

Tuesday, September 16, 2014, 3:00-5:00 pm, Goodwin Forum (NHE 102)

Chair Noah Zerbe called the meeting to order at (3:03) on Tuesday September 16th, 2014 in Nelson Hall East, Room 103 (Goodwin Forum) a quorum was present.

Members present:

Abell, Alderson, Blake, Bruce, Burkhalter, Cervantes, Dinzes, Flynn, Geck, Gold, Karadjova, McGuire, Meyer, Mola, Moyer, O'Neill, Ortega, Shaeffer, Stubblefield, Thobaben, Wrenn, Zerbe

Members absent:

Joyce Lopes, Lisa Rossbacher, Steve Tillinghast

Guests:

Ken Ayoob, Rick Bechman, Jena Burgess, Alex Hwu, Steve Smith, Naomi Watts

1. Announcement of Proxies

Zorn for Blake

2. Approval of and Adoption of Agenda

M/S/U (Ortega, Stubblefield) to approve the agenda

3. Approval of Minutes from the Meeting of September 2, 2014

M/S/P (Gold, McGuire) Motion passed with six Abstentions

4. Reports, Announcements, and Communications of the Chair

A written report was included in the packet. Additional note: Faculty Trustee will be on campus tomorrow (9/17/14) and Thursday (9/18/14) to meet with members of the Senate Executive Committee. If you have any specific items that you would like to have addressed please let SenEx know as soon as possible.

5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members:

Academic Policies Committee (Mola)- Currently there are three topics that the APC has been

1. Policies on change of majors, unit caps, and reducing the number of units from 90 units to 60-75 units.
2. Dual listed courses between graduate and undergraduate programs- a resolution will be brought to the ICC regarding this.
3. Lower division area E is an item that the committee will be discussing at a later date.

Appointments and Elections Committee (Ortega) - The committee is currently finalizing appointments to 16 positions. The General Faculty Election will be next Monday, September 22 through-Friday, September 26. There are still one or two vacant appointed positions.

Constitution and Bylaws Committee (Bruce) - The committee has no report.

Faculty Affairs Committee (Alderson) – A written report was included in the packet.

Integrated Curriculum Committee (Moyer) - A written report was included in the packet.

URPC(Eschker) – There is a daylong retreat this Friday (9/19/14) to orient new members on budget issues.

Statewide Senators (Creadon, Eschker) – Yesterday (9/15/14) A written report was included in the packet. Additional note: the Governor signed a bill that allows faculty trustees to continue past two year terms. This was a success for our campus. There has been a call from trustees for input on student success fees and there is currently a freeze on new student success fees. Trustees are going to review this, to come up with new policy, possibly have a faculty on the committee or working group. Academic affairs will be having virtual meeting tomorrow re: student success fees

Associate Students (Dinzes) - Interviews for committees are ongoing, AS would appreciate it if faculty members could communicate with classes regarding committees and the benefits of serving on them.

CFA (Shaeffer) - There is a bargaining meeting tomorrow and it is important to have as many faculty members as possible attend.

Student Affairs (Blake) - No Report at this time.

Provost Zorn – The Provost’s current goals for this academic year:

- Create a paperless task force in order to address concern about multiple forms, for example, grade change forms.
- Create an International Welcome Team. Not everyone knows that international students are coming and an International Welcome Team would help the registrar’s office, housing, and other campus entities all be well informed.

Provost Search Report- Today (9/16/14) was the last day of preparing the executive profile (job posting). The consultants that are helping with search put it together (approx. 6 pages) and will take the approved language and start sending it out to campuses across country in order to start gathering candidates. The first review of candidate will occur on November 1, 2014.

Q: What do you see as the advantages of hiring an outside agency to conduct the provost search?

A: The consultants/recruiting agency have access to long list of candidates across the country that HSU might not be aware of. Additionally, the consultants are able to conduct extensive background searches that we as faculty would not have time or resources to implement. Hiring and outside agency allows the University to select candidates from a bigger pool.

6. Consent Calendar from the Integrated Curriculum Committee (ICC).

The ICC would like to remove the three LSEE items off calendar

M/S/P (Bruce/ Flynn) to send LSEE items back to the ICC

Remaining consent calendar items stand approved.

