Humboldt State University
University Senate Meeting Minutes
15/16:01 9/1/2015

Tuesday, September 1, 2015, 3:00-5:00 pm, Goodwin Forum (NHE 102)

Chair Noah Zerbe called the meeting to order at 3:01 pm on Tuesday September 1, 2015
Goodwin Forum, Nelson Hall East, Room 102; a quorum was present.

Members Present
Abell, Alderson, Camann, Cervantes, Dunk, Eschker, Flynn, Gold, Kalikow, Karadjova, Karl,
Lopes, Malloy, McGuire, Meyer, Moyer, Ortega, Pence, Rossbacher, Stubblefield,
Thobaben, Tillinghast, Wilson, Wrenn, Zerbe

Members Absent
Blake, Burkhalter, Creadon

Guests
Ken Ayoob, Jená Burges, Josh Callahan, Traci Ferdolage, Carl Hansen, Alex Hwu, Anna Kircher,
Volga Koval, John Lee, Sheila Rocker-Heppe, Josh Smith, Craig Wruck, Rick Zechman

Announcement of Proxies
Eschker for Creadon

Approval of and Adoption of Agenda
M/S (Flynn/Karadjova) to approve and adopt the agenda
Motion carried unanimously

Approval of Minutes from the May 12, 2015 Meeting
M/S (Gold/Flynn) to approve the Minutes of the May 12, 2015 meeting
Motion carried, 3 abstentions

Reports, Announcements and Communications of the Chair

In addition to the attached written report, Chair Zerbe gave the following notices:
- After receiving revisions to Unmanned Aircraft Systems Policy Guidelines from the
  Chancellor's Office, some minor changes were made to the UAS policy recently
  passed by the Senate. SenEx approved the small changes on behalf of the Senate,
  staying consistent with the system's policies, yet ensuring that the policy effective
  date would not be affected.
- The deadline to apply for Assigned Time for Exceptional Service to Students is
  nearing. Please encourage deserving faculty in your areas to apply.

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

Academic Policies Committee:
A written report is attached.

Appointments and Elections Committee:
A written report is attached.

Constitutions and Bylaws Committee:
Current committee members are working on establishing what will be a regular meeting time. Membership is, at this point, all faculty; the committee Chair would like the committee to receive input from across campus and is therefore encouraging students and staff to fill the open student and staff committee positions.

Faculty Affairs Committee:
A written report is attached.

Integrated Curriculum Committee:
A written report is attached.

University Resources and Planning Committee:
The URPC members met last Friday for a day long retreat. Topics of discussion included committee membership, bylaws, processes, budgeting and strategic budgeting and how strategic budgeting can be tied into the Strategic Plan.

Associated Students:
There are and have been personnel changes happening in AS; even with the changes taking place, AS is focused on getting students appointed to open positions for this academic year. Another focus for AS this semester will be Honor Tax.

California Faculty Association:
A salary agreement between the CFA and the CSU has not been reached; the process is currently at the stage of meditation.

Labor Council:
Labor council representatives are hoping that mediation attempts between the CFA and the CSU are successful and that there will be quick resolve.

Administrative Affairs:
A written report is attached.

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University Advancement:
A written report is attached.

Provost Kalikow:
Our new interim Provost, Theo Kalikow, reports that she has been on campus for a month, she is learning a lot about HSU and she is focused on tasks - strategic program capacity, strategic budgeting, and student success and graduation - assigned to her by President Rossbacher.

President Rossbacher made the following announcements:
- Thanks to Provost Kalikow for being here and for the great perspective that her valuable experience brings to our university.
- The New Provost search brought in over 90 applicants and is on schedule with the committee looking to have a new Provost in place by the beginning of the Spring semester.
- Chancellor White will be on the road with a stop scheduled at all of the 23 CSU campuses. The Chancellor's first stop will be at HSU and is planned for the 22nd of September. Chancellor White's visit will be focused on the innovative teaching taking place on our campus and the difference we are making in the lives of our students.
- The board of trustees will meet next week regarding the 2016/17 budget.
- A big focus for President Rossbacher is and will continue to be the Strategic Plan.

Consent Calendar from the Integrated Curriculum Committee (ICC)
The ICC Consent Calendar from the 8/25/2015 ICC meeting was unanimously approved by the Senate. A copy of the approved calendar is attached.

A Parliamentary Procedure Overview was presented by Professor Jeffrey Abell, Senate Parliamentarian. A copy of the Reference for Senate Procedure is attached.

Resolution on Campus Email Policy (02-15/16-EX – September 1, 2015) First Reading

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

It was noted that the proposed policy is in response to an information security audit.

There was discussion about language in the policy regarding the use of electronic calendaring systems. Explanation regarding the intent behind the inclusion of the language - to improve upon efficiency, increase communication and to ease difficulty in scheduling – did not, for various reasons, alleviate concerns. Concerns were expressed and discussed regarding language pertaining to the use of sending blanket emails with Senators requesting more specific language. It was requested that additional clarification regarding secure storage options, content and records be provided.

The resolution will return to the Senate for a Second Reading.

Resolution on Data Management Policy (03-15/16-EX – September 1, 2015)
First Reading

M/S (Ortega/Flynn) to move the resolution

A new policy is an attempt to clean up old and outdated policy and definitions. The proposed policy will provide consistency of ownership, clarity for redefined definitions and transparency about who is in charge of maintaining, retaining and disposing of data. The proposed policy is consistent with the Chancellor's Office policies.

The resolution will return to the Senate for a Second Reading.

Resolution on Campus Space Policy (04-15/16-EX – September 1, 2015)
First Reading

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

Work began last Fall to write a policy that would be transparent, provide accountability and consistency – a policy that would serve as a guide—for the use and allocation of space on campus. The proposed policy has been vetted and edited based on the feedback provided thus far. Senate provided further feedback and requested additional information regarding an implementation process.

