

Humboldt State University  
University Senate Minutes  
14/15:01 9/02/2014

**Tuesday, September 2, 2014, 3:00-5:00 pm, Goodwin Forum (NHE 102)**

Chair Noah Zerbe called the meeting to order at (3:03 pm) on Tuesday September 2, 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, Rossbacher, Shaeffer, Stubblefield, Thobaben, Tillinghast, Wrenn, Zerbe

Members absent:

Creadon, Eschker, Lopes

Guests:

Ken Ayoob, Mary Glenn, Steve Smith, Craig Wruck, Rick Zeckman

### **1. Announcement of Proxies**

Bruce for Karl

### **2. Approval of and Adoption of Agenda**

M/S/U (Bruce/Ortega) to approve the agenda.

### **3. Approval of Minutes from the Meeting of April 29, 2014**

M/S/P (Tillinghast/Meyer) to approve the minutes. Motion passed with six Abstentions

### **4. Reports, Announcements, and Communications of the Chair**

Chair Zerbe gave a verbal report. A written report will be included in the packet.

### **5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members (written reports)**

Academic Policies Committee (Mola) - The committee met last week and there is one item on today's agenda. The APC will be looking at co-scheduling of graduate and undergraduate courses this year. Additionally the APC will be involved in the intellectual property discussions.

Appointments and Elections Committee (Ortega) – The committee has put out a call to all faculty to join campus committees.

Constitutions and Bylaws Committee (Bruce) – The committee has no report.

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

Integrated Curriculum Committee (Moyer) - The committee has had two meetings, unfortunately due to miscommunication with the Senate office, the consent calendar items that the ICC would like to have had on today's agenda will have to be placed on the 9/16/2014 agenda.

Associated Students(Dinzes)- The committee has no report.

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URPC- A written report was included in the Senate Packet.

Statewide Senators (Eschker) - There is no report from Statewide

Student Affairs (Blake) - The campus has welcomed a new director of housing and resident life, Steve St. Onge, who is joining Humboldt State from Vermont. Student housing is working on improving the Faculty in Residence program over the next 3-5 years. Interviews for new campus police chief are under way. In the past few years the Health Center has been heavily impacted with the increase in enrollment. In an effort to meet the increase in demand for services the Health Center will be extending their hours. Depot will be open from this year from 7 pm to 9 pm and will have a coffee house with student performers. Update on crash survivors last spring's tragic bus accident: 25 of the 44 students that were on the bus are currently enrolled at HSU and 9 other students are enrolled at other California State Universities. The HSU scholarship fund that was set up for the survivors has raised \$65000.00. The University has decided to award the 25 students that are enrolled in CSUs \$1000.00 a year for the next four years. Humboldt State will be hosting a thank you diner in Los Angeles for the alumni that came out in support of those impacted by the tragic event.

Provost Zorn- There is no report at this time from the Provost's office.

President Rossbacher- President Rossbacher thanks all senators for participating in campus shared governance. At this time there is no additional information about budget. The reduction in the amount of state funding is in the amount of 1% of state allocation. The University could absorb the change in funding by dipping into University reserves, however if that is done than the University will take the reserve below the URPC's recommended level.

With regard to the strategic plan the question at hand is how do we find the appropriate representation? Should the University establish several small committees, or one large committee? It would be beneficial to the process if we could establish a list of strategic plan goals that we are hearing on campus. The University Senate will play an important role in facilitating this.

Labor Council (Tillinghast) – The CSU has reached an agreement that there will be a three percent raise for university staff. The bargaining team has addressed that there is a change in attitude regarding staff and the salary gap created over the past years.

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

There are no consent calendar items on today's agenda.

#### **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) FIRST READING**

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

Humboldt State University  
University Senate  
**Resolution on Withdrawal after Census Policy**  
#01-13/14-APC – 9/16/2014– First Reading

**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.

**RAITONALE:** Once census has passed, student withdrawal from classes is a complex process, especially when they withdraw from all their 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.

*Discussion:*

Senator Mola spoke to the policy: A policy has been in place for students to apply for a serious or compelling withdrawal with an event occurs that prevents a student from completing the semester. The channels of approval have been; Associate deans, the Chair of the department and then faculty member. Over the last few years it has been the registrar's office that has made the decision as to whether or not enough documentation has been presented to qualify a student for compelling withdrawal. The revised policy is going to eliminate the necessity for the Dean's approval and will allow faculty to give feedback if necessary.

Comment: Faculty would like to be notified as to what has happened to the student. Possibly an official notification process can be created

Q: Does Extended Education know about this resolution?

A: No, Extended Education has not been notified yet.

Q: Is there enough time for this policy change to go into effect this year?

A: Yes, if the Senate passes the resolution it will go into effect this year

It was suggested that the committee change the policy to say "prior to end of day on the Monday of the 11<sup>th</sup> week of classes."

M/ (Moyer) to waive the second reading and make the resolution an emergency item.

It was determined that there is enough time for this motion to pass without waiving the second reading.

Motion to waive second reading was withdrawn.

**9. Call for nominations for Senators to serve on the Faculty Affairs Committee and the College of e-Learning and Extended Education's Advisory Board.**

Senator O'Neill volunteered to serve on the Faculty Affairs Committee. Voting occurred and the decision to have Senator O'Neil serve on the FAC was Unanimous.

Senator Moyer volunteered to serve as the Senate Liaison for the College of e-Learning and Extended Education's Advisory Board. Voting occurred and the decision to have Senator Moyer serve as the Senate Liaison was Unanimous.

The meeting adjourned at 4:15 pm