Humboldt State University
University Senate Meeting Minutes
14/15:13 4/21/2015

Tuesday, April 21, 2015, 3:00-5:00 pm, Goodwin Forum (NHE 102)

Chair Noah Zerbe called the meeting to order at 3:00 pm on Tuesday April 21, 2015
Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

Members present:

Abell, Alderson, Blake, Burkhalter, Creadon, Eschker, Flynn, Geck, Gold, Hernandez,
Ingerson,   Karadjova, Karl, Lopes, McGuire, Meyer, Mola, Moyer, O'Neill, Ortega, Shaeffer,
Stubblefield, Thobaben, Tillinghast, Wrenn, Zerbe

Members absent:

Bruce, Dinzes, President Rossbacher, Zorn

Guests:

Lisa Castellino, Juan Cervantes, Jim Graham, Alex Hwu, Cyril Oberlander, Craig Wruck, Rick
Zechman

Announcement of Proxies

Karl for Bruce, Ingerson for Dinzes, Ken Ayoob for Zorn

Approval of and Adoption of Agenda

M/S (Ortega/Karadjova) to approve and adopt the agenda
PASSED

Approval of Minutes from the April 7, 2015 Meeting

Prior to the meeting, it was brought to the attention of the Senate Chair that the
accuracy of the roll call vote, which took place during the 4/7/15 meeting to decide on

the Decoupling Drop/Add from Census (22-14/15-APC – 4/7/15) resolution, is in question. The Chair recommended that approval of the minutes be delayed until the 5/5/15 meeting, thus allowing him time to look into the matter.

M/S (Ortega/Abell) to postpone approving the minutes until the May 5, 2015 meeting
PASSED

Reports, Announcements, and Communication of the Chair

The draft strategic plan has been circulated to the campus and feedback is starting to come in. There will be two open forums, the first on Wednesday April 22 from 9-11 in the Great Hall and the second from on Thursday, April 23 from 1-3 in the KBR, to provide the campus to offer additional feedback. Senators are encouraged to use this opportunity to provide feedback on the plan, which will be revised based on suggestions received and come to the Senate for a first reading at its May 5 meeting and for final recommendation via a second reading at its May 12 meeting.

Note that the number of items remaining will necessitate the Senate using its May 12 "hold" slot for a regular Senate meeting.

Finally, I attended the meeting of the Campus Senate Chairs last week. As always, we had a wide-ranging discussion. The most significant discussions centered on the role of faculty and university senates in the budgeting process, the structure of MPP search and review committees on campuses, an interpretation of EO 1068 on one campus that would have restricted honor societies on campus, and drafting of a letter to Chancellor White expressing concerns over the timing and process used to consult with campus on community college BA degree proposals.

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

- Faculty Affairs
  FAC met on Tuesday, April 14th. Lisa Castellino joined us to discuss the revised course evaluation instrument. We presented the instrument to the Council of

Chairs (with Provost) meeting on Thursday, April 16th. We received valuable feedback from the chairs, and have asked them to share the instrument with their departments for further comment. We will continue to work on the document and will bring it to the Senate at the May 5th meeting.

- Associated Students
  Elections are in progress through Thursday, April 23, 2015. Associated Students hosted a mixer with the hope to spark interest in the elections and encourage electoral participation. Senator Ingerson reported that was a good turn-out for the mixer.

- Integrated Curriculum Committee
  The ICC is working on:

  - Curriculum Proposals. Draft revisions of catalog copy using the new "Concentration" and "Emphasis" terminology. Our draft proposed revisions have been sent to each program for further correction and/or approval.
  - Revisions to the PREP process and reports. The goal is to make the reports more meaningful – and to have them lead to action.

- Statewide Senate
  On Wednesday April 14 Erick Eschker went to Sacramento to lobby on behalf of the CSU and joined a team of about two dozen faculty and students who visited legislators.

- University Resources and Planning
  The URPC met and voted on a budget recommendation. The exact language and recommendation letter should be forthcoming in the next week or two.

- CFA
  The HSU chapter of the California Faculty Association will be getting a new President; Ben Shaeffer will continue to serve the faculty in his new role as Vice President.

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Consent Calendar from the Integrated Curriculum Committee (ICC)

Due to an issue with the Senate's link to the ICC's Consent Calendar, not all Senators had the opportunity to review Consent Calendar items. The Consent Calendar will roll forward for approval during the May 5, 2015 senate meeting.

Open Forum for the Campus Community

There were no requests to speak during the Open Forum at the April 21, 2015 Senate Meeting.

Discussion Item: eLearning Policy - draft policy attached

The College of eLearning and Extended Education Associate Vice President, Alex Hwu, spoke on behalf of the eLearning Policy, stating that the intention of the policy is to support the needs of faculty and students, to protect faculty's Intellectual and Property Rights and to support faculty's Right of First Refusal.

As requested by the advisory committee, Senators provided feedback. The following are some of the concerns/questions that were given for the committee's consideration:

- Support used, gives away your rights to the university. Additionally, this will discourage faculty from seeking support.
- Language is not clear in terms of assignments – would assignments be made by the Chair or by faculty choice?
- Seems confusing regarding the definition of web based verses face-to-face classes, why is the distinction being drawn and will the distinction become problematic?
- What will be the threshold that defines a hybrid course?
- How will the weighted teaching units be assigned for online courses?
- It is unclear how student support services will be incorporated and provided.

