

Chair Noah Zerbe called the meeting to order at 3:00 pm on Tuesday, September 3, 2013, in Nelson Hall East, Room 102 (Goodwin Forum). A quorum was present.

Members present: Abell, Alderson, Blake, Bloom, Bruce, Creadon, Dye, Fulgham, Geck, Gold, Karl, Mola, Moyer, Pierce, Richmond, Shaeffer, Shellhase, Snyder, Stubblefield, Tillinghast, Virnoche, Wrenn, Young, Zerbe.

Members absent: Eschker, Lopes.

Guests: Ayoob, Burges, Grenot, Cheyne, Glenn, Lee.

1. Announcement of Proxies

Proxies: Gold for Ortega, Fulgham for Thobaben.

2. Approval of and Adoption of Agenda

M/S/P (Fulgham/Virnoche) to approve and adopt the agenda as written.

3. Approval of Minutes from the Meeting of [September 3, 2013](#)

M/S/U (Dye/Alderson) to approve the minutes from the meeting of September 3, 2013 as written.

4. Reports, Announcements, and Communications of the Chair

Chair Zerbe's written report was included in the packet.

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

Appointments and Elections Committee (AEC) (Alderson): The Committee met and made appointments to fill current committee vacancies. The General Faculty Election is scheduled for September 23-27. A Sample Ballot will not be distributed in advance. The Committee is reviewing election rules and procedures, as well as working toward using a new voting system.

Constitution and Bylaws Committee (CBC) (Bruce): The Committee met for the first time last Friday and has begun work on several items, which the Senate will be hearing more about soon. The regular meeting time for the Committee will be on Wednesdays at 3 pm.

Faculty Affairs Committee (FAC) (Virnoche): A written report is included in the packet. This week the Committee will be discussing electronic WPAFs and talking about online student evaluations.

Integrated Curriculum Committee (ICC) (Moyer): The ICC met earlier today and discussed the proposal for the GEAR Director position with members of the GEAR Committee. The ICC approved a letter of intent from Critical Race, Gender, and Sexuality Studies (CRGS) for a stand-alone major. CRGS was approved as an option initially. The program has shown that it has enough students to make it feasible to become a stand-alone major. The letter of intent will be forwarded to the Chancellor's Office (CO) for the next change process which begins in January 2014. HSU will receive a response in March 2014 and it will come to the Senate (sometime in the next two years) for approval.

Academic Senate CSU (Creadon): There is still no word on the Faculty Trustee appointment. The ASCSU is meeting this week.

Associated Students (AS) (Bloom): The AS Council has been following the issue of the Faculty Trustee appointment. Council members would be willing to lobby on behalf of the faculty at the next statewide student meeting. AS President Bloom stated he may need to find a designee to sit on the Senate in his place and welcomed suggestions on what to look for to find the best senate member possible. He also welcomed advice from senate members on ways to strengthen student political affiliations with the faculty.

HSU Labor Council (Tillinghast): The CSUEU reached an agreement for a salary increase. Unit 6 withdrew from the negotiations. At its last meeting, the Labor Council discussed the lack of an employee code of conduct (for staff and faculty) at HSU. The Council is reviewing an example from Chico that may be used as a blueprint to develop a code of conduct for HSU.

Enrollment Management and Student Affairs (Blake): Census is next Monday (9/23), but at the moment HSU has a record number of students enrolled: 8,308.

President's Office (Richmond): The President attended a training session on MAP-Works this morning and sees it as an exciting opportunity for HSU and students. Already, he has had an opportunity to meet and interact with a first-year student identified as 'at-risk.'

At the last Presidents' Council (formerly the Executive Council) meeting at the CO, there was a discussion of the search for a replacement for Ben Quillian (Executive Vice Chancellor and Chief Financial Officer for the CSU). A search for a new General Counsel is also underway. Two HSU faculty (Justus Ortega and Beth Larson) were invited by the Chancellor (as a result of his visit to HSU last year) to report on their research and findings dealing on the effects of concussion on athletes. They gave an excellent report and HSU looked very good as a result of their presentation.

Academic Policies Committee (APC) (Gold): The Vice Provost has forwarded some agenda items to the committee. They are still trying to find a meeting time.

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

A question of workload was raised regarding items 13-037 – 13-040. The proposal states "(faculty members are assigned the role as instructor for grading purposes with no assignment of WTU)."

