

# HUMBOLDT STATE UNIVERSITY

## University Senate Written Reports, February 7, 2017

### Standing Committees, Statewide Senators and Ex-officio Members

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#### Academic Policies Committee:

Submitted by Mary Virnoche, APC Chair

January 24 & 31, 2017

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

**Present January 24:** Brandon Dolfi, Joice Chang, Paul Cummings, Alex Gradine for Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Clint Rebik, Mary Virnoche (Chair)

**Absent January 24:** Heather Madar (schedule conflict)

**Present January 31:** Joice Chang, Paul Cummings, Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Clint Rebik, Mary Virnoche (Chair)

**Absent January 31:** Brandon Dolfi, Heather Madar (schedule conflict)

#### eLearning Quality Assurance Policy - Prepare for 2nd Reading by the University Senate

January 24, 2017: The APC agreed to add to the amended resolution an indication that we had reviewed the memo from the Commission on Online Education to the Chancellor's Office. No other changes were requested. Motion to send the eLearning resolution, policy and three appendices forward to the Senate for a 2nd reading (Michael Goodman). Motion seconded (Michael Le). No discussion. Consensus.

#### Excess Enrollment Policy

January 24, 2017: The committee discussed feedback from Dean Noah Zerbe, FAC and APS. APC agreed on the FAC and APS recommendation on the shift to "will" language for the most part -- eliminating Dean/Chair discretion on the award of excess enrollment support. There was discussion about real workloads for at least some CR/NC courses that are linked to things like Dialogue on Race, the Social Justice Summit and weekend workshops that do not require grading intensity that high enrollment 3-4 unit courses carry as they grow. The APC agreed to a clause about required WTU allocation only for low unit "graded" courses - leaving allocation for those units under Chair/Dean discretion. APC also agreed to align student support options with actual job classification titles (Teaching Associate and Instructional Student Assistant). The committee directed Mary to rework the clauses to better balance the alternatives for additional support for high enrolled classes. Michael Le agreed to pull data on 1 and 2 units courses for the next meeting so that the Committee can look at the range of courses offered at this unit level.

January 31, 2017. The APC directed Mary V. to correspond with the Deans, the Provost, Colleen Mullery in Academic Personnel, Lisa Tremain, English (writing intensive courses), Chris Harmon (GE Learning

Outcomes and Writing Expectations on GE) and Dale Oliver. She will share with them an outline of concerns and ask them to find out how other CSU campuses are handling excess enrollment. Substantial changes in compensation that we are discussing need to be negotiated between the union and the administration.

January 31, 2017: Mary V. reported January 24, 2107 Senator input on this policy: There was a request to consider lower thresholds for initiating excess enrollment units. The Committee discussed the balance/use of excess WTU and c-classification on courses.... ???

#### **Golden 4 Action Item Update** (Action Items in APC Report November 29, 2016)

January 24, 2017:

1. Target Current Sophomores: Clint reported this will begin in April 2017.
2. Stronger Messaging: Alex will let Mary Glenn know we would like a report on this.
3. HOP: Brandon reported that he communicated with Steve Ladwig and Nick, but did not know about their plans. Mary V. agreed to follow up with Steve again to see if there would be Moodle/Canvas changes for the incoming 2017 1st year cohort -- better directing them to enroll in golden 4.
4. New Faculty Development Meeting Time: Mary V. reported that all chairs received email from Provost Enyedi asking them to hold Fridays from 11-1 for new faculty development meetings. As we bring on a new faculty development coordinator, Mary V. will communicate interest in plans for training around advising.
5. Block Enrolling 1st Year Students: Mary and Mary have not worked on this action item.

**Meeting Time Review:** January 24, 2017: The APC could not find a common meeting time that included Heather Madar. Mary Virnoche communicated with Heather after the meeting. Heather may continue to send feedback to the committee through Mary Virnoche or through a proxy that she designates.

**CCAT Priority Registration Request.** The committee received a similar request last year regarding resident assistants and denied the request. The APC wants to be consistent in these decisions. There was some confusion about how the CCAT decision is any different than many student employee work/class juggling. Clint Rebik agreed to talk to Sarah Ray, the ES Program Advisor, one more time to try to figure out if there is something that the APC is missing about the particular circumstances of CCAT student teachers. APC is schedule to make a decision on this request at the February 7, Meeting.

