# HUMBOLDT STATE UNIVERSITY

University Senate

**Tuesday, March 8, 2016, 3:00-5:00 pm, Goodwin Forum (NHE 102)**

1. Announcement of Proxies

2. Approval of and Adoption of Agenda

3. Approval of Minutes from the Meeting of February 23, 2016

4. Reports, Announcements, and Communications of the Chair
   (Written Report)

5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members
   (Written Reports)

6. Consent Calendar from the Integrated Curriculum Committee – no items at this time
   (ICC Instructions for Accessing Nolij)

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

8. TIME CERTAIN: 3:30 PM – Serving Displaced and Food Insecure Students in the CSU; Mira Freedman, Jennifer Maguire
   CSU Report

9. TIME CERTAIN: 3:50 PM - Update on the Strategic Plan; Lisa Castellino

10. TIME CERTAIN: 4:15 PM - Resolution on Adoption of Campus Degree Planning Software (18-15/16-APC – March 8, 2016)
    First Reading
    Draft Policy on Use of Degree Planning Software
    Existing Milestones Policy

11. Resolution on Returning to an Elected Senate Seat After Interim Ex-officio Service (19-15/16-CBC – March 8, 2016)
    Second Reading

12. Resolution to Forward Senate Constitution Changes to Faculty to Align with Recent General Faculty Constitution Changes (20-15/16-CBC – March 8, 2016)
    Second Reading

13. Resolution to Amend the Bylaws of the University Senate of Humboldt State University to Define Temporary Vacancies on the University Senate (21-15/16-CBC – March 8, 2016)
    Second Reading

# HUMBOLDT STATE UNIVERSITY
## Senate Chair's Report
## Senate Meeting, March 8, 2016

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Most of my recent activity has been around prepping to roll out the Strategic Plan Blueprint. At various meetings (including this Senate meeting!) the Strategic Plan Coordinating Committee has been discussing, finalizing, and introducing the Blueprint structure to various groups and stakeholders across campus. Discussions around Strategic Plan implementation will culminate this year with a Town Hall meeting at the end of the semester.

I have also been working with Dean Oberlander on upcoming World Café events to discuss the establishment of a Faculty Development Center on campus. We are looking for broad input as we determine the design and functioning of this critically important new program.

At the system level, discussion by the various Senate chairs has focused on how different campus presidents have communicated to their campuses about the impending faculty strike, as well as conversations about how impaction is playing out across the various campuses.

HUMBOLDT STATE UNIVERSITY
University Senate Written Reports – March 8, 2016
Standing Committees, Statewide Senators and Ex-officio Members

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## Appointments and Elections Committee:

The University Senate's Appointments and Elections Committee solicited nominations for unfilled appointed and elected committee positions. All nominations were due to the senate office by Friday March 4th. Elections will be held March 21-25. The list of vacancies currently include:

**Elected Position Openings:**

INTEGRATED CURRICULUM COMMITTEE (ICC)

Subcommittee On Academic Master Planning (AMP)
Faculty Member (At-Large), 3 year term

Subcommittee On Course and Degree Changes (CDC)
Faculty Member (At-Large), 3 year term

PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)
Faculty Member from CNRS, 2 year term
Faculty Member from the LIBRARY, 2 year term

Duties: Review and select proposals submitted by faculty for Research, Scholarship, and Creative Activity grants which are awarded annually. Performs other duties when funds are not available, e.g., review of applications for McCrone awards and judging of posters for research symposium.

UNIVERSITY SENATE
Tenure-line Instructional CAHSS Faculty, appointment to begin immediately with a term ending Spring 2018

**Appointed Position Openings:**

ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE
Faculty Member, 2 year term

Duties: The Committee is advisory to the President through the Vice President for Student Affairs for policy issues related to alcohol, marijuana, and other drug use within the University community.

COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS
Faculty Member from CNRS, 3 year term

Duties: To provide a mechanism for approval of department/unit criteria and standards and to provide a mechanism for the revision of existing approved standards. To ensure department/unit criteria and standards are in alignment with university standards and criteria as specified in Appendix J and that criteria and standards are not overly complex or prone to misinterpretation.

