



Tuesday, April 29, 2014, 3:00-5:00 pm, Goodwin Forum (NHE 102)

1. Announcement of Proxies
2. Approval of and Adoption of Agenda
3. Approval of Minutes from the Meeting of April 15, 2014
4. Reports, Announcements, and Communications of the Chair
5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members
6. Consent Calendar from the Integrated Curriculum Committee (ICC).
7. TIME CERTAIN: 3:15-3:30 PM - Open Forum for the Campus Community ([Open Forum Procedures](#)).
8. TIME CERTAIN: 3:30-3:45 PM - Resolution on Sexual Assault, Intimate Partner Violence, and Stalking Policy (#46-13/14-EX) – Second Reading.
9. Resolution on HSU Policy for Cross-Listing of Courses (#37-13/14-APC) – Second Reading.
10. Resolution on Amendment to Appendix J: Electronic Identity Verification (#41-13/14-FAC) – Second Reading.
11. Resolution on the Perpetual Calendar (#42-13/14-EX) – Second Reading w/Attachments
12. Resolution Establishing a Task Force to Investigate a Co-Curricular Transcript (#44-13/14-APC) – Second Reading.
13. Resolution Urging the California Faculty Association to Negotiate Confidential Course Evaluations (#45-13/14-APC) – Second Reading.
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)
15. Resolution on Auxiliary Reorganization (#51-13/14-EX)
16. TIME CERTAIN: 4:00-4:15 PM – Update from Jena Burgess on the WASC re-accreditation process.
17. Informational Item: Course Evaluation Report.
18. Informational Item: Advising Working Group Report
19. Discussion Item: Revising Course Evaluation
20. TIME CERTAIN: 4:30-5:00 PM - Resolution of Commendation

SUMMARY OF ACTIONS TAKEN AT THE MEETING ON April 15, 2014

- Resolution Establishing the Policy and Procedure for Responding to Allegations of Research Misconduct (#39-13/14-EX) – Second Reading; Passed.
- Resolution on Elimination of CWT Course Designation (#38-13/14-APC) – First Reading; Second Reading Waived, Passed.
- Resolution on the Revised Course Evaluation Questions (#40-13/14-FAC) was tabled until fall 2014.
- Elections for Senate Officers were conducted.

Humboldt State University
University Senate Minutes

13/14:13
04/15/14

Chair Zerbe called the meeting to order at 3:01pm on Tuesday, April 15, 2014, in Nelson Hall East, Room 102 (Goodwin Forum). A quorum was present.

Members present:
All

Members absent:

Guests:
Burgess, Wruck, Soderberg, Mullery, Zeckman, Williamson, Whiteside, Ruiz, Berry, Darnell-Burke, Flynn, McGuire, Karadjova

1. Announcement of Proxies

Shellhase for Wren, Abell for Meyer, Moyer for Alderson, Ercole for Cervantes

2. Approval of and Adoption of Agenda

Motion to change the agenda; move 9 to 17, move 17 to 18
M/S/P (Zerbe/Abell)

3. Approval of Minutes from the Meeting of April 1, 2014

M/S/P (Fulgham/Ortega) Passed Approved

4. Reports, Announcements, and Communications of the Chair

At the President's request climate is next week.

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

Faculty Affairs Committee (FAC) – No report, 3 items on Agenda

Integrated Curriculum Committee (ICC) – ICC is meeting next week (4/21/14). Academic policy committee recommended extending deadline for major curriculum proposals.

Associate Students (AS) - Student campaign is ongoing, very few are running.

Student Affairs (SA) – There are architects on campus doing open forums – (remodel of UC depot construction to start 3/15). Currently there is an ongoing search for a director of student housing. 4/25/2014 is Founder's Day and will be the final ceremony for the centennial year. With the recent losses on campus there has been a wonderful amount of support among campus community.

President Richmond's Report: There has been an outpouring of support from community the Humboldt community, Sudden Valley Floral, Wildberries, and others have volunteered their services. In other news Howard Goodwin will be contributing picture of his father for Goodwin Forum

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

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

13-382: Social Work BA Area D Course of Study
13-438: Environmental Studies - Quantitative Analysis Core Competencies.
13-442: Social Work BA Prerequisite Changes
13-458: MUS 340
13-460: ANTH 303
13-461: ANTH 331

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

8. TIME CERTAIN: 3:30 Resolution Establishing the Policy and Procedure for Responding to Allegations of Research Misconduct (#39-13/14-EX) Second Reading

M/S (Vernoche/Mola) to place the resolution on the floor.

Humboldt State University
University Senate

Resolution Establishing the Policy and Procedure for Responding to Allegations of Research Misconduct #39-13/14-EX – April 15, 2014 –Second Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President the adoption of the attached "Policy and Procedure for Responding to Allegations of Research Misconduct," dated March 2014.

RATIONALE: *An audit by the Office of Research Integrity at the Department of Health and Human Resources revealed that Humboldt State University lacked the required policy document dealing with research misconduct. The proposed policy is drawn from similar policies in place at San Francisco State University, CSU Dominguez Hills, and San Jose State University and meets the requirements laid out by major federal granting agencies including the National Science Foundation and the National Institutes of Health/Department of Health and Human Resources.*

Discussion:

The committee has created a draft policy that has met the requirements for federal regulation. Requested and received copies from other CSUs that they had created. Document was based on afore

mentioned. Fits in with Executive Order 890, by completing this document we are also coming into compliance with CSU executive order 890.

Against policy as currently written especially since Appendix U covers research misconduct.

Concern that there are items within new policy that conflict with aforementioned (Appendix U) and reference to faculty. Assigns responsibility to an admin official (provost).

Some members feel that Appendix U hasn't been effective. Faculty unit discretion isn't effective. This is a good document that conforms to state and federal policies

Voting occurred and PASSED with two No votes and four Abstention.