February 7 Meeting Agenda:

- Time Certain - Noon: U-Direct Goal Setting and Accountability  
(Guest – Andy Stubblefield)
- Decision on CCAT Student Priority Registration Request

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## **Appointments and Elections Committee:**

Submitted by Jennifer Corgiat, AEC Chair

Ballots are currently out for the elected faculty positions and voting will close at noon on Wednesday, February 8<sup>th</sup>.

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## **Faculty Affairs Committee:**

Submitted by George Wrenn, FAC Chair

The Committee held its twelfth meetings of 2016-17 on Wednesday, February 1, 2017.

Meetings will occur in spring on February 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.

February 1:

Absent: Mike Camann, Rob Cliver

Agenda:

- 1) Review of Ongoing Business
    - a. Excess Enrollment Resolution (APC/FAC joint resolution)
    - b. Lab Evaluation Instrument and resolution
    - c. CFA President voting resolution
    - d. Review APC eLearning Policy related to Extraordinary Support (see below)
  - 2) Planning and prioritizing for remainder of semester
    - a. Assigned time for chairs (invite Monty Mola for discussion)
    - b. Lecturers and shared governance – Survey departments about Policy
    - c. Cultural Competency in RTP
    - d. Class scheduling
    - e. Faculty Handbook clean-up
    - f. Faculty voting on curriculum issues
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- 1) Review of Ongoing Business
    - a. Excess Enrollment Resolution (APC/FAC joint resolution)
      - i. Update: Mary Virnoche had asked for FAC input on a joint Resolution on Excess Enrollment Policy. FAC emailed suggested revisions to Mary Virnoche; at SenEx, Mary noted that there are implications for workload and compensation in the resolution and that it will remain in committee so that APC can consult more widely about the issues at play. Faculty Affairs is concerned about ambiguous,

poorly worded language in 1993 policy and the fact that the policy as drafted allows graduate or student assistants to be substituted for WTUs, which is not an equitable solution. FAC believes very important workload and compensation issues are addressed in the resolution and may want to take the resolution up.

- b. Lab Evaluation Instrument and resolution
  - i. The instrument is currently out for review by CNRS faculty
- c. CFA President voting resolution
  - i. The Committee is debating a resolution on giving the CFA President voting rights. Discussion focused on issues of shared governance and the roles that faculty and bargaining unit representatives have on an Academic Senate. It was noted that the purview of the faculty is curriculum, RTP, and issues of resource allocation while bargaining unit representatives are responsible for addressing the terms and conditions of employment. It was suggested that those separations should be reflected in Senate voting rights. Colleen Mullery shared readings on academic senate shared governance for committee review: *The Principles and Policies: Papers of the Academic Senate* – specifically “Responsibilities of Academic Senates Within a Collective Bargaining Context” and “Higher Education Employer-Employee Relations Act (HEERA): A Memorandum to Senate Members and Others”. And: *AAUP Policy Documents and Reports*. Discussion of the resolution and its implications for shared governance will be reviewed again at a later meeting.
- d. Review APC eLearning Policy related to Extraordinary Support (see below)
  - i. The Committee reviewed the eLearning policy language related to Extraordinary Support and did not see any conflict with the Extraordinary Support Guidelines submitted for a first reading.

## 2) Planning and prioritizing for remainder of semester

- a. Assigned time for chairs (invite Monty Mola for discussion)
  - i. Monty Mola will be invited to the March 1 meeting
- b. Lecturers and shared governance – Survey departments about Policy
  - i. Faculty Affairs will develop a survey of department chairs that will solicit information on the extent and types of service and shared governance that lecturers engage in. The intent is to better understand how lecturers are involved in shared governance at HSU.
- c. Cultural competency in RTP (SenEx)
  - i. Following up on discussion at January 18<sup>th</sup> meeting, FAC Chair will review topic with Julie Alderson, for possible future discussion at FAC and/or SenEx.
- d. Class scheduling
  - i. This topic was carried over from 2015/16: Faculty Affairs has been charged with asking the Scheduling Working Group to report on the current scheduling process, including how many classes have been scheduled successfully and unsuccessfully across departments since the implementation of the rules in 2013. The Committee will ask former members of the Scheduling Working Group (it was suggested to contact Marschke and Oliver) about previous survey efforts for possible re-use in surveying department chairs about the current state of class scheduling.
- e. Faculty Handbook clean-up

- i. The Handbook will be checked for non-existent positions.
- f. Faculty voting on curriculum issues
  - i. Discussion of this topic will be continued at future meetings, addressing issues of shared governance and voting as they relate to curriculum decisions.