Discussion:

- The commitment is that no WTUs will be assigned to faculty for these courses.
- A C-78 classification would mean that the assignment of WTU is negotiated with the college dean.
- There are a number of 1-unit courses taught by CCAT. Is the ICC discussing whether or not there is a desire to create a new program in Organic Gardening?
- The ICC discussed whether or not a CCAT course should be a course at all. The Committee felt it should be. But there has been serious discussion, in light of the 17-unit cap, whether students should take these as 'extra' or for units.
- There are strong feelings on both sides. The current head of CCAT thought it might be a good idea to offer the courses without credit this year.
- Historically these courses have been assigned a workload component. These are not courses solidified in a program, they are supplemental. Why not direct them to Extended Education?
- They would be much more expensive through Extended Education.

The following Consent Calendar items were pulled and moved to the end of the business agenda:

13-037: New Course Proposal: ENVS 213: Organic Gardening
13-038: New Course Proposal: ENVS 214: Eco-craft
13-039: New Course Proposal: ENVS 215: Urban Homesteading
13-040: New Course Proposal: ENVS 216: Green Building.

The remaining items were approved without objection:

13-081: Fisheries Biology Program Change
13-227: FISH 434: Biology of Pacific Salmon
13-229: SOC 682: Teaching Internship
13-084: New course proposal – CHEM 128 – Introduction to Organic Chemistry
13-085: Program Change Fisheries Biology – Freshwater and Marine options
13-087: Program Change -- Wildlife - Conservation Biology and Applied Vertebrate Ecology options
13-110 & 13-112: Oceanography Program changes
13-112: Reduction of units to comply with 120 unit cap
13-115: Chemistry (Biochemistry option) Program Change -- Major satisfies GE upper division Area B (needed to comply with 120 unit cap)
13-119: Physics & Astronomy (Physics Emphasis) Program Change to Satisfy UD Area B GE Requirement and alleviate excess units past 120.
13-120: Physics & Astronomy (Astronomy Emphasis) Program Change to Satisfy UD Area B GE Requirement and alleviate excess units past 120.

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

There were no speakers for the Open Forum.

8. TIME CERTAIN: 3:30 PM – Discussion with Peg Blake, Vice President for Enrollment Management and Student Affairs

Vice President Blake provided an update on the implementation of the new early alert system. As President Richmond noted, there was training this morning on the new software, MAP-Works, and he has already done a successful intervention with a student.

The MAP-Works software system was purchased to help identify students who may be at risk. The campus is focusing primarily on first-time freshman. Last year a peer mentor program was implemented and the peer mentors have been established as the “first line of defense.” They will reach out to students who have been identified as needing some kind of intervention. The program went live on August 30, and the software has been pre-populated with characteristics of students. On September 9, a survey was launched to all first-time freshmen.

Copies of different students’ survey reports (with names deleted) were handed-out so senators could see what the report looks like. The indicators are the student’s own assessment of how they feel they are doing three weeks into the term. It will also show where they’re at on a continuum and compares it to their peers. All data is self-reported; as soon as enough data is compiled (two years or more), there will be data for norming by peers.

The rest of the report provides students with information on what the data means. The report provides contact information for faculty and staff the student is directly connected with and the last page provides a list of campus resources that might be helpful.

Students receive this report instantly upon submitting their surveys.

Discussion:

- The system is based primarily on self-reported data; it will not take the place of major advising.
- It can be used by faculty to help inform conversations with students.
- On page two, additional suggestions for students on how to improve would be useful. It was noted that these are being developed.
- Q: Where is this available? A: It is under “Faculty/Staff Resources” on the MyHumboldt page. If faculty or staff members have advisees, a link to MAP-Works will appear.
- Q: Could a link also be put in the Advising Center?

- Q: Will this be made available to instructors (lecturer faculty)? A: Currently, it is only linked to advisors, mainly because of the training needed. Also, there may be some revisions made as more is learned about the system and how it works. In the future, it may be possible to link to everyone.
- MAP-Works is also being used for mid-semester reports which are now collected electronically from all groups that report. They are called “academic updates” in MAP-Works.
- Q: Are the survey questions available? A: The questions appear on the ratings. Access to the survey instrument is through MAP-Works. Jacque Honda or Robin Jones can help find it, if needed.