9. Resolution on Elimination of CWT Course Designation (#38-13/14-APC) – First Reading

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

Humboldt State University
University Senate

Resolution on the Elimination of the CWT Designation #38-13/14-APC – April 1, 2014 – First Reading

Resolved: That the University Senate of Humboldt State University (the Senate) recommends to the Provost that the designation of "Communication and Ways of Thinking" (CWT) will no longer be used to describe certain upper-division General Education (GE) courses in our catalog; and be it further

Resolved: That the Senate recommends the 309 course number be reserved only for those interdisciplinary courses which have been approved to satisfy *more than one* upper-division GE area's Student Learning Outcomes (SLOs); and be it further

Resolved: That the Senate recommends that any course currently designated as CWT *and* that has a 309 course number which only satisfies *one* upper division General Education area's SLOs shall change its course number to 30X where X is a positive integer between 0 and 8.

Rationale: CWT courses may meet the student learning outcomes of more than one upper-division GE area, and thereby allows a student to choose which upper-division GE area requirement is satisfied upon completion of a given CWT course. This resolution would remove the CWT designation from the HSU Catalog but would not change anything about the courses (or future courses) which may still be used to satisfy any one of the multiple upper-division GE areas for which the course satisfies the student learning outcomes. This resolution also ensures that the 309 course number may only be used for courses that satisfy more than one upper-division GE area's SLOs. Finally, elimination of the CWT designation will de facto eliminate any and all CWT guidelines and SLOs.

Discussion: There was no *Discussion* regarding this item.

M/S (Fulgham/Virnoche) to waive second reading. Voting occurred and the motion PASSED

Voting on the Resolution #38-13/14-APC occurred and PASSED.

M/S/P (Fulgham/Mola) to make this and Emergency Item for immediate transmittal to the Provost.

10. Resolution on the Revised Course Evaluation Questions (#40-13/14-FAC) – First Reading

M/S (Dye/?) to place the resolution on the floor.

Humboldt State University
University Senate

Resolution on Revising the Standardized Course Evaluation Form

#40-13/14-FAC-April 15, 2014 - First Reading

Resolved: That the University Senate of Humboldt State University recommends to the President that the attached set of questions be adopted beginning August 15, 2014, as the core set of course evaluation questions for use in every department; and be it further

Resolved: That composite scores will be computed and included on the individual course summary reports for variables labeled "Overall Student Engagement" and "Overall Teaching Effectiveness" and based on item scores in each respective category noted on the form; and be it further

Resolved: That course evaluation results should be supplemented by other methods of instructor evaluation in any personnel-related decisions; and be it further

Resolved: That the University Senate Faculty Affairs Committee, in consultation with college offices, will by February 15, 2015 review the outcomes of the new instrument and report to the University Senate on findings.

Rationale: Resolution #27-12/13 – FAC called for a Task Force to review the current course evaluation instrument in use since Spring semester of AY 2005/2006. A Task Force was convened in November 2013 comprised of Professors Jayne McGuire (Kinesiology), Marisol Cortes-Rincon (Anthropology), and Brandon Schwab (Geology) with Nancy Dye (Psychology) serving as liaison with the University Senate Faculty Affairs Committee.

The Task Force identified several areas to improve on the HSU course evaluation instrument.

First, the task force determined that questions on the 2006 instrument contributed to a "student as consumer," compared to a "student as learner" framework. The consumer framework supported student actions related to rating their instructors positively on the specific dimensions of teaching, yet assigning low scores to "overall teaching effectiveness." Review of the literature and consultation with colleagues helped the task force formulate the need for an instrument that encourages students to make their decisions about teachers' effectiveness within the context of their own roles as learners. The task force added questions about student participation in and commitment to the course, as represented by items in the "Student Engagement" section.

Second, as online classes are increasingly represented among HSU course offerings, questions needed to be designed for applicability in face-to-face, online and hybrid courses. Item wording has been crafted to align across multiple modes of course delivery.

Further, the task force designed open-ended questions to solicit information to improve teaching practices.

Finally, the task force determined that the 2005/2006 initiated evaluation instrument was mismatched with HSU's stated values. The course evaluation items emphasized student "satisfaction" (individual consumer model) and did not adequately reflect "an environment of free inquiry where learning occurs both inside and outside the classroom," nor an education that "prepare[s] students to take on the commitments of critical inquiry, social responsibility and civic engagement necessary to meet the challenges of the 21st century." To this regard, the task force added items that ask students' to self-assess their participation in the learning community, commitment to education and level of effort expended in studying.

Discussion:

IRP will calculate composite scores for student engagement –serve as sub scores revised resolution was handed out. DRAFT.

Point of info: email was circulated showing the difference from Original and current DRAFT

Q: Confident that these questions capture professor's effectiveness? (Question 12 from previous evaluation was removed regarding overall teaching effectiveness)

A: Previous question 12 was not one that students answer with reliability. The open ended question of teachers effectiveness becomes a popularity question.

Q: Is it a straight average or a weighted average?

Instructions that are in current evaluation are stronger for students. First sentence is meaningful. Don't eliminate current instructions.

Q: Are there actual ways to create atmosphere in online courses?

Much concern and *Discussion* regarding the elimination of question 12 (overall teaching effectiveness)

Q: what are the strategies for interpretation? How will we use this instrument? Will this be easy for those that have to interpret the information?

A: Goal was to make the items more specific. Should help RTP. Laura Hahn was supportive of this approach.

This is a more student centric evaluation. However there are concerns about RTP faculty that are in pipeline towards tenure. These faculty members should be able to choose what method of evaluation they can use.

Concern about removal of item 7, students need to be asked if they are challenged.

New item 14 does not replace Item 8. If intention was to replace than the wording needs to change.

Concern about rephrasing of instructions; in the interest of truthfulness the reference to tenure/promotion and no penalty to students needs to remain a part of the instructions.

It was suggested that the committee rethink the way the open ended questions are asked.

Have these questions been vetted through research.

It was suggested that the evaluation be lengthened to include more data, instruction, management of course, learning environment, student rating, and professionalism of teacher.

Fulgham suggested that this item be moved to the Fall 2014 Senate Agenda.