CONSTITUTION AND BYLAWS COMMITTEE
Faculty Member, 2 year term

See Senate Bylaws, Section 11.6 for committee description.

INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)
Faculty Member, 2 year term

Duties: Serve as a forum for the President and Athletic Director to seek advice and refine ideas and develop or revised policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program.

STUDENT GRIEVANCE COMMITTEE
Faculty Member from CNRS, 3 year term

Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct.

**College Department Position Openings:**

CAHSS PERSONNEL COMMITTEE (CPC)

- Tenured CAHSS Faculty in the rank of Associate Professor or Professor to serve a 2 year term on the CPC for Retention beginning in Spring 2016.

Duties: Reviews files of probationary faculty undergoing a performance review for retention. File reviews occur in late-September through mid-October.

- Tenured CAHSS Faculty in the rank of Professor to serve a 2 year term on the CPC for Promotion and Appendix K beginning in Spring 2016.

Duties: Reviews files of (1) probationary faculty undergoing a performance review for tenure and promotion; (2) tenured faculty undergoing a performance review for promotion; and (3) temporary faculty undergoing range elevation. File reviews occur in late-October through mid-March.

CPS PERSONNEL COMMITTEE (CPC)

- Tenured CPS Faculty to serve a 2 year term
- Tenured CPS Faculty to serve a 2 year term
- Tenured CPS Faculty to serve a 2 year term
- Tenured CPS Faculty to serve a 2 year term

Duties: Reviews files for Retention, Tenure and Promotion (RTP).

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## Constitution and Bylaws Committee:

I.   Report from Fri Feb 26, 2016 – No meeting was called to order

II.  Report from Fri Mar 04, 2016
   A. Meeting called to order at 9:00 in NHE 116 with Abell (Chair), Guzman, Kyte and Shellhase.
   B. CBC considered an issue raised in Mar 1, 2016 SenEx meeting re: resolution to change Senate Constitution to define Interim Membership. The issue related to the lack of detail in Section 4.52 on how an Interim Elected member would be appointed. The committee had included the details on appointment in the revision to the Senate Bylaws. We unanimously agreed that the process for appointment would be better placed in the Constitution so that the electorates can decide if appointment is a suitable process for choosing an Interim Elected member. To that end, the detail on appointment was moved to Section 4.52 of the Senate Constitution revision. This will come forward as a second reading in today's meeting.
   C. Committee edited resolution to change Senate Bylaws to define Temporary Vacancies. This change is consistent with the issue mentioned above. A reference to Constitution Section 4.52 is now included in the Senate Bylaws revision. This will come forward as a second reading in today's meeting.
   D. Committee considered Senate discussion from Feb 23, 2016 meeting re: modifying agenda posting and materials posting deadlines. Sensible logistical arguments were offered for delaying the materials posting agenda item to

one day later – thus providing some breathing room for standing committees to deal with last minute items. Persuasive arguments were made for altering the agenda deadline to one day earlier – thus promoting communication with the community and increasing the time for Senators to reach out to their constituencies.

    1. The CBC deliberated these options and agreed that the duty of the Senate to notify and communicate its agenda takes precedence over logistical hurdles that may be introduced by moving the agenda posting deadline. In the coming weeks the CBC will introduce a Senate Constitution revision that will move the agenda posting deadline to three business days before the meeting (i.e. Thursday at 3pm).

    2. Clearly this will impact the way in which some committees will need to process their business. Committee work would be compressed into the five days immediately following a Senate meeting (i.e. Wed through Tues). All committees would need to meet at least once in this time frame, take into consideration any deliberations from the Senate meeting and get revised policy, resolutions etc. to SenEx by following Tuesday afternoon. With discretion of Senate Chair there would still be two more days to get an item and associated materials on the agenda. This does not seem overly burdensome for "normal" business items, which have likely received considerable attention from the committee well before they are to come forward as resolutions to the Senate.

    3. For more urgent matters of business that come to the committee "in-between" Senate meetings, an earlier agenda posting will not substantially alter the process we are faces with now. The committee can still meet as normal and can still provide materials related to an agenda item even after the three-day deadline. However, the Senate can only act on those items with 2/3 approval as already dictated by Senate Bylaws Section 2.91.