- Needs to be a specific list and clear language about what defines extraordinary support.
- Intellectual Property Rights are not clearly defined as language is unclear.
- Why would faculty be held responsible for infringement rights and not the university?
- The responsibility of the faculty member verses the responsibility of the university to defend infringement claims and to protect copyrighted works is unclear.
- There needs to be a university standard in place to address class size and workload.
- As stated in the draft policy, when determining class size and faculty workload in consultation with the faculty member, department chair and dean – specifically what dean is that statement referring to?
- Who will have the ultimate say when gaps occur?
- Policy section on Evaluations and Assessments is unclear.
- There needs to be more clarity regarding course design and a faculty member's design being used by the university in the future.
- Looking ahead the policy needs clarification for future faculty, chairs and deans.
- CEEE Advisory Council membership doesn't have representation from areas on campus that they are charged with and responsible for representing.

It was suggested that before adopting an eLearning policy, the broad question of what role online education will have at the university needs to be answered; the role needs to be clearly defined before policy can be written.

2016/17 Academic Calendar

The calendar was presented to the Senate as an informational item for their review. Due to the Consent Calendar being approved, the Academic Calendar will come to the Senate as an informational item.

M/S (Moyer/Mola) to propose a revision to the Perpetual Calendar to match the academic year calendar.

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Concerns about making changes on the Senate floor rather than through more careful deliberation by committee were raised. It was noted that this situation does not emerge again for several years, so there is time to revise the Perpetual Calendar via committee and return it to the Senate for approval.

M/S (Gold/Abell) moved to withdraw the motion
Motion Withdrawn

Resolution on Establishing a Dean's List (#24-14/15-APC – 4/21/15) Second Reading - attached

M/S (Mola/Alderson) to move the resolution

Being consistent with other institutions, a Dean's List would provide additional opportunity for student achievement to be recognized and may serve as a motivation for academic success.

PASSED

Resolution on Revision of the ICC Constitution (#28-14/15-ICC – 4/21/15)
First Reading - attached

M/S (Moyer/Mola) to move the resolution

The proposed changes to the ICC Constitution included clarification on subcommittees, the addition of listing the Extended Education Dean as a representative, and a general cleanup to provide overall clarification.

A few additional suggestions to provide even further clarification were given. It was requested that the membership of the ICC be divided in the Constitution into elected and appointed/ex officio positions.

Resolution will return for a second reading

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Resolution in Support of 8/18/2015 Institute for Student Success (#26-14/15-Su Karl – 4/21/15) - attached

M/S (Karl/Flynn) to move the resolution
The resolution will serve as a reminder to administration and leads of the importance of encouraging staff to attend.

PASSED

Resolution on Revision to Form 320 (Sabbatical Leave Application) (#29-14/15-FAC – 4/21/15) First Reading - attached

M/S (Alderson/Ingerson) to move the resolution

Changes to Form 320 include refining and updating language, and a proposal to remove the requirement of a promissory note for all applicants with the requirement being only for those granted leave. Suggestions about possible guidelines for the leave committee were discussed.

Resolution will return for a second reading.

Resolution on Electronic Identity Verification for Faculty Evaluative Letters (#25-14/15-FAC – 4/21/15) First Reading - attached

M/S (Alderson/O'Neill) to move the resolution

Information was given on how electronic verification has become an issue. Until the move from Moodle takes place, guidelines need to be established.

M/S/P (Alderson/Meyer) to waive the 2nd reading and vote
PASSED, 2 Abstentions

Resolution on New Self-support Geospatial Certificates (#27-14/15-ICC – 4/21/15) - attached

M/S (Moyer/Karadjova) to move the resolution

Program would be an online state support version for matriculated students with a long term goal to be self-support. The program would currently remain state supported for one year. Plans are to expand and build from year to year based on demand. It was explained that although employers will accept both, earning a certificate instead of getting a minor is, in this field, more talked about. Senators raised concerns the creation of self-support courses that satisfy major and minor requirements for matriculating students, effectively allowing students who could afford to do so to secure a seat in impacted courses based on ability to pay. It was noted that there is no intention to take away from stateside offerings, and that this proposal would actually increase the number seats offered to stateside students and creates the possibility of resolving the excess demand for geospatial labs by moving some lab work online.

M/S/P (Abell/Ortega) to postpone more discussion until the May 5, 2015 meeting

EM: P06-06 Student Registration Policy and Procedures

Associated Students requested priority registration status, drawing attention to the fact that the Priority Registration Committee referenced in the existing EM: P06-06 policy on priority registration had never been formed or met since the policy was drafted eight years ago. The policy also referenced positions that no longer exist at Humboldt State. Given that the committee has not met in eight years, it was decided that the policy should be revised. Rather than reform the committee, the responsibility for reviewing applications for priority registration will be given to the Academic Policies Committee. The Academic Policies Committee has already been consulted on this, and has agreed that it can review the request pursuant to the revised policy, with the proviso that should the number of petitions increase, it may become necessary to revisit the policy and reassess the petition process and responsible parties.