M/S (Mola/Abell) to table this item until next fall and have this resolution be a *Discussion* item at the next senate meeting. CARRIES to 4/29/14 Senate meeting as a *Discussion* item.

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

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

Humboldt State University
University Senate
Resolution on Amendment to Appendix J: Electronic Identity Verification

#41-13/14-FAC – April 15, 2014 – First Reading

Resolved: That the University Senate of Humboldt State University recommends the following amendment 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 in Spring 2014:

Appendix J,
Section VII. Performance Review

...

B. Evaluation Procedure

...

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 (most document softwares including MSWord and Adobe Acrobat Pro have tools for creating and providing verification of these signatures), or system-based identity verification (document is uploaded by author into a system location and that process verifies author’s identity).

~~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.~~

; 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: This revision makes explicit the types of written signatures allowed and expands the policy to include system-based identity verification. 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. (Note: In a 2012 resolution we eliminated the "wet" signature requirement.)

Discussion:

Q: Can information about document software go in **Rationale** and not in J?

Q: will support be provided for faculty working from home or off campus environment

Suggested that add "or/ other" software as software has a tendency to change or be renamed.

12. Resolution on the Perpetual Calendar (#42-13/14-EX) – First Reading w/Attachments

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

Humboldt State University
University Senate

Resolution on Revision of Perpetual Calendar #42-13/14-EX – April 15, 2014 – First 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.

Discussion:

Subsequent governors have created holidays since last resolution was passed such as Veterans Day and Chaves Day.

Q: Is it state mandated that Veterans Day t be observed on Monday instead of Friday when it falls on the weekend.

A: Yes

Suggested by committee that Senate members take a look at fall version (C/D) and note that there is very little prep time at the beginning of semester. If you want to have more green days, needs to be pushed week further on other end.

Q: Was there any feedback from the registrar's office?

A: Yes, they approve.

Discussion ended as Time Certain was reached.

13. TIME CERTAIN: 4:00 PM – Resolution on Sexual Assault, Intimate Partner Violence, and Stalking Policy (#46-13/14-EX) – First Reading

M/S (Mola/Bruce) to place the resolution on the floor.

Humboldt State University
University Senate

Resolution on the Sexual Misconduct, Intimate Partner Violence and Stalking Policy

#46-13/14-EX - April 15, 2014 - First 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 Barre was present to speak to policy.

The policy is currently lacking a short concise statement (brief paragraph) that can be used in online orientation and on campus such as posted in dorms, etc.

M/S (Fulgham/Virnoche) to waive second reading and make this an emergency item.

Objections due to the fact that not everyone has seen the resolution. Decided that policy will be returned to in two weeks when everyone has had a chance to review it.

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

M/S/P (Thobaben/Fulgham) to consider this meeting as first reading of resolution.

Humboldt State University
University Senate

**Resolution to Establish a Task Force to Investigate a Co-Curricular Transcript
#44-13/14-APC – April 15 – First 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.*

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

Humboldt State University
University Senate

**Resolution Urging the California Faculty Association Negotiate for Confidential Course Evaluations
#45-13/14-FAC-April 15, 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."

16. 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.

4:30-4:50 Time Certain was reached. This item is moved to next senate meeting for second reading.

17. Informational Item: Course Evaluation Report

18. TIME CERTAIN: 4:30-4:50 PM – Seating of Newly Elected Senators and Elections for Senate Officers

Welcome new members: Casey Flynn, Katia Karadjova, and Jane McGuirre

Gina Pierrce, Jeremy Shellhase, Mary Virnoche and Ken Fulgham thank you for fantastic work over past few years.

Elections of Faculty Affairs Chair: Julie Alderson Nominated.

Voting occurred - PASSED

Academic Policy 3rd Officer of Senate: Monty Mola Nominated.

Voting occurred- PASSED

Constitution & Bylaws Chair: Richard Bruce Nominated.

Voting occurred- PASSED

Eric Eshker 2nd term in URCP co-Chair, Justus Ortega has agreed to stay on Appointments and Elections committee and Nancy Dye has agreed to serve as second faculty member.

19. Resolution of Commendation of Dr. Kenneth O. (KO) Fulgham

M/S (Thobaben/Stubblefield) to place the resolution on the floor.

Humboldt State University
University Senate

Resolution of Commendation of Dr. Kenneth O. (KO) Fulgham

#47-13/14-Thobaben/EX - April 15, 2014

WHEREAS, This resolution offers an “evidence-based” homage to Dr. Kenneth O. (KO) Fulgham, acknowledging his commitment to “assessment” by carrying out a summative evaluation of his contributions to Humboldt State University (HSU) and, thus, providing compelling evidence that Ken has been a tireless advocate for shared governance and the role of faculty in the academic community; and

WHEREAS, Dr. Kenneth Fulgham has been an outstanding member of the Humboldt State University (HSU) faculty since 1978; and

WHEREAS, Dr. Kenneth Fulgham has offered exceptional and distinguished service as a HSU General Faculty President (2001-2003), Academic Senator (10 years), Senate Chair and Vice-Chair (2003-2004, 2004-2005), California Faculty Association officer (local/statewide officer from 1993-1999), HSU Alumni Association Board of Directors member (2009-2012), plus too many additional committee and task force activities to mention; and

WHEREAS, Ken has served as NRPI Department Chair 1997-2000 and Forest & Wildland Resources (FWR) Department Chair 2005-2014, leading them during a period of increase in student enrollments, faculty published research and grants and a renewal in student club successes; and

WHEREAS, Dr. Fulgham in his various roles has strongly advocated for the importance of shared governance and maintaining the faculty’s primacy in the curriculum of our academic programs; and

WHEREAS, Dr. Fulgham is receiving the HSU Outstanding Service Award for 2013-2014 AY; and