**The Committee reviewed language in the draft eLearning policy related to I.P. and extraordinary support in Appendix C:**

#### **Instructor Compensation for Development of eLearning**

Course Compensation will be based on standardized rates published by CEEE. Fifty percent of cash compensation will be paid within 30 days of notice of the availability of the course for initial review. The remainder will be paid within 30 days of course approval. Assigned time may be granted in lieu of cash compensation as noted in the published standardized rates schedule. Assigned time must be approved by the Associate Vice President for College of eLearning and Extended Education and in consultation with the Department/Program Chair and the academic college dean. Neither monetary compensation nor assigned time, without further contractual specifications, are considered “extraordinary support.”

Monetary Compensation Amount: Term of assigned time: \_\_ Spring \_\_ Summer \_\_ Fall of 20 \_\_ College  
Funding Source: \_\_ CEEE \_\_ CNRS \_\_ CPS \_\_ CAHSS

#### **CEEE Support for eLearning Course Development**

CEEE will assign an instructional designer to support the instructor in creating the appropriate technological architecture for a given course. The instructor/instructional designer will schedule and meet \_\_ hours per \_\_\_\_ (time period) during the development time period noted above. Instructional design support is not considered “extraordinary support.”

#### **Intellectual Property**

Unless explicitly released below, the instructor will retain control of their intellectual property and the copyright to all the original academic materials developed for the eLearning course. CEEE will retain the right to use the technological architecture for future instruction purposes.

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## **Integrated Curriculum Committee:**

Submitted by Dale Oliver, ICC Chair

The Integrated Curriculum Committee continues to work with the Vice Provost on improvements of the academic program review process. In its **January 24** meeting, the ICC decided to pilot a faculty-review committee for six selected programs that are submitting their five-year program review documents. The purpose of the faculty review committee is to provide feedback on past and future modification in program curriculum, and on the use of evidence to motivate and evaluate these modifications. If true to its purpose, the committee will encourage faculty to establish and maintain a process of continuous improvement of the program.

At its **February 7** meeting, the ICC will have discussed the University Senate’s rejection of the ICC resolution to approve the proposed revision to the Liberal Studies Elementary Education curriculum (moving from the current curriculum (4-year baccalaureate program) to a clinically-based curriculum (4-

year baccalaureate + teaching credential). The ICC seeks constructive advice on next steps, including recommendations from individual senators for the School of Education on its curriculum, and for the ICC on facilitating decision-making processes which involve sweeping curricular change.

Also at its **February 7** meeting, the ICC will have begun initial discussions on the question of double-counting all 6 units of the second American Institutions requirement in Area D.

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## University Policies Committee:

Submitted by John Meyer, UPC Chair

Updates from the University Policies Committee from 12/13/16 and 1/24/17 meetings

- Recommended that a new Academic IT Advisory Committee be formed, but within OAA, rather than University Senate. The following UPC conclusions and recommendations were shared with Provost Enyedi, concerned faculty, ITS staff, and interested others:

Following our review of the information provided to us by faculty and ITS, our committee's meeting with many of you, and our subsequent deliberation, we arrived at the following conclusions and recommendations:

- 1) there are strong reasons to form such an academic advisory committee, and substantial agreement among the stakeholders involved about both the value and general contours of such a committee.
- 2) the committee must have robust participation by members of the faculty and should be co-chaired or chaired by a faculty member.
- 3) the NCSU advisory committee is a model that can serve as an appropriate starting point for identifying the membership and charge for such a committee at HSU:  
<https://oit.ncsu.edu/governance-strategy/it-governance/committees/itsac-academic-technology/>.
- 4) the functions of existing user groups, disappearing task forces, and other mechanisms for consultation regarding academic IT should -- wherever possible and appropriate -- be incorporated into the charge of this new committee. This point is important to members of the UPC, as we are convinced that there is much value in streamlining the overall number of committees meeting on campus, while ensuring meaningful consultation, oversight, and shared governance.
- 5) the charge of this committee should focus upon ensuring effective communication among all stakeholders, clear procedures and guidelines for software and hardware choices, and transparent processes of prioritization.
- 6) because the needs for this committee are in the areas detailed in the previous point, and not primarily focused on broad university policy, it would not be appropriate for this to be a

committee of the University Senate (which is a policy-recommending body), but instead should be housed within the Office of Academic Affairs.