M/S (Thobaben/Cervantes) to bring resolution back as a First Reading
Motion carried unanimously

The resolution will return to the Senate for a First Reading

Resolution on eLearning Policy (01-15/16-EX – September 1, 2015) First Reading
M/S (Gold/Alderson) to move the resolution

The proposed policy is intended to address faculty concerns and provide student support. Discussion ensued regarding policy language in regards to the following:
- Intellectual and Property Rights
- Right of First Refusal
- Entitlement
- Compliancy with the Collective Bargaining Agreement
- Student Services membership representation

M/S (Thobaben/Alderson) due to time constraints and the desire for further discussion, bring the resolution back as a First Reading
Motion carried unanimously

The resolution will return to the Senate for a First Reading

A presentation on Udirect Course Scheduling Software was provided by Dean Kenneth Ayoob on behalf of the Udirect Evaluation Committee. A copy of the presentation is attached.

Meeting adjourned: 4:59pm

HUMBOLDT STATE UNIVERSITY
Senate Chair's Report

September 1, 2015

Welcome back! This year we welcome several new Senators, including Jeffrey Dunk, Edward Vasquez, Kerri Malloy, Mark Wilson, and Elias Pence. Thank you all for agreeing to serve, and thank you to all Senators who continue to work on the Senate. We all face an impossible number of demands for our time, and we all are stretched beyond reasonable limits. Thank you for your service, particularly in light of these competing demands.

The University Senate really is an interesting creature. Of the 23 campuses in the CSU, the vast majority have Senates comprised only of faculty. Some have student senators. Only a handful bring together faculty, staff, students, and administrators from across campus to work together to address common issues. I think this is a strength of our model of shared governance. We are stronger because of the diversity of perspectives, backgrounds, and knowledge we bring to the table. We are stronger because we sit around the same table and discuss challenges we face together. We are stronger and more effective because we can articulate a common vision that transcends divisional and departmental silos.

We also have a special responsibility as Senators to represent the University communities, to work together as a deliberative, shared governance body and ensure that Humboldt State University lives up to its mission, vision, and values. I look forward to working with all of you this year to achieve these goals.

Over the summer the Senate Executive Committee approved revisions to the Unmanned Aerial Vehicle policy passed by the Senate last year. The revisions are noted as tracked changes in the revised policy in your agenda packet this week.

As a Senate, we have a busy year ahead of us. Implementation of the strategic plan will no doubt be the highest priority. Efforts have already begun to help the Implementation Committee begin its work. The University Resources and Planning Committee is reviewing ways to make the budget process more transparent, efficient, and effective. Both Faculty Affairs and Academic Policies have full agendas. And the campus must begin work on the WASC reaccreditation self-study. Working together, I have no doubt we will make great progress on these and other issues this year.

HUMBOLDT STATE UNIVERSITY
University Senate Written Reports
Standing Committees, Statewide Senators and Ex-officio Members
September 1, 2015

Integrated Curriculum Committee

The ICC met on Tuesday, August 25 to:

- Approve Curriculum Proposals
- Offer feedback on the Draft Report of the CSU Task Force on Ethnic Studies

Beyond this, the ICC is working on:

- Curriculum Proposals.
- Revisions to the PREP process and reports. The goal is to make the reports more meaningful – and to have them lead to action.

Appointments and Elections Committee

APC sent out a call for nominations in June to the CAHSS faculty. 1 member is needed for a University Faculty Personnel Committee (UFPC) (2-year term). This position was previously filled last spring, but subsequently dropped over the summer. The UFPC meets MWF, from 3:00-5:00pm. Currently the assigned time is 6 WTUs per year. Faculty participating in the Faculty Early Retirement Program are eligible to run for the UFPC only after receiving approval from the Provost prior to being nominated. Once a nomination is received, this will be a special election to fill as soon as possible.

Faculty Affairs Committee

The Faculty Affairs Committee had its first meeting Monday, August 24th at 4:00 in NHE 119. We discussed and planned our work for the year, which at this point includes the following items (in no particular order):
- We will be looking at the make-up and functioning of the Honorary Degree Nominating Committee (as well as other Faculty Handbook issues – it needs a general clean up).
- Student Evaluations – We need to address the ongoing issue with aggressive student comments.

- Student Evaluations, other – Ongoing issues re: low response rates, the timing of the evaluation process, reporting of data from evaluations.
- The RTP committee has asked us to look at a variety of issues – Consider developing a process evaluation of advising, working on a definition of "excellence" in teaching?
- eWPAF – Where are we with a new system?
- Assigned time for Chairs – This isn't consistent across campus…
- Very old business – Review of rank standards in Appendix J?

Academic Policies Committee

The APC will be meeting on Tuesdays at 1 pm in BSB 405 this semester. At the first meeting we will discuss and prioritize tasks for the semester. Items needing attention at this time are listed below. Senators are invited to notify the Chair of other issues falling into the realm of Academic Policies.

1. Look into ways to help transfer students succeed with constraints of: high numbers of transfer units, state and federal financial aid limits, high unit majors, etc.
2. Look at the WASC Core Competencies. Policy for Assessment? Part of PREP evaluation?
3. Policies for impaction.
4. Policies regarding U-Direct implementation.
5. Policy for courses taught by undergrads.
6. Syllabus policy - accessibility, privacy, intell. Property.
7. Lower TOEFL minimum admit score to CSU average - 500
8. Relevant items from HSU Strategic Plan.
9. Comment on CSU Ethnic Studies Task Force Report.
10. Consider changes to faculty initiated drop policy.
11. Academic honesty policy, revise for online activities.
12. Attendance & Disruptive Behavior Policy is out of date.
13. Review of existing academic policies for relevance and enforcement/enforceability.

Report from the Division of Administrative Affairs

Vice-President's Office/Division-Wide

- 2014-2015 Accomplishments
  - Participated in the Strategic Planning Process.

- o Accepted responsibility for oversight of Public Records Request (PRR) process and developed procedures (in collaboration with the CSU Office of General Counsel, MarCom, President's Office, and other stakeholders) and tools to support such including an on-line payment option for requesters.