WHEREAS, Ken has also done an outstanding job of serving his profession by being on the Society for Range Management (SRM) Board of Directors (2012-2015), SRM Wildlife Committee (1990-1996), Accreditation Committee (2006-2011), Annual Meeting Local Arrangements Chair (1996-2001), Range Science Education Council in various roles (1982-2011), Cal-Pac Section SRM, treasurer 1991-2008; and locally as Buckeye Conservancy (Director-Chair, 2001-2004,2008-2017) and Yager-Van Duzen

Environmental Stewards Association, 2000-2009, and longtime member of Humboldt-Del Norte Cattlemen's Association; and

WHEREAS, Dr. Fulgham was recognized in 2004 by the Society for Range Management (SRM) California-Pacific Section as the Rangeland Manager of the Year and in 2001 he received the Professional Achievement Award, Alumni Association, College of Natural Resources, from Utah State; and

WHEREAS, Dr. Fulgham has set an example for us all by showing an admirable ability to treat deadlines as mere suggestions and not annoying absolutes; and

WHEREAS, despite Ken's imminent departure from the HSU, we feel relieved in our absolute knowledge that we have not heard the last from him yet; therefore be it

RESOLVED: That the HSU University Senate offer its deep appreciation and gratitude to Dr. Kenneth Fulgham for his years of exceptional and dedicated service; for the numerous contributions that he has made to his colleagues, the Senate, CFA, his profession and higher education; and be it further

RESOLVED: That the University Senate extend its heartfelt best wishes to Dr. Fulgham for success in all of his future endeavors, in what is certain to be an exciting and productive next phase of his professional life; and be it further

RESOLVED: that the University Senate wishes both Ken and Jackie all the joy and happiness that retirement and travels, particularly to Hawaii, will bring!

The resolution was read aloud by Senators Thobaben, Stubblefield, Able, Mola , and Zerbe.

Discussion:

Dr. Fulgham received applause and a standing ovation.

The meeting adjourned at 5:00 pm for refreshments and celebration in honor of Dr. Fulgham.

M (Fulgham) to adjourn. The meeting adjourned at 5:00pm

Senate Chair, Noah Zerbe:

President Rollin Richmond and incoming President Lisa Rossbacher are striking a search committee for a new Provost. Faculty will elect a representative from each college and one from the university library. Additionally the committee will have staff representatives, 1-2 college deans, a vice president, two and students. President Richmond will meet with the Senate Executive Committee on May 6 to discuss any additional members for the committee.

The Enrollment Management Working Group and the Office of Academic Affairs Working Group have both met in the last week to discuss the Draft Advising Plan disseminated to the Senate, Chairs, and wider campus community last week.

The OAA Working Group also discussed supplemental instruction, and a group of faculty, RISS and learning center staff, and deans will meet to discuss supplemental instruction on campus.

Finally, please remember that the President's reception for the Senate will take place next week, Tuesday, May 6, at 4:00 at the Baywood Country Club.

Academic Policies Committee (APC):

Members: Andrew Stubblefield, Benjamin Marschke, Clint Rebik, Jena' Burges, Mark Teeter (student), Monty Mola, Su Karl

The APC has two second readings of a resolutions on this week's agenda:

1. Policy on Cross-Listed courses
2. Establishing a task force to investigate co-curricular transcripts

On April 21 the APC discussed a modification to the withdrawal policy which should streamline the process. A first draft of this policy will be written this Spring to be vetted and brought to the Senate before the Census date next Fall. We also looked at our unfinished business from this term as well as brainstormed on other issues to create a list of issues to be worked on next Fall.

Integrated Curriculum Committee (ICC):

At our April 22 meeting, the ICC:

- Approved curriculum proposals
- Assigned the Academic Policies committee to develop policy about whether activities such as Logging sports, or academic team preparation should be credit-bearing courses

On April 29, the ICC will:

- Consider curriculum proposals
- Discuss a draft set of Guidelines about Options within Majors

ICC Consent Calendar for April 29, 2014 (Note: See the General Meeting Guide (posted online with senate packet materials) for process for approving ICC items on the Senate Consent Calendar)

Please review the proposal information below prior to the Senate meeting. If you have questions, please go to the Nolij site for additional information on the proposals.

To Access the Nolij site, go to: <https://nolij.humboldt.edu> and login through 'MyHumboldt'. Click on "University Senate" (folder) for all items for Senate review. Firefox is recommended to access Nolij.

[Instructions for Accessing Nolij](#) – Further step-by-step instructions.

If, after reviewing the proposal information on Nolij, you have further questions about items, contact Cindy Moyer, ICC Chair.

13-463

ANTH 333: Primatology: change course title to Primate Adaptation, Evolution, revise the course description to better reflect course content

13-320

FOR 410 SAF Conference: new course which will prepare students for the Annual SAF Quiz Bowl. Has been offered as FOR 480 with enrollment between 5 and 10. Not required for any program which might mean that it is going to be denied by the Provost.

The CNRS Dean is supportive of this course, but will only allow to be offered if enrollment is viable. (see third page of "syllabus").

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.

University Senate:
President Richmond:

Resolution on Sexual Assault, Intimate Partner Violence and Stalking Policy

#46-13/14-EX –April 29, 2014 – Second Reading

Humboldt State University (HSU) is committed to maintaining and strengthening an educational, working, and living environment founded on dignity and social responsibility. Sexual misconduct (including **sexual assault** and **sexual harassment**), **intimate partner violence**, and **stalking** as well as acts of **retaliation** against survivors go against the standards and ideals of our community and will not be tolerated. HSU aims to eliminate these harmful actions through education, training, clear policy, and serious consequences for violations of this policy. **This policy applies to all university community members, including university employees, students, and third parties. (Examples of third parties include employees of auxiliary organizations, volunteers, independent contractors, vendors and their employees, and visitors.)** If a university community member is found responsible for committing sexual misconduct, intimate partner violence, or stalking, they can face **criminal charges** and/or the appropriate HSU **conduct process** (*link to Student Conduct Policy*). HSU is committed to the well-being and rights of the person reporting the assault, while ensuring due process for the accused.

Follow **this link** <http://humboldt.edu/titleix/> for information on filing a report or accessing support services related to this policy.

