



# HUMBOLDT STATE UNIVERSITY

## AGENDA:

Tuesday, January 28, 2014, 3:00-5:00 pm

1. Announcement of Proxies
2. Approval of and Adoption of Agenda
3. Approval of [Minutes from the December 3, 2013 Meeting](#)
4. Reports, Announcements, and Communications of the Chair
5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members ([Written reports](#) packet)
6. Consent Calendar from the Integrated Curriculum Committee (ICC) for [January 28, 2014](#)
7. TIME CERTAIN: 3:15-3:30 PM – Open Forum for the Campus Community ([Open Forum Procedures](#))
8. TIME CERTAIN: 3:30-3:45 – Resolution on Revision of the HSU Charitable Contribution Acceptance Policy (#28-13/14-EX) – [First Reading](#) ; [Attachment](#)
- [The following two curriculum resolutions (#26 and #27) are action items; there is no 2<sup>nd</sup> reading]
9. TIME CERTAIN: 3:45-4:00 PM Resolution on Curriculum Proposal 13-150: OCN 510 – Zooplankton Ecology – New Course Proposal ([#26-13/14-ICC](#))
10. TIME CERTAIN: 4:00-4:15 PM - Resolution on Curriculum Proposals 13-298, 299, 300, 310: Act to End Sexualized Violence (Cross-listed Course) ([#27-13/14-ICC](#))
11. Election of Replacement for the Chair of the Academic Policies Committee/Third Officer of the Senate for Spring 2014
12. Resolution to Establish Voting Procedure on the Constitution of the University Senate of HSU for Spring 2014 (#20-13/14-AEC) – [Second Reading](#)
13. Series of Proposed Revisions to the HSU University Senate Constitution and Bylaws
  - a. Resolution on Forwarding the Proposed Revision of the *Constitution* of the University Senate of Humboldt State University (#21-13/14-CBC) – [First Reading](#)  
[Attachment #1](#): *Constitution* – proposed revision with changes tracked  
[Attachment #2](#): *Constitution* – proposed revision with changes accepted  
[Attachment #3](#): Current [Constitution of the University Senate of HSU](#)
  - b. Resolution to Amend the *Constitution* of the University Senate of HSU to Authorize Recall of Elected Senators (#22-13/14-CBC) – [First Reading](#)
  - c. Resolution to Establish Recall Procedures in the *Bylaws of the University Senate* (#23-13/14-CBC) – [First Reading](#)
  - d. Resolution to Amend the *Constitution* of the University Senate of HSU to Authorize Reprimand of Senators (#24-13/14-CBC) – [First Reading](#)
  - e. Resolution to Establish Procedures in the University Senate *Bylaws* for Impeachment, Censure, and Expulsion (#25-13/14-CBC) – [First Reading](#)
14. Resolution on “Guidelines for Approving New Certificate Programs” (#29-13/14-ICC) – [First Reading](#)  
[Attachment](#)

SUMMARY OF ACTIONS TAKEN AT THE MEETING ON DECEMBER 3, 2013:

Resolution on Faculty Awards Committee Description in Faculty Handbook (#15-13/14-FAC) –Second Reading – Passed Unanimously

Chair Zerbe called the meeting to order at 3:04 pm on Tuesday, December 3, 2013, in Nelson Hall East, Room 201 (Goodwin Forum). A quorum was present.

Members present: Abell, Alderson, Blake, Bruce, Cervantes, Creadon, Dye, Eschker, Fulgham, Geck, Gold, Grabinski, Karl, Meyer, Mola, Moyer, Pierce, Shaeffer, Shellhase, Snyder, Stubblefield, Tillinghast, Virnoche, Wrenn, Zerbe.

Members absent: Bloom, Braithwaite, Lopes, Richmond.

Guests: Ayoob, Burges, Nuhfer, Harrington, Zechman.

### **1. Announcement of Proxies**

Gold for Ortega, Fulgham for Thobaben, Eschker for Gold (if needed).

### **2. Approval of and Adoption of Agenda**

M/S/P (Bruce/Cervantes) to approve and adopt the agenda.

### **3. Approval of Minutes from the Meeting of November 12, 2013**

M/S (Creadon/Dye) to approve the minutes from the meeting of November 12, 2013 as written. Motion PASSED with two Abstentions.

### **4. Reports, Announcements, and Communications of the Chair**

Requests for budget augmentations were discussed at the most recent OAA Working Group meeting.

