

# HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, March 7, 2017

Standing Committees, Statewide Senators and Ex-officio Members

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## Academic Policies Committee:

February 7 and 21, 2017

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

**Present February 7:** Joice Chang, Paul Cummings, Alex Gradine for Mary Glenn, Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Clint Rebik, Mary Virnoche (chair)

**Absent February 7:** Brandon Dolfi, Heather Madar (schedule conflict)

**Guest:** Andrew Stubblefield, U-Direct Committee Chair

**Present February 21:** Joice Chang, Paul Cummings, Brandon Dolfi, Alex Gradine for Mary Glenn, Mary Glenn, Michael Goodman, Zach Kihm, Michael Le, Clint Rebik, Mary Virnoche (chair)

**Absent February 21:** Heather Madar (schedule conflict)

### U-Direct Departmental Milestone Setting and Common Consequence

On February 21, the APC reviewed the resolution draft based on February 7 meeting discussion. The committee suggested some clarifying language. The APC sent the resolution forward concurrently to the Senate Executive Committee, ICC, U-Direct Committee and Chairs via Deans.

### Excess Enrollment (2/21)

Mary Glenn reported that she met with Associate Dean CNRS, Rick Zechman, Interim Dean CAHSS, Noah Zerbe and AVP APS Colleen Mullery to discuss possible changes to the HSU excess enrollment policy. They agreed fact find on other CSU excess enrollment support and report back to APC. Mary Virnoche agreed to contact Rick to confirm he shared the fact-finding information with Interim Dean of CPS Chris Hopper. APC is tabling this topic until we receive more information: it will remain on the list of possible upcoming topics.

### CCAT Priority Registration

After uncertainty if we had all the information we needed at the 2/7 meeting, Clint Rebik gathered additional information and reported at the 2/21 meeting on the CCAT request for student instructor priority registration. Priority registration would involve 6-8 student instructors. CCAT instructors currently wait to set their teaching schedules until after they have registered: this delays the scheduling and enrollment in CCAT classes. Clint looked at the registration pattern last fall for current CCAT instructors: Out of 6 student instructors - 3 registered right at their reg time; 1 registered within 4 hours of their reg time; 1 registered 1 day late; and 1 registered 3 days after their registration time. The APC discussed that getting CCAT instructors to register at their given registration times might somewhat mitigate the scheduling challenges. Last year APC received a similar request from residence life Community Advocates (CAs). That request was denied. The APC also discussed similar challenges for supplemental instruction (SI) student instructors and other student workers on campus. The APC found that while the scheduling may be a challenge, there is no data to suggest that the challenge meets the

criteria outlined in the priority registration policy (below). Request declined. Mary V. sent the decision to Sarah Ray, Program Leader of Environmental Studies.

Category C - Students who would not otherwise achieve their academic goals within a reasonable period of time because they participate in an ongoing, university-sanctioned activity that significantly benefits the university. (See Procedures, Section A.3. for general eligibility criteria.) The coordinator of the activity must apply to the Academic Policies Committee (APC) on behalf of the students, for possible inclusion in Category C.

#### **Assessment Requirement Resolution (2/21)**

The resolution on assessment requirements and accountability was tabled until roll out of new assessment coordinator. (Moved: Michael Le; 2nd: Michael Goodman). Unanimous.

#### **Golden 4 by 60 Update (2/17)**

Mary V. emailed Steve Ladwig, Admissions Director, asking for information on the new HOP Canvas site and the APC request for incorporating a “Golden 4 by 60” message, as well as pathways to direct students to registering for Golden 4 classes right from their orientation module. Steve wrote that they were just beginning to build the course in Canvas. He confirmed that they would be targeting all our first year students with this message. He is exploring the availability of first year further advising with Director of Academic and Career Advising Center (ACAC), Kathy Thornhill. He confirmed that at a minimum they could build a slide to deliver the message. He also copied Nicholas Conlin, HOP Coordinator, on the communication. APC will continue to follow Golden 4 by 60 action items.