Definitions

Consent – fully conscious, voluntary acceptance and agreement to engage in a sexual act. If force, fear, threat, coercion, incapacitation (including by alcohol or other drugs) or violence is used or someone takes advantage of an individual who is incapable of giving consent due to that individual's age or disability or by the use of coercion through one's position of authority, consent cannot exist. Consent cannot be inferred from a current or previous sexual, romantic, or marital relationship, nor can it be inferred from consenting to any other sexual acts. Consent can be taken away at any time.

Criminal charges – upon law enforcement investigation a report may be forwarded to the District Attorney's office, which is solely responsible for the decision of whether to file criminal charges.

Intimate partner violence – a pattern of power and control that results in physical, sexual, or mental harm, or other forms of abuse, by a person who is or has been in a social relationship of romantic or intimate nature, including spouses. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

Retaliation – adverse action taken against a person who has reported or opposed conduct which the person reasonably and in good faith believes is discrimination or harassment, has

participated in an investigation / proceeding, or has assisted someone in reporting or opposing discrimination, harassment or retaliation or is perceived to have done either of these things.

Sexual assault – any attempted or completed sexual act without **consent**, including unwelcome sexual touching, oral, anal, or vaginal contact and/or penetration. Rape is defined as sexual intercourse without consent, and is a form of sexual assault.

Sexual harassment –consists of both non-sexual conduct based on sex or sex-stereotyping and conduct that is sexual in nature which can be verbal, nonverbal, or physical. Sexual harassment also includes hostile behavior based on sex or gender stereotypes, or one’s sexual orientation or gender identity, even if that behavior isn’t explicitly sexual. This behavior has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, limiting one’s ability to participate in or benefit from the services, activities or opportunities offered by the University.

Stalking (including cyber-stalking) – **a repeated course of conduct directed at a specific person that places that person in reasonable fear for his/her or others’ safety, or causes the victim to suffer substantial emotional distress.** This can encompass a range of behaviors, including following someone in person or otherwise monitoring them.

DRAFT

Humboldt State University
University Senate

Resolution on HSU Policy for Cross-Listing of Courses

#37-13/14-APC – April 29, 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.

Draft policy for cross-listing of courses:

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). A cross-listed course provides faculty and students an opportunity to collaborate across disciplinary lines and recognizes and encourages the value of interdisciplinary connections. It also makes possible an adequate representation of that interdisciplinarity in the catalog and in the class schedule. There must be a clear curricular benefit for a course to be cross-listed; this benefit should be determined at the level of the programs considering cross-listing and articulated on course proposal forms (see below). For instance, an interdisciplinary program ~~which includes~~ might include another field's courses ~~in its lists of~~ among courses that may satisfy major requirements, some disciplines may have fields that intersect, and some programs might collaborate to develop classes intentionally joining ~~the expertise~~ of multiple perspectives.

Humboldt State University recognizes two types of cross listed courses:

- The first type of cross-listed course consists of a cooperative venture between/among departments. All departments share in the development and delivery of the course; often these courses are either team taught, taught by a rotation of faculty within the cooperative departments, or taught by an instructor with a joint appointment in the relevant academic areas. For accounting purposes, all FTEs are credited to the department/program funding the instructor. If a course is team-taught, the participating departments will split the FTEs in the same way that the wtu are split in that course.
- The second type of cross listed course consists of a "Home" unit which has primary responsibility for the course staffing and delivery. Those units wishing to cross-list will identify a single home unit when the course is proposed or revised. All FTEs are credited to the department funding the instructor. The purpose of this type of cross listing is to underscore the interdisciplinarity of the course content and the relevance of the course to students outside the home department. This type of cross listing is especially useful for informing students of the relevance of an interdisciplinary course to their program of study, particularly for ~~Bachelor's of Arts~~ baccalaureate programs with a non-prescriptive curriculum.

Procedures:

- I. For the home unit-single instructor type of cross listed course described above, a cross-listed course must have a primary home in one program which will be responsible for scheduling, staffing, and assessing the course. A cross-listed course cannot be offered without approval of the program in which it is primarily housed.
- II. For new cross-listed courses to be approved, ***each participating department*** must:
 - A. Submit a new course proposal form for the course. The ~~new-proposed~~ course proposal forms- attributes listed on all proposals must be identical in every way, with the exception of the subject code, and must be submitted simultaneously.
 - B. Clearly explain on the new course proposal form how the course meets the criteria for cross-listing, and how the cross-listing benefits students.
 - C. Agree on the course level student learning outcomes and explain how the course level outcomes develop specific program outcomes.
 - D. Explain how the new course fits within their curriculum, i.e., whether the course is a program requirement, restricted elective, non-restrictive elective, etc., and whether the program has room below the 120 unit limit to add such a course.
- III. Programs wishing to cross list their prefix to an established course must follow the same procedure outlined in II above. This step is to ensure that any new program(s) wishing to add their prefix to an established cross-listed course will engage with the incumbent programs on how the new program(s) perspective on the course content will benefit students, and justify to the University (via the ICC, the Senate and relevant administrators) that the addition of the new prefix(s) to the cross-listed course is appropriate by completing steps B – D above,
- IV. All programs cross-listing a course must be notified before modifications are made to the course.
- V. A cross-listed course may be taught in multiple sections as long as the course content and learning outcomes for all sections are the same.
- VI. The catalog description for each cross-listed "section" will include a statement identifying the course as cross-listed, and provide the course identity of the cross-listed version of the course.

- VII. Course syllabi will reflect the cross-listed nature of the course (listing all of the identities of the course), and any of the prefixes of a cross-listed course will be accepted as satisfying a particular degree requirement as all “sections” are equivalent.

- VIII. Course capacities for each "section" will be managed by PeopleSoft such that each “section” of a cross-listed course is designated as “combined” into one course, thereby allowing the software to adapt the enrollment in order to maintain the maximum enrollment for the course.

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
...
B. Evaluation Procedure
...
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.~~

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.