- o Ensured all departments in the division participated in the Green Workplace Office Assessment Program; we will use the results to improve our sustainability efforts in each office.

- o Facilitated collaboration, social justice, and time management training sessions for our division and offered to other divisions.

- o Removed desk top printers in most locations and moved to business hubs with copy, print, scan, and fax capabilities; this is more efficient and provides a greener solution. The business hubs are set with defaults to double sided/black & white output.

- 2015-2016 Focus

  - o Forward the mission and goals of the University and CSU:

    - Refine the planning, goals, and accountability process (PREP) with focus on developing an annual assessment plan using key performance indicators (KPIs).

    - Participate in strategic plan implementation.

    - Provide leadership to the institution by properly stewarding resources and aligning them with priorities.

  - o Improve teamwork within the unit and across the University:

    - Enhance professional development and expand VP leadership team's leadership skills.

    - Develop and improve policies and procedures.

    - Provide excellent customer service, including updating our websites' design and content to better serve our campus community.

    - Increase transparency, collaboration, and accountability across the HSU community by embracing collaborative problem solving and inclusive communication that begins to break down silos and creates a climate of trust, respect, teamwork, and integrity.

    - Be a champion for social justice by looking for ways to continue the conversation around unconscious bias and diversity that will create a culture

on campus that is inclusive, welcoming, and celebrates multiple perspectives.

Business Services Unit

- 2014-2015 Accomplishments

    o Revised and updated a variety of policies, processes and procedures including signature authority.

    o Standardized electronic filing process for payroll, accounts payable, procurement, and contracts documents.

    o Improved gift processing for our donor base and developed streamlined processes in collaboration with the Advancement auxiliary.

    o Performed an accounts payable customer satisfaction survey.

    o Physically reorganized offices (with no drop in customer service level) to relocate all staff on the same floor and create an Information & Drop Off office to better serve campus customers, streamline processing, and improve staff efficiency.

    o Procured Asset Management and Hazardous Waste Management software solutions for implementation in 2015/16.

    o Participated in the central events scheduling and management work team.

    o Coordinated campus training for fundraising and donation activities.

    o Provided oversight to several campus audits including Clery reporting, Auxiliaries annual audits, and Athletics review.

    o Successfully and timely closed the fiscal year.

- 2015-2016 Focus

    o Use and refine PREP process by loading and tracking four goals and four accomplishments in spreadsheets

    o Standardize, develop, document, or update five business processes.

    o Provide excellent customer service by working collaboratively with others to develop at least two business processes.

    o Provide all staff with professional development and training opportunities.

    o Rollout the Asset Management and Hazardous Waste Management software solutions and associated policies and procedures.

- Participate in the central events scheduling and management implementation.

Facilities Management Unit

- 2014-2015 Accomplishments
  - Streamlined processes to capture efficiency and increase consistency, transparency, and accountability.
    - Developed definitions associated with maintenance, cost recovery, and project-related work orders.
    - Conducted review of operational workflow processes and identified improvement areas.
    - Developed project phase definitions and updated University Capital Project Management Plan
    - Reviewed and updated the periodic maintenance plan for all buildings.
  - Improved the customer interface to ensure services were transparent and supportive of the campus.
    - Developed and assigned maintenance level definitions to buildings.
    - Developed maintenance level definitions for landscape and custodial services.
    - Developed work order response level definitions.
    - Improved service level clarity and support for special events.
    - Improved service level clarity and support for vehicle reservation.
    - Developed a space management policy and shared with the campus.
    - Performed a Facilities Management customer satisfaction survey.
  - "Sharpened the Saw" to increase deep knowledge within the organization and modernize systems for efficient delivery of services to the campus.
    - Procured new maintenance management system; implementation is underway and ongoing.
    - Updated position descriptions to include sustainability component.
    - Achieved Green Workplace certification.
    - Developed additional protocols to guide access to FacilitiesLink (our facilities information system for the campus).

- - Implemented professional development and safety training program, including SkillPort.

  - Updated Injury and Illness Prevention Plan.

  - Established Facilities Management Safety Committee.

  - Developed protocols to guide operations associated with hazardous materials abatement activities.

  - Maintained the physical endowment to ensure the University was capable of delivering its core programs and services today and in the future.

    - Implemented over thirty individual campus improvement projects.

    - Implemented over ten deferred maintenance projects via Facilities Management operational budget.

    - Submitted 5-Year Capital Outlay Plan to the Chancellor's Office.

    - Awarded over $15M in capital outlay project funding.

- 2015-2016 Focus

  - Streamline processes to capture efficiency and increase consistency, transparency, and accountability.

  - Improve our customer interface to ensure services are transparent and supportive of the campus.

  - "Sharpen the Saw" to increase deep knowledge within the organization and modernize systems for efficient delivery of services.

  - Maintain the physical endowment to ensure the University is capable of delivering its core programs and services today and in the future.

University Budget Office

- 2014-2015 Accomplishments

  - Worked with URPC (University Resources and Planning Committee) on the budget planning process.

  - Began implementation of the budgeting tool (Questica).

  - Prepared and published the annual Budget Book.

  - Worked with President Rossbacher to request auxiliaries and self-support units prepare five-year financial plans.

- 2015-2016 Focus

    o Continue to improve university reports to include quarterly budget reviews and standardized data analysis.

    o Continue to implement the budgeting tool (Questica) for the campus and auxiliaries to include position management, multi-year planning, forecasting, built-in workflow, and process automation.

    o Prepare and publish the annual Budget Book.

    o Work with URPC to improve the budget planning process.

    o Work with auxiliaries and self-support units to prepare and present 5-year financial plans.