Chair Zerbe will be attending a meeting of the CSU campus senate chairs later this week and asked if anyone had issues or questions they would like to see addressed, to please send them to him via email.

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

Appointments and Elections Committee (AEC) (Alderson): The Committee is getting ready to send out a call for nominations for the General Faculty election which will be held early in the spring semester.

University Resources and Planning Committee (URPC) (Eschker): The Committee continues to grapple with the numbers and try to make sense of the budget and collected information needed to inform the budget.

Faculty Affairs Committee (FAC): A written report is included in the packet. It was clarified that the mention of meeting with the IUPC chair is a typo; it should be the UFPC chair.

HSU Labor Council (Tillinghast): The Council met and discussed the presidential search process and concerns were expressed about the fact that presidential candidates would not be visiting the campus during the search process. Members of the Council feel that the Chancellor's explanation of why the policy was changed is inadequate.

Chair Zerbe encouraged everyone to offer feedback through website for the presidential search. The deadline for feedback was extended.

Academic Affairs (Snyder): The OAA Working Group is looking as budget augmentations and will be deciding on what to submit to the University at its next meeting. A new Advising Working Group is being formed; this will be discussed later on the agenda.

Student Affairs (Blake): This Friday, Dr. Larry Roper, Vice Provost from Oregon State University, will give a presentation on "Who Owns Community" in Good Forum. Next week there will be open forums for three candidates for the Registrar position. A reception honoring December graduates will be held in the College Creek Great Hall. Associated Students President Jacob Bloom has resigned and Forust Ercole will be assuming the AS presidency.

## **6. Consent Calendar from the Integrated Curriculum Committee (ICC) – December 3**

An error on item #12-076 was noted: the number of WTUs will be two, not one, as it states on the form. The form will be corrected.

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

- 12-076 EMP 510: Human Dimensions of Natural Resources
- 13-025 MBA Program Change--Strategic Sustainability
- 13-026 MBA 605 Strategic Sustainability
- 13-027 MBA 600 International Economics COURSE CHANGE
- 13-028 MBA 610 Data Acquisition/Analysis/Presentation COURSE CHANGE
- 13-029 MBA 620 Managerial Accounting COURSE CHANGE
- 13-030 MBA 630 Marketing Management COURSE CHANGE
- 13-031 MBA 650 Designing Effective Organizations COURSE CHANGE
- 13-032 MBA 675 Social Environment/Ethics COURSE CHANGE
- 13-033 MBA 679 Policy/Strategy COURSE CHANGE
- 13-034 MBA 640 Managerial Finance COURSE CHANGE
- 13-044 INTL 100 Thinking Critically about Globalization NCP

- 13-080 REC 310 Recreation for Special Groups
- 13-124 PHYX 340 Math and Computational Methods
- 13-131 PHYX 360 Physics of Stars & Planets
- 13-132 PHYX 361 Galaxies and Cosmologies
- 13-245 FISH 260 Fish Conservation and Management
- 13-267 PSCI 377: Model United Nations II
- 13-268 PSCI 376: Model United Nations
- 13-269 Political Science Major
- 13-303: FREN 324: Introduction for Language of Intensive French Language: Regional Studies
- 13-304: FREN 326: Culture and Civilization: Regional Studies
- 13-319 TA 480: Special Topics in Theatre Arts - change C-class from C-5 to C-12.
- 13-351 FOR 400: Forestry in Modern Society
- 13-344 CHIN 112 Chinese Level II
- 13-345 CHIN 112 Chinese Level II
- 13-346 CHIN 113 Chinese Level III
- 13-347 CHIN 113L Chinese Level III
- 13-348 CHIN 207 Chinese Level IV
- 13-349 SPAN 108 Level III Heritage Speakers
- 13-350 SPAN 208 Level IV Heritage Speakers

#### **7. Review of Online Voting Procedure for Approval of Final ICC Consent Calendar**

The final meeting of the ICC will be on December 10 and the final consent calendar items will be forwarded to senators following the meeting. The deadline for reviewing and approving the final consent calendar will be Wednesday, December 18. If any items are pulled off the consent calendar, they will not make it into the next catalog.

#### **8. TIME CERTAIN: 3:15-3:30 PM – Open Forum for the Campus Community (Open Forum Procedures)**

There were no speakers for the Open Forum.

#### **9. Approval of Final Graduation List for Fall 2013 – distributed via email**

M/S/U (Fulgham/Thobaben (by proxy)) that the University Senate of Humboldt State University accept the final graduation list for Fall 2013 and recommend the graduation of all persons whose names are on that list subject to the provision that any student whose name is on the list and who has not fulfilled the requirements for graduation, will have her or his name removed from the list and that student shall not graduate.

