

Humboldt State University
University Senate Minutes

13/14:14
04/29/14

Chair Zerbe called the meeting to order at 3:04pm on Tuesday, April 29, 2014, in Nelson Hall East, Room 102 (Goodwin Forum). A quorum was present.

Members present:

Abell, Blake, Braithwaite, Bruce, Creadon, Dye, Eschker, Fulgham, Geck, Gold, Karl, Meyer, Moyer, Ortega, Pierce, Snyder, Thobaben, Tillinghast, Virnoche, Wrenn, Zerbe.

Members absent:

Cervantes, Ercole, Lopes, Richmond, Shaeffer, Stubblefield.

Guests:

Kim Berry, Jena Burgess, Kacie Flynn, John Lee, Colleen Mullery

1. Announcement of Proxies

Abell for Mola, Moyer for Alderson

2. Approval of and Adoption of Agenda

M/S/U (Ortega/Pierce) to approve the agenda.

3. Approval of Minutes from the Meeting of April 15, 2014

M/S/P (Karl/Fulgham) to approve the minutes as amended. Passed with one Abstention.

4. Reports, Announcements, and Communications of the Chair

Chair Zerbe reminded all present that the President's reception will be next Tuesday May 2nd.

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

Faculty Affairs Committee (Virnoche) – The committee has no report.

Academic Policies Committee (Mola) – A written report was included in the Senate packet.

Constitution and Bylaws Committee (Bruce) – The committee has no report.

Integrated Curriculum Committee (Moyer) – A written report was included in the Senate Packet. As an additional informational item, it was noted that this semester there had been an opportunity for programs to introduce general elective courses. The first course proposal that the committee has received is Ethnic Studies 107: Chicano/Latino Lives. The ICC will be recommending that this course be added to the fall if there is room.

Associate Students (Ercole) – The committee has no report.

Administrative Affairs (Lopes) – The committee has no report.

Student Affairs (Blake) – Communication with victims of the tragic bus accident on April 10th has begun to wind down. We have invited the students involved in the crash to visit campus with their families. The University has been working closely with the Red Cross and the high school district on supporting the families of those involved and affected. Of all the students that were injured are currently out of the hospital and at home recovering with their families. The memorial fund established has raised \$100,000.00 thus far. These funds will be used as scholarships for low income students.

Statewide Senators (Eschker) – The statewide senators attended the ASCSU Legislative Day in Sacramento, all involved with were very happy to see HSU in attendance. Statewide senators were able to meet with CFA State Council.

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

The following consent calendar items from the ICC were approved without objection:

Forestry 310: 12-320

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

There were no speakers for the Open Forum.

8. TIME CERTAIN: 3:30-3:45- Resolution on Sexual Assault, Intimate Partner Violence, and Stalking Policy (#46-13/14-EX) - Second Reading

Humboldt State University
University Senate

Resolution on the Sexual Misconduct, Intimate Partner Violence and Stalking Policy #46-13/14-EX - April 29, 2014 - Second Reading

Resolved: That the University Senate of Humboldt State University (the Senate) recommends to the President the adoption of the attached HSU Sexual Misconduct, Intimate Partner Violence and Stalking Policy be approved.

Rationale: The proposed policy was developed by Profs. Kim Berry and Maxwell Schnurr, the Co-Chairs of the Sexual Assault Prevention Committee, Colleen Mullery, the Title IX Coordinator, and Randi Darnall Burke, the Deputy Title IX Coordinator. The proposed policy has been approved by legal counsel, and is necessary to bring the University into compliance with the HSU Department of Justice grant and with federal Title IX requirements.

Discussion:

Kim Barry was present to speak to policy.

The policy was adjusted to create a condensed text that can be placed in orientation programs, a clear statement of the University's lack of tolerance.

Q: Are there plans to incorporate some of this amended policy into the sexual harassment training?

A: No, the sexual harassment training is an HSU policy that is consistent with broader policy and federal law. This amended policy is more geared towards students.