University Police Department

- 2014-2015 Accomplishments

    o Performed a police services customer satisfaction survey.

    o Hired a new chief.

    o Played a key role in managing campus protests and student activism.

    o Trained the campus (employees and students) on topics of personal safety and crime prevention.

    o Received quarterly training on updates to civil liability and criminal law.

    o Completed the Lexipol (state-specific policy management system) policy manual draft for review by SUPA (Statewide University Police Association).

    o Compiled UPD data and pattern analysis report drafts for use in policing strategies, deployment, and problem solving.

    o Developed a draft customer service feedback form.

    o Expanded the UPD training plan with allied agencies.

    o Successfully completed a Clery Report review with the CSU's Office of General Counsel and the internal auditor's office.

    o Increased UPD's emergency and disaster response data storage capabilities through a cloud storage site.

- 2015-2016 Focus

- o Prevent crime, reduce the fear of crime, and improve the quality of life for the HSU community.

- o Develop stronger bonds and improved collaboration between the HSU community and the Police Department.

- o Augment education and crime prevention training across the campus.

- o Advance best practices for a safe and viable community.

Report from University Advancement

Division Highlights for 2014-15

- Supported campus efforts receiving more than 22,000 charitable contributions totaling over $6.9 million in voluntary support, surpassing the goal of $5.9 million

- Launched "Forever Humboldt" replacing the old Humboldt State Alumni Association with a new program welcoming alumni, students, parents, donors, faculty, and staff

- KHSU-BBC went on the air, providing a second public radio service for Humboldt County from HSU

- Advancement Foundation completed first phase implementation of the Socially and Environmentally Responsible Offset Program (Humboldt Investment Pledge)

- Continued long-term redesign of the Division guided by the vision of the New Model for University Advancement

Advancement Foundation

Founded in 1928 as the "Humboldt State College Campus Improvement Association," the Advancement Foundation is responsible for receiving all charitable contributions in support of the University or any of its programs. The Foundation stewards and deploys more than $33 million in assets on behalf of the University.

- Received national recognition for the Humboldt Investment Pledge, its unique approach to fossil fuel divestment

- Finance Committee continued to improve the Foundation budget process

- Implemented Contribution Administration Fee to ensure that expenses are appropriately borne by the funds raised

- Governance Committee continued effort to bolster the strength and diversity of the Board of Directors

- Continued to reinforce and improve quality and availability of information for the Board of Directors

KHSU

KHSU is the University's community-supported, non-commercial public radio station. It is licensed to, supported by, and located on the campus of the University. Since 1960 KHSU has been the University's public radio service broadcasting a diverse mix of programs to a population of about 135,000 people throughout Northwest California and Southwest Oregon.

- Radio station KSHM went on the air as "KHSU-BBC" providing a second public radio service for Humboldt County from HSU
- More than 700 KHSU listeners have committed to monthly sustaining memberships providing a more stable level of financial support
- Expanded local content has been included in the "Morning Edition" program
- The "KHSU Experience" internship with the Department of Journalism has been restructured and professionalized providing a better experience and training for students
- In cooperation with Marcom, a multi-media specialist was hired to improve and increase digital media content and presence
- Continuing to emerge from the recession, underwriting and corporate support from local businesses has increased 10% a year for the past two years

Marketing and Communications

"Marcom" tells the stories of the University's aspirations and successes and through them the larger story of the University in order to create stronger connections with prospective students, students, faculty and staff, alumni, benefactors, and the community. Marcom services include communications strategy, design, writing, editing, photography, and production services.

- Provided communications support introducing the new President to the campus and community
- Launched a new Humboldt State Association known as Forever Humboldt replacing the Alumni Association with a program more fitting to Humboldt State: no dues; all members of the HSU community are members – students, alumni, parents, donors, faculty, staff; all are invited to participate through giving, volunteering, and advocating on behalf of HSU
- Launched a new University homepage and secondary pages, with a clear focus on providing a "window shopping" experience for prospective students
- Began utilizing a national newswire to target and distribute select news releases to

earn more coverage in statewide and national media (This effort helped achieve significant coverage of Justus Ortega's research on the [health benefits of jogging](#) and Han-Sup Han's [biomass project](#).)

Office of Philanthropy

Recognizing its broader role in engaging and supporting campus stakeholders in developing donor partnerships and growing philanthropic support, the former Development Office was renamed the Office of Philanthropy last year. In addition to solicitation programs, the Office of Philanthropy is responsible for shepherding progress with prospective donors and managing accountability and relationships with all of the University's donors.

- In collaboration with Financial Services, completed implementation of Donor Experience initiative, moving front-end gift processing to the Office of Philanthropy, allowing for more timely donor-centric handling of charitable contributions, and creating more charitable giving revenue channels, including a significantly expanded online giving capability

- In collaboration with Financial Services, developed a Philanthropy Toolkit for the campus including a "[How to Raise Money](#)" guide rolling out to the campus this fall

- Working with campus leadership, donors, and the Advancement Foundation, developed a set of philanthropic priorities to guide fund-raising (Experiential Learning, Social & Environmental Responsibility, and Campus Community)

- Began to shift fundraising paradigm toward Office of Philanthropy engaging and supporting campus stakeholders in developing donor partnerships to better position the campus for philanthropic growth

- In collaboration with Financial Aid Office and campus stakeholders, assessed range of donor-funded student support (scholarships, awards & related options) and implemented first phase of donor-centric scholarship management and stewardship system

- Launched "[Humboldt Loyalty Partners](#)," a new sustaining giving program, with a soft launch that attracted 140 new monthly partners and a goal of 400 new partners this year

- Completed second year of the "[Donor Voice](#)" program adding refinements to provide more options for attracting donor interest in Loyalty Fund grants for campus projects

- Refocused the major gift program from need-based solicitations to donor-centric philanthropy in order to better position the campus to attract major gift in the future

- Converted development officer positions into Philanthropy Advisors who work with donors and advise the campus community in working with donors and serve as

liaisons between donors and campus stakeholders

- Participated in community-focused Leave A Legacy program to promote bequests and gift planning, including a series of regional ads and collaborative planning of a Women, Wealth & Wisdom day-long seminar in FY16, with our Executive Director of Philanthropy as opening speaker and session presenter

- Key results:
  - More than $6.9 million in voluntary support exceeding $5.9 million goal
  - An unprecedented $60,000 online giving during year-end season
  - 22,201 gifts processed, 12,357 credit card gifts, 10,397 receipts issued

Looking forward to 2015-16

University Advancement looks forward to several new initiatives for the coming year.