E. CBC discussed quorum as it relates to standing committees and ad-hoc Senate committees. We'd like Senate input in the coming weeks on following issues. Ultimate intent would be to alter Senate Bylaws as necessary to clarify quorum for committees.

    1. Quorum is currently defined in Senate Bylaws 10.74 as "a majority of members". Whether this majority refers to the members currently in office (ignoring vacancies) or all members including vacancies is unclear. CBC would likely interpret it to mean all members including vacancies. With the recent difficulty of appointing members to various committees, will it become difficult for committees to even meet if we stick to this interpretation? If we want more flexibility we should change bylaws.

    2. Qualified quorums are sometimes used to call a meeting. In a qualified quorum a minimum number of members must be present but also a minimum number of constituencies must also be present. Our committee structures generally include faculty, staff, student and administrative constituencies. Do we also want to specify a minimum representation of constituencies in our quorums? (e.g. at least one member from each; or the faculty constituency must always be present plus some combination of the other three; etc.)

    3. We currently have a general quorum requirement for committees but would it be in our best interest to specify different quorum requirements for different committees as necessary?

    4. There is currently no clearly stated rule on proxies for committee meetings or on counting proxies toward quorum for committee meetings. Our parliamentary authority does not allow proxies to be counted toward quorum unless stated in by-laws. Should we alter bylaws to allow for committee members to act as proxies for other members and be counted toward quorum?

F. Meeting adjourned at 9:50.

III. Fri Mar 11, 2016 – Agenda Items

    A. Consider feedback from standing committees on quorum requirements and start to develop revisions to Senate Bylaws if necessary.

    B. Discuss whether we are mandated by our Parliamentary Authority to post vote tallies with election results.

    C. Discuss the public posting of standing and ad-hoc committee agendas.

    D. Provide revisions to Senate Standing Committee listings in Section 800 of the Faculty Handbook so that the listings are consistent with the bylaws.

    E. Provide gender-specific edits for Sections 500 and 600 of the Faculty Handbook.

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## Faculty Affairs Committee:

Post-tenure review policy

FAC members agreed on a small amendment to the VPAA 04-02 that moves what is currently a footnote to section 15.32: "University policy requires that a minimum of two (2) classes of student evaluations per academic year be included as evaluation materials in the review process". Since this is already the policy, and this is an editorial change to prevent misunderstandings, we are pursuing making this change without a Senate resolution. If a Senate resolution is necessary one will be presented at an upcoming Senate meeting.

IP Policy
Thanks to AVP Mullery's efforts with the President's office, President's office staff have deleted of sections I.E.12 and section II.A.2.e of the current IP policy to be consistent 08/09 Senate resolution.

A resolution on IP policy language regarding extraordinary support, ownership of on-line classes and ownership of patents should be coming on March 29, 2016.

FAC recommends that the Senate reconstitute the Advisory Board for Research and Creative Projects, which is currently suspended. The current IP policy establishes a Board of 9 members, and several of the positions listed as members of the Board no longer exist. FAC Chair Burkhalter asked Provost Enyedi to consider which administrative positions he recommends as members of the Board. Once those positions are decided, FAC will consider the number of faculty and staff positions on the Board.

Student Course Evaluations
FAC Chair Burkhalter provided a report to the Senate Executive Committee regarding on-going issues with student course evaluations. The main issues discussed in the report are: efforts to centralize the course evaluation process in Institutional Research and Planning (the evaluations process is now housed in the Dean's office of each college), low course evaluation response rates and the challenges such low rates present for interpreting the data, the appropriate time period for the survey to be open to students (i.e., would opening it for three weeks instead of two increase response rates?) and efforts to communicate to students about the requirement that they use civil language in the written comments.

IRP Director Lisa Castellino appeared at the 3/1/16 Senate Executive Committee meeting to discuss these issues. FAC recommends that to increase response rates, faculty use class time to allow students to fill out course evaluations using their electronic devices. Director Castellino concurred that face-to-face evaluations are the most direct way of increasing response rates. FAC is working on a protocol for faculty to follow if they choose to administer evaluations in this way.