The revised policy will be considered by the University Leadership Council next week.

Meeting adjourned 5:00pm

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution Establishing a Dean's List

24-14/15-APC – 4/21/15—Second Reading

RESOLVED: That the Humboldt State University Senate recommends to the President that a Dean's List be established to recognize undergraduate students who achieve a Grade Point Average for the preceding semester of 3.500 to 3.849, with at least 12 completed graded units; and be it further

RESOLVED: that this designation appears on the student's academic transcript for each semester that they earn this honor; and be it further

RESOLVED: that this recognition be implemented for the Spring 2015 term.

RATIONALE: Humboldt State University is currently among a small handful of CSU campuses that do not maintain a Dean's List recognizing students whose academic performance places them among the top students in their class. A Dean's List would help encourage academic excellence and progress towards graduation and would provide a means to recognize students' demonstrated success in the classroom. The upper bound of the term GPA (3.849) for the Dean's List recognition is due to the Presidential Scholars recognition having a term GPA of 4.000 - 3.850.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Electronic Identity Verification for Faculty Evaluative Letters

25-14/15-FAC – 4/21/15 – First Reading

RESOLVED: That Academic Personnel Services, in consultation with the Faculty Affairs Committee, shall develop guidelines regarding the electronic submission of faculty evaluative letters; and be it further

RESOLVED: That such guidelines regarding electronic identity verification shall be aligned with current and best practices; and be it further

RESOLVED: That these guidelines will be developed and put into place for the 2015-16 RTP cycle; and be it further

RESOLVED: That these guidelines be distributed to all candidates, support staff, Department Chairs and IUPCs, in order to ensure consistency in process across campus; and be it further

RESOLVED: That these guidelines will be evaluated on an annual basis and updated as necessary.

RATIONALE: Senate Resolution #41-13/14-FAC (Resolution on Revision of Appendix J: Electronic Identity Verification) revised Section VII.B.3.a of Appendix J to make explicit the types of written signatures allowed in light of the elimination of the earlier "wet" signature requirement. The Resolution also expanded existing policy to include system-based identity verification.

While Resolution #41-13/14-FAC was intended to clarify and support the transition to a fully electronic RTP process, the procedure for accepting evaluative letters via email has proved confusing across campus. The current Resolution requires the development of guidelines which will provide clarity, consistency and integrity in the identity verification process.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution in Support of August 18, 2015, Institute for Student Success

26-14/15-Su Karl – 4/21/15

RESOLVED: That the University Senate of Humboldt State University (USHSU) declare its support for the Institute for Student Success on August 18, 2015; and be it further

RESOLVED: That the USHSU encourage all staff, faculty and administrators to attend; and be it further

RESOLVED: That the USHSU request that the Office of Academic Personnel Services and Human Resources encourage appropriate administrators/lead workers to make provisions for staff to attend this important professional development event; and be it further

RESOLVED: That the USHSU request that the Office of Academic Personnel Services and Human Resources remind supervisors and attendees that professional development can constitute an employee's work day; and be it further

RESOLVED: That the USHUS request that departments abstain from scheduling meetings and other events during this time.

RATIONALE: Improving the success and supporting the learning needs of students from all backgrounds is one of the University's core commitments. While achieving these goals requires a collective, university-wide effort that exceeds any individual role, each one of us on campus must play a part in this work. Whether staff, administrator or faculty member, this Institute is designed to offer the tools needed to participate in this process. Much of the information offered during the Institute is applicable to not only student interactions in the Institute for Student Success; the tools presented create an overall more inclusive campus climate.

Not all employees are aware that the Institute is a professional development opportunity available to them. Additionally, some staff are not aware that they are able to pursue professional development "on the clock" and do not have to make up the time.

Finally, there are many internal scheduling conflicts. Departments schedule meetings during the event, and not all supervisors release staff members to attend for various reasons, and we seek to encourage and achieve participation from all divisions on campus.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on New Self-support Geospatial Certificates

27-14/15-ICC – 4/21/15

RESOLVED: That the University Senate of Humboldt State University recommends to the Provost that two new self-support Geospatial Certificates, as described in Curriculum forms 14-148, be approved; and be it further

RESOLVED: That Academic Oversight for the Certificate will reside with the GSP Steering Committee.

RATIONALE: The ICC is convinced that the curriculum for this certificate is sound, and that there should be sufficient student interest in the program. Furthermore, the Provost has determined that all new Certificate programs must be offered through the College of e-Learning and Extended Education, which means that if enrollment is not sufficient, the program will not be offered.

A summary of the curriculum:
Basic Geospatial Certificate
    GSP 101/101L: Geospatial Concepts
    GSP 216: Intro to Remote Sensing
    GSP 270: Intro to GIS
    GSP 316: Cartography
    GSP 370: Intermediate GIS
    Total: 15 units
These will all be offered as online, self-support, 8-week courses. Students will be able to complete the Certificate in one year.