- Developing multi-year work plans in support of the University strategic plan

- New online ordering and project tracking system will allow campus users to place and track orders for Marcom services

- Updating and formalizing the University's brand standards, graphics, and messages including guidelines for campus units

- Implementing new tools and processes to make Drupal the single content management system for maintaining campus websites including general use themes to make it easier for campus units to create and maintain sites that fit with the homepage

- Building out and enhancing social media channels including additional social media campaigns and using social media more frequently in broader communications campaigns

- Continue to deepen understanding of our students and prospective students beyond general demographics and work with Enrollment Management to build out student communications plan

- Enhance parent communications by adding information about the deadlines and to-do items that their students are receiving

- Launch "HSU Cares," a new faculty and staff giving campaign focused on employee's meaningful giving to HSU and beyond

- Guided by the Strategic Plan, host focus groups to understand campus needs in order to participate in philanthropy and formulate recommendations for addressing gaps to position campus for increased philanthropic productivity

- Offer informational sessions on key philanthropy-related topics to help campus stakeholders better understand and become involved in philanthropy

ICC Consent Calendar from Tuesday August 25, 2015

14-229

CHEM 198: Supplemental Instruction - Change from one unit C-7 to 1 unit C-78 to correctly assign the right number of CHEM 198 WTUs (which are actually 0, since the course is taught by upper division students and coordinated by the Learning Center).

14-230

PHYX 198: Supplemental Instruction - Change from one unit C-7 to 1 unit C-78 to correctly assign the right number of PHYX 198 WTUs (which are actually 0, since the course is taught by upper division students and coordinated by the Learning Center).

14-231

CHEM 323: Nuclear Magnetic Resonance Spectroscopy Techniques - Change from 1 unit of S-36 to 1 unit of C-78 to make the WTUs align appropriately with the instructor's workload.

14-242

SOC 665: Community, Ecology & Social Action. This new course proposal will give a permanent course number for a course that was previously taught as a SOC 680 special topics course. The course title will change from SOC 680 Public Sociology, Ecology & Action to SOC 665 Community, Ecology & Social Action. This course will be a required course (in the Common Coursework section) for the Sociology MA. It is anticipated that students in the Social Science (Environment & Community) MA program will also take the course (although it is not required). The syllabus complies with the University standards.

14-303

ANTH 374: Cultural Resources Management - Change Course number from 374 to 354 so all the archeology electives will be numbered 35X.

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

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14-320

BIOL 410: Cell Biology: change pre-reqs - drop CHEM 109 because it's already a pre-req for one of the other pre-reqs, add BIOL 440: Genetics Lab as a recommended, but not required, course because students do better in BIOL 410 after having taken the Genetics Lab.

14-324

Math 105: Calculus for the Biological Sciences and Natural Resources - change pre-reqs from Math 114 or 115 to (113 and 114) or 115. Math 113/114 is a two-semester version of 115, with 113 as a pre-req for 114. However, the Math department is discovering that transfers have often taken Trigonometry (114) at other schools without having taken Pre-calculus (113), and thus are not adequately prepared for 105.

14-325

ANTH 394: Archaeology of North America - change title to Regional Survey of North America Archaeology, and revise course description. The department has found that attempting to cover all of North American archaeology in one semester was unsuccessful. The revised version will be a variable topics course focusing on a different region with each offering.

14-327

ANTH 374: Cultural Resources Management - change course number to 354 in order to have all the archaeology electives numbered 35#.

14-328

REC 342: Expedition Planning and Leadership - change course number from 342 to 430 because this is a capstone course, and thus should have a 400-level number.

14-344

Multicultural Queer Studies Minor - add CRGS 235: Act to End Sexualized Violence to this list of Elective Courses.

14-345

Women's Studies Minor - add CRGS 235: Act to End Sexualized Violence to this list of Elective Courses.

14-351

English MA in Peace Corps Service with TESL Emphasis - In program title, change from TESL (Teaching English as a Second Language) to TEFL (Teaching English as a Foreign Language) because students in this program do their work in a foreign country.

14-354

KINS 474: Psychology of Sport and Exercise - add registration restriction to prevent freshman and sophomores from taking the course because the course is intended for students will upper-division skills.