- Reviewed and recommended decommissioning HSU Web Accessibility policy, b/c it is pre-empted by CSU Executive Order. Recommended by UPC and to be included on general consent calendar for 2/7/17 Senate Meeting
- Reviewed and met with Josh Callahan from ITS (1/24/17) about proposed changes to campus email policy, which would affect retiring staff. Consultation with ITS, HR, and staff council is ongoing.
- Reviewed documents related to physical access to designated “secure spaces,” including those used for storage of information assets, criminal evidence, or regulated medication. Discussion ongoing to determine if a campus policy is needed or simply procedures related to a CSU EO.
- Discussed recommendations to be drafted for the President’s office regarding workload and system for cataloging policies as per recently approved Policy on Policies, Procedures, and Guidelines.
- Initiated conversation and data collection about proposed “Animals on Campus” policy. This will be a primary subject of discussion at our 2/15/17 meeting (SBS 345 2-3pm)

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## University Resources and Planning Committee:

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

The URPC met on the afternoon of Friday, February 3. The committee briefly reviewed the Cabinet's phase 1 suggestions, which are being updated based on committee feedback to include more detailed descriptions and anticipated impacts. (Please see URPC 1/24/2017 written report for description of likely budget deficit and 3-phase strategy to address the deficit.) The URPC, in conjunction with Cabinet, will share the phase 1 detailed plan in the coming weeks. The roll out and implementation of the phase 1 recommendations will require coordination of offices across campus.

URPC members debated the issue of accepting phase 2 concepts (to be implemented in the 2018-19 AY budget) in light of not having specific details on most of the phase 2 proposals. In particular, is it reasonable for the URPC to support and communicate a plan where many large details are not yet worked out? It was discussed that the phase 2 categories are intentionally somewhat vague because Cabinet wants the campus to be involved and have a voice in helping determine what the details should be. In acknowledgement of the need to make forward progress in addressing the budget deficit, the URPC decided to tentatively accept the phase 2 proposals with the condition that a consultative process be used to develop specific strategies and options for phase 2. As with phase 1 decisions, phase 2 decisions are also being made with the intention of protecting instruction and student support. The URPC requested that the detailed phase 2 plan be completed by the end of October 2017.

The URPC will next convene on Friday, February 17.

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## Statewide Senate (ASCSU):

Executive Summary of Resolutions from the ASCSU January Plenary, provided by Mary Ann Creadon is attached.

## **EXECUTIVE SUMMARY OF RESOLUTIONS ACADEMIC SENATE CSU PLENARY – JANUARY 26-27, 2017**

The Academic Senate CSU (ASCSU) met at the Chancellor's Office in Long Beach on January 26-27, 2017 and approved the following resolutions. All can be accessed at the [ASCSU website](#).

### **Support for the CSU Institute of Teaching and Learning (ITL) Institute AS-3274-16/AA (Rev) – Approved Unanimously**

The Academic Senate of the California State University (ASCSU) commends EVC Loren Blanchard for providing financial support for the Center for Teaching and Learning (CTL) Summer Institute, acknowledges the efforts of CTL personnel for successfully planning and implementing Institute, and applauds the various campus participants for their contributions. The resolution further urges that attention be given to proven strategies and tools that can enhance student success, and urges that adequate funding be provided for – and that there be broad-based participation in --similar ITL offerings in the future.

### **Academic Freedom Policy AS-3276-16/FA (Rev) – Approved Unanimously**

The ASCSU reaffirms its strong commitment to the principles of academic freedom and freedom of inquiry, approves the draft policy on academic freedom prepared by the ASCSU Faculty Affairs Committee, and urges the California State University (CSU) to adopt the draft as its official policy on academic freedom.