Voting occurred and the resolution PASSED.

M/S/P (Fulgham/ Virnoche) to make the resolution and emergency item.

9. Resolution on HSU Policy for Cross-Listing of Courses (#37-13/14-APC) – Second Reading.

Humboldt State University
University Senate

Resolution on HSU Policy for Cross-Listing of Courses #37-13/14-APC – April 15, 2014 – Second Reading

Resolved: That the University Senate of Humboldt State University (the Senate) recommends to the President that the attached “HSU Policy for Cross-listing of Courses” (draft, March, 2014) be approved and become effective immediately.

Rationale: A cross-listed course is a single course that is offered in two or more academic subject areas with the same title, credits, mode of instruction, description, and prerequisites (e.g. WS 317 & ANTH 317). The attached policy details the conditions under which new cross-listed courses will be approved.

Discussion:

If this policy passes and is adopted in the fall the following amendments will be recommended to the APC:

- The language of Procedure VIII, which states that course capacities for each section be managed by PeopleSoft, is too specific and should be revised so that it does not make reference to a specific software packages.

Voting occurred and the resolution PASSED with one Abstention.

M/S/P (Fulgham/ Virnoche) to make the resolution and emergency item.

10. Resolution on Amendment to Appendix J: Electronic Identity Verification (#41-13/14-FAC)- Second Reading

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Revision of Appendix J: Electronic Identity Verification #41-13/14-FAC – April 29, 2014 - Second Reading

Resolved: That the University Senate of Humboldt State University approves the attached revision to Section VII.B.3.a of Appendix J, “Performance Review” (HSU Faculty Handbook) be forwarded to the General Faculty for a vote of acceptance or rejection; and be it further

Resolved: That this policy become effective for the AY 2014/2015 RTP process, subject to approval by the General Faculty.

Rationale: In a 2012 resolution, the Senate eliminated the “wet” signature requirement. This further revision makes explicit the types of written signatures allowed and expands the policy to include system-based identity verification.

In the case of the “secure digital signature,” at the time of this writing, this signature option was a common function of softwares such as MS Word and Adobe Acrobat Pro. Software tools provide for the creation and verification of digital signatures.

In the case of “system-based identity verification,” at the time of this writing, we anticipate that the RTP platform will likely include a mechanism through which evaluators may directly upload a letter into the system for import into a candidate file. In this case, evaluator/author identity would be verified with typical login and password processes.

These changes support a fully electronic RTP process that begins with document generation and ends with document uploading into a faculty member’s electronic RTP file location. Making explicit these options for signature verification are important given the Fall 2014 launch of a fully electronic RTP processes.

PROPOSED LANGUAGE CHANGE

Appendix J,
Section VII. Performance Review

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B. Evaluation Procedure

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3. Documentation

a) All materials used Each evaluative submission in the Performance Review shall include the be identified by name of the document author, except for classroom evaluations. 11.3, 15.17a-b. The identity of a document author shall be verified by a signature (scanned images are allowed), secure digital signature or system-based identity verification.

all written evaluative materials addressing the candidate’s contribution in the RTP performance areas are to be included in the WPAF only if they contain the signature of the sender.

Discussion:

The committee made the changes that the Senate suggested at the previous meeting.

Voting occurred and the resolution PASSED unanimously.

M/S/P (Fulgham/ Virnoche) to make the resolution and emergency item.

11. Resolution on the Perpetual Calendar (#42-13/14-EX) – Second Reading

Humboldt State University
University Senate

Resolution on Revision of Perpetual Calendar
#42-13/14-EX – April 29, 2014 – Second Reading

Resolved: That the Humboldt State University Senate accept the proposed revisions of the PERPETUAL CALENDAR and recommends that the proposed revisions be forwarded to the Provost for implementation by the Office of Academic Affairs.

Rationale: During the past years the *ad hoc* Calendar Committee of the HSU University Senate and the Office of Academic Affairs has been working on a revision to the original Perpetual Calendar established by HSU Academic Senate Resolution #38-92/93-FA.