The "use civil language" text has been finalized and will be a part of the Spring 2016 evaluations. If the students do not check the "I agree" box or they check the "I do not acknowledge box", they will not be able to contribute written comments. Thanks to all who provided feedback. This is the finalized language:

> Your responses provide valuable information to the instructor about their course design and teaching methods and may be used as part of evaluation of teaching in the retention, tenure and promotion process. Civil language and constructive comments are expected. The Student Code of Conduct prohibits use of language in written comments that constitutes "disorderly, lewd, indecent, or obscene behavior" or "threatens or endangers the health or safety of any person within or related to the University community." [See http://www2.humboldt.edu/studentrights/home].

☐ I acknowledge these provisions of the Student Code of Conduct.    ☐ I do not acknowledge these provisions of the Student Code of Conduct

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## Integrated Curriculum Committee:

The ICC continues working on:

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

## Statewide Senate:

Plenary and committee meetings are March 2-4. At the plenary, we passed a resolution in support of a four year mathematics requirement for CSU admission and determined Legislative Bill positions of the Senate. A summary of the plenary will be distributed, since the plenary is underway at the time that this report is due.

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## University Resources and Planning Committee:

UPRC met Friday, Feb. 25. We received an updated budget outlook. Most of the meeting was spent working in small groups brainstorming possible new policies surrounding strategic budgeting. We then aggregated group lists in a master list. At our next meeting on Friday March 11 we will prioritize that list.

Facilities Working Group, a subcommittee of URPC, met on Friday March 11. The agenda included commenting on the proposed CNRS in interior mural. We also learned of the degradation of the track in the Redwood Bowl and how facilities has been limiting use to on and off campus users.

**HUMBOLDT STATE UNIVERSITY**
**University Senate**

**Resolution on Adoption of Campus Degree Planning Software**

18-15/16-APC— March 8, 2016—First Reading

**RESOLVED**: That the Humboldt State University Senate recommends to the Provost that the Campus Degree Planning Software Policy and associated recommendations be accepted as submitted; and be it further

**RESOLVED**: That the Senate recommends to the Provost the creation of a new Degree Planning Oversight Group to replace the Degree Planning Software Working Group, and coordinate and oversee the development and implementation of the software; and be it further

**RESOLVED**: That the University Senate extend its gratitude and thanks to the Degree Planning Software Working Group for its work.

*RATIONALE:    The Degree Planning Software Working Group has completed its work and provided a series of policies and recommendations necessary to implement the use of degree planning software at HSU. Use of degree planning software in conjunction with major academic plans is a best practice for increasing student success.  By providing students with a defined pathway to graduation, it reduces the time required for routine advising, allowing advisors to use their time effectively. In addition to helping students see their pathway to graduation, it will help administrative units identify and plan for course demand. Effective implementation of degree planning software will require coordinated effort on the part of many individuals and units. The implementation, policy and process document represents a practical and achievable blueprint for bringing degree planning software onto our campus to provide an effective planning tool for advisors and students in order to better ensure their success. The use of degree planning software will also allow for the implementation of prioritizing student registration appointment dates in accordance with their progress to degree, rather than by the current total number of units earned. It is the recommendation of the Working group that this be implemented as it will motivate and reward students who are pursuing the fastest path to graduation, thus helping to increase graduation rates and lower time to graduation. Furthermore, it is recommended that existing milestones (Golden 4 -GE Area A and Area B: Mathematical Concepts by 60 units) have consequences for non-compliance and that two new milestones be developed by each program, also with consequences for non-compliance.  It was felt that consequences were necessary for the milestones to be meaningful in encouraging student behaviors (such as learning to write) that would increase their chances of success in the degree. Data indicate that the Golden 4 milestone has not been observed, with approximately 600 juniors and seniors, who matriculated as freshmen to HSU, missing at least one of the Golden 4 courses from their transcripts. The additional milestones could be specific courses, or*