Vice President Blake concluded by noting that a lot of resources are focused on intervention at this point. Over time, it will become more clear which students need to be focused on and how to best invest resources toward more focused efforts.

9. Discussion of [Proposal for the GEAR Director position](#) (Elisabeth Harrington, Chair, GEAR Committee)

Professor Harrington invited comments and feedback on the draft proposal for new GEAR Director position at HSU. During a summer workshop in Vermont that some members of the GEAR Committee attended, it was recommended that campuses identify a person to be responsible for coordinating GE and Assessment activities.

Discussion:

Q: Would this be a part of the [faculty governance] assigned time negotiation between the Provost and the Senate Executive Committee? A: No, this would not be included in that.

The GEAR [Curriculum and Assessment] Committee already exists as a standing committee of the ICC. Is this creating a new ICC member or is the existing ICC membership still intact? Is this an appointed or elected Director? If the Director is appointed rather than elected, then the person should not serve on the ICC.

The recommendation of a .4 time base is comparable to many department chairs. Exactly how much time it will take cannot be determined until the exact tasks have been identified. The .4 time base was recommended as a minimum at the Vermont workshop.

The extent and purpose of the duties are not clear. Will the person be going out and convincing people this is the right thing to do or will the person be responsible for implementation, in which case the position might be temporary?

Q: Doesn't the director's role overlap with Institutional Research and the current Director of Educational Effectiveness? A: The intention is not to overlap but to fill a separate need. The position will serve as an advocate for GE as well as coordinate implementation efforts after decisions have been made. There is need for ongoing oversight.

Is it analogous to what a department chair does? Some clarity needs to be provided on what the Director of Educational Effectiveness' responsibilities are versus how other things get done.

The Director of Educational Effectiveness deals with program assessment, which should be outside the role of the proposed GEAR director.

10. Resolution Regarding the Appointment of a Faculty Trustee and the Addition of a Second Faculty Trustee to the CSU Board of Trustees [\(#02-13/14-EX\)](#)

M/S (Fulgham/Gold) to place the resolution on the floor.

Resolution Regarding the Appointment of a Faculty Trustee and the Addition of a Second Faculty Trustee to the CSU Board of Trustees

#02-13/14-EX - September 17, 2013

Resolved: That the University Senate of Humboldt State University (USHSU) affirm the importance of a California State University (CSU) Faculty Trustee to university shared governance; and be it further

Resolved: That the USHSU urge Governor Brown to appoint a Faculty Trustee in time for the Faculty Trustee to participate in the September CSU Board of Trustees Meeting; and be it further

Resolved: That the Academic Senate of the California State University (ASCSU) request that the CSU Board of Trustees recommend to the Governor the addition of a second faculty trustee to the Board with a term of appointment staggered with that of the current faculty trustee; and be it further

Resolved: That this resolution be distributed to Governor Brown, the CSU Board of Trustees, Chancellor White, the ASCSU, and campus Academic Senates.

Rationale: *The Faculty Trustee is a significant part of effective shared governance in the CSU system. The Academic Senate CSU (ASCSU) forwarded to nominees for CSU Faculty Trustee to Governor Brown on March 21, 2013. To date the governor has not appointed a Faculty Trustee, leaving CSU faculty without their legitimate voice in Board matters. If the governor does not act before the September Board meeting, two meetings will have passed without a Faculty Trustee present.*

The addition of a second faculty trustee with a staggered term would eliminate situations where a vacancy due to a delay in the appointment of a single faculty trustee, or for any other reason, would mean the Board would not benefit from the wisdom and perspectives of a current faculty member. It would also provide for a second faculty perspective on the numerous and diverse issues in a system with over 22,000 faculty and 410,000 students. It would also allow for the mentoring of newly appointed faculty trustees by a sitting faculty trustee.

[The text of this resolution is from a Sonoma State University Academic Senate resolution, passed unanimously on 9/12/13).

Discussion:

- The Senate should urge the Governor to fill the vacant seat. However, the CSUEU has been lobbying for a staff seat on the Board of Trustees and it is premature to argue for a second faculty seat on the Board when half of CSU employees have no seat on the Board.

