

HUMBOLDT STATE UNIVERSITY

University Senate

Tuesday, October 27, 2015, 3:00-5:00 pm, Goodwin Forum (NHE 102)

1. Seating of new Associated Students Delegate
2. Announcement of Proxies
3. Approval of and Adoption of Agenda
4. Approval of Minutes from the Meeting of October 13, 2015
5. Reports, Announcements, and Communications of the Chair
Written Report
6. Reports of Standing Committees, Statewide Senators, and Ex-officio Members
Written Reports
7. Consent Calendar from the Integrated Curriculum Committee
(ICC Instructions for Accessing Nolij)
8. TIME CERTAIN: 3:15-3:30 PM - Open Forum for the Campus Community
(Open Forum Procedures)
9. Resolution to Allow Designees as Proxies for ex-officio Senators in *Bylaws* (10-15/16-
CBC-October 27, 2015)
First Reading
10. DISCUSSION ITEM: Draft Resolution on Impaction Policy

HUMBOLDT STATE UNIVERSITY

Senate Chair's Report

October 27, 2015

I attended the meeting of Campus Senate Chairs in Long Beach on October 8. Our agenda focused primarily on the status of presidential searches underway this year in the system (Channel Islands, Chico, San Jose State, and Sonoma State), and the desire for greater transparency in the search process. We also spent considerable time discussing the Financial Sustainability Task Force report with Executive Vice Chancellor Steve Relyea. I conveyed the concerns that had previously been expressed by the Senate to ASCSU Chair Steven Filling during his visit to campus last month.

The strategic planning process is moving forward, with the key priorities for the current academic year being reviewed by Oversight Committee shortly. The process has involved discussions both at the division and all-university levels. A more formal announcement should be forthcoming in the near future.

Finally, I'd like to express my thanks to Julie Alderson for chairing the last Senate meeting (and the Senate Executive meeting before that). I've heard from all that she did an exemplary job... And it's good to confirm—as I've always suspected—that I'm totally replaceable! Thanks Julie!

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports Standing Committees, Statewide Senators and Ex-officio Members

October 27, 2015

Faculty Affairs Committee

The Faculty Affairs Committee met on Friday, 23 October at 8:00 in NHE 119.

We discussed the idea of bringing forward a resolution on Freedom of Academic Expression. The Committee believes that this is a conversation it would be good for the campus to have. We will bring this issue to SenEx for consideration.

We also discussed Appendix J as it pertains to Supplemental Binders and the electronic RTP process. We have decided to table this item for now, and consider updates to Appendix J next year, the last to include physical binders for RTP. The language will need to be updated re: the new fully electronic process.

Finally, we discussed the functioning and election of members to the UFPC. We will reach out to current and former members of the committee as we continue to consider suggested changes for the future.

The IP policy is still under discussion. Many of our proposed revisions will be related to the policy passed last year at Chico.

Integrated Curriculum Committee

The ICC continues working on:

- Curriculum Proposals.
 - Revisions to the PREP process and WASC Core Competency Assessment.
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Appointments and Elections Committee

The Appointments and Elections Committee received a number of interested nominees for the vacant committee positions by appointment. AEC reviewed those nominations and made the following appointments:

- GEAR Curriculum and Assessment
Hari Singh, CPS Faculty Representative, 3-yr term
- Service Learning/Academic Internships Advisory Committee
Erin Kelly, CNRS Faculty Representative, 2-yr term
- Student Fee Advisory Committee
Han-Sup Han, Faculty Representative, 2-yr term
- International Programs Screening Committee
Brian McElwain, Faculty Counselor, 3-yr term
Mary Virnoche, Faculty Representative, 2-yr term
- Parking and Transportation Committee
Justus Ortega, Faculty Representative, 1-yr term
Brian Post, Faculty Representative, 1-yr term

Successful nominations were received/appointed for all committee vacancies except the Faculty Affairs Committee. There is still one open faculty seat for the At-Large Member (2-yr term), which will remain vacant until spring unless a nomination is received sooner. There will also be a call for nominations sent out shortly for the two faculty vacancies on the newly established University Policies Committee (UPC).