### **Lactation Resource Policy and Practices in the California State University AS-3277-16/FA (Rev) – Approved Unanimously**

The ASCSU urges all campuses to review their existing lactation resource policies and develop and implement such a policy if none exists. It urges that such policies comply with state and federal law regarding the number of lactation stations on each campus, and that the policies offer additional recommendations regarding the location, and features of these facilities, and public information available about them.



**Opposition to the Proposed Tuition Increase in the California State University  
AS-3282-16/Floor -- *Approved***

The ASCSU urges the California Legislature to provide adequate funding necessary to support CSU operations and deliver quality education to its students. The ASCSU states its opposition to the currently proposed tuition increase as a mechanism for funding the CSU and resolves that the ASCSU and CSSA continue to work with partners across the system to engage in sustained joint advocacy to secure adequate state funding.

**Support for the Letter to President Trump from the Leaders of California's Systems of Higher Education about the Continuance of DACA.**

**AS-3279-16/FGA -- *Approved Unanimously***

The ASCSU supports the letter to President Trump written by the leadership of California's three public higher education segments imploring President Trump and his Administration to continue the DACA (Deferred Action for Childhood Arrivals) program and to "allow these young people to continue to pursue a college education and contribute to their communities and the nation."

**Opposition to the Appointment of Betsy DeVos as US Secretary of Education.**

**AS-3280-16/APEP – *Approved Without Dissent***

The ASCSU opposes the confirmation of Betsy DeVos as U.S. Secretary of Education, and calls upon the US Senate Committee on Health, Education, Labor and Pensions to reject her appointment.

**Advice to the CSU Tenure Density Task Force**

**AS-3281-16/AA – *Approved Unanimously***

The ASCSU encourages the CSU Tenure Density Task Force to recommend that the CSU and its individual campuses set medium- and long-range targets for tenure density; it also recommends specific strategies for meeting these targets. The resolution also urges the Chancellor's Office, on an annual basis, to collect and make available to the CSU community data on metrics related to tenure density.

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The following were introduced for First Reading consideration:

**Employment Security for Contingent Faculty, Librarians, Coaches, and Counselors.**

**AS-3283-17/FA – First Reading**

The resolution urges the CSU, in conjunction with the Academic Senate and the California Faculty Association, to establish a task force to investigate models of employment that would provide greater employment security for contingent faculty, librarians, coaches and counselors.

**Cessation of General Education Area B4 (Mathematics/Quantitative Reasoning) for ELM-Exemption**

**AS-3284-17/APEP – First Reading**

The ASCSU seeks cessation of the practice of granting ELM-exemptions on the basis of completion of General Education Area B4 (Mathematics/Quantitative Reasoning), since recent pilot projects authorized to award Area B4 credit (statistics pathways curriculum) appear unlikely to yield complete coverage of those elements tested by the ELM exam.

**Saving California's Master Plan Through Tax Reform**

**AS-3285-17/FA – First Reading**

The ASCSU endorses the findings in *The \$48 Fix: Reclaiming California's Master Plan for Higher Education*, which lays out a strategy for making higher education free to eligible California residents through tax reform. The resolution also urges the leadership of California's three public higher education segments, along with faculty, staff, students, and alumni, to undertake a campaign to promote such a plan.

**Support for Graduate Education in the California State University (CSU)**

**AS-3286-17/AA – First Reading**

The ASCSU acknowledges the findings of the April 2016 CSU *Masters' Degree Program Quantitative Characteristics* report that reiterates previous ASCSU recommendations on graduate education. The ASCSU also recognizes the need for further study addressing issues related to the role of graduate education in the CSU and, to this end, urges the formation of an ASCSU/CSU Task Force on Graduate Education.

**Resolution in Support of Students Admitted to the CSU Under (DACA).**

***AS-3287-76/FA – First Reading***

The ASCSU stands in solidarity with our DACA students and will work to ensure the preservation of DACA, and if it is repealed, to advocate for resources to ensure that the rights of DACA and DACA-eligible students are preserved.

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Additional Actions:

**A Call for Increased Funding to the California State University (CSU)**

***AS-3278-16/AA – Tabled***

The full text of ASCSU resolutions is available at:

<http://calstate.edu/AcadSen/Records/Resolutions/>