

Appointments and Elections Committee:

The University Senate's Appointments and Elections Committee solicited nominations for unfilled appointed and elected committee positions. All nominations were due to the senate office by Friday March 4th. Elections will be held March 21-25. The list of vacancies currently include:

Elected Position Openings:

[INTEGRATED CURRICULUM COMMITTEE \(ICC\)](#)

Subcommittee On Academic Master Planning (AMP)
Faculty Member (At-Large), 3 year term

Subcommittee On Course and Degree Changes (CDC)
Faculty Member (At-Large), 3 year term

[PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES \(PCRSC\)](#)

Faculty Member from CNRS, 2 year term
Faculty Member from the LIBRARY, 2 year term

Duties: Review and select proposals submitted by faculty for Research, Scholarship, and Creative Activity grants which are awarded annually. Performs other duties when funds are not available, e.g., review of applications for McCrone awards and judging of posters for research symposium.

[UNIVERSITY SENATE](#)

Tenure-line Instructional CAHSS Faculty, appointment to begin immediately with a term ending Spring 2018

Appointed Position Openings:

[ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE](#)

Faculty Member, 2 year term

Duties: The Committee is advisory to the President through the Vice President for Student Affairs for policy issues related to alcohol, marijuana, and other drug use within the University community.

[COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS](#)

Faculty Member from CNRS, 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

See [Senate Bylaws](#), Section 11.6 for committee description.

[INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE \(IAAC\)](#)

Faculty Member, 2 year term

Duties: Serve as a forum for the President and Athletic Director to seek advice and refine ideas and develop or revised policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program.

[STUDENT GRIEVANCE COMMITTEE](#)

Faculty Member from CNRS, 3 year term

Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct.

College Department Position Openings:

CAHSS PERSONNEL COMMITTEE (CPC)

- Tenured CAHSS Faculty in the rank of Associate Professor or Professor to serve a 2 year term on the CPC for Retention beginning in Spring 2016.

Duties: Reviews files of probationary faculty undergoing a performance review for retention. File reviews occur in late-September through mid-October.

- Tenured CAHSS Faculty in the rank of Professor to serve a 2 year term on the CPC for Promotion and Appendix K beginning in Spring 2016.

Duties: Reviews files of (1) probationary faculty undergoing a performance review for tenure and promotion; (2) tenured faculty undergoing a performance review for promotion; and (3) temporary faculty undergoing range elevation. File reviews occur in late-October through mid-March.

CPS PERSONNEL COMMITTEE (CPC)

- Tenured CPS Faculty to serve a 2 year term
- Tenured CPS Faculty to serve a 2 year term
- Tenured CPS Faculty to serve a 2 year term
- Tenured CPS Faculty to serve a 2 year term

Duties: Reviews files for Retention, Tenure and Promotion (RTP).

Constitution and Bylaws Committee:

- I. Report from Fri Feb 26, 2016 – No meeting was called to order
- II. Report from Fri Mar 04, 2016
 - A. Meeting called to order at 9:00 in NHE 116 with Abell (Chair), Guzman, Kyte and Shellhase.
 - B. CBC considered an issue raised in Mar 1, 2016 SenEx meeting re: resolution to change Senate Constitution to define Interim Membership. The issue related to the lack of detail in Section 4.52 on how an Interim Elected member would be appointed. The committee had included the details on appointment in the revision to the Senate Bylaws. We unanimously agreed that the process for appointment would be better placed in the Constitution so that the electorates can decide if appointment is a suitable process for choosing an Interim Elected member. To that end, the detail on appointment was moved to Section 4.52 of the Senate Constitution revision. This will come forward as a second reading in today's meeting.
 - C. Committee edited resolution to change Senate Bylaws to define Temporary Vacancies. This change is consistent with the issue mentioned above. A reference to Constitution Section 4.52 is now included in the Senate Bylaws revision. This will come forward as a second reading in today's meeting.
 - D. Committee considered Senate discussion from Feb 23, 2016 meeting re: modifying agenda posting and materials posting deadlines. Sensible logistical arguments were offered for delaying the materials posting agenda item to

one day later – thus providing some breathing room for standing committees to deal with last minute items. Persuasive arguments were made for altering the agenda deadline to one day earlier – thus promoting communication with the community and increasing the time for Senators to reach out to their constituencies.

1. The CBC deliberated these options and agreed that the duty of the Senate to notify and communicate its agenda takes precedence over logistical hurdles that may be introduced by moving the agenda posting deadline. In the coming weeks the CBC will introduce a Senate Constitution revision that will move the agenda posting deadline to three business days before the meeting (i.e. Thursday at 3pm).
 2. Clearly this will impact the way in which some committees will need to process their business. Committee work would be compressed into the five days immediately following a Senate meeting (i.e. Wed through Tues). All committees would need to meet at least once in this time frame, take into consideration any deliberations from the Senate meeting and get revised policy, resolutions etc. to SenEx by following Tuesday afternoon. With discretion of Senate Chair there would still be two more days to get an item and associated materials on the agenda. This does not seem overly burdensome for “normal” business items, which have likely received considerable attention from the committee well before they are to come forward as resolutions to the Senate.
 3. For more urgent matters of business that come to the committee “in-between” Senate meetings, an earlier agenda posting will not substantially alter the process we are faces with now. The committee can still meet as normal and can still provide materials related to an agenda item even after the three-day deadline. However, the Senate can only act on those items with 2/3 approval as already dictated by Senate Bylaws Section 2.91.
- E. CBC discussed quorum as it relates to standing committees and ad-hoc Senate committees. We’d like Senate input in the coming weeks on following issues. Ultimate intent would be to alter Senate Bylaws as necessary to clarify quorum for committees.
1. Quorum is currently defined in Senate Bylaws 10.74 as “a majority of members”. Whether this majority refers to the members currently in office (ignoring vacancies) or all members including vacancies is unclear. CBC would likely interpret it to mean all members including vacancies. With the recent difficulty of appointing members to various committees, will it become difficult for committees to even meet if we stick to this interpretation? If we want more flexibility we should change bylaws.
 2. Qualified quorums are sometimes used to call a meeting. In a qualified quorum a minimum number of members must be present but also a minimum number of constituencies must also be present. Our committee structures generally include faculty, staff, student and administrative constituencies. Do we also want to specify a minimum representation of constituencies in our quorums? (e.g. at least one member from each; or the faculty constituency must always be present plus some combination of the other three; etc.)
 3. We currently have a general quorum requirement for committees but would it be in our best interest to specify different quorum requirements for different committees as necessary?
 4. There is currently no clearly stated rule on proxies for committee meetings or on counting proxies toward quorum for committee meetings. Our parliamentary authority does not allow proxies to be counted toward quorum unless stated in by-laws. Should we alter bylaws to allow for committee members to act as proxies for other members and be counted toward quorum?
- F. Meeting adjourned at 9:50.