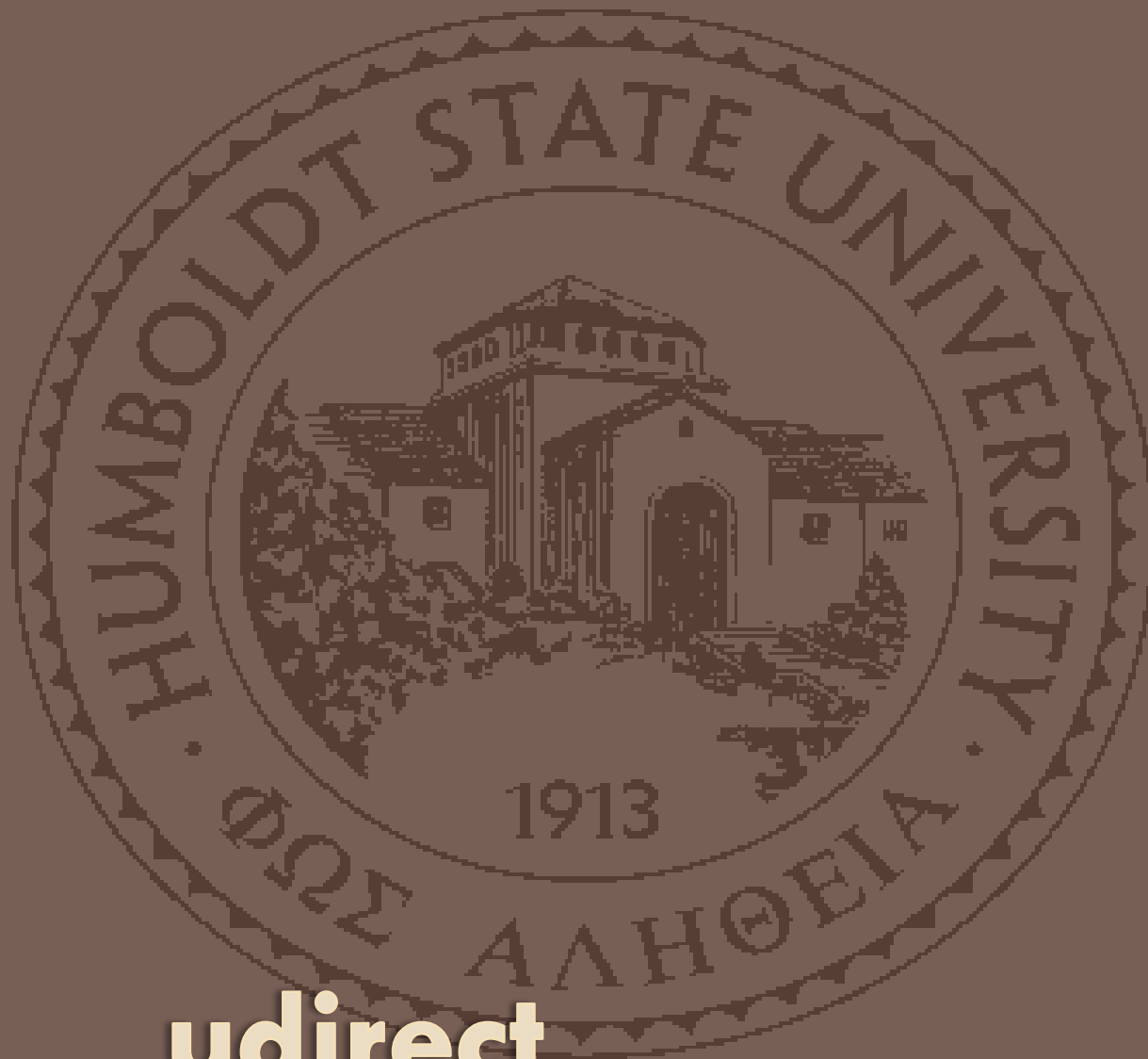|	Resolutions (First Readings)	Resolutions (Second Readings)	General Consent Calendar	ICC Consent Calendar	Sense of the Senate	Discussion Items
Handling of University Senate Business Items						
Who can request item be added to Senate agenda?	Any member of University community	N/A	Any member of University community	The ICC with general consent of its members	Any member of University community	Any member of University community
How is request made?	Request to Chair by noon of Tues prior to meeting for which it will appear on agenda	N/A	Request to Chair by noon of Tues prior to meeting for which it will appear on agenda	Chair of ICC presents request to SenEx	Request to Chair by noon of Tues prior to meeting for which it will appear on agenda	Request to Chair by noon of Tues prior to meeting for which it will appear on agenda
How is request handled?	SenEx decides on addition of item to agenda or refers to specific committee	N/A	Chair decides on addition of item to consent calendar	SenEx approves request to place on ICC consent calendar or places item on agenda as new business	SenEx decides on addition of item to agenda or refers to specific committee	SenEx decides on addition of item to agenda or refers to specific committee
How is item introduced on Senate floor?	Motion with second is required	Already considered on the floor with no motion or second required	Chair puts question of general consent to the floor	Chair puts question of general consent to the floor	Motion with second is required	No motion or second required
How is debate of item handled?	Considered informally to provide feedback and advice; no formal amendments can be adopted	According to standard parliamentary rules for debate with debate limited to 3 for / 3 against	Only points of inquiry or clarification can be addressed	Only points of inquiry or clarification can be addressed	According to standard parliamentary rules for debate	Item is considered informally
How is item disposed of?	Returns as 2nd Rdg. at next meeting; 2/3 vote allows item to be treated as 2nd rdg. at same meeting	According to standard parliamentary rules for disposition of main motions	General consent; if one member objects item is placed at end of agenda as motion to approve	General consent; if one member objects item is placed at end of agenda as motion to approve	According to standard parliamentary rules for disposition of main motions	No formal action is taken on item

Note: Senators can also move business items during Senate meetings with a motion and second. The debate and disposition of these motions are generally subject to standard parliamentary rules. Bylaws require that proposals of a substantive nature be circulated in writing at least three days prior to the meeting in which action is taken on the proposal. This rule can be suspended by 2/3 vote except for resolutions prosposing changes to the Constitution, Bylaws, censure of Senators or removal from elected office. Such resolutions must be presented at a previous regular meeting.

		Subsidiary Motions						Priveleged Motions		
	10	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
Name	**Main Motion**	**Amend**	**Refer to Committee**	**Postpone to Certain Time**	**Limit or Extend Debate**	**Close Debate**	**Table**	**Question of Privelege**	**Recess**	**Adjourn**
Purpose	Transact business of the assembly	Modify main or amended motion	Transfer main motion to committee	Postpone main motion to another time	Control time of discussion on pending motion	Close debate on pending motion and vote	Dispose of main motion without vote	Request act-ion relating to rights of members	Interrupt meeting and resume at later time	Adjourn until next regular meeting
Can Interrupt Speaker?	No	No	No	No	No	No	No	If immediate action required	No	No
Requires a Second?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Only if offered as a main motion	Yes	Yes
Is Debatable?	Yes	Yes	Restricted to advisability, committee provisions	Restricted to reasons, timing	Restricted to type & time limitations	No	No	No	Restricted to duration, time, need	Restricted to time, need
Can be amended?	Yes	Yes	Restricted to advisability, committee provisions	Restricted to timing or special order	Restricted to time, # of speakers	No	No	No	Restricted to duration or time	Restricted to time, continued
Vote Required to Pass	Depends on motion	Majority	Majority	Majority (two-thirds if special order)	Two-thirds	Two-thirds	Two-thirds	Decision of Chair	Majority	Majority
Can be withdrawn?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Can have debate limited?	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes
Can have debate closed?	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
Can be reconsidered?	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes

