how to address faculty concerns and uncertainty about the University's plan to reach a tenure track density of 75%, which is a CSU goal. Low tenure track density has impacts on workload, shared governance, grant opportunities, and may lead to difficulties in filling chair positions.

Wilson will initiate development of a set of questions on tenure track density for Senate discussion. Mullery will provide FAC a report on tenure track density by department.

3. Review chair assigned time data provided by colleges

The three colleges have provided detailed chair and program lead assigned time data to Faculty Affairs for analysis; the Committee briefly reviewed the CPS data. Mola noted that CNRS data is FTE-based, while the other colleges presented data in teaching WTUs, which may hinder comparisons. Review will continue.

Mola will develop of a model for department chair assigned time designed to address inequities and establish a baseline; the Committee expects to review the model at the November 2nd meeting.

4. Appendix J review/revision

Areas identified for review: RTP: early tenure; evaluation criteria (Boyer); advising evaluation; language of diversity and inclusion; addressing "achievement gap." Other: personnel action calendar under Interfolio; outdated position titles.

Julie Alderson will be invited to an upcoming meeting to review priorities for Appendix J revision. Other invited guests will likely include RTP Criteria and Standards Committee chairs, to review evaluation criteria, and Steve Martin, to discuss his department's procedures for evaluating advising.

The Committee also discussed how the personnel calendar is working under Interfolio. It was noted that faculty can continue file prep until the file close date and that problems with file access in the week before the close date have been rectified. It was also noted that changing the IUPC file receipt date would have a ripple effect on other calendar dates and may not satisfy faculty who want the IUPC review period to be brief.

5. New business: incentivizing higher response rates course evaluations through early release of grades

Mullery asked Faculty Affairs to develop a resolution to incentivize student participation in teaching evaluation through early release of grades. The Committee agreed to do this and will make it a priority.

The Committee will meet next on November 2nd.

University Policies Committee:

Submitted by Justus Ortega, UPC Chair

October 27, 2017

Oct. 19th Meeting

UPC Attendees: Justus Ortega, John Meyer, Troy Lescher, Douglas Dawes, Randi Darnall Burke, Kay Libolt, Michelle Anderson (Vacancy for staff member and student representative)

- 1) Reviewed and Discussed Animal Policies –small changes were made to address concern over service animal safety in labs. This was vetted with general council and policy is submitted to University senate for 1st reading.
 - 2) Reviewed and Discussed Draft Food Policy – continued discuss about “Cottage Food” law and whether to include similar language I the policy. Also discussed sharing and receiving comments from campus stakeholders (student clubs, etc.). Will continue to review/revise at next meeting.
 - 3) Review and discuss Flag Policy – final draft was accepted and is submitted to University Senate for 1st reading.
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President’s Office:

Submitted by Lisa Rossbacher, President, Humboldt State University

Dear colleagues –

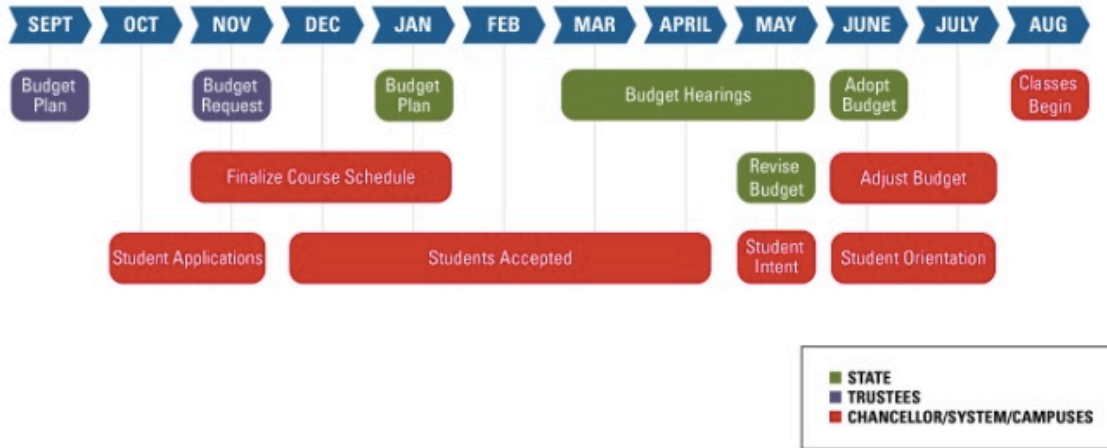
Next week (November 7-8) is the November meeting of the CSU Board of Trustees. Topics on the agenda include:

- a report on the Basic Needs Initiative (featuring research by HSU faculty member Jennifer Maguire and a colleague of hers at CSU – Long Beach)
- an update on Graduation Initiative 2025
- a report on enrollment management in the CSU, including impacted programs

- approval of the 2018-19 Operating Budget Request for the CSU

The Trustee’s budget request for 2018-19 will be one of the top stories at this meeting. The timeline below illustrates where we are in the parallel budget planning processes for the State, the CSU Board of Trustees, and the campuses.

BUDGET TIMELINE



And finally, I want to remind the Senate and other colleagues that this week is HSU’s annual Campus and Community Dialogue on Race. The full schedule is available at <http://www2.humboldt.edu/dialogue/#history>. As a University, we focus on the topics of equity and inclusion throughout the year, and this annual event is an opportunity to learn, share, and increase our understanding in an even more focused way. I am particularly pleased that the Dialogue this year has expanded to include the broader off-campus communities, as well. I hope to see many of you at these events.

As always, I am available to answer questions.