*one of a list of courses, along with a specific grade and time to complete. The idea of a milestone is that we set standards for expected academic progress that students will encounter at an early point in their degree. The standards indicate where the students need to be in terms of academic performance to be successful in their major.  If students are unable to meet these standards at that time, they will be required to work with an advisor to make a plan. This might mean developing better study habits, getting a tutor, spending more time on homework, or it might mean switching to another major. Coming to this challenge point early on will result in a greater chance of success, or at the very least, spare them from further years in a major that they do not have the momentum to complete.*

# University Policy on Use of Degree Planning Software

Degree planning software facilitates a timely path to graduation by providing roadmaps or Major Academic Plans (MAPs) for every program of study. These roadmaps link curricula, course offerings, program requirements, pre-requisites, and course sequencing into semester-by-semester plans. It also provides aggregate data to assist departments with appropriate course planning. The Degree Planning Software Working Group developed a series of policies and recommendations to effectively implement the degree planning software. The recommendations build on existing policies, structures, and expectations whenever possible to streamline practices and minimize the need to create more policies to implement the software (i.e. enforce current policies rather than create new ones).

In the following document, we list six policies and recommendations to guide their implementation.

## Policy 1.  Registration priority will be based upon % of degree requirements completed rather than number of units accrued.

Recommendations:

- This will include GEAR requirements. Units completed that do not go towards GEAR or major requirements, i.e. free electives will only be counted for registration priority if the major they have selected has free electives and they help the student reach 120 units.
- If a student switches to a major with fewer free electives, or none, these courses may no longer contribute towards completing a degree, thus this change of major may result in a reduced registration priority.
- Recommendations for specific cases:
  - Double Major
    - Calculate %'s of major that gives a student the highest priority
  - Undeclared Majors
    - Will calculate utilizing the "undeclared" major degree code in the u.achieve/DARS system
  - Units that count in multiple areas
    - Units that count in multiple categories (e.g. GE and Major) will be added to the calculation of % in each area.

## Policy 2. Policy recommendation on Expected Academic progress:

Each academic program will develop two milestones in addition to the current milestone of completing basic subjects by 60 units. The Degree Planning Oversight Group will establish and implement consequences for non-compliance with the milestones by the Spring 2018 registration period. The current policy: Academic Progress Milestones for Undergraduate Programs will be revised to reflect these changes.

Recommendations:
- It is recommended that departments consult with Institutional Research when picking milestone courses. Certain courses and course grades may have greater predictive value for future success in a given major and thus would make better milestone courses.
- The specific consequences for students not meeting the milestones will be developed by the Degree Planning Oversight Group with wide consultation.
- Consequences for non-compliance with milestones will be standard across the university, while the milestones themselves be designated by departments.
- Programs will provide support and a clear set of steps for students not meeting milestones.
- Milestone timelines will be set according to units attempted rather than semesters, so as to not disadvantage part-time students.

## Policy 3. Use of degree planning software by students will be mandatory

Recommendations:
- A registration hold will be lifted when the plans are completed and reviewed by the appropriate advisor. This would be an appropriate time for advisors to discuss progress to degree and relevant milestones. The students will still have full freedom to register for the courses they desire to take, that fit in their schedule, or that still have spaces when their registration time comes up. The plan will need to be updated each semester to reflect adjustments. (Some provision/distinction will need to be made so that freshmen are using the system for their first year but probably not be required to fill out a four year plan until they meet with their advisor in either their first or second semester.)
- Mandatory use of degree planning software should begin in spring of 2018.  This will allow departments the time to develop maps in spring and fall 2016 with a soft roll out of the product beginning in spring 2017 and to develop and provide degree planning software training to advisors and students.  We envision this roll out to be an open invitation to all students to use the planning tools as maps are finalized with mandatory use of the system in spring 2018.
- Ensure that the structure of mandatory use and any consequences for lack of compliance be based upon student actions and not be a result of structural or policy oversights. The overarching philosophy of degree planning software should be that it is a planning and advising tool that helps our students achieve their goal of graduation in a short a time as is possible

Notes:

As the maps and software implementation are being developed, the following policy/procedure issues will need to be addressed and finalized:

- o   Faculty/Student training for using the tool.
- o   Map update procedures and approvals.
- o   Map development deadlines and enforcement.
- o   Phase in for requiring four year map completion including undeclared majors and freshmen/transfers.
- o   Types and number of holds (Administrative/Advising, one set for semester and plan updates or separate holds?).
- o   Consider issues specific to impacted programs.