Advanced Geospatial Certificate
    GSP 326 Intermediate Remote Sensing
    GSP 330: Mobile Mapping
    GSP 426: Cartographic Practicum
    Plus 6 units of more advanced electives
    Total: 13 units
At first students wishing to complete this certificate will enroll in existing face-to-face GSP courses through Open University. (These courses do have sufficient space available to make that possible.) Eventually, the goal is to have online, fully self-support versions of these courses as well.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Revision of the ICC Constitution

28-14/15-ICC – 4/21/15

RESOLVED: That the University Senate of Humboldt State University recommends to the Provost the attached revised version of the Integrated Curriculum Committee Constitution be approved, and be it further

RESOLVED: That use of the revised Constitution shall begin in Fall 2016.

RATIONALE: Recently, it became clear that the duties of each ICC member were difficult to ferret out from the present structure of the ICC Constitution. This revision was precipitated by a desire to remedy that problem. In the process we also updated titles of people and offices as well as making revisions to reflect personnel and structure changes on campus. In addition, we made some revisions to reflect current ICC practice as it has evolved over recent years.

INTEGRATED CURRICULUM COMMITTEE CONSTITUTION

1. **Institutional Location**
   The Integrated Curriculum Committee (ICC) is a standing committee of the University Senate of Humboldt State University.

2. **Spirit of the ICC Constitution and Relationships to the University Senate & Campus Communities**
   The HSU University Senate charges the ICC with the careful consideration and deliberation of all academic planning and curriculum matters. It is the expectation of the University Senate that ICC members work collaboratively and act in the best interest of the university-wide community and in consideration of the HSU mission and strategic plan. Given this expectation, the University Senate will accept most ICC recommendations without further deliberation. Still, any recommendation may be further deliberated by the full University Senate. Mechanisms for moving an item for deliberation are described below in the section on "Post ICC Decision Processes."

   The University Senate further notes that while the ICC is charged with developing and applying Academic Planning and Curricular task processes, there are important elements of college-wide and inter-college collaboration that are not the focus of this new body. Testimony received during the deliberations on the ICC indicated a desire for more curricular collaboration and sharing. The University Senate encourages the appropriate bodies such as college councils of chairs and cross-college affinity groups to structure regular conversations to facilitate collaboration and sharing of ideas regarding change. These conversations should be conceived as mechanisms that foster creativity, sharing and collaboration. The ICC as outlined in this constitution will be the only campus body with the authority to forward recommendations on academic planning and curriculum proposals to the University Senate and the Provost's office.

3. **Membership**
   In order to benefit from expertise in a range of curriculum-related roles, the committee will include the following members

   Faculty (13~~2~~)
   - **Chair, Integrated Curriculum Committee** (elected for a three-year term)
     (Also serves on the University Senate Executive Committee and as Chair of the Academic Master Planning Subcommittee)
   - **Chair, Academic Policies Committee**
     (Also serves on the University Senate Executive Committee. (Does not serve on an ICC subcommittee.)
   - **Nine (9) Instructional Faculty Members** (three-year terms for elected faculty, two-year terms for appointed chairs)
     One faculty member from each college (also serve on the Course and Degree Changes Subcommittee.)

1

One Chair from each college (also serve on the Academic Master Planning Subcommittee.) and three additional faculty members elected at large from any college. The Chairs also serve on the Academic Master Planning Subcommittee. The three faculty elected from each college serve on the Course and Degree Changes Subcommittee. One of the at-large faculty serves on the Academic Master Planning Subcommittee. One of the at-large faculty serves on the Course and Degree Change Subcommittee. The final at-large faculty serves as Chair of the GEAR committee.)

- **One (1) Graduate Council Faculty Representative**
  (Also serves on the Academic Master Planning Subcommittee.)

  Membership cont.
- **Librarian,** appointed by the Dean of the Library
  (Also serves on the Academic Master Planning Subcommittee.)

  Administration (76)
- **Vice Provost**
  (Also serves on the Academic Master Planning Subcommittee.)
- **Three (3) deans (or designees)Associate Dean (Or Dean) from each College (4)**
  (Also serves on the Academic Master Planning Subcommittee.)
  Dean, Library (or designee)
- **Coordinator of Teaching and Assessment**
- (Also serves on the GEAR Committee.)
  Registrar or designee (Also serves on the Academic Master Planning Subcommittee.)

  Staff (2)
- **ICC Staff Member** (ASC **Curriculum Coordinator (**or related position in the Vice Provost'sAcademic Programs office)
  - (Also serves on the Course and Degree Changes Subcommittee.)
- **Catalog Editor** or **Degree Audit ReportOffice of the Registrar Staff Member**
  (Also serves on the Course and Degree Changes Subcommittee.)

  Students (2)
  (As determined by Associated Students) (Do not serve on an ICC subcommittee.)

  Registrar or designee (1)

4. **Subcommittees and Standing Committees**
   The ICC Chair, in consultation with the ICC members, will coordinate the allocation of tasks to the sub-committees and standing committees (See Section 8 on Agenda Constitution and Task Assignment).