III. Fri Mar 11, 2016 – Agenda Items

- A. Consider feedback from standing committees on quorum requirements and start to develop revisions to Senate Bylaws if necessary.
- B. Discuss whether we are mandated by our Parliamentary Authority to post vote tallies with election results.
- C. Discuss the public posting of standing and ad-hoc committee agendas.
- D. Provide revisions to Senate Standing Committee listings in Section 800 of the Faculty Handbook so that the listings are consistent with the bylaws.
- E. Provide gender-specific edits for Sections 500 and 600 of the Faculty Handbook.

Faculty Affairs Committee:

Post-tenure review policy

FAC members agreed on a small amendment to the VPAA 04-02 that moves what is currently a footnote to section 15.32: "University policy requires that a minimum of two (2) classes of student evaluations per academic year be included as evaluation materials in the review process". Since this is already the policy, and this is an editorial change to prevent misunderstandings, we are pursuing making this change without a Senate resolution. If a Senate resolution is necessary one will be presented at an upcoming Senate meeting.

IP Policy

Thanks to AVP Mullery's efforts with the President's office, President's office staff have deleted of sections I.E.12 and section II.A.2.e of the current IP policy to be consistent 08/09 Senate resolution.

A resolution on IP policy language regarding extraordinary support, ownership of on-line classes and ownership of patents should be coming on March 29, 2016.

FAC recommends that the Senate reconstitute the Advisory Board for Research and Creative Projects, which is currently suspended. The current IP policy establishes a Board of 9 members, and several of the positions listed as members of the Board no longer exist. FAC Chair Burkhalter asked Provost Enyedi to consider which administrative positions he recommends as members of the Board. Once those positions are decided, FAC will consider the number of faculty and staff positions on the Board.

Student Course Evaluations

FAC Chair Burkhalter provided a report to the Senate Executive Committee regarding on-going issues with student course evaluations. The main issues discussed in the report are: efforts to centralize the course evaluation process in Institutional Research and Planning (the evaluations process is now housed in the Dean's office of each college), low course evaluation response rates and the challenges such low rates present for interpreting the data, the appropriate time period for the survey to be open to students (i.e., would opening it for three weeks instead of two increase response rates?) and efforts to communicate to students about the requirement that they use civil language in the written comments.

IRP Director Lisa Castellino appeared at the 3/1/16 Senate Executive Committee meeting to discuss these issues. FAC recommends that to increase response rates, faculty use class time to allow students to fill out course evaluations using their electronic devices. Director Castellino concurred that face-to-face evaluations are the most direct way of increasing response rates. FAC is working on a protocol for faculty to follow if they choose to administer evaluations in this way.

The "use civil language" text has been finalized and will be a part of the Spring 2016 evaluations. If the students do not check the "I agree" box or they check the "I do not acknowledge box", they will not be able to contribute written comments. Thanks to all who provided feedback. This is the finalized language:

Your responses provide valuable information to the instructor about their course design and teaching methods and may be used as part of evaluation of teaching in the retention, tenure and promotion process. Civil language and constructive comments are expected. The Student Code of Conduct prohibits use of language in written comments that constitutes "disorderly, lewd, indecent, or obscene behavior" or "threatens or endangers the health or safety of any person within or related to the University community." [See <http://www2.humboldt.edu/studentrights/home>].

I acknowledge these provisions of the Student Code of Conduct. I do not acknowledge these provisions of the Student Code of Conduct

Integrated Curriculum Committee:

The ICC continues working on:

- Curriculum Proposals
- Revisions to the PREP process and WASC Core Competency Assessment.

Statewide Senate:

Plenary and committee meetings are March 2-4. At the plenary, we passed a resolution in support of a four year mathematics requirement for CSU admission and determined Legislative Bill positions of the Senate. A summary of the plenary will be distributed, since the plenary is underway at the time that this report is due.

University Resources and Planning Committee:

UPRC met Friday, Feb. 25. We received an updated budget outlook. Most of the meeting was spent working in small groups brainstorming possible new policies surrounding strategic budgeting. We then aggregated group lists in a master list. At our next meeting on Friday March 11 we will prioritize that list.

Facilities Working Group, a subcommittee of URPC, met on Friday March 11. The agenda included commenting on the proposed CNRS in interior mural. We also learned of the degradation of the track in the Redwood Bowl and how facilities has been limiting use to on and off campus users.