Name	Appeal	Suspend Rules	Consider Informally	Point of Order	Inquiry	Withdraw	Division of Question	Division of Assembly	Roll Call Vote*
	Incidental Motions - They have no specific ranking and must be disposed of as soon as they arise								
Purpose	To appeal decision of Chair	To take action prevented by procedural rules	To discuss with rules of debate relaxed	Calls attention to violation of rules	To request information of clarification	Proposer of motion requests withdrawal	Divide motion into parts for separate consideration	To verify an indecisive voice or show-of-hands vote	Record vote of each member in minutes
Can Interrupt Speaker?	Only if next business item has not been moved	No	No	Yes	Only if inquiry requires immediate answer	Yes	No	Yes	Yes
Requires a Second?	Yes	Yes	Yes	No	No	No	Yes	No	No
Is Debatable?	Yes	No	No	Only if referred to assembly by the Chair	No	No	No	No	No
Can be amended?	No	No	No	No	No	No	No	No	No
Vote Required to Pass	Majority or tie to sustain Chair decision	Two-thirds	Majority	Chair decision or Majority if referred to assembly	Chair decision	Majority	Majority	Chair decision or majority if request denied	Five members of assembly must be in support
Can be withdrawn?	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Can have debate limited?	Yes	No	No	No	No	No	No	No	No
Can have debate closed?	Yes	No	No	No	No	No	No	No	No
Can be renewed?	No	Yes	Yes	No	No	Yes	Yes	No	No

* Roll call votes are now standard procedure when voting on resolutions, sense of the Senate items and other action items that do not simply require general consent. The Roll Call Vote can be requested for voting on subsidiary motions and any incidental motions which require a vote.

Name	Specific Main Motions - Beyond their specific purpose these are treated like main motions					
	Adopt In-Lieu-Of	Amend Previous Action	Ratify	Recall From Committee	Reconsider	Rescind
Purpose	Adopt motion to replace one or more other main motions	Modify motion adopted at a previous meeting	Confirm action taken without quorum, proper authority, etc…	Tranfer motion or subject from committee to assembly	Set aside vote on motion and reconsider at same meeting	Repeal motion adopted at a prevous meeting
Can Interrupt Speaker?	No	No	No	No	Can interrupt proceedings, not speaker	No
Requires a Second?	Yes	Yes	Yes	Yes	Yes	Yes
Is Debatable?	Yes	Yes	Yes	Restricted to reasons	Restricted to reasons	Yes
Can be amended?	Yes	Yes	Yes	No	No	No
Vote Required to Pass	Depends on motion	Same vote as original motion	Depends on action being ratified	Majority	Majority	Same vote as original motion
Can be withdrawn?	Yes	Yes	Yes	Yes	Yes	No
Can have debate limited?	Yes	Yes	Yes	Yes	Yes	Yes
Can have debate closed?	Yes	Yes	Yes	Yes	Yes	Yes
Can be reconsidered?	Yes	Yes	Yes	No	No	Yes

udirect

What is udirect?

- u.direct provides degree roadmaps that define a clear and timely path to graduation for every program of study. In consultation with advisors, students can use these roadmaps to build their own academic plans, helping them to stay on track to meet their educational goals. These roadmaps link curricula, course offerings, program requirements, pre-requisites, and course sequencing into a term-by-term plan. This approach ensures that students know to take the right course, in the right sequence, at the right time, for the right purpose—which saves them time and money. The creation of the term-by-term plans will also provide departments with the aggregate data needed for course demand and scheduling.

Students Build Academic Plans

Access Detailed Course Information

Course Catalog Details ☒

WCP 131 (2 to 6 Hours)

Social Systems I

MPF 131 Social Systems I (3) Introduces key social science perspectives, identifies ways they are distinguished from those of humanities or natural science, and includes perspectives outside the mainstreams of American culture. Seminar format with written and oral expression through papers and discussion. Topics vary from year to year. Recent topics include Self and Identity in Contemporary American Society and Urban Cultures. (Consult the School of Interdisciplinary Studies for WCP courses that meet the H perspective each semester.) IIC.

Pre-Reqs	You can use this column to load additional course information you want to display, outside of course department, number, hours, title, and description shown above.
MnTC Goal Areas	Additonal course information - if you do not have any, just leave label definition blank in udirect.properties.
General Ed Categories	
Registration Restrictions	

Course Availability											
Spring 2015	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018
✓	✓	✓	✓	?	?	?	?	?	?	?	?