   Subcommittee on Course and Degree Changes (CDC)

   Membership (committee elects a Chair from the CDC faculty members)

- One faculty member from each college
- One additional faculty member elected at large from any college
- ~~Catalog Editor or DARS~~Office of the Registrar Staff Member
- ~~ICC Staff Member~~Curriculum Coordinator

Scope of Work

- Evaluate and respond to assigned course and degree change proposals, including GEAR (General Education and All-University Requirements) course approval requests, using specific decision making criteria (i.e. 120 unit limit; plans for appropriate course rotation; and comparative data on similar programs)
- Develop and update as needed a template for reporting out of Subcommittee to the ICC the evaluation criteria and related recommendations on a proposal

Subcommittee on Academic Master Planning (AMP)

Membership
- ICC Chair (*also serves as AMP Chair*)
- One faculty department chair representative from each college Council of Chairs
- One additional faculty member elected at large from any college
- Graduate Council Faculty Representative
- ~~(Only during review of Graduate Program Plans)~~
- Associate Dean (or Dean) of each college ~~(or designee)~~
- ~~Dean, Library (or designee)~~Librarian
- Vice Provost
- Registrar (or designee)

Scope of Work
- Annually review and update the *Academic Master Plan*
- Develop and update process, proposal formats and evaluation criteria for ~~Pre-proposals of~~Letters of Intent for New Programs and New Program Full Proposals including a template for reporting out of Subcommittee to the ICC recommendations on proposals *
- Develop and update the *HSU Curriculum Handbook* and related web resources
- Review and comment upon PREP (Program Review, Evaluation and Planning) MOUs
- Oversee the PREP Process, including reviewing PREP MOUs and developing and updating PREP protocols

3

*Proposals that constitute changes to the *Academic Master Plan* include new major, minor and option proposals, as well as proposals based on approved pilot projects.

Through the "Pre-proposal" process, units will seek permission to develop a Full New Program Proposal. The pre-proposal process serves two functions: It initiates an early university-wide conversation on a new program idea. Also, in cases where a unit is denied permission for further planning, considerable resources may be saved.

Standing Committee on GEAR Curriculum and Assessment

Membership
- Chair (also an elected member of the ICC)
- 3 Faculty (who are not members of the ICC), one from each college, appointed by the Senate Appointments and Elections Committee
- 1 additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one~~in~~ of the GEAR areas: A, E, DCG, Institutions, and who is not a member of the ICC
- 1 Student representative (as determined by Associated Students)
- Coordinator of Teaching and Learning Assessment
- Vice Provost

~~Standing Committee on GEAR Curriculum and Assessment cont.~~

Scope of Work
- Provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty
- Provide guidance and coordinator for the GEAR assessment of those outcomes
- Collate and interpret aggregate GEAR assessment data and report results to the ICC
- Provide recommendations for GEAR curricular and instructional changes based on assessment results

5. **Related Senate Committee – Academic Policies Committee**

   Institutional Location
   The Academic Policies Committee (APC) is a standing committee of the University Senate of Humboldt State. APC membership is defined in the University Senate's Bylaws. The APC Chair serves as a member of the ICC (but not as a member of any ICC subcommittee). As the APC develops policies, the draft documents are brought to the ICC for suggestions.

6. **Nominations, ~~and~~ Elections, and Qualifications**
   The ICC Chair will be elected by the General Faculty. The Appointments and Elections Committee of the University Senate will conduct the nomination and election processes in

accordance with the provisions of General Faculty Constitution and the University Senate Bylaws. Candidates for ICC Chair must be faculty with previous experience serving on the ICC, the University Senate, the Academic Policies Committee, the GEAR Committee, or as a department chair.

The ~~ICC Chair and~~ six (6) elected~~additional~~ ICC faculty members are elected by the General Faculty. The Appointments and Elections Committee of the University Senate will conduct all nomination and election processes in accordance with the provisions of General Faculty Constitution and the University Senate Bylaws. The faculty members elected by the General Faculty will serve staggered three-year terms so that ICC subcommittees will include at least two faculty members with previous experience serving on the subcommittee. When a faculty member leaves before term completion, the body will follow the process for filling vacancies that occur between regular elections, as outlined in the General Faculty Constitution and University Senate Bylaws.

The Chair of the Course and Degree Changes subcommittee will be selected annually by the membership of the subcommittee. The chair of the GEAR Curriculum and Assessment committee will be elected directly to that position as described above.

A Department Chair Representative from each college will be elected by the college Council of Chairs for a two-year term on the ICC Academic Master Planning Committee.

A Graduate Council Faculty Representative will be elected by Graduate Council to serve a one-year term.

The Chair of the Academic Policies Committee is determined as noted in the Bylaws of the University Senate.

7. **Meeting Schedules**

   The ICC and its Subcommittees meet ~~in alternating weeks~~ during a two-hour time block designated prior to the scheduling of Fall classes. There is no expectation for meetings outside this time block. The Chair of the ICC may also cancel meetings. The Academic Policies Committee and the GEAR Curriculum and Assessment Committee will meet at times other than the regularly-scheduled ICC meeting times.