M/S/U (Fulgham/Thobaben (by proxy)) to make this an Emergency Item for immediate transmittal to the President.

**10. TIME CERTAIN: 3:35 PM – Discussion of Draft GE Student Learning Outcomes (Elisabeth Harrington, Chair, GEAR Curriculum and Assessment Committee)**

A handout, “GEARing up for success” was distributed to senators. The handout includes a brief overview of the process and two sets of draft outcomes: 1) Draft HSU Baccalaureate Outcomes and 2) Draft GE Outcomes. Following this presentation to the Senate, the GEAR Committee will begin a listening tour, to vet both sets of outcomes with the campus community. The drafts will be revised as necessary and the Committee hopes to submit a final version by the end of February 2014.

It was recognized that senators had not had enough time to read and study the document, but it was noted that it is being offered as a progress report; it is not an action item for the Senate. The Committee is ready to proceed with talking to departments and considers itself still at the information gathering stage.

Discussion:

Q: Is there a common theme in how the proposed outcomes differ from current outcomes? A: For GE, the proposed outcomes are reasoning-based, rather than content-based. The single unifying element is the tracking of reasoning skills.

Q: The reduction of the number of GE learning outcomes is appreciated. Were faculty members from each area involved in crafting these outcomes? Q: Yes, the members of the Committee are representative of the faculty. In addition, the Committee will now be going to each department and asking for feedback.

Q: Will the draft Baccalaureates outcome replace the current set? A: Yes.

It was suggested that it would be useful to provide a visual comparison of the two sets of outcomes so everyone can see what has changed.

Q: In terms of time to graduation and student success, it looks like a more complex set of GE outcomes is being created than what is actually required by the CSU. Are we doing more than we need to? A: The goal is to expand the definition of critical thinking. The Committee is cognizant of not wanting to increase units or make GE any more complicated.

Q: Institutions and DCG are not mentioned; are there plans for changes there as well? It would be helpful to see a draft catalog description to better understand the vision behind all of this.

One way to envision it is that the Baccalaureate learning outcomes become more important, i.e. each major must meet the outcomes. It gives each program its own path through GE.

Two concerns were raised: 1) It is not clear why the focus of GE is on the major. If HSU were a campus of 35,000 students it would make more sense. HSU is too small and there are not enough majors in some departments to warrant this. A broader based disciplinary approach (humanities, etc.) would be better; 2) It needs to be clear that while the department may

propose GE courses, it does not make the final decision. Decisions will be based on cost and other factors.

Senators were encouraged to think in terms of adapting what is currently being done and proceeding in a new direction using a new conceptual framework, rather than trying to overlay the current 'crazy-quilt' course approach.

It was noted that "Life Science" is missing under Area B on page 6. It was suggested that terminology be used consistently throughout the document.

Q: What will happen after the Committee conducts its listening tour with departments? A: The Committee will use the input to revise and re-submit the lists of outcomes to the ICC, and then they will be forwarded to the Senate. The Committee is also putting together recommendations for implementation to be ready in February. The conversations will begin with departments to see how they want to begin. Ideally, there would be new course proposals by the end of next year (2015).

Q: Why are Institutions and DCG not included in this document? A: Decisions have not been made yet about what to do with DCG and the Committee will try to incorporate it back in as soon as possible. It was easier to start with areas that were already clearly defined.

It was suggested that the document acknowledge that these two areas are missing so it doesn't appear they've been forgotten.

It was noted that special issues for transfer students still need to be addressed.

It was suggested that before the document is distributed to departments for discussion, that it be revised to include the remaining draft student learning outcomes. Some of them have different outcomes for lower and upper division and it would be a good opportunity to clarify what is lower and upper division.

Q: Some of the elements from the Executive Order do not appear in this list of outcomes. Will the Committee be getting feedback and expecting to expand some of these? A: Yes – the Committee began with what if felt was absolutely essential and will consult with departments early next semester.

It is hoped that the process itself will be useful to everyone, in terms of discovery and learning, regardless of what the final outcomes look like.

#### **11. Resolution on Faculty Awards Committee Description in Faculty Handbook (#15-13/14-FAC) –Second Reading**

Resolution on Faculty Awards Committee Description in Faculty Handbook  
#15-13/14-FAC – December 3, 2013 – Second Reading

RESOLVED: That the University Senate of Humboldt State University approves the below changes to the "Faculty Awards Committee" description found in the *HSU Faculty Handbook*, Section 800, "Committees, Councils, Associations and Boards:"

#### FACULTY AWARDS COMMITTEE

Duties: The committee ~~is appointed to select the nominees-~~ reviews applications for the following HSU awards: Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor.