#### **Federal Common Rules Changes and HSU IRB Policy**

Ethan Gahtan, IRB Chair, responded to Mary Virnoche’s email query about changes to the HSU IRB policy given Common Rule changes (see below). Ethan reported that they have been following and discussing the changes to the Common Rule. He wrote that he hopes the HSU “IRB will work with the other CSUs to interpret the changes and have a consistent policy response to the new federal rules.” He copied the interim IRB co-chairs, Carrie Aigner, Psychology and Amber Gaffney, Psychology, on our communication. They will be leading the IRB during Ethan’s sabbatical. Mary suggested that the policy would likely come through APC (or university policies) and that it would be a good idea to have a member of the Senate Committee involved in Human Subjects Policy changes.

Background: The U.S. Department of Health and Human Services and fifteen other Federal Departments and Agencies have issued final revisions to the Federal Policy for the Protection of Human Subjects (the Common Rule). The Final Rule was published in the Federal Register on January 19, 2017. Unless the new administration blocks the change (see Harvard blog below), it is supposed to go into effect on January 19, 2018 requiring review and update of HSU EM:P14-02 Policy for the Protection of Human Subjects in Research (<https://www2.humboldt.edu/policy/PEMP14-02Policy-Protection-Human-Subjects-Research>).

<http://blogs.harvard.edu/billofhealth/2017/01/18/final-common-rule-revisions-just-published/>

#### **eLearning and Disruptive Students**

The Canvas Approvers Group met on February 22 to discuss several issues raised by APC on behalf of faculty members. Mary Virnoche, APC Chair, attended the meeting. Kerry Malloy, Senator and new Approvers Group Member, also attended representing faculty.

Faculty rights to suspend disruptive students from participating in an online discussion forum.

The group decided that faculty had the same rights to manage “disruptive students” in an online environment as they do in a face-to-face environment. We discussed a broad need to train faculty around 1st amendment rights and managing student discussion online and face-to-face. As the student judicial code covers students by way of their status as an HSU student, the eLearning policy itself does not require changes. The eLearning support team agreed they would develop a technical FAQ (procedure) for addressing disruptive online posting: Suspending student participation in a given forum (not from the entire class) would be one of those steps. Christine Mata from the Dean of Students Office agreed to share resources so that messaging would be the same across mediums of teaching.

#### Faculty Technical Access to Add and Drop Students from Canvas

Faculty have access to add and drop students from their Canvas course for the first two weeks of the semester -- until the close of add/drop. At that point, all students not registered for a course will be removed from the Canvas course. At that point, the student will need to go through the existing process for late add of a course before they can be added into Canvas.

#### Student Complaints about an Online Instructor

The Canvas Approvers Group also discussed student complaints about their online experience. Students have directed their complaints to CEEE. Mary Virnoche clarified for the group that the eLearning policy places instructor evaluation (and related functions) in the academic units. She asked CEEE to follow those processes which direct the student to the Department Chair if they are not satisfied with the instructor response.

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## **Appointments and Elections Committee:**

Submitted by Jen Corgiat, AEC Chair

Please see the following results as of March 6, 2017. Please note that since the highlighted positions still need to be filled, AEC will be sending out another Call for Nominations soon after faculty return from Spring Break.

### **Elected Faculty:**

#### **GENERAL FACULTY**

General Faculty Secretary/Treasurer, 2 year term

**Josh Zender**

#### **INTEGRATED CURRICULUM COMMITTEE (ICC)**

Subcommittee on Academic Master Planning (AMP)

**Marissa Ramsier** - (At-Large), 3 year term

Subcommittee on Course and Degree Changes (CDC)