8. **Agenda Cons_truction_~~titution~~ and Task Assignment**

   All academic planning, curricular change proposals and policy items are submitted to the ICC via the ~~Vice Provost's~~Academic Programs Office. The ICC Chair builds the agenda for each ICC

meeting in consultation with the Vice Provost and assisted administratively by the ~~ICC Staff~~ Curriculum Coordinator ~~person~~ ~~from~~~~located~~ the Office of Academic Programs~~in the Vice Provost's Office~~. The ICC staff person will screen materials submitted and return incomplete proposals to the originating unit.   The ICC weekly agenda is posted on the Web and built around four areas:

Consent Calendar
This calendar provides a mechanism to quickly process routine items under one umbrella. The process is intended to save time, while still creating a mechanism for review of even simple items: Any member of the ICC may move that an item be removed from the Consent Calendar and placed on the Assignment Action Calendar. If there are no objections to items on the Consent Calendar, the slate is passed on to the University Senate.

Consent Calendar Items
- Deleting Course from catalog
- Requesting change in course #
- Requesting change in course title
- Requesting change in grading mode
- Catalogue copy corrections or changes not related to curricular proposals

Assignment Action Calendar
These are new items for the ICC that were not appropriate for the Consent Calendar and require Subcommittee or Committee attention (Table 1).

Voting Action Calendar
The Voting Action Calendar includes items requested by a Subcommittee, the Academic Policies Committee, or the GEAR Curriculum and Assessment Committee for ICC decision. In some cases, the ICC may agree that immediate deliberations of assignment action calendar items were sufficient and may immediately move an item to the Voting Action Calendar.

Information Calendar
This calendar provides a mechanism for ICC members to share updates on academic planning and curricular work in progress.

Table 1: Subcommittee and Committee Assignment Designations Based on Action Item Type

Subcommittee or Committee	Action Item Type
Subcommittee on Course and Degree Changes (CDC)	Course Changes including approval for GE, Institutions and DCG designation Program Changes

	New Courses -- unless they are in a package with a new program for which AMP is responsible
Standing Committee on GEAR Curriculum and Assessment	Assessment Plans for GEAR Curriculum Revisions to GEAR SLOs
Subcommittee on Academic Master Planning (AMP)	Pre-proposals Program Proposals Pilot Programs Program Elimination Academic Master Plan Curriculum Handbook
Academic Policies Committee (APC)	Policies

9. **Decision Making Processes and Voting**

   The ICC is a consensus-building body facilitated by the Chair of the ICC. The ICC makes recommendations to the University Senate.   In cases where more than one ICC member is in disagreement on an item, the Chair of the ICC will call for a vote. All members of the ICC, except the Vice Provost, may vote.

   The ICC Chair in consultation with the ICC will assign items to a subcommittee lead or committee as noted above, though a Subcommittee without work may assist another Subcommittee.   As items are assigned as part of the ICC general meeting, ICC members may provide immediate input and raise questions. ICC members are not expected in preparation for the meeting to read all materials passing through the body, though Deans (or designees) are expected to more carefully monitor items central to their college. In addition, College Chair representatives communicate with their respective bodies regarding items of particular salience to their college.

   The Subcommittee or Committee member assigned to lead an item through the ICC process will note questions and input raised by the ICC at introduction of the item. He or she also compiles the formal record on a proposal based on Subcommittee or Committee processes and report formats or templates. This formal record provides a mechanism for answering possible future questions regarding proposal recommendations and rationale. While one Subcommittee/Committee member leads any inquiry pertaining to a proposal, all Subcommittee members are expected to carefully read materials assigned to their group and contribute to any deliberations.   In the case of items from the Academic Policies Committee or the GEAR Committee, items will always be brought to the ICC by the committee chair.

   When a record of the recommendation is ready, the Subcommittee/Committee Chair requests that the ICC Chair schedule the item on the Voting Action Calendar. The Subcommittee lead reports that item to the ICC. If critical new information is introduced during voting action item

discussion, the lead is responsible for updating the record and delivering a final e-copy of any required record to the ICC staff person.

In the event that the ICC concludes that a Curriculum proposal cannot be approved, that information will be communicated to the University Senate as an information item. Proposers of denied curriculum proposals have the right to appeal to the University Senate.

The ICC staff person will forward to the University Senate office the list of items and related ICC recommendations for consideration by the University Senate.

10. **Reporting Items out of ICC**

The Chair of the ICC presents items for the University Senate agenda to the University Senate Executive Committee without deliberation. The Executive Committee, following recommendations of the Chair of the ICC, schedules ICC items on one of two University Senate meeting calendars.

Consent Calendar of the University Senate
The ICC will schedule most items on this calendar.

Business Calendar of the University Senate
Policy resolutions and Academic Master Plan Changes will appear on this calendar.

11. **Post ICC Recommendation Processes**

Any member of the University Senate may move that an item be removed from the Consent Calendar and placed on the Business Calendar where it will be open for deliberation. As a University Senate courtesy, a University Senator will move an item off the University Senate Consent Calendar and onto the University Senate Business Calendar when asked to do so by a member of the university community. The University Senate makes recommendations to the Provost or designee on academic planning, academic policy and curricular decisions. The Provost or designee considers the University Senate's recommendations. When appropriate, the Provost may consult with other Vice Presidents and/or the President before making a decision.

12. **ICC Constitution Review Changes**

Changes to this constitution will be vetted through the ICC and introduced to the University Senate for consideration.

13. **Release Time**

The University Senate will negotiate prior to elections the release time for ICC faculty members whose ICC-related workload requires it.