## Policy 4.  Graduation workflows and Major Academic Plans will be standardized in format across all programs

Recommendations:

- ●   Major Academic Plans will be written by each program accounting for co- and pre-requisites, students taking two semesters of English Composition instead of one, and/or needing additional math courses to prepare for the GE math requirement, and students transferring to HSU.
- ●   All departments will use a common template for presenting MAPs to students.
- ●   The standard template would replace all existing versions of roadmaps and be made available in a centralized, easily accessible site.
- ●   Undeclared MAPs will also be developed utilizing standard templates.
- ●   Each program will develop both a visual flowchart MAP and a curriculum listing.
- ●   MAPs should show accurate and realistic paths that include 5th year courses if necessary.
- ●   Utilize Spring/Fall of 2016 to develop and finalize maps.
- ●   Develop appropriate web sites and links to facilitate the distribution and access to Maps.
- ●   Office of Academic Affairs will develop ongoing maintenance plan including roles and responsibilities for updates to flowcharts and Course lists.
- ●   Associate Deans will work with departments to review and manage development of the templates.

## Policy 5. Advisors, Department Chairs and the Registrar will use degree planning software to enter and approve course substitutions.

Recommendations:

- Degree planning software will show the substituted courses, and the names and dates of approved substitutions. The procedure will be an electronic version of our current process, facilitated by degree planning software.
- We recommend the following workflow for course substitutions using degree planning software:
  o **Advisor** enters substitution in degree planning software, routes to **Department Chair** who approves and routes to **Registrar** for official entry in DARS (u.achieve).

Note:

This is essentially the policy we have now but uses electronic means rather than paper for entry. It is in the best interest of students and advisors to have substitutions officially entered in DARS as soon as possible. An electronic process consisting of using degree planning software alone may not in and of itself be efficient enough to facilitate faster processing and so the substitution process must be reviewed in order to promote a faster turnaround in the Registrar's Office without unduly burdening Registrar personnel.


## Policy 6. These recommendations, when implemented and taken as a whole, will replace the current major contract system.

Recommendations:

- The current Degree Planning Software Working group or a successor (possibly the newly reconstituted Enrollment Management Group) should be assigned the task of developing, vetting and implementing degree planning software and the required policy and process components as outlined in this document.
- The committee would report to the Provost, inform the Senate of progress and consult with the Academic Policies Committee regarding any changes to policy.

Humboldt State University

# Academic Progress Milestones for Undergraduate Programs

The purpose of this policy is to allow departments to establish milestones for identifying at risk students who are not making sufficient progress in their undergraduate academic programs for the purposes of intervention.  Students so identified will be required to meet with academic advisors to develop a plan that will lead to successful completion of the existing program. If it is determined that successful completion of the current academic program is not achievable, then the student will be dismissed from that program and guided to a more appropriate program.

## I.      ESTABLISHING MILESTONES

Milestones must contain the following:

A.  Clear indicators of whether a student is making academic progress.  The milestones must be consistent with minimum graduation requirements and university policy. Academic progress milestones may include but are **not limited to** the following types of criteria:
   1.  Passing grades in specified required courses;
   2.  Semester GPAs above 2.0 (or higher for pre-majors if the impacted major has a heightened GPA criteria);
   3.  GPA in the major and upper division GPA in the major above 2.0;
   4.  Numbers of repeats or withdrawals.
   5.  Completion of specific courses.
   6.  Timelines that identify how and by when the milestones must be met (end of one academic year, one calendar year, by 30 units, by 60 units, by 90 units, etc.).  Such timelines will include adjustments as necessary for students requiring developmental work and transfer students.