The development of state recognition of Veterans Day in the Fall Semester and Cesar Chaves Day in the Spring Semester necessitated changes.

The process of approving a year-by-year Academic Calendar by the University Senate is unnecessary as those past Academic Calendars have followed the rules, regulations, and constraints of the CO Executive Memorandum, the last one being HR 2014-01.

The *ad hoc* Calendar Committee was charged with the development of a set of perpetual calendars for Fall Semester, Spring Semester-Normal, Spring Semester-Leap, along with guiding principles in development of future Academic Year Calendars.

There was no discussion. Voting occurred and the resolution PASSED, unanimously.

M/S/P (Fulgham/ Virnoche) to make the resolution and emergency item.

12. Resolution Establishing Task Force to Investigate a Co-Curricular Transcript (#44-13/14-APC) – Second Reading

Humboldt State University
University Senate

Resolution to Establish a Task Force to Investigate a Co-Curricular Transcript #44-13/14-APC – April 29 – Second Reading

Resolved: That the University Senate of Humboldt State University establish a task force to investigate and recommend for implementation a co-curricular transcript model to be employed by Humboldt State University; and be it further

Resolved: That the membership of this committee will include: the Vice President of Student Affairs and/or designee(s), the Registrar or designee, the Director for the Center of Service Learning and Internships or designee, a member of the Academic Policies Committee, and two faculty members with significant experience working in co-curricular activities; and be it further

Resolved: That the Task Force be charged with:

1. Investigating current best practices in use of co-curricular transcript models
2. Determining resource implications for the implementation of co-curricular transcripts
3. Recommending a particular co-curricular transcript model or other means of documenting co-curricular achievement for use at HSU
4. Drafting policy on what activities are to be included on a co-curricular transcript and which office(s) will maintain them.

And be it further

Resolved: That the Task Force make their recommendation to the Senate Executive Committee at the first November Sen/Ex meeting.

Rationale: *Humboldt State University is unique in the number and variety of co-curricular activities available to our students. Currently there is no official mechanism for acknowledging those activities outside of course enrollment found on our traditional transcript. This Task Force will explore how to implement and what information to be included on a co-curricular transcript.*

Discussion:

The following issues were raised regarding co-curricular transcripts

- How is the information that is present on a co-curricular transcript different from the information that is included on a resume? Resumes with letters of recommendation seem to achieve the same goal.
- Would the use of co-curricular transcripts amount to additional work for the registrar's office?
- Task forces are a lot of time and energy, if one is to be created there needs to be a clear benefit. Creating a task force to investigate something over which the benefit is in question seems like a lot of work.
- Students who work as student leaders are in favor of co-curricular transcripts.

M/S (Tillinghast/Abell) to call question

Voting on the resolution occurred and FAILED with 7 yes votes, 12 no votes, and 2 abstentions.

13. Resolution Urging the California Faculty Association to Negotiate Confidential Course Evaluations (#45-13/14-APC) –Sense of Senate

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

Humboldt State University
University Senate

Resolution Urging the California Faculty Association to Negotiate Confidential Course Evaluations #45-13/14-FAC-April 29, 2014

Resolved: That the University Senate request of the CFA bargaining team that it request to open negotiations on Collective Bargaining Agreement (CBA) Section 15.17* with the intent of reviewing the clause that says that student evaluations shall be anonymous; or in the alternative to negotiate a side agreement to the effect that student evaluations at Humboldt State University may be confidential.

Rationale: The resolution was precipitated by an incident at HSU in which a faculty member received a student evaluation with hateful, sexist comments which the instructor found threatening. There was no way to identify the student given the anonymous nature of the evaluations. Thus, the current policy allows for students to anonymously threaten or harass instructors in student evaluations, and thus raises a concern for the safety of the faculty. Conversely, when there is a pattern of student complaints about a particular instructor's behavior in class, there is no way to identify the students in order to fully investigate the complaints.