Fall Semester					August					September					October					November					December													
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
2004	1	2	3	4	5	6	7				1	2	3	4						1	2			1	2	3	4	5	6					1	2	3	4	
2010	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11			
2021 A	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18			
2027	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25			
2038	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31				
2005		1	2	3	4	5	6				1	2	3						1			1	2	3	4	5					1	2	3					
2011	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
2016 B	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
2022	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24			
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2006		1	2	3	4	5						1	2	1	2	3	4	5	6	7			1	2	3	4					1	2						
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2023 C	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16			
2028	20	21	22	23	24	25	26	17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25	17	18	19	20	21	22	23			
2034	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30			24	25	26	27	28	29	30				
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2035	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30		23	24	25	26	27	28	29				
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2024	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28			
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2008	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13			
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2015	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12			
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Spring-- Normal Years

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2027 F	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	16	17	
2038	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	23	24	
2049	24	25	26	27	28	29	30	28						28	29	30	31			25	26	27	28	29	30		23	24	25	26	27	28	29	30	31			
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S T A R T
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F I N A L S
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Spring-- Leap Years

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Date: January 6, 2014

Code: HR 2014-01

To: CSU Presidents

From: Gail E. Brooks *Gail Brooks*
Vice Chancellor
Human Resources

Ephraim P. Smith *EPS*
Executive Vice Chancellor and
Chief Academic Officer

Subject: 2014/2015 Academic Pay Period Certification and Enrollment Planning and Reporting Calendars

Overview

Audience: Employees responsible for Academic Administration (e.g., Academic Calendar and Pay Period Certification, Retirement, Benefits and YRO Implementation, Norms and Definitions, Enrollment Planning and Reporting, and Academic Calendar Database Technical Support)

Action Item: Academic Calendar Pay Period Certification due by February 7, 2014

Affected Employee Groups/Units: Employees in Academic Year Classifications

Summary

Annually, each campus must establish and submit its Academic Calendar and Pay Period Certification, within the specified guidelines. The information is to be submitted electronically through a web-based Academic Calendar reporting system to Systemwide Human Resources Management (HRM) at the Chancellor's Office for approval.

The above-identified audience should review the remainder of the technical letter in its entirety.

In accordance with [Title 5, Section 42800](#), each campus must submit its Academic Calendar and Pay Period Certification in order to establish the 2014/2015 Academic Calendar. The Academic Calendar and Pay Period Certification process and Enrollment Planning and Reporting Calendar will be completed electronically through a web-based Academic Calendar reporting system. Campuses have been provided user identification, passwords, and user guide information to access and update their campus' Academic Calendar Database for 2014/15. The Academic Calendar Database report should be submitted via the database reporting system to Systemwide Human Resources Management (HRM) (attn: aycalendars@calstate.edu) by February 7, 2014. Systemwide HRM will notify the campus when the calendar has been approved, and the campus should then submit a hard copy of the calendar signed by the President.

The Academic Calendar Database as well as a user guide for the reporting system can be accessed through the following link: <https://csyou.calstate.edu/Tools/academic-affairs/acal/Pages/default.aspx>.

Distribution:

AVPs/Deans of Faculty Affairs
All Campus Vice Presidents
Human Resources Officers
Payroll Managers

Employee Relations Designees
Affirmative Action Officers
Business Managers
Auxiliary Organizations

Chancellor's Office Enterprise Systems has loaded enrollment planning, academic events, and pay period certification information into the Academic Calendar Database based upon campus information received for the 2013/14 academic year. This information will be used to help establish campus academic calendars for 2014/15. The output of this system will vary depending on whether the campus is a semester, quarter, or quarter system year round operation (QSYRO) campus (see Attachment 1). Three additional future years have been added to the database to enable campuses to use the system for multi-year planning (e.g., 2015/16, 2016/17, and 2017/18). **Note, however, that future year calendars cannot be approved in advance.**

The Department of Finance (DOF) establishes the beginning and ending state pay period dates. Campuses should reference these dates when establishing their academic calendars. Information on the beginning and ending state pay period dates for each calendar year are available through the following website maintained by the DOF: http://www.documents.dgs.ca.gov/sam/SamPrint/new/m423sept13/chap_8500_sam/8512.pdf.

While the pay day for any given academic pay period is the same as the pay day for the corresponding state pay period and cannot be changed by the campus, the beginning date for the first pay period and the ending date for the last pay period of an academic term must conform to the beginning and ending dates of the academic term. The initial pay period of both the fall and spring terms may include up to **45** calendar days. As a result, the earliest permissible start date for the first pay period of the fall term is Sunday, **August 17, 2014** (for the September 2014 pay period), and the earliest permissible start date for the spring term is Thursday, **January 15, 2015** (for the February 2015 pay period). Classes for academic year 2014/2015 shall not commence prior to **August 19, 2014**.

Campuses should be aware that moving the first pay period of the spring term from February to January or from January to February will impact employee benefits. Campuses considering such a change should discuss the impact with Systemwide HRM.

Please note that summer term academic work days cannot overlap with the 2013/2014 spring term or 2014/2015 fall term. Likewise, there can be no overlap between any other academic terms including winter special sessions. As a reminder, employees cannot be paid in advance for work not yet accomplished.

It is essential that the calendars, academic work days, and pay period inclusive dates be reviewed for accuracy and that designated work days be compatible with established norms and definitions. These Academic Calendar Norms and Definitions are described in Attachment 2. Human Resources Officers and Payroll Managers are familiar with calendar requirements, and we urge that these individuals be included in the review process and receive copies of the completed calendar. Effective dates and work dates supplied by the campus are programmed into the state payroll system by the State Controller's Office (SCO). If changes to an academic calendar are needed after the initial certification and programming have been completed by Systemwide HRM and the SCO, Systemwide HRM must be notified immediately. Proposed adjustments are not final and cannot be implemented by your campus until Systemwide HRM has approved the adjustments for re-programming into the payroll system by the SCO. Changes that occur after the initial programming effort may cause delays in issuing faculty salary payments. Please be advised that the State Controller cannot make retroactive changes for payrolls already processed.

