

# HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, April 25, 2017

Standing Committees, Statewide Senators and Ex-officio Members

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## Academic Policies Committee:

Submitted by Mary Virnoche, APC Chair

April 11, 2017

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

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

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

**Guests:** Kathy Thornhill, Director, ACAC

### Correction to March 28, 2017 Report submitted by Kathy Thornhill

**Process for first-time first-year registration:** Between June 19-30, each student completes an online registration tutorial. Once they complete the tutorial, they are released to register. During this registration period, new students may also call student campus ambassadors for assistance. All schedules are audited by these [student] campus ambassadors to ensure they are appropriate (no upper division, at least 1 Golden 4, 15 credits, prerequisites met, etc.). Students who need to make revisions are contacted by student campus ambassadors. In addition, professional advisors review their assigned students' first-semester schedules and contact any who need to make changes based on the above criteria. Registration closes for the month of July and re-opens the first week of August.

Note: Most Departments do not yet have professional advisors. There is a good bit of faculty resistance to professional advising. The APC has a sense that faculty generally think of advising as academic/career advising that happens once or twice a semester. Professional advisors have a year-round curriculum for advising that is much broader and includes intrusive contact that could never be accomplished by faculty members given other responsibilities coupled with advising loads.

### Honorary Degree Nominating Committee

APC approved the revisions to the policy and moved it to the Senate for a 1st Reading.

### Advising

Mary V. will review recent advising reports and research. Mary V. and Kathy Thornhill meet on April 28 to develop a policy draft on advising protocols, faculty training and other priority factors. The APC will meet one more time this year on the draft. This work will be passed on to the next APC and FAC hopefully

for introduction to the Senate in Fall 2017.

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## Constitution and Bylaws Committee:

Submitted by Jeff Abell, CBC Chair

- I. This semester the CBC meeting is scheduled for every other Thursday from 3-4 pm in NHE 120. There are no further meetings scheduled for this semester
- II. Report from Thursday Apr 13, 2017 Meeting
  - A. Meeting called to order at 15:00 in NHE 120 with Abell (Chair), Guzman and Shellhase. Abell was proxy for Watson. Quorum was met with 3 out of 5 members physically present, one proxy present, and representation from 2 faculty, 1 staff and 1 student.
  - B. Chair updated committee on status of FAC's survey regarding lecturer participation in shared governance. Survey will be administered by OIE starting Apr 24 and finishing May 8. CBC's participation in the discussion and analysis of survey results will likely begin in the Fall semester.
  - C. On a vote of 4-0, CBC approved a first reading bylaws amendment that alters voting eligibility for the election of Senate officers. Request was sent to SenEx to place the item on a future Senate agenda. Amendments are:

12. 61 The annual election of Senate officers, Standing Committee chairs, and members of the Appointments and Elections Committee shall be conducted at ~~the first~~ a Senate meeting within one month following the election of new Senators. ~~Incoming and continuing Senators may vote in person or by proxy. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.~~

12.61.i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.

12.61.ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator who will replace them has not yet been determined or is absent from the meeting and has not delegated a proxy.

*(Remaining items in this section will be renumbered accordingly.)*

- D. CBC began formal discussion of who should qualify a member of the "University Community" as it relates to attendance at Senate Standing and Ad-Hoc Committee Meetings.
  1. Consensus was reached on the inclusion of the following groups as members of the University Community: currently employed administrators, faculty, staff; currently enrolled students; emeritus faculty; and alumni.

2. No consensus was reached on the inclusion of the following groups as members of the University Community: retired administrators, retired staff, adjunct faculty, non-alumni donors, intern/service learning partners, neighbors in the local Arcata community. We decided to continue the discussion at our next meeting before any formal definition was voted on.
- E. Meeting adjourned at 3:50

### III. Report from Thursday Apr 20, 2017 Meeting

- A. Meeting called to order at 15:00 in NHE 120 with Abell (Chair), Chang, Guzman, and Shellhase. Abell was proxy for Watson. Quorum was met with 4 out of 5 members physically present, one proxy present, and representation from 3 faculty, 1 staff and 1 student.
- B. Chair informed committee that a first-reading of the bylaws amendment, re: Voting Eligibility for Election of Senate Officers, has been deferred until next semester.
- C. CBC discussed and approved a draft definition for “members of the University Community” as it relates to attendance at Senate Standing and Ad-hoc Committee meetings
  1. Bylaws 10.75 states: “A [Senate Standing or *Ad-hoc*] committee shall, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community...”
  2. On a vote of 5-0 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
  3. The CBC is open to further suggestions to broaden or limit the scope of this inclusion. At this time there are no plans to forward a formal interpretation to the Senate for approval. If such an interpretation is requested, the committee suggests it be made next semester, after the vote on the constitutional amendment proposed in Resolution 16-16/17-CBC (Resolution to Add Section 10.0 Interpretation to the Constitution of the University Senate).
  4. CBC reminds all Senate Standing and Ad-hoc Committee chairs that they have a large degree of control over how committee meetings function. That includes the ability to go into executive session to discuss sensitive topics. Such sessions can be called at any time during the meeting after initially convening in open session. A majority approval from the committee members is all that is required to move into executive session.
- D. CBC drafted and approved a bylaws text amendment to establish the UPC as a standing committee
  1. On a vote of 5-0 the CBC drafted a bylaws resolution formally establishing the UPC as a standing committee of the Senate.
  2. The CBC directed the Chair to propose this resolution as a substitute amendment for 21-16/17-EX which will be discussed at today’s Senate meeting. This substitute resolution is technically necessary because establishing a new standing committee is a de-facto change in the bylaws.
  3. The CBC agreed that notification of this bylaws change was already accomplished when the original resolution came to the Senate as a first reading

on Mar 28. As such, if the substitution amendment is approved at today's Senate meeting, the Senate can vote on this bylaws change today.

E. Meeting adjourned at 3:40 pm

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## **Faculty Affairs Committee:**

Submitted by George Wrenn, FAC Chair

### **Faculty Affairs Committee Report – April 11, 2017**

Faculty Affairs held its final in-person meeting of the year on April 11.

Absent: Marissa O'Neill

Agenda:

1. Lab Teaching Evaluation Instrument prep for second reading
  2. Year-end review of priorities and accomplishments
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1. Lab Teaching Evaluation Instrument prep for second reading
  - a. The committee revised the instrument in preparation for a second reading.
2. Year-end review of priorities and accomplishments
  - a. The Committee reviewed priorities and accomplishments for the year in preparation for the Chair's annual report. A number of topics will carry over into 2017/18, including: analysis of assigned time, analysis of survey on faculty lecturer participation in shared governance; comprehensive review of the faculty awards process; analysis of class and classroom scheduling processes; I.P. policy.