*The resolution reads, in part, "Student evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course and/or section."

Discussion:

Members of the Senate believe that this issue was addressed sufficiently in the fall specifically regarding when a student is hostile and negative to a faculty member in an evaluation.

Hostile emails are a regular aspect of the job. More often students are terrified of the administration. There have been instances where students are asked to come forward to file a formal complaint, but they have refused because they are afraid of repercussions from the administration. If we tell students that we can evaluate a complaint or evaluation of a professor, evaluations will no longer be as honest.

Senate members believe that the Senate should not be making recommendations to the bargaining team regarding the Collective Bargaining Agreement.

Q: If an anonymous threat/ criminal act occurred could the individual maintain anonymity while the University Investigated? A: When this occurred on campus last year, UPD was consulted as well as General Counsel and the Chancellor's Office. It was determined that the student made a threatening statement but it did not rise to the level of a criminal threat as they define it.

Senate Members believe that it needs to be communicated to students what the guidelines of criminal harassment and threats are so that they are aware of the possible ramifications of their actions.

Senate Members were reminded that this is a *Sense of the Senate* resolution asking the CSU and CFA to have a discussion on the topic. We are not making policy. If we adopt the resolution and the bargaining team takes the issue into consideration it does not commit the Senate or HSU to any particular action.

Q: Why would the Senate only request this of the CFA and not the CSU? A: The APC was directed to create it this way and request that the CFA open the issue. If the CBA is changed and the language is changed we would then have to address all CSU

M/S/P (Fulgham/Tillinghast) end the debate.

Voting occurred and the resolution PASSED with 3 Abstentions.

14. Resolution to support the Academic Senate of the California State University (ASCSU) efforts to re-establish appropriate unit limits of Engineering Baccalaureate Degrees (#50-13/14-EX)- Sense of Senate

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

Humboldt State University
University Senate

Resolution to Support the Academic Senate of the California State University (ASCSU) efforts to re-

establish appropriate unit limits of Engineering Baccalaureate Degrees

#50-13/14-EX – April 29, 2014

Resolved: That the Humboldt State University Senate supports ASCSU Resolution AS 3158-13/AA, which asks that Title 5 be amended to establish a limit of 132/198 semester/quarter units for engineering baccalaureate programs; and be it further

Resolved, that a copy of this resolution be forwarded to
Dr. Diana Writght Guerin, ASCSU Chair,
Dr. Rollin Richmond, HSU President,
Dr. Lisa Rossbacher, Incoming HSU President, and
the CSU Campus Senate Chairs.

Rationale: The Humboldt State University Senate is committed to the principles of shared governance and believe firmly in the faculty's roll as ultimate arbiter of the curriculum. Section 5. of the American Association of University Professor's 1966 Statement on Government of Colleges and Universities (Appendix B of the HSU Faculty Handbook) states, "The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process." and, "The faculty sets the requirements for the degrees offered in course, determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved."

We support the ASCSU resolution requesting that Title V be amended to increase the unit limits for engineering baccalaureate programs to a more reasonable 132/198 semester/quarter units. Such a limit allows CSU engineering programs to maintain their rigor and quality while allowing students to attain intellectual breadth through general education without waivers and contrived double counting.

Discussion:

This resolution is to lend support at the system level. The Board of Trustees requires that all majors reduce the total unit count for major and general education curriculum to 120 semester unit. Other campuses have passed resolutions requesting exemptions for engineering and other programs with external accreditation requirements, however this topic created much frustration at the last ASCSU meeting and it was very beneficial to hear from other campuses that they express the same concerns as HSU. This resolution speaks to the ability of faculty to set curriculum.

Senate member expressed concern that this could lead to a lot of problems when reconfiguring the curriculum.

Senate member felt that setting requirements for each degree program should be part of a larger discussion about why so many units are required. It has been shown that they longer students stay in school the less likely they are to graduate. The same scrutiny should take place for all programs and not just engineering.