B.  A detailed description of the intervention that will follow a missed milestone. The intervention must include:
   1.  Mandatory academic advising to provide the student with guidance to meet the missed milestone the following semester.
   2.  Clearly articulated timelines for dismissal from the academic program (e.g., when students have missed a milestone for two successive semesters), and
      a. A description of the process by which students dismissed from the academic program will be notified, advised, and guided into new academic programs.
      b. The process by which resulting changes to student academic program objectives will be communicated to the Registrar's Office in a timely manner.

## II.     APPROVAL PROCESS

Academic progress milestones that potentially dismiss students from the major must first be approved through the regular curricular approval process (Integrated Curriculum Committee), then be placed on the Senate's consent calendar, and then be submitted to the Provost's Office.  All milestones must be approved by the Provost's Office

before they are implemented to assure that they adhere to university and state educational policies.  Milestones must be published in the university catalog and included in all advising materials.  Departments or colleges may revise milestones, subject to approval by the Provost's Office.  The impact of a department's milestones will be reviewed as part of the Program Review, Evaluation and Planning (PREP) process.

**III.      APPEAL OF DISMISSAL FROM THE ACADEMIC PROGRAM**

Students who are dismissed from an academic program have the right to appeal that dismissal to the office of the Dean of the College, and if not satisfied they may file an appeal with the Provost or designee.

**IV.      DECLARATION OF AN ACADEMIC PROGRAM**

Continuing students may be denied a request to declare an academic program if the student's academic record already demonstrates a  lack of success based on that program's approved milestones. These students should be referred to the Advising Center.

**V.      UNIVERSITY-WIDE ACADEMIC PROGRESS RULES**

Students who have missed an academic progress milestone or who have GPAs below 2.5 may not add additional  degree objectives, minors, or certificates  unless approved by the advisor for their current primary academic program.  Students who have missed a milestone or have GPAs below 2.5 may change primary academic programs to facilitate timely progress toward their degree.

Academic Policies Committee:  April 2012
University Senate:  Passed, 05/01./12 (Resolution #39-11/12-APC)
President Richmond:  Approved 05/03/12

**HUMBOLDT STATE UNIVERSITY**
**University Senate**

**Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to Define Interim Membership on the University Senate**

19-15/16-CBC – March 8, 2016 - Second Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends the attached amendments to the Senate *Constitution* be forwarded for ratification in Spring 2016 in accordance with Senate *Constitution* Section 9.0

**RATIONALE:** *These changes will define interim membership on the Senate and specify term limits for interim membership. These additions are necessary to allow for elected members of the Senate to temporarily fill vacancies in ex-officio membership positions. Elected members who temporarily fill these roles are benefitting the functioning of the Senate and should have the ability to return to their originally elected position within a certain time period. These changes also allow for an appointee to fill the temporary vacancy in the elected Senate seat during the period in which the elected Senator is serving in the ex-officio position. This allows for the electorate for that seat to maintain representation during the elected Senator's absence.*

*Proposed Revisions with Track Changes*

4.4     **Additional Members**:  Additional members of the Senate include:

Two (2) student delegates from the Associated Students
One (1) Emeritus professor delegate from the HSU Emeritus and Retired Faculty Association.

4.5     **Interim  Members:**

4.51     Elected members who temporarily vacate their elected Senate seat to serve in an ex-officio membership position shall be referred to as "Interim Ex-Officio" members.  Interim Ex-Officio members may serve one semester or less and still retreat to their elected Senate seat without standing for re-election (as long as the term limit has not been reached by the end of the semester).  Time served as an Interim Ex-Officio member will still be counted toward the term limits for the elected seat.  If the Interim Ex-Officio member will serve longer than one semester, their elected seat will become vacant and will be filled by election in accordance with the Senate *Bylaws*.

4.52     Persons who have been appointed to fill a temporary vacancy in an elected Senate position shall be referred to as "Interim Elected" members.  Interim Elected members shall be appointed through the Appointments and Election Committee.  The Committee shall solicit nominations from the electorate for the Senate seat that is being temporarily vacated and forward its recommendation to the Senate for approval.  Any person so appointed shall serve

as an Interim Elected member until such time as the originally elected member returns to their elected Senate seat or until the end of the semester, whichever comes first.  Time served as an Interim Elected member shall be counted as a partial term of service in accordance with section 4.21.