- The floor was yielded to Professor Cheyne: This was a hot topic at the August retreat. It has been a recurring problem, both with the former and current governors. The idea of a second faculty trustee has been discussed and there is recognition that the chances of that happening are not likely. Instead, the strategy being taken is to ask that if an appointment has not been made by the time a trustee's term ends, that the current faculty trustee be allowed to continue until the new appointment is made.

M/S (Fulgham/Moyer) to remove the third resolved clause and the second paragraph of the rationale:

~~Resolved: That the Academic Senate of the California State University (ASCSU) request that the CSU Board of Trustees recommend to the Governor the addition of a second faculty trustee to the Board with a term of appointment staggered with that of the current faculty trustee; and be it further~~

~~The addition of a second faculty trustee with a staggered term would eliminate situations where a vacancy due to a delay in the appointment of a single faculty trustee, or for any other reason, would mean the Board would not benefit from the wisdom and perspectives of a current faculty member. It would also provide for a second faculty perspective on the numerous and diverse issues in a system with over 22,000 faculty and 410,000 students. It would also allow for the mentoring of newly appointed faculty trustees by a sitting faculty trustee.~~

Discussion of the amendment:

- The resolution is combining two separate issues. The issue that needs to be addressed immediately is the appointment of a faculty trustee.

Voting on the amendment occurred and PASSED with 2 No votes and 1 Abstention.

Continued discussion on resolution as amended:

- It was suggested that a clause be added about having the faculty trustee continue until the next appointment is made.
- This would be a change in policy and is a separate issue. It would be better to have two resolutions.
- It was suggested that the Senate Chair transmit the resolution with a cover letter that includes the above recommendation.

Voting on Resolution #02-13/14-EX, as amended, occurred and PASSED with 1 No Vote and 1 Abstention.

The amended resolution reads:

*Resolution Regarding the Appointment of a Faculty Trustee to the CSU Board of Trustees
#02-13/14-EX - September 17, 2013*

Resolved: That the University Senate of Humboldt State University (USHSU) affirm the importance of a California State University (CSU) Faculty Trustee to university shared governance; and be it further

Resolved: That the USHSU urge Governor Brown to appoint a Faculty Trustee in time for the Faculty Trustee to participate in the September CSU Board of Trustees Meeting; and be it further

Resolved: That this resolution be distributed to Governor Brown, the CSU Board of Trustees, Chancellor White, the ASCSU, and campus Academic Senates.

Rationale: The Faculty Trustee is a significant part of effective shared governance in the CSU system. The Academic Senate CSU (ASCSU) forwarded to nominees for CSU Faculty Trustee to Governor Brown on March 21, 2013. To date the governor has not appointed a Faculty Trustee, leaving CSU faculty without their legitimate voice in Board matters. If the governor does not act before the September Board meeting, two meetings will have passed without a Faculty Trustee present.

Added Business Agenda Item: ICC Items pulled from the Consent Calendar:

13-037: New Course Proposal: ENVS 213: Organic Gardening

13-038: New Course Proposal: ENVS 214: Eco-craft

13-039: New Course Proposal: ENVS 215: Urban Homesteading

13-040: New Course Proposal: ENVS 216: Green Building.

Discussion:

Questions on these items need to go back to department representatives and the ICC. The argument that a C-78 classification would result in WTUs for faculty is not convincing. The items need more vetting and discussion. Since the courses are not tied to a particular program, maybe they should be under Extended Education.

There needs to be a programmatic discussion about why this should be done. It is best done on the self-support side. ICC discussions should address the issue of whether or not it is best to provide courses on the self-support side or the academic side. Concern was expressed about adding courses just because it seems like a good idea. Students end up taking too many units.

The floor was yielded to Dean Ayoob: At some point it becomes a question of what we'd like to do versus what we can do, e.g. what are the essential things that need to be offered. It is a slippery slope.

There was discussion at the ICC about why these courses should be offered for credit and the consensus was that if the courses are valuable enough, they should be offered for credit. The ICC did not discuss the idea of sending them to Extended Education.

The ICC has wrestled with the question of defining what a course should be. All of the concerns expressed so far, except for the idea of sending the courses to Extended Ed., were discussed by the ICC. If these are sent back to the ICC, clear direction needs to be provided on what the ICC is supposed to do. The ICC was divided on this. Otherwise, the Senate should approve or not, e.g., make the decision.