Senate members felt that a larger conversation is going to be necessary at some point but that this resolution is about engineering. What is being asked for is a reinstating of the exemption. Engineering degrees are 192-204 units nationwide; one of the things this does is show that we are offering a competitive degree.

M/S/P (Meyer/Abell) to strike the first clause of the first paragraph.

M/S/P (Pierce/Virnoche) to call question.

Voting occurred and the resolution PASSED with 4 Abstentions.

15. Resolution on Auxiliary Reorganization (#51-13/14-EX)-Sense of Senate

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

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Auxiliary Reorganization #51-13/14-EX – April 29, 2014

Resolved: That the Humboldt State University Senate recommends to President Richmond that the work of the Foundation (Auxiliary) Reorganization Workgroup be immediately stopped.

Rationale: Early in the Spring semester of 2014, the Foundation Reorganization Workgroup was struck and charged with reviewing and making a recommendation to the Foundation Reorganization Steering Committee regarding restructuring the governance and administrative operations of Humboldt State University's auxiliary organizations. Since then, multiple presentations have been made to the University Center Board of Directors, Associated Student Council, and the University Senate. Much angst and comment has been produced.

The University Senate is concerned that the reorganization process is flawed on three grounds. First, multiple members of the Foundation Reorganization Workgroup, including the chairs of the two subcommittees, also sit on the Foundation Reorganization Steering Committee to which the workgroups report, thus creating a vertical integration of decision making. Second, the Senate is further concerned that the controversy engendered by the restructuring proposal could hamper the effectiveness of the incoming President. Finally, the Senate is concerned that the Executive Summary and charge provided to the Workgroup and Steering Committee in January appear to prejudge the outcome of their work, recommending that "the foundations and auxiliary organizations reorganize into two primary entities the "Humboldt State University Foundation (HSUF)" and the "Humboldt State Associated Students & Student Union" (HSAS) with the actual names to be determined," each of which would have "its own governing board and share services (business, legal, information technology, etc.)."

Finally the new President, Lisa Rossbacher, will surely convene a Task Force to update the Humboldt State University Strategic Plan, plus other guiding documents, and the review of the Auxiliary Organizations should become a part of that process and not done independently. It is premature to be conducting such a major reorganization review at this time as the HSU presidency changes.

CC; Incoming President Lisa Rossbacher
HSU Associate Students

Discussion:

There was no discussion voting occurred and the resolution PASSED with 3 Abstentions.

16. TIME CERTAIN: 4:00-4:15 PM – Update from Jena Burgess on the WASC re-accreditation process.

Vice Provost Jena Burgess gave the following report.

In 2013 the new WASC reaccreditation handbook was approved, but the document is still evolving. HSU had a review in 2010, approved until 2018 that required a report in November 2013. We are currently preparing for the Spring 2018 accreditation site visit. Six months before the site visit there will be an offsite review followed by a daylong conference call. The Institutional report has to be submitted Spring 2017

By next spring the process will need to begin. This will include a visit from WASC liaison. There are some changes that have to be reflected:

As a campus we will be expected to report on student achievement, assessment in meeting key learning outcomes, and description of meaning/quality/ integrity of degree. We will need to define what an HSU degree means. Many of these changes are in response to federal pressure to verify compliance with the Department of Education rulings. Our self-study will need to address how we are preparing to address the changing landscape.

Our interim report had to address the 5 recommendations that the commission made. Our report addressed those and how we are organizing ourselves to resolve those issues. WASC expects that we demonstrate that students from underrepresented groups are achieving. We need to show that our efforts to reorganize have borne fruit.

The report is posted on www.humboldt.edu/wasc/process.html. There is also a link to the WASC reaccreditation handbook also.

Q: Does the capacity that the University has developed still meet the needs of this ongoing target of this shifting assessment process?