**University Senate
ICC Consent Calendar
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14-308

Forestry Major - Eliminate the choice of BIOL 105 or BOT 105 and required all Forestry majors to take BOT 105 - because Forestry students study plants. Also, through 14-311 the program is reducing FOR 365 (a core course) by 1 lab unit (was C-2 for 2 units and C-16 for 2 units).

14-311

FOR 365: Forest Economics and Finance. Reducing lab units from 2 to 1 in order to reduce the Forestry core. Faculty agree that 1 unit of lab is adequate. FOR 311 (Forest Mensuration & Growth) is currently an unenforced prerequisite and the department wishes to change it to be an unenforced co-requisite in order to help students move through the degree more quickly. Description will go from: "recommended course preparation FOR 311" to "recommended concurrent enrollment in FOR 311".

14-326

ENGLISH WRITING PRACTICES CONCENTRATION PROGRAM CHANGE

The Department wishes to add ENGL 450 Tutoring Developing Writers to the list of class options which students in this concentration can take.

14-347

PSCI 359 California Government

The department says that this American Institutions course does not cover material in enough depth to warrant an upper division designation and would therefore like to change the number from 359 to 159.

14-348

POLITICAL SCIENCE MINOR Program Change

Department wants to delete PSCI 210 (course is being suspended, see 15-016) and PSCI 485: Capstone Seminar and replace the courses by adding 4 units to the required electives. This leaves the total number of units the same. The department says that minors lack sufficient course preparation to do well in the capstone.

14-349

PSCI 410 American Constitutional Law

The department wants to add the following prerequisites--PSCI 110 or PSCI 159 [see 14-347], --because they say that the material covered in the class is not understood by students who come in without prior preparation. They do want to keep the institutions requirement for the course so that student who come in having met the requirements without fulfilling the California Government part have the option of taking this course.

15-016

PSCI 210 Intro to US Politics Course Change Form

The department proposes to suspend the course as they feel that it is not needed since most majors have already acquired this information through the fulfillment of the American Government institutions requirement and are therefore prepared for upper division courses.

15-017

POLITICAL SCIENCE MAJOR Program Change

The department proposes removing PSCI 210 from the core program and suspending it (15-016) because they say most majors already have appropriate preparation by fulfilling the American Government institutions requirement. They then want to add three units to the upper division elective requirements raising them from 17 to 20 though the overall units for the major remain the same. The department feels this will give them greater exposure to writing and oral communication skills.

15-021

GSP: 510: Research Methods in Geospatial Science - new course - 2 units C-5 and 1 unit C-16. This new course serves grad students who need beginning Geospatial and GIS skills. The course is roughly-

**University Senate
ICC Consent Calendar
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equivalent to GSP 101 and 270 combined, but moves at a much faster pace (because grad students are more experienced learners and because grad courses expect a greater amount of out-of-class work). Grad students who complete this course will then be able to continue their GIS education with GSP 370: Intermediate GIS. (See related proposal 15-176)

15-158

SOC 372: Proseminar - change course exclusions to exclude only Freshmen. (Previously, they excluded both Freshmen and Seniors, but some transfer students need the course - thus the change.)

15-159

SOC 482: Internship - revise pre-reqs to enable both SOC and CRIM students' coursework to demonstrate preparedness for the course.

15-160

SOC 492: Senior Thesis - revise pre-reqs to enable both SOC and CRIM students' coursework to demonstrate preparedness for the course.

15-163

ENST 395: Environmental Studies Research & Analysis - add ENST 295 as a pre-req to ensure that students have the necessary background for the course. Revised course description.

15-165

MUS 107V: Madrigal Singers - change from 1-2 units to just 1 unit because students are not doing enough work to earn 2 units. Also, only one unit counts towards the degree.