For accreditation purposes, the Western Association of Schools and Colleges defines a semester as 17 full weeks with at least 15 full weeks of academic class work or its equivalent in effort; a quarter is approximately 11 weeks, with 10 full weeks of academic class work. The Secretary of Education has defined "instructional time" as a period that includes examination periods and preparation for examinations. Therefore, campuses that use CSU minima for instructional days and examinations will be in compliance with Federal Title IV financial aid regulations.

Academic calendar information is also used to generate the Enrollment Planning and Reporting (EP&R) Calendar, which is generated from the "Classes Begin" and "Starting/Ending Cutoff" dates that campuses enter in the Academic Calendar Database. Campuses will be asked to review the generated EP&R calendar to ensure the correct reporting dates have been entered. Pursuant to coded memo [HR/Salary 2013-07](#), summer term employment dates should be entered only in the enrollment related fields in the Academic Calendar Database application.

Faculty who may be considering retirement at the close of the 2014/2015 academic year should be advised to coordinate their official retirement date with CalPERS and the campus, and should be alerted to a potential issue that may affect service credit toward retirement. One year of service credit is earned for 10 pay periods of service during a fiscal year. Those on leaves of absence without pay during July and August 2014 must complete 10 full pay periods on payroll status after their return in September in order to earn a full year of service credit for the 2014/2015 academic year. Those who may be affected should be reminded to schedule their retirements on or after July 1, 2015, rather than for the day following the close of the 2014/2015 academic year.

Please direct any questions you may have concerning information contained in this letter as follows:

Effect of Academic Calendar on Retirement and Benefits, YRO Implementation

Margaret Merryfield, Human Resources/Academic Human Resources (562) 951-4503

Academic Calendar Norms and Definitions

Christine Mallon, Academic Affairs/ Academic Programs and Policy (562) 951-4672

Academic Calendar and Pay Period Certification (Form SC-47)

Valerie Kerbs, Human Resources/ Human Resources Management (562) 951-4420

Enrollment Planning and Reporting Calendar

Monica Malhotra, Academic Affairs/Analytic Studies (562) 951-4763

Academic Calendar Database Technical Support, User Manual, and Campus User Names/Passwords

IT Support Center itsupportcenter@calstate.edu

- For new or updated account requests, campus contacts need to fill out the Academic Calendar Account Request Form located on [Academic Affairs Academic Calendar Database](#) website and submit the form through Service Now for processing. If you need assistance, an ACAL Account Request Procedure Manual is also posted on the website.
- For technical questions/issues, campus contacts need to fill out a Service Now ticket by calling the ITS Support Center at (562) 951-8500 or by accessing the Service Now function through the CSU Portal.

This letter is also available via Systemwide Human Resources Management's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

GB/ES/mm

Attachments

**ACADEMIC CALENDAR
FORM DESCRIPTIONS**

Form SC47 Academic Calendar and Pay Period Certification

Form SC47 identifies campuses on a semester, quarter, or quarter system year round operation (QSYRO) as follows:

Semester campuses complete **SC47-1** only

Quarter campuses complete **SC47-2** only

QSYRO campuses complete **SC47-2 and SC47(A)***

CMA completes **SC47-1 and Cruise1 and Cruise2 (as needed)**

The web-based Academic Calendar reporting system will generate the appropriate completed forms based on data entered by the campus into the Academic Calendar electronic database.

* Form SC47(A) is a pay period calendar for QSYRO campuses that appoint instructional faculty for extra pay to classes 2368 (Extra Quarter Assignment), and/or 2390 (Summer Quarter Assignment).

ACADEMIC CALENDAR NORMS AND DEFINITIONS

To provide for the orderly development of campus academic calendars that are responsive to local needs and are basically consistent throughout the system, the Chancellor's Executive Council has adopted a number of norms and definitions. These are to be used in developing all academic calendars. The basic principle governing academic calendars throughout the system is that differences from campus to campus should be rationally based. They should not simply be chance occurrences.

NORMS:

Typical Year - The typical academic year shall consist of 147 instructional days, or the equivalent in effort. From year to year and from campus to campus, a variation of plus or minus two days is permissible.

Minimum Work Days - There shall be a minimum of 170 academic work days, or the equivalent in effort, in the academic year.

Maximum Work Days - The work year of an academic year employee shall not exceed 180 workdays, pursuant to the California Faculty Association Collective Bargaining Agreement (Provision 20.4).

DEFINITIONS:

Instructional Day - Any Monday through Friday during regular academic terms when class meetings are scheduled on a regular and extensive basis for the purpose of instruction. During a summer term that satisfies the criteria to be equivalent to a full semester, designation of a Saturday as an instructional day will be approved by exception only.

Weekend Work Day - Any Saturday or Sunday that is within the period of instruction for a term and that is counted as an Academic Work Day.

Examination Day - Any day that is set aside for the exclusive purpose of administering final examinations for the term. When comparing campus calendars, institutions which integrate all or part of examination activity with regular instruction will be presumed to have four examination days per term. EIGHT (8) DAYS MAXIMUM MAY BE SCHEDULED.

Registration Day - Any day during the academic year during which faculty members are on duty for the purpose of advising, orientation, course enrollment, and similar activities. For purposes of counting work days, registration days which are also instruction or examination days will not be included a second time.

"Other Day" - Any day during the academic year when faculty members are on duty for such purposes as faculty and departmental conferences, committee meetings, faculty development activities, etc.

Grades Due Days - Any day(s) prior to or at the close of the term that is designated specifically for the purpose of turning in final grades. This day must be included when computing total academic work days. Campuses that schedule grades due over several dates may count up to two (2) days per semester or one (1) day per quarter as academic work days. One day is preferred.

Evaluation Day - Days that are set aside for the reading of examinations and papers and for submission of final grades. A maximum of one (1) day per term may be scheduled.

Commencement - Any day set aside for graduation ceremonies. Commencement is counted as an academic work day only if faculty participation is expected and normal, and if the day is not otherwise credited as an academic day. Campuses with school commencements extending over several days may count only one (1) day in computing total academic work days.