The Committee will select at most one awardee in each category. Given the pool of nominees, the Committee may vote to forego a selection in a given category. The Committee shall make its decisions based on a simple majority vote. When appropriate, the Faculty Awards Committee may encourage nominees to resubmit their materials the following year.

The ~~C~~committee reports its selections to the University Academic Senate at the last meeting in February. ~~its nominations during the Senate's first March meeting of the academic year in which the awards are to be presented.~~ Upon receiving the recommendations ~~nominations~~ of the Faculty Awards Committee, the Academic University Senate ratifies the awards by a vote of two-thirds ~~2/3~~ of those present, and forwards its recommendation to the President. ~~for conferral.~~

#### Linked Responsibilities of Awardees and Other Offices:

~~On behalf of the University, t~~ The President confers awards honored in a ceremony open to the public. Announces the recipients to the campus community. Recipients of the awards will have the opportunity to engage with the campus community by giving a public lecture or performance or a different activity of their choosing. ~~present a public lecture or performance, and t~~ The awards carry a stipends, the amount of which is determined by the Office of the President. from the Humboldt State University Foundation and the Division of Academic Affairs. ~~(Committee description revised by Academic Senate Resolution #16-08/09-FA (Revised))~~

~~Co-Chair:~~ The Committee shall select its chair from its membership. The University President or designee, and the most recent recipient of the Outstanding Professor Award, or in the absence of such a recipient, the more highly ranked or experienced recipient of the Excellence in Teaching or Scholar of the Year Awards.

Type: Ad Hoc Committee of the University Senate

Meetings: Two to three times ~~per year~~ in February.

Membership: Four members of the faculty (two of whom are previous recipients of one of the awards) appointed for one-year terms by the Senate Appointments and Elections Committee, the Provost, and one student appointed by the Associated Students. Emeritus faculty members are eligible to serve. In addition to the co-chairs, three members of the teaching faculty (two of whom are previous recipients of the Outstanding Professor Award) appointed for one-year terms by the Senate Appointments Committee, and one student appointed by the Associated Students.

**Rationale:**

Duties & Membership - The awards committee requested that we make formal provision to allow “not” making an award in a given year. In addition, the committee suggested including a provision of a decision rule (i.e. “simple majority vote”) to guide the committee through difficult decision situations.

We made the Provost a permanent member and removed the language of Provost as the President’s designee to address oddness of a designee making a recommendation to the President. Keeping the Provost as a member allows more collaborative work between administration and committee process.

Also regarding membership, it has sometimes been difficult to identify faculty members to serve. The changes allow more flexibility in faculty membership. Other changes reflect most recent practices and titles.

Linked Responsibilities of Other Offices - Broadens venues and modes for sharing with campus community beyond the traditional public lecture/performance.

Senator Virnoche noted the few changes made to the resolution following the First Reading, including putting the Provost and a student back on the committee and allowing emeritus faculty members to serve on the committee.

There was no discussion. Voting occurred and Resolution #15-13/14-FAC PASSED unanimously.

## **12. Resolution to Establish Voting Procedure on the Constitution of the University Senate of HSU for Spring 2014 (#20-13/14-AEC) – First Reading**

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

Resolution to Establish Voting Procedure on the *Constitution* of the University Senate of HSU  
for Spring 2014  
#20-13/14-AEC – December 3, 2013 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University approve the attached “Voting Procedure on the *Constitution* of the University Senate of HSU for Spring 2014.”

**RATIONALE:** *The amendment process in the Constitution tasks the Appointment and Elections Committee (AEC) to “establish procedures for voting on the amendment” that are then approved by the Senate. With no clearly defined electorate listed in the Constitution, the AEC, in consultation with the Constitution and Bylaws Committee, addresses this in the attached procedure. This procedure aims at practicality while considering the spirit of inclusivity of the Senate.*

From the Constitution:

### **9.0 Amendments**

Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate. An amendment shall be adopted by an affirmative vote of *no less than 51%* of those voting.



Senator Bruce reported that the proposed process for amending the Senate Constitution has been discussed with the Appointments and Elections Committee and is presented to the Senate for approval.

There was no discussion.