4.54.6 **Voting and Procedural Rights**:  All members of the Senate shall have full procedural rights.  All members of the Senate, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.

4.64.7 **Vacancies**:  Vacancies in Senate membership shall be filled in a manner prescribed in the *Bylaws*.

4.74.8 **Recall of Senators**:  Any elected member of the University Senate may be recalled by procedures established by the governing documents of the electorate or, if no procedures exist, by those specified in the Bylaws.

**HUMBOLDT STATE UNIVERSITY**
**University Senate**

**Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to Reflect Amendments to the Voting Membership of the General Faculty**

20-15/16-CBC – March 8, 2016 - Second Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends the attached amendments to the Senate *Constitution* be forwarded for ratification in Spring 2016 in accordance with Section 9.0 of the Senate *Constitution*.

**RATIONALE:** *These changes will align the Senate Constitution with the General Faculty Constitution revisions in Resolution 11-15/16-CBC which passed a vote of the general faculty in the February 2016 general faculty election. The deleted portions of Senate Constitution Section 5.1 below are not necessary since the election procedure, term of office, and qualifying criteria for President of the General Faculty are already stipulated in the General Faculty Constitution. The addition of the term "ex-officio" emphasizes the ex-officio nature of the Chair of the Senate.*

*Proposed Revisions with Track Changes*

    5.1    The President of the General Faculty shall be ex-officio ~~the~~ Chair of the Senate. ~~and shall be elected to a two year term of office by the General Faculty in residence at the time of General Faculty elections. The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office.~~ The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.

**HUMBOLDT STATE UNIVERSITY**
**University Senate**

**Resolution to Amend the *Bylaws of the University Senate of Humboldt State University* to Define Temporary Vacancies on the University Senate**

21-15/16-CBC – March 8, 2016 – Second Reading

**RESOLVED:** That the University Senate of Humboldt State University approves the attached amendments to the Senate *Bylaws*; and be it further

**RESOLVED:** That these changes will go into effect only if the revisions proposed in Resolution #19-15/16-CBC-03/08/16 - Resolution to Amend the Constitution of the University Senate of Humboldt State University to Define Interim Membership on the University Senate - are approved by the Senate electorates in accordance with section 9.0 of the Senate *Constitution*.

**RATIONALE:** *These changes define a temporary vacancy in a Senate seat and the procedure to fill the temporary vacancy. This addition is necessary to align the Senate Bylaws with amendments to the Constitution which allow for elected members to serve interim ex-officio roles.*

*Proposed Revisions with Track Changes*

12.4 **Vacancies**

12.41 The Senate seat of an elected member shall become vacant when the member:

   a) resigns from the Senate
   b) becomes an ex officio member of the Senate
   c) fails to meet the eligibility requirements for membership in the Senate
   d) or falls under one of the following absence rules:
       i. is absent without a proxy for three consecutive regular meetings
       ii. is absent but represented by a proxy for five or more regular meetings a semester
       iii. is ~~absent (on leave)~~on leave of absence, regardless of reason, for more than one semester.

   ~~(The absence rules do not apply to leaves of one semester or less.)~~

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections ~~Subcommittee~~Committee, which shall certify the existence of a vacancy and proceed to fill it as prescribed.

12.43 Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall

represent the appropriate academic unit and shall serve the remainder of the vacated term.

12.5 **Temporary Vacancies**

12.51   The Senate seat of an elected member shall become "temporarily vacant" when the member:

a)       takes a leave of absence for one semester or less
b)       serves as an Interim Ex-Officio member of the Senate for one semester or less

12.52   The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.

12.53   Any temporary vacancy which may occur shall be filled by appointment in accordance with Senate *Constitution* Section 4.52.

~~12.5~~12.6      **Elections within the Senate**

~~12.51~~12.61      The annual election of Senate officers... *(remaining text of this section not shown)*

~~12.52~~12.62      Removal  from Elected Positions in the Senate... *(remaining text of this section not shown)*

~~12.6~~12.7      **Censure of Senators...** *(remaining text of this section not shown)*