**John-Pascal Berrill** - Faculty Member (CNRS), 3 year term

#### **PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)**

**Meenal Rana** - Faculty Member from CNRS, 3 year term

## **Sondra Schwetman** - Faculty Member from CAHSS, 2 year term

### PROFESSIONAL LEAVE COMMITTEE

- Tenured Faculty Member, 1 year term

**Josh Smith**

- Tenured Faculty Member, 2 year term

**John-Pascal Berrill**

- Tenured Faculty Member, 2 year term

**Han-Sup Han**

- Tenured Faculty Member, 2 year term

**Laura Hahn**

### SPONSORED PROGRAMS FOUNDATION BOARD

*Candidates were elected by faculty and recommended to the President for final appointment.*

- Faculty Member, 4 year term

**Andrea Achilli**

### UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Faculty Member (At-Large), 2 year term

**Ben Marschke**

- Faculty Member from CAHSS, 2 year term

**Marcy Burstiner**

### UNIVERSITY SENATE

- Lecturer Faculty Delegate (Colleges, Library, Counseling, Coaches), 3 year term

**Kerri Malloy**

- Tenure Line At-Large Faculty Delegate, 3 year term

**Cindy Moyer**

- Tenure Line Non-Instructional Faculty Delegate, 3 year term

**Katia Karadjova**

- Tenure Line **CNRS** Instructional Faculty Delegate, 1 year term

**Melanie Michalak**

- Tenure Line **CNRS** Instructional Faculty Delegate, 3 year term

**Monty Mola**

- Tenure Line **CPS** Instructional Faculty Delegate, 3 year term

**Gregg Gold**

**Appointed Faculty:**

**ACADEMIC POLICIES COMMITTEE (APC)**

- Faculty Member, 3 year term

**Stephanie Burkhalter**

- Faculty Member, 3 year term

**Ramesh Adhikari**

**ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE**

- Faculty Member, 2 year term

**Holly Scaglione**

**APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)**

- Faculty Member, 1 year term

**Katia Karadjova**

- Faculty Member, 1 year term

**Brandice Gonzalez-Guerra**

**CENTER FOR COMMUNITY BASED LEARNING (formerly CSLAI)**

- Faculty Member from CPS, 1 year term

**Meenal Rana**

- Faculty Member from CAHSS, 2 year term

**Meredith Williams**

- Faculty Member from CNRS, 2 year term

**COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS**

- Faculty Member from CAHSS, 3 year term
- Faculty Member from CPS, 3 year 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.

**CONSTITUTION AND BYLAWS COMMITTEE**

- Faculty Member, 2 year term

Please refer to [Senate Bylaws](#), Section 11.6 for committee description.

**FACULTY AFFAIRS COMMITTEE**

- 2 Faculty Senators, 3 year terms

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. ..."

**FACULTY AWARDS COMMITTEE**

- Three Faculty Members - 1 year terms

**Eugene Novotney**

**Alexandru Tomescu**

**Daniela Mineva**

**GEAR (General Ed & All-University Requirements) CURRICULUM AND ASSESSMENT COMMITTEE**

- Faculty Member (CNRS), 3 year term

**John Steele**

**INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)**

*Candidates were recommended by the Appointments and Elections Committee to the President for final appointment.*

- Faculty Member, 1 year term

**Ramesh Adhikari**

- Faculty Member, 1 year term

**Troy Lescher**

- Faculty Member, 1 year term

**Paul Cummings**

**INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)**

- Faculty Member, 2 year term

**Professor Emeritus Joseph Leeper**

- Faculty Member, 2 year term

**Mark Wicklund**

**INTERNATIONAL ADVISORY COMMITTEE**

- Faculty Member from CPS or the University Library, 3 year term

**Young S Kwon**

**INTERNATIONAL PROGRAMS SCREENING COMMITTEE**

- 3 Faculty Members, 3 year terms

**Ara Pachmayer**

**Leena Dallasheh**

**Brianne Hagen**

**PARKING AND TRANSPORTATION COMMITTEE**

- Faculty Member, 1 year term

**Cutchu Risling Baldy**

- Faculty Member, 1 year term

**STUDENT FEE ADVISORY COMMITTEE**

- Faculty Member, 2 year term

**STUDENT GRIEVANCE COMMITTEE**

- Faculty Member from CAHSS, 3 year term

**Sondra Schwetman**

**UNIVERSITY CENTER BOARD**

*Candidate was recommended by the Appointments and Elections Committee for final approval from the UC Board.*