### **13. Discussion item: Advising Reform and the Role of the Senate**

The Provost distributed a handout with a draft of the proposed Advising Working Group. An advising group was put together last year. A new group is being formed that will look at academic, career, and co-curricular advising. A lot of advising occurs on campus and there are also several different systems in place (DARS, Early Alert, etc.). It will be the task of the Working Group to identify all of the ways in which students are advised, who does the advising, and the order in which advising is done. The Working Group is charged with developing an overall and comprehensive plan for advising to coordinate advising across campus. The Working Group will keep the Enrollment Management Working Group, the University Senate, and department chairs informed on its progress. Implementation of the plan will begin in Fall 2014.

Discussion and comments:

The proposed membership does not include enough faculty who advise in the academic area.

The Provost stated he would be happy to include a student on the working group, if Associated Students will forward a name to him.

The Working Group will review all existing documents, forms, and policies related to advising.

The proposed membership of the Working Group is mostly administrative. Engagement with academics involved in day to day advising of students was encouraged.

The number of administrators can be reduced and more faculty can be added to the Working Group. The Provost noted that advising may be proceeding in a more automated direction and there is a need to think conceptually about how faculty can be most effectively utilized and how to distribute the workload most appropriately. Paths will be developed for students and intervention provided as needed. The faculty role may become more one of a mentor.

There is a distinction between advising and mentoring. If this plan is covering both, it would be good to make that explicit.

It would be helpful to include someone who does RAMP, EOP, or career advising on the Working Group.

It was suggested that the Working Group take the time to visit departments and gain a broad overview of how each department conducts and uses its advising, rather than relying on anecdotal evidence.

Retention and progress toward graduation metrics need to be developed and tracked and the Education Advisory Board (EAB) tool will allow this as well as provide information on who is doing what and how well. In addition, the EAB tool can help students choose more successful pathways and/or even the right major.

Advising should be thought of on a continuum and when all the pieces and parts are sorted out across campus, there needs to be trust that others will do their part.

Regardless of how well the system works, it will never be transparent to students. It is better for students to have one advisor.

Everyone who plays a role in the advising process must understand all the pieces and parts – there will be a lot of education required.

A good system will be intuitive enough to get most people to where they need to go. It was suggested a smartphone app would be useful; and it was noted that Chico has developed such a tool.

**14. Discussion item: Revision of the “Guidelines for Approving New Degree and Credential Programs at HSU” (ICC/Moyer)**

The recently approved interdisciplinary Leadership Studies proposal was the first of its kind; in that it involves Extended Ed (self-support) and is not associated with existing faculty at HSU. As the ICC worked through the proposal, questions were raised regarding how similar proposals would work in the future. In response, the ICC has proposed revisions to the existing “Guidelines for Approving New Degree and Credential Programs at HSU.”

New language was added at the end of Step Two (p. 3, #7) requiring oversight of a program by HSU faculty. As more programs move to the self-support side, thought needs to be given to the role of the faculty.

Discussion:

The new language only addresses the need for tenure-line faculty; the emphasis should be on faculty expertise. For example, if an interdisciplinary program involving three departments develops curriculum and it is approved by tenure-line faculty, rather than faculty with expertise, there is more possibility for the program to go down the wrong road. The oversight needs to be tied to faculty that have the disciplinary expertise.

Ultimately, a tenure-line faculty member must be responsible for the oversight.

Tenure-line faculty are given collateral duties to develop curriculum. If a program is built with non-tenure-line faculty, then the university needs to be able to pay them. Consider what happened with the new Leadership Studies program and what should happen in the future when there are no faculty on campus with the expertise needed.

Concern was expressed about offering courses branded “Humboldt” that are not taught by faculty on campus.

Care needs to be taken when making broad class distinctions. Faculty who are off-campus are still faculty and non-tenure-line faculty are still faculty. More convincing arguments for requiring oversight by on-campus, tenure-line faculty need to be made. Some campuses have self-support programs that don’t even go through the campus curriculum process. HSU doesn’t have a different set of standards for stateside programs at this point – all curriculum proposals go through the same process.

Q: Do degrees granted by Extended Education state that they are from HSU? A: Yes.

The Collective Bargaining Unit (CBA) contract for faculty does not cover Extended Education or Summer Session.

Curriculum is the purview of the faculty. If new programs are created with faculty who are not here or are nurtured along by administrators with some faculty expertise, what does “curriculum” mean – if the campus does not have anyone with the needed expertise?

Consider what makes an “HSU” degree, i.e., students achieve identified outcomes. Faculty, regardless of where they are located, are participating in the same assessment and review activities as faculty on campus.