14. **Appendices**
- Appendix 1: Diagram of ICC Work Flow
- Appendix 2: Diagram of ICC Membership and Intersections with the University Senate

Approved: Vote of the General Faculty, May 5-6, 2009
Proposed Revision: Integrated Curriculum Committee, April 17, 2012
University Senate: Proposed Revision Passed Unanimously, April 24, 2012 (Resolution #35-11/12-ICC)
Provost Snyder: Revision Approved 05/02/12

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Revision to Form 320
(Sabbatical Leave Application)

29-14/15-FAC – 4/21/15 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the Provost the attached revised version of Form 320 (Sabbatical Leave Application) be approved, and be it further

RESOLVED: That use of the revised Form 320 shall begin in AY 2015/16.

RATIONALE: These revisions to the first two pages of the application are being made in an effort to bring more clarity and transparency to the sabbatical leave application process.

HUMBOLDT STATE UNIVERSITY APPLICATION FOR SABBATICAL LEAVE
(As provided by Title 5 of the California Code of Regulations Sections 43000-43008)

> All applications for Sabbatical Leave shall be submitted by the deadline established in the given academic year. The Professional Leave committee will not consider any applications submitted after the deadline. No faculty member will be awarded a sabbatical leave without review and recommendation from the Professional Leave Committee.

PART I: BACKGROUND INFORMATION

NAME: (Last, First, Middle, Suffix)	HSU ID:	EMAIL:

ACADEMIC RANK & DISCIPLINE	COLLEGE & DEPARTMENT OR EQUIVALENT UNIT:

EMPLOYED BY HSU SINCE:	DATE OF LAST SABBATICAL LEAVE: (If applicable)	DATE OF LAST DIP LEAVE: (If applicable)

ACADEMIC YEAR OF PROPOSED LEAVE: _____

Type of leave requested: (Check one)
Be sure to accurately indicate on your application form the time period during which you would like to be on sabbatical leave.

_____ **One semester at full pay – Select term:** _____ **Fall semester** _____ **Spring semester**

_____ **Academic Year – two semesters at one-half pay**

I will file a report on the professional activities undertaken during the leave pursuant to the Sabbatical Leave Proposal in accord with the standards for preparation of such reports. I understand that future requests for sabbatical leaves may not be considered unless such a report is filed.	_____ **I agree**
I have appended a copy of the letter of response by the President (or his designee – currently the College/Library Deans) acknowledging receipt of my most recent sabbatical and DIP leave reports.	_____ **Included** _____ **N/A**
I have attached supplementary materials in support of my application (e.g., letters of invitation, contracts, accepted manuscripts, etc.)	_____ **Included** _____ **N/A**
Applicant Signature	Date

PART II: SABBATICAL LEAVE PROJECT PROPOSAL

Description of Sabbatical Proposal (5 pages maximum):

Please write a description of the project in language that can be understood by an educated lay-person. Describe the purpose and goals of the project and how you intend to achieve the described goals. Avoid the use of specialized or technical language unless the terms are clearly explained.

Proposals must address the following:

Benefits to CSU:
Please describe, according to *CBA Article 27.1*, the benefits that will accrue to the University and its students; "**A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.**"

Resources:

Please itemize, according to the **CBA Article 27.3**, what CSU resources, if any, will be necessary to carry out the stated purposes of this sabbatical leave, and provide a statement of the time requested, which should not exceed one (1) year.

Supporting Materials:

In support of the Sabbatical Proposal, please provide appropriate materials, such as invitations, letters or correspondence of support (up to four) from colleagues at HSU or elsewhere showing the relevance, significance, and/or feasibility of the project(s), contracts, letters, or correspondence indicating interest from publishers, etc. If you have received a sabbatical in the past, please include your previous sabbatical report. Do not submit copies of publications, creative works, etc.

Evaluation of Proposals:

The CSU and the HSU Professional Leave Committee consider the articulation of benefits to the CSU to be **primary** in evaluating proposals for sabbatical leave. The Professional Leave Committee also considers the **likelihood of achieving the goals of the proposed project** to be a significant factor in evaluating the proposal. Proposals shall be identified as highly recommended, recommended, or not recommended and subsequently forwarded to the appropriate administrator.

PART III: SUBMITTING YOUR APPLICATION

Routing and copies required: *To be received no later than 5:00 p.m. on the first Monday in October of the year prior to the academic year of requested leave.*

Application Parts I & II (including documentation)	
Original (hard-copy) application, including all supporting evidence, and Notarized Certification Page (and Promissory Note, if applicable)	*Send to:* Academic Personnel Services Siemens Hall 207
Electronic PDF copy, including all supporting evidence – **Please do not attach Certification Page or Promissory Note to the electronic PDF copy**	*Email to:* academicpersonnel@humboldt.edu, College/Library Dean, Department Chair

All application materials, including hard and electronic copies, must be received in all three offices by the October deadline to be considered on time. No late applications will be considered. Applicants are asked not to send bulky attachments such as textbooks, art work, original papers, etc.

Applicants must submit the signed and notarized Certification Page below with a list of assets guaranteeing a return to service at the rate of one semester of service for each semester of leave. In lieu of a list of assets, the applicant may submit a signed and notarized Promissory Note, also included below.