- Faculty Member, 2 year term

## Steve Martin

### UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Faculty Member, 2 year term

## James Woglom

### UNIVERSITY POLICIES COMMITTEE

- Faculty Member, 1 year

## Troy Lescher

- Faculty Member, 1 year

## John Meyer

### UNIVERSITY SPORTS FACILITIES SCHEDULING ADVISORY GROUP

- Faculty Member, 1 year term

## Justus Ortega

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## Faculty Affairs Committee:

Submitted by George Wrenn, FAC Chair

The Committee met on March 1, 2017. Meetings will occur in spring on March 22, 29, April 12 and 26. 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>.

March 1:

Absent: Rob Cliver, Colleen Mullery, Marissa O'Neill

Agenda:

- 1) Extraordinary Support Resolution and Guidelines revisions
  - 2) Assigned time of Department Chairs
  - 3) Class scheduling: what works, what doesn't
  - 4) Continue discussion of shared governance (including voting rights for CFA Chapter President)
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- 1) Extraordinary Support Resolution and Guidelines revisions.

The resolution reviewed at Senate on February 21 Senate has been re-submitted as a Sense of the Senate resolution. The second paragraph in the written agreements section was deleted, per Senate feedback.

- 2) Assigned time of Department Chairs.
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The Committee reviewed a series of reports shared by Volga Koval on department chair assigned time. Senator Mola will be assisting with data analysis; summarized data will be brought forward to Senate as a discussion item in April.

3) Class scheduling: what works, what doesn't.

The Chair reviewed progress to date (outreach to Bella Gray and John Flice), and the group discussed next steps and the scope of what can be accomplished this year. The Chair will be requesting data available through Schedule25 on classes that were not assigned rooms.

4) Continue discussion of shared governance (including voting rights for CFA Chapter President).

A Resolution on voting rights for the CFA Chapter President has been crafted and will be sent to SenEx.

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## **University Resources and Planning Committee:**

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

URPC written report for the University Senate's March 7, 2017 meeting.

The URPC met on Friday, March 3, 2017. Initial discussion covered communication of phase 1 and phase 2 budget reductions. For both phases, the Provost will work closely with the academic deans, chairs, and other leaders in the Academic affairs; likewise for the other vice presidents and their leadership teams. For the general HSU community, the URPC will schedule an open forum for Monday, March 20 to provide university members details - and gather feedback - about phase 1 cuts. The Budget Office is developing a web page where budget reduction details will be shared, public input can be provided, and a responding FAQ will be posted. A similar approach will be followed with the developing phase 2 reductions, with intermediary public communication dates to be in early May and middle of August. Phase 2 reductions should be finalized by October 31.

The URPC also discussed a formal reserve policy; namely the operating, maintenance, and capital reserves. Operating reserves which are designed as "short-term loan" intended for either "rainy days" or strategic investments; funds should be replenished within a year. We would like our reserve to be near 10% of HSU's base budget expenditures.

Maintenance reserves are designed for unforeseen facility issues; i.e., an emergency repair fund. The CSU recommends somewhere between 1 and 3% of current replacement value of the university; this would be a range of \$6.7-20.1 million for HSU. We will start with a target of 0.5% (\$3.4 million).

Capital reserves are used as essentially a "down payment" on future capital projects. The CSU now requires campuses to chip-in 10% of the cost for planning and building future projects. We would like to keep a reserve equal to 10% of HSU's slice in the CSU's 5-year Capital Improvement Plan.

HSU's current reserves are far short of those desired values stated in the reserve policy. The reserve policy, however, provides a responsible fiscal goal for which HSU should strive to achieve.