

HUMBOLDT STATE UNIVERSITY
University Senate

Draft Resolution on Impaction Policy

11-15/16-APC – Discussion Item

Resolved: That the University Senate of Humboldt State University (the Senate) recommends to the President that the attached HSU Policy on Impaction be adopted for impacted programs; and be it further

Resolved: That the proposed policy be effective at the start of the Spring 2016 semester.

Rationale: *Enrollments have grown across campus. In many programs this enrollment growth has not been matched by increases in numbers of tenure-line faculty or lecturers. It has become very difficult for students to take the courses they need to graduate because they are full. Furthermore, the quality of education with respect to student learning outcomes has declined as class sizes have increased substantially, as temporary instructors that are found to teach the courses may be less qualified or experienced, and because faculty must devote substantial time to finding instructors for additional course offerings, which takes away from class preparation and development and other responsibilities.*

Ideally, we would meet this increased demand by hiring more faculty members and finding creative ways to produce the same student learning outcomes with more efficiency. The mission of the CSU system is “to encourage and provide access to an excellent education to all who are prepared for and wish to participate in collegiate study”. In the absence of additional resources, and in the interests of preserving the excellence of the educational outcomes of enrolled students, programs at HSU have been allowed to declare “impaction” and set in place entrance standards that limit the numbers of students that may declare a major in their programs.

The purpose of this policy is twofold:

- 1) to provide a set of impaction procedures that programs may utilize to address enrollment that exceeds their capacity to provide “an excellent education” until such time as they are able to increase capacity, either through hiring or curriculum modifications, and;*
- 2) to create a procedure whereby decisions regarding the approval of impaction criteria are made with the input of all relevant stakeholders in the tradition of shared governance.*

Definition	<i>Policy describing procedures programs may implement to make sure enrollment stays within capacity to provide an excellent education, and procedures for approval utilizing shared governance.</i>
Authority	<i>Include references to Executive Orders, Coded Memos, State Codes, etc.,</i>
Scope	<i>Programs at HSU leading towards a degree or credential.</i>

Approved by the University Senate on this date: _____

Approved by the President of Humboldt State University on this date: _____

I. Impaction Criteria: Programs at HSU that have “impacted status” may develop policies that include components from the following list:

- A. Additional requirements for entering the major. The requirements should address those students declaring a major for the first time, transferring to HSU, or changing majors.
- B. Timelines for completing these requirements, such as at the time of application to HSU, within one semester, or before 24 units have been completed at HSU. This is expected to reduce the numbers of students that enroll in other majors but continue to take courses in their desired major area, thus exacerbating capacity issues. In setting timelines and criteria, programs should take into account the fact that students trying to meet the requirements may not be able to get into the courses they need, and that having many students in this category may not lessen the demand for courses in the program.
- C. Requirements for maintaining progress to degree within that major, such as courses completed or cumulative major GPA. One example would be a requirement for completion of all lower division courses in the major with a minimum GPA by the end of the sophomore year. Students that do not meet the progress requirements will no longer be eligible for that major at HSU and should be counseled about other major options.
- D. Limits on the number of times a course may be repeated. After the limit is exceeded, students will no longer be eligible for that major at HSU and should be counseled about other major options.
- E. Procedures whereby students would be warned that they are not on track to meet the requirements.

- F. Procedures whereby students may appeal a denial of admission into the major, including definitions of appropriate extenuating circumstances.
- G. Additional procedures not on this list may be considered.

II. Impaction Criteria Approval Process

- A. Faculty in programs that have declared impaction will develop draft procedures intended to limit enrollment to program capacity.
- B. Program chairs will solicit information from the Office of Enrollment Management and Student Affairs, the Registrar, and the Office of Institutional Research and Planning as to the effectiveness and implementation of the proposed procedures.
- C. After any resulting modifications, the chair will convene a meeting with the following groups or representatives to discuss the effectiveness of the proposed procedures, alignment with the strategic plan, and availability of other alternatives such as additional resources or curriculum restructuring:
 - 1) College Dean, Provost, Vice President of Enrollment Management and Student Affairs, University Resources and Planning Committee, Chair of Integrated Curriculum Committee, Chair of Academic Policies Committee.
- D. This group will make a recommendation to the President for approval of the procedure.

III. Additional Specifications

- A. Approval needs to be in place by August of the year preceding implementation, i.e. a full year in advance, so that the material can appear in the course catalog and all relevant campus websites in time to inform prospective students.

Revised: date third revision was approved by President or effective date (if different than approval date)

Revised: date second revision was approved by President or effective date (if different than approval date)

Revised: date first revision was approved by President or effective date (if different than approval date)

Implemented initially: date P&P was first approved by President or effective date (if different than approval date)