7. TIME CERTAIN: 3:15-3:30 PM - Open Forum for the Campus Community ([Open Forum Procedures](#))

8. Resolution on Withdrawal after Census Policy (#1-14/15-APC) Second READING

Resolution on Withdrawal after Census Policy
#01-14/15-APC – 9/16/2014

Resolved: That the University Senate of Humboldt State University recommends to the President that the revised HSU Addendum to Executive Order 1037 take effect immediately.

Rationale: Once census has passed, student withdrawal from classes is a complex process, especially when they withdraw from all classes. Federal regulations require that when students withdraw from the university, we must return their financial aid funds within 30 calendar days, and we continue to have difficulty complying with that timeline. This policy will remove from the process a step that has proven to be unnecessary.

Currently, the Office of the Registrar receives the student's request for withdrawal, along with the required documentation and then notifies Student Financial Services and Financial Aid of the student's intention to withdraw. The Registrar then evaluates the documentation to see if it meets the criteria for Serious and Compelling circumstances or for Catastrophic circumstances; if the documentation is not provided or does not meet the criteria, the request is denied. If the documentation is provided and does meet the criteria, the Registrar notifies the appropriate Associate Dean (or Vice Provost, in the case of undeclared students). The Associate Dean or Vice Provost, in turn, emails the relevant faculty member(s) that the student has asked to withdraw from their class for a documented reason, and asks the faculty member to weigh in within three business days only if they object to granting the withdrawal. Three days later, the Associate Dean or Vice Provost approved the requests and notifies the Registrar. The Registrar then notifies Financial Aid, Student Financial Services, and the student that the request for withdrawal has been approved, and updates the record accordingly.

In the four years since the procedure was implemented, no faculty member, Associate Dean or Vice Provost has ever said "no". Indeed, it would be difficult to justify such a response in the face of documentation deemed adequate by the Registrar, who is responsible for its evaluation. Moreover, completing this process within thirty days, as required by federal law, has continued to be a challenge with the long chain of individuals which must be notified and provide approval.

Under the process outlined in this amendment to policy, faculty members will still be notified and given the opportunity to provide feedback (if necessary) when a student has withdrawn from their class(es) for a documented reason.

There was no discussion on the second reading. Voting on Resolution #1-14/15-APC occurred and Passed unanimously.

M/S/P (Bruce/Mola) to make Resolution #1-14/15-APC an Emergency Item.

9. Resolution on Guidelines on Concentrations within Majors #2-14/15 ICC

M/S (Moyer/Mola) to place the resolution on the floor.

**Resolution on Guidelines on Concentrations within Majors
#02-14/15-EX -9/16/2014- First Reading**

RESOLVED: That the University Senate of Humboldt State recommends to the Provost the attached "Guidelines on Concentrations within Majors," developed by the Integrated Curriculum Committee be adopted for use by the ICC.

RATIONALE: *The initial charge to the ICC included developing clear criteria and processes for making curricular decisions*

Currently the terminology used to describe subdivisions of a major is very inconsistent across campus. The terms "option," "concentration," and "emphasis" (and a few others) are used interchangeably – and none of these terms have ever been defined. These guidelines are intended to create some consistency - which should increase clarity and comprehension for students, faculty, and staff.

Discussion

Senators expressed concern regarding the language of the resolution not capturing what is occurring in every department on campus. The motivation of the resolution is understandable but its current language won't work for all departments. Not all departments currently use the terms that are stated in the guidelines. It would be appreciated by some Senators if the ICC could create a list of all departments and courses of study that would be affected by this resolution. Additionally, Senators repeatedly expressed concern regarding the language in the guidelines about Student Learning Outcomes and the number of credits (12) necessary to qualify a course of study as a concentration. Senators suggest changing the guidelines to nine units and eliminating the SLO language.

Senators suggest that the ICC re-examine this resolution in order to address the mentioned concerns.

(M/S) (Abel/Ortega) to refer the resolution back to committee for revision.

Motion Passes with three Abstentions.

M/S/P (Bruce/Mola) to adjourn. The meeting adjourned at 4:21pm