Academic Work Days - The total of all of the above that occur between the beginning and ending dates of the academic year.

Academic Holiday - Any day (Monday through Friday) occurring between the beginning and ending of the academic year that is so designated by the President. Except by special arrangement, faculty members are not expected to be on duty during academic holidays.

Faculty Vacation - The period from the end of one academic year to the beginning of the next, when all continuing academic year faculty members are on vacation status, except for those scheduled to teach in summer term or for those on duty by other special arrangement. For faculty members taking a quarter off in exchange for summer quarter teaching, the period extends from the end of the quarter preceding the quarter taken off to the beginning of the quarter succeeding the quarter taken off.

Starting/Ending Cutoff Dates - Dates between which the census date for a term must fall, for purposes of the Enrollment Planning and Reporting Calendar. When a census date falls between the starting cutoff date and the ending cutoff date for a term, the enrollment data collected "at census" are attributed to that term, and reporting deadlines for that term are applicable to the data. *Note: The actual starting date for a term may precede or follow the starting cutoff date; the census date always follows the starting cutoff date.* For all campuses, the starting cutoff date for a summer term is June 1, the ending cutoff date for a summer term is August 31, the starting cutoff date for a fall term is September 1, and the ending cutoff date for a spring term is May 31. A campus may set the other cutoff dates – those that distinguish between fall and spring terms or between fall and winter terms and winter and spring terms. The ending cutoff date for a term must be the day before the starting cutoff date for the next term. Once set, the cutoff dates are considered permanent.

PERPETUAL CALENDAR PRINCIPLES

CSU SYSTEM & STATE MANDATES:

1. Must have between 145-149 Instructional Days
2. Minimum of 170 and maximum of 180 Academic Work Days
3. Initial pay period for academic year employees cannot exceed 45 work days
4. Conform to HR 2005-12 Attachment 2: Academic Calendar Norms and Definitions (pages 2-3 on different days and what they mean)
5. HSU is considered by the State as an academic year campus that offers a summer session

FALL SEMESTER:

1. Must have two full grading and evaluation days in December prior to the 24th and excluding Sundays.
2. Finals Week must be held during a full week (M-F) prior to the two full grading and evaluation days.
3. Thanksgiving week is held the week in which the fourth Thursday occurs.
4. Veterans Day is November 11th which on Saturdays is taken on Friday and on Sunday is taken on Monday.
5. Labor Day is always the 1st Monday in September.
6. Count back 15 weeks of instruction excluding Finals Week and the week for Thanksgiving Break.
7. Cannot begin earlier than August 17th per CA Department of Finance.
8. The days for Advising, Meetings, etc. are the Tuesday (Wednesday?) through Friday of the week prior to the first week of instruction. Tuesday (Wednesday?) is the official start day with the succession of faculty meetings.

SPRING SEMESTER:

1. First day of instruction is the Tuesday following Martin Luther King Day Holiday.
2. The days for Advising, Meetings, etc. are the Thursday (Wednesday?) and Friday prior to the weekend of Martin Luther King Day Holiday.
3. The mid-semester break is at Week #09 after eight weeks of instruction.
4. Finals Week is after an additional seven weeks of instruction beyond the mid-semester break.
5. Graduation is held on the Saturday at the end of Finals Week.
6. End Spring Semester and move to Summer Session to begin next Academic Year.

SOME USEFUL HR2007-12 DEFINITIONS:

1. Instructional Days = M-F during regular term when class meetings are scheduled
2. Weekend Work Days = S-S within the period of instruction for a term and counted as an academic work day.
3. Examination Day = 8 days maximum set aside for exclusive purpose of exams
4. Registration Days = Any day where faculty member is on duty for advising, etc.
5. Other Day = 1 day where faculty member is on duty for meetings or curricular development.

6. Evaluation Day = 1 day for purpose of grading examinations or papers.
7. Grade Due Days = 2 days for purpose of turning in final grades.
8. Commencement = 1 day for purpose of graduation ceremonies.
9. Academic Work Days = all of the above that occur between beginning and end of the academic year or each term.

Sunday, April 6, 2014
K.O. FULGHAM
LURA HOLTKAMP

Humboldt State University
University Senate

Resolution to Establish a Task Force to Investigate a Co-Curricular Transcript

#44-13/14-APC – April 29, 2014 – Second Reading

Resolved: That the University Senate of Humboldt State University establish a task force to investigate ~~and recommend for implementation~~ the merits of a co-curricular transcript model to potentially 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 whether or not to implement a ~~particular~~ co-curricular transcript model or other means of documenting co-curricular achievement for use at HSU
4. ~~Drafting policy~~ Determining which-on-what activities are to ~~might~~ be included on a co-curricular transcript and which office(s) will ~~would~~ 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 whether HSU should ~~to~~ implement co-curricular transcripts, which co-curricular models best suits HSU and what information to be included on a co-curricular transcript.*

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution Requesting CFA Action on Confidential Course Evaluations

#45-13/14-FAC – April 29, 2014

Resolved: That the University Senate of Humboldt State University requests that the California Faculty Association (CFA) bargaining team open negotiations on Collective Bargaining Agreement (CBA) Section 15.17 that 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.”

Rationale: This resolution was precipitated by an incident at HSU in which a faculty member received a student evaluation with hateful, sexist comments that the instructor found threatening. Under the current CBA that requires “anonymous” evaluations, there was no avenue to identify the student without violating the contract. Similarly, if a student raises concerns about instructor behavior, there is no permitted avenue to further investigate the case. Replacing the word “anonymous” in the above clause to “confidential” would be one change that would afford institutions an avenue to investigate in given cases. This type of change would also necessitate the development of clear parameters for when and to whom, and the processes through which, the identify of a student could be connected with their evaluation.

**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."

As the 120/180 semester/quarter unit limits are arbitrary and arrived at without regard for the variation in units required in different major programs or consultation with faculty, 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.

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