15-166

MUS 406F: Mad River Transit - change from 1-2 units to just 1 unit because students are not doing enough work to earn 2 units. Also, only one unit counts towards the degree.

15-167

MUS 407V: Madrigal Singers- change from 1-2 units to just 1 unit because students are not doing enough work to earn 2 units. Also, only one unit counts towards the degree.

15-168

TA 121: Makeup for Stage and Screen - change C-class from 1 unit C4 and 1 unit C12 to 2 units C12 in order to reflect the way the course is actually taught and scheduled.

15-172

WS 303: Third World Women's Movements - change course title to Anticolonial Women's Movements and revise course description to reflect current terminology in use in the field

15-173

Women's Studies minor - drop RS 300: Living Myths from the list of electives because the current course content does not meet the Women's Studies SLOs. Students still have plenty of elective courses to choose from.

15-176

GSP 370: Intermediate GIS - add GSP 510 as an alternative pre-req (see 15-021)

15-177

BA 210: Legal Environment of Business - remove BUS 120 as a pre-req because students don't need the content from 120 to succeed in 210.

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Allow Designees as Proxies for ex-officio Senators in *Bylaws*

10-15/16-CBC – October 27, 2015 – First Reading

RESOLVED: That the University Senate of Humboldt State University amends Section 6.0 of the *University Senate of Humboldt State University Bylaws and Rules of Procedure* as attached to allow ex-officio Senators to appoint designees to serve as proxies.

RATIONALE: *The Bylaws currently stipulate that only Senators can serve as proxies for absent Senators. Absent ex-officio Senators may be more effectively represented by a designee who is familiar with the ex-officio Senator’s duties of office and who generally fills those duties in whole or in part in event of absence.*

Current language from University Senate Bylaws

6.0 PROXIES

- 6.1 The term “proxy” may mean either the statement authorizing a Senator to cast the vote of the Senator authorizing it or the Senator who casts the vote. The purpose of a proxy is to ensure that an absent Senator has the opportunity to provide input and/or vote on all issues brought before the Senate.
- 6.2 Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised. A proxy must be a member of the University Senate.
- 6.3 No senator may be a proxy for more than one other senator at any single meeting.
- 6.4 Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.

Proposed language with track changes:

6.0 PROXIES

- 6.1 The purpose of a proxy is to ensure that an absent Senator has the opportunity to provide input and/or vote on all issues can be fully represented on all matters of business brought before the Senate. The term “proxy” may mean either the statement authorizing an individual a Senator to cast the vote of the an absent Senator authorizing it or the individual Senator who casts the vote. ~~The purpose of a proxy is to ensure that an absent Senator has the opportunity to provide input and/or vote on all issues brought before the Senate.~~

~~6.26.4~~ Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.

~~6.36.2~~ Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised. ~~A proxy must be a member of the University Senate.~~

~~6.3~~ ~~No senator may be a proxy for more than one other senator at any single meeting.~~

6.4 An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would normally fill the ex-officio Senator's duties of office in whole or in part during any absence.

~~6.4~~ ~~Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.~~

~~6.56.3~~ ~~No individual senator may be a proxy for more than one other sSenator at any single meeting.~~

Proposed Language with Changes Accepted:

6.0 PROXIES

6.1 The purpose of a proxy is to ensure that an absent Senator can be fully represented on all matters of business brought before the Senate. The term "proxy" may mean either the statement authorizing an individual to cast the vote of an absent Senator or the individual who casts the vote.

6.2 Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.

6.3 Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised.

6.4 An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would fill the ex-officio Senator's duties of office in whole or in part during any absence.

6.5 No individual may be a proxy for more than one Senator at any single meeting.

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 *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.*

Authority *Include references to Executive Orders, Coded Memos, State Codes, etc.,*

Scope *Programs at HSU leading towards a degree or credential.*

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)