A: We need to be able to provide evidence that our efforts across all areas have borne fruit. We were finally able to report that we had managed to improve student success. We haven't closed achievement gap, but we have shown improvement. They want to see if that has continued and if we have been able to close the gap.

We will also need to demonstrate achievement of general education SLOs, all university SLOs, and core competencies. All four parts are all going to have to be agreed on and assessed in some way that is clear. We have a set that we can fall back on. How are we going to assess them in any way that shows that students are making process? If we can't come to some agreement then WASC will be upset.

WASC core competencies have only been circulated recently. Majority of faculty probably isn't aware. The University needs to conduct a serious education campaign for the faculty.

The discussion concluded as time certain was reached

20. TIME CERTAIN: 4:30-5:00 PM - Resolution of Commendation

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

**Commendation for Provost and Vice President for Academic Affairs and Chief Academic Officer of Humboldt State University Dr. Robert A. Snyder for Outstanding Service to the Humboldt State University and California State University
#48-13/14-EX – April 29, 2014**

WHEREAS, Provost and Vice President for Academic Affairs and Chief Academic Officer Robert (Bob) A. Snyder has since 1987 faithfully served Humboldt State University with extraordinary dedication and diligence; and

WHEREAS, Dr. Snyder has held nearly every post and position available to faculty, starting as a lecturer in the Department of Philosophy (1987-88), then as Assistant Professor (1988-1993), Associate Professor (1994-1999), and Professor of Philosophy (from 1999 onward); and

WHEREAS, Dr. Snyder has also served with great distinction as Department Chair (1993-1995 and 1998-2003), Associate Dean (2004) and Dean of the College of Arts, Humanities, and Social Sciences (2005-2007), and Provost and Vice President for Academic Affairs and Chief Academic Officer (2007-present); and

WHEREAS, Bob has also served on the Academic Senate of the California State University (ASCSU) (2000-2004), chairing ASCSU Academic Affairs (2001-2003)—being the only ASCSU senator to chair a committee after only one year on the senate, and being elected Vice Chair of the ASCSU (2003-2004) after his successful leadership as AA Chair; and

WHEREAS, Bob has been a steadfast proponent and vigorous advocate of shared governance, having served four terms on the Humboldt State University Academic Senate, including three terms as Chair of the Senate's Educational Policies Committee; and

WHEREAS, under Provost and Vice President for Academic Affairs and Chief Academic Officer Robert (Bob) Snyder leadership, shared governance at Humboldt State University has been expanded and the Academic Senate has broadened to a University Senate including faculty, staff, students, and administrators; and

WHEREAS, despite his best effort to reduce the number of committees on campus, Bob has served on impressive array of committees, subcommittees, task forces, working groups, steering committees, special initiatives, and miscellaneous projects, more than one can count; and

WHEREAS, as a Professor of Philosophy, Dr. Snyder should know that serving on so many committees while simultaneously trying to reduce the number of committees is illogical; and

WHEREAS, YIKES!

WHEREAS, as a scholar of the works of David Hume, Bob knows that "A propensity to hope and joy is real riches"; and,

WHEREAS, now that Bob retiring, Nora, his beloved African Gray Parrot, can have Bob's full time attention and thereby give Brenda a well-deserved break; now therefore be it

RESOLVED that the Humboldt State University Senate extends its deepest gratitude and respect to Provost and Vice President for Academic Affairs and Chief Academic Officer Robert (Bob) A. Snyder for his 27 years of outstanding service to Humboldt State and the California State University system; and be it further

RESOLVED that the University Senate extends to Bob its heartfelt best wishes in all his future endeavors; and be it further

RESOLVED that the University Senate wishes Bob and Brenda all the joys and happiness that retirement will bring.

The resolution was read aloud by Senators Virnoche, Moyer, Bruce, Ortega, and Zerbe.

There was no Discussion

The resolution was PASSED unanimously.

Provost Snyder received applause and a standing ovation.

M/S/P (Ortega/Gold) to adjourn. The meeting adjourned at 4:43 pm