If you expect to engage in additional and/or outside employment while on sabbatical leave, prior approval from the Provost is required (prior approval is not required for recipients of Fulbright fellowships).

CERTIFICATION PAGE

_____ I, _____, will furnish a promissory note, pursuant to Article 27 of the Collective Bargaining Agreement, to indemnify the State of California against loss in the event I do not return to render at least one term of service in the California State University for each term of leave. *(Complete the Promissory Note form, have notarized, and attach to this Certification Page).*

OR

_____ I, _____, request that the requirement for a promissory note be waived. I agree to return to the service of the California State University and render at least one term of service for each term of leave following my return from the leave of absence granted me. In support of this request, and pursuant to Title 5 of the California Code of Regulations, Section 43005, I submit the following list of assets (the value of which is in excess of that salary to be paid to me during leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure.

DESCRIPTION OF ATTACHABLE ASSETS

(Do NOT include the current balance in retirement fund, per Government Code Section 21201)

I understand that I shall not accept additional and/or outside employment without prior approval of the Provost (***CBA Article 27.15).***

I recognize that this leave, if granted, will be pursuant to Sections 43000 through 43008 of Title 5 of the California Code of Regulations, the Chancellor's Executive Order No. 37, and the policies and procedures specified in FSA 67-19, and the current faculty Collective Bargaining Agreement, together with any amendments subsequently issued thereto. I further recognize that no agreement beyond this leave is implied or stated. I agree to abide by the terms of the Title 5 sections stipulated, and the current faculty Collective Bargaining Agreement (***Article 27***), and the policies and procedures referred to therein should this application be approved.

Signature of Applicant _____ **Date** _____

Permanent Address _____

State of California
County of _____

On _____ before me, _____,
Date   *Here Insert Name and Title of the Officer*

personally appeared _____
Name of Signer

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity on behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Notary Seal Above   *Signature of Notary Public*

PROMISSORY NOTE

I, _____, promise to repay to **Humboldt State University** ("Employer") the total amount of the monies which are paid by Employer to me, including benefits, during the period of my sabbatical leave. This promise to repay is given in consideration of Employer's granting to me a sabbatical leave pursuant to the provisions of the Memorandum of Understanding between the California Faculty Association and the Trustees of the California State University under the authority of the Higher Education Employer-Employee Relations Act.

I further understand and agree that:

I. REPAYMENT/INTEREST

Repayment of the monies paid to me during my sabbatical leave shall be made in equal installments over a period of not more than three years at an interest rate of ten percent (10%) which shall commence to run on the unpaid balance on the first day of the academic term in which I am scheduled by Employer to return to my duties with Employer. Payments shall be made monthly and shall first be applied against payment of interest and any excess applied against payment of principal.

II. CANCELLATION

My obligation to repay both principal and interest under this promissory note shall be extinguished if I return from my sabbatical leave and resume my duties with Employer in the academic term scheduled by my Employer and serve at least one academic term for each academic term of leave.

III. COLLECTION COSTS

I further agree to pay all collection costs including court costs and attorney fees which are incurred for the collection of any amount not paid when due.

IV. DEFAULT AND ACCELERATION

(1) If I fail to pay any installment when due the entire unpaid indebtedness, including interest shall, at the option of the Employer, become immediately due and payable. Thereafter, interest shall continue to accrue on the entire unpaid balance.

(2) I understand that if I am delinquent in my repayments, the Employer will disclose that I have defaulted, along with other relevant information, to credit bureau organizations.

(3) I understand that if I am delinquent on my repayment, pursuant to California law the Employer will have the right to obtain all or any portion of any monies due me from the State of California as payment towards the amount that is delinquent.

V. LAW OF CALIFORNIA

The law of California shall govern the interpretation of this promissory note.

By signing below I manifest my acceptance and agreement to all the foregoing terms and conditions.

Signature of Applicant _____ **Date** _____

Permanent Address _____

State of California
County of _____

On _____ before me, _____,
   Date   *Here Insert Name and Title of the Officer*

personally appeared _____
   Name of Signer

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity on behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Notary Seal Above   *Signature of Notary Public*

STANDARDS FOR PREPARATION OF SABBATICAL LEAVE REPORT

I. **Content** – The substance of the report should contain, but need not be limited to, such information as:

    A.   Objectives and purposes of the formal study involved in the activity;

    B.   Identification of personnel involved, with reference to such matters as department, time, place and activity;

    C.   Description of the locale in which the activity took place;

    D.   Description of tangible results of the activity, such as:

        1.   Research undertaken and results;

        2.   Publication, if any, in reference to the activity;

        3.   List of creative works, exhibits, or performances.

II. **Procedure**

    A.   The report shall be submitted *within three months* after resumption of active duty following termination of the leave.

    B.   The specific form of the report should be in accordance with acknowledged standards for scholarly reporting.

    C.   The report should be routed electronically to:

        1.   College Dean or the Dean of the University Library (for Librarians);

        2.   Provost and Vice President for Academic Affairs;

        3.   University Library for archiving and public review in the Humboldt Room;

        4.   Academic Personnel Services.

    D.   If applicable, a copy of the report should be inserted into Section 2 of WPAF.