Part of the issue has to do with social changes. How do off-campus faculty participate in the life of the campus community? Without that interaction, how is the intellectual environment of the campus enriched or the culture of HSU promoted?

A number of issues are being discussed. Fully self-supported online programs are aimed at specific populations of students. For example, the Leadership Studies program is aimed at students who would not be coming to the HSU campus, because of distance, etc. HSU could say ‘no’ to providing education for that population of students, but this would not be a good approach to take.

The meeting adjourned at 5:00 pm.

### **Final ICC Consent Calendar for the 14/15 HSU Course Catalog**

The following items were pulled from the Final Consent Calendar for Fall 2013:

#### **13-150 OCN 510: Zooplankton Ecology – New Course Proposal**

A new graduate course intended for marine science oriented graduate students is proposed, which is an addition to the already existing class OCN 410: Zooplankton Ecology. Currently undergraduate and graduate students can enroll in OCN 410; however, including 1 extra unit to the lecture and lab portion of 410 in the form of a discussion that will facilitate the more rigorous assignments and reading loads expected of the graduate students is proposed for OCN 510. This will benefit graduate students by providing more depth of material and will also

benefit undergraduates as they will observe the 510 students' final presentations at the end of the semester. Lastly, there are few 500 level laboratory based courses available to graduate students in the marine science oriented programs.

*Note: This proposal engendered a great deal of discussion and disagreement at the ICC. As part of her interactions with WASC and other state and national organizations, Vice Provost Jená Burges has been coming to understand that graduate coursework must be distinct from Undergraduate coursework. She feels that this proposal does not mesh with her evolving understanding of what is acceptable. The majority of the other ICC members felt that this course solidly satisfies the Guidelines that HSU currently has for Co-scheduled courses, and that proposals such as this should be approved until we develop a different clear policy on Co-scheduled Grad/Undergrad courses. The ICC voted to approve this course and send it to the Senate for approval, but our expectation is that the Vice Provost is likely not to approve it. (We have also directed the Academic Policies committee to begin work on Policy about Co-Scheduled Grad/UG courses.)*

*One further note: If this proposal SHOULD be approved by the Vice-Provost, the program will need to choose a different course number because OCN 510 is already in use. The ICC didn't bother to address this issue, because we expect the proposal will not be approved.*

**13-298, 299, 300, 310**

**13-298 ANTH 235 ACT TO END SEXUALIZED VIOLENCE**

**13-299 COMM 235 ACT TO END SEXUALIZED VIOLENCE**

**13-300 CRGS 235 ACT TO END SEXUALIZED VIOLENCE**

**13-310 PSCI 235 ACT TO END SEXUALIZED VIOLENCE**

**13-313 SOC 235 ACT TO END SEXUALIZED VIOLENCE**

This is a C1 large lecture course. It is currently listed ES/WS 480, SOC 494, ANTH 485, PSCI 371, COMM 480. This course has been cross-listed by a number of departments since its inception. The current new course proposal maintains this history, and proposes assigning a permanent course number. It has been taught as an experimental course in the past. If approved all number designations will change to 235. The justification for this new course proposal consists of 2 arguments: 1. To meet a curricular need on campus; 2. There is a limit on how many times a special topics course can be offered. Typical enrollment in this class over the last 3 years has ranged from 57 to 88.

*Note: The ICC was conflicted (and almost evenly-divided) about whether or not to approve courses with multiple cross-listings. We voted, and those in favor of approval won, so we are sending this forward to the Senate for approval. However, the Vice-Provost is opposed to cross-listing, so we expect that the proposal will not be approved.*

*Assuming that the Vice-Provost does not approve the proposal, the affected programs will be asked to select just one prefix for the course. At that time, the affected programs should also confirm that a lower-division course number is appropriate for this course, as several majors have been counting this course as an upper division elective. Even if the Vice-Provost says "no" to this proposal, we expect that the single version of this course should be able to be listed in the 2014/15 catalog.*

The remaining items were approved without objection, via email.

10-356 Wildland Soil Science Minor Program Change  
11-502 HSU Course Change - GEOL 308L Natural Disasters laboratory  
11-504 HSU Course Change - GEOL 457 Engineering Geology  
12-153 Coastal and Marine Planning Program Change  
12-154 Coastal and Marine Planning Course Change  
12-155 12-155 Coastal and Marine Planning Course Proposal  
12-156 ENVS Environmental Policy Option Major Program Change  
12-217 