Q: Are there other C-78 courses that have no WTUs associated with them? A: A "C-78" classification means "non-traditional instruction," typically not by the faculty member who is applying the grades (i.e., labs, stenography classes, etc.). It is negotiated with the Dean, and care has been taken not to use it to circumvent paying people.

Regarding the items under consideration, several programs said they want them to be available for students, but none of them wanted the courses to count toward their degree program. That could be a measure of what should become a course.

Just because something is valuable doesn't necessarily mean it should be given for credit. The Senate should decide this and forward to the Provost for approval.

The campus is moving in the direction of sustainability and these are courses which directly relate to sustainability.

There are reports that Extended Education courses are expensive for students. It would be good to have an opportunity to consult with CCAT members. Having student-run courses integrated into the curriculum is a good idea.

The idea of creating a minor with the courses was suggested. A department might be willing to take that on as part of a program.

The courses don't look very academic and giving academic credit for courses taught by people without degrees needs to be considered. However, credit is given for weightlifting and other courses that aren't any more academic than organic gardening.

M/S (Virnoche/Moyer) to approve Consent Calendar items 13-037 – 13-040.

Senators were asked to respond with pro or con statements.

Con: There is a huge interest in sustainability and organic farming in this area. However, interest alone does not provide money to support these courses or support hiring professional to teach them. If this is an area HSU wants to develop courses in, then it needs to be done in the appropriate way.

Con: Make the courses a minor or send them to Extended Ed.

Con: There has been no cohesive programmatic discussion, the workload assignment is ambiguous, and it is not a well-put together package at this time.

Pro: These courses have been offered for the past 25 years. They are valuable to the students who take them and to the student teachers from CCAT. It's hard to imagine that the ICC didn't have all of these conversations when the proposals came forward (i.e. about learning outcomes, etc.).

Pro: This is an opportunity to lead the way for project-based learning about sustainability. There is no one from CCAT here to address questions; they should have an opportunity to respond.

Voting occurred on the motion to approve Consent Calendar items 13-036 – 13-040 and FAILED with 6 Yes votes, 13 No votes, and 2 Abstentions.

Senator Moyer asked if the remaining course in this package that is slated to go to the ICC should move forward or not.

Chair Zerbe suggested that the Senate's action be conveyed to the ICC and let that influence the ICC's decision on whether or not to move it forward.

FACULTY SESSION:

**11. Resolution on Amendment to Appendix J: "Committee on Faculty RTP Criteria and Standards"
(#01-13/14-FAC) – First Reading**

M/S (Virnoche/Abell) to place the resolution on the floor.

Resolution on Amendment to Appendix J "Committee on Faculty RTP Criteria and Standards"

#01-13/14-FAC - September 17, 2013 – First Reading

RESOLVED: That the Faculty Session of the University Senate of Humboldt State University (USHSU) approves the underlined addition to Section IX.A.1.d of Appendix J (below) be forwarded to the General Faculty for a vote of acceptance or rejection; and be it further

RESOLVED: That this change to Appendix J become effective immediately upon approval by the General Faculty.

Appendix J, Section IX.A.1.d:

Departments/units shall submit criteria and standards for approval by the Committee on Faculty RTP Criteria and Standards. The committee shall be comprised of the college deans (or designees), the Associate Vice President for Faculty Affairs (ex officio) and six tenured faculty, with at least one from each college. Preference given to faculty who have experience at the UFPC or CBC level. Appointments to the committee shall be made by the Senate Appointments and Elections Committee in consultation with the UFPC.

Rationale: The AVP for Faculty Affairs is an important resource when considering the framework of Appendix J and union concerns. Immediate AVP input would likely assist the committee in moving forward proposed standards. This change to Appendix J will not affect any criteria, policies, or procedures in place in Appendix J during the current review cycle.

Senator Virnoche introduced the resolution and explained the rationale.

M/S (Fulgham/Shellhase) to amend the resolution to update the title of the AVP for Faculty Affairs to "the Senior Associate Vice President for Faculty Affairs and Human Resources."

This was accepted as a friendly amendment.

M/S/P (Mola/Abell) to waive the Second Reading.

Voting on Resolution #01-13/14-FAC, as amended, PASSED Unanimously.

M/S (Fulgham/Virnoche) to adjourn. The meeting adjourned at 4:42 pm.