Warnings for Pre-reqs / Availability

Create a Schedule for Registration

Advisors Approve & Comment

Plans Update as Students Progress

Roadmap Data Shows Course Demand

Course Demand Listing

Select a View: Course Listing by Department ▾

Course Department Business - Accounting ▾

Winter Quarter 2015

Subject Code	Catalog Nbr △▽	Course Title	Component	Requirement Designation	Crosslisted As	Sections Offered	Seat Demand	Enrollment Capacity	Unmet Seat Demand	% Unmet Seat Demand
BUS	207	Legal Responsibilities of Business	LEC	-	-	4	349	369	0	0%
BUS	212	Financial Accounting for Nonbusiness Majors	LEC	-	-	2	103	136	0	0%
BUS	214	Financial Accounting	LEC	-	-	9	416	418	0	0%
BUS	215	Managerial Accounting	LEC	-	-	5	205	234	0	0%
BUS	308	Business Law II	LEC	-	-	0	2	0	2	100%
BUS	311	Managing Technology in the International Legal Environment	LEC	GED5	-	0	8	0	8	100%
BUS	319	Accounting Information Systems	LEC	-	-	1	33	44	0	0%
BUS	320	Federal Income Taxation for Individuals	LEC	-	-	2	48	96	0	0%
BUS	321	Intermediate Accounting I	LEC	-	-	2	71	88	0	0%
BUS	322	Intermediate Accounting II	LEC	-	-	2	62	92	0	0%
BUS	404	Governmental and Social Influences on Business	LEC	-	-	4	141	184	0	0%
BUS	409	Law of Real Property	LEC	-	-	1	12	42	0	0%
BUS	410	The Legal Environment of International Business	LEC	-	-	2	56	92	0	0%
BUS	412	Advanced Managerial Accounting	LEC	-	-	0	1	0	1	100%
BUS	416	Volunteer Income Tax Assistance - Senior Project	LEC	-	-	1	97	84	13	13%
BUS	417	Taxation of Corporations and Partnerships	LEC	-	-	0	8	0	8	100%
BUS	422	Accounting for Government and Not-For-Profit Entities	LEC	-	-	1	30	45	0	0%
BUS	424	Accounting Ethics	LEC	-	-	1	40	48	0	0%
BUS	425	Auditing	LEC	-	-	1	33	46	0	0%
BUS	427	International Accounting	LEC	-	-	0	2	0	2	100%
BUS	463	Senior Project: Applied Accounting, Auditing and Tax Research	IND	-	-	1	18	15	3	17%

We have…

- Assembled Cross Campus Evaluation Committee

- Reviewed u.direct demonstrations & available documentation

- Discussions and collaboration with other CSU's
  - CSU Northridge
  - Cal Poly San Luis Obispo

Evaluation Committee

- Kenneth Ayoob – Dean College of Arts Humanities and Social Sciences & Chair of Evaluation Committee
- Lisa Castellino – Director of Institutional Research
- Steven Hackett – Chair Economics Dept.
- Vikash Lakhani – Associate Vice President of Enrollment Management
- Cindy Moyer – Chair of Music dept. & Chair of Integrated Curriculum Committee
- Dale Oliver – Professor Mathematics Dept.
- Clint Rebik – University Registrar
- Andrew Stubblefield – Associate Professor, Hydrology and Watershed Mgmt & Chair of Academic Policies Committee – University Senate
- Kathy Thornhill – Director of Academic & Career Advising

Frequently Asked Questions…

Question	Answer
How will the course demand data be analyzed? By who?	TBD - likely a collaboration between ITS, IRP and functional groups
How will the demand data be used in planning which courses to offer when?	TBD - serve as a critical input to scheduling courses by term but does not guarantee course availability
Does planning a course in u.direct guarantee that the student will be able to get that course?	No.
Will advisors have to have both DARS (u.achieve) and u.direct open?	Both DARS (u.achieve) and u.direct exist in the same application. Advisors will not need to have two applications open at the same time.
Can advisors and others be notified if students are off track?	Yes.
Can a student modify their map after meeting with their advisor?	The software is neutral on this point. It can be implemented as mandatory, or optional or as a hybrid.
Are students required to completed a roadmap?	The software is neutral on this point. It can be implemented as mandatory, or optional or as a hybrid.

Frequently Asked Questions…

Question	Answer
Can the schedule builder in u.direct be used to replace the college scheduler product we have today?	Probably. We will do a side by side comparison before making a final recommendation.
Can students build a schedule with u.direct that integrates into PeopleSoft?	u.direct creates a schedule that the students can use to enroll in classes. It does not "automatically" enroll students.
Can alerts with u.direct be used with alerts from other advising systems like MAPworks?	Yes.
Will advisors be able to approve exceptions within the students map? How are exceptions entered into a student map/DARS?	The software allows for various options for entering exceptions based upon authorization level. It can be advisor, department chair or other.
How will students ask for approval of new maps? Can u.direct allow students to have advisors approve map changes?	The software allows changes to be emailed to student's advisors or whomever it is decided should authorize changes and be approved with changes automatically entered into the map
Will Department chairs still need to approve changes to maps? Who will have final approval of map changes and exceptions?	The software is neutral on this point and the authorization can be at any level agreed upon by policy.

Frequently Asked Questions…

Question	Answer
Need to be mindful that some students sign up for a class while taking the pre-req course. If they subsequently fail that pre-req course, is there a way for U-Direct to flag these students, or do we still need to do this manually after grades come out?	u.direct has some pre-req functionality, but it is limited. Warning message in the software can be used to guide students in planning.
Who can approve which plans? Academic advisors? Student advisors?	The software is neutral on this point and the authorization can be at any level agreed upon by policy.
What type of training is available for students? Academic advisors?	Training would be provided by on campus groups and by CollegeSource as appropriate
What type of support is available for students? Academic Advisors? (who provides that support?)	Support will be provided by on-campus resources and CollegeSource as appropriate
How will approvals of maps actually occur?	The software is neutral on this point and the authorization can be at any level agreed upon by policy.

Frequently Asked Questions…

Question	Answer
When a student moves a course from their roadmap to their course plan, will the course be colored "red" if the course is offered and fits the student's schedule, but is full? How do we accommodate wait-listing? Waitlists provide important information regarding whether another section should be offered.	No.
What will the maps look like and how interactive will they be?	Map information is drawn from the information already in DARS. The actual look and content of the maps is flexible and will be determined by the campus
Can roadmaps be built using requirements instead of courses?	No. u.direct requires that students build their plan from courses to allow for the collection of aggregate course data.
How much does u.direct cost	There is a Chancellor's office grant for implementation and initial licensing (~$56k). After that, HSU will pay for annual software maintenance ($6k per year). Future license costs may be HSU responsibility depending on scope of contract and future services (~ $30k). If u.direct replaces college scheduler tool, will net $10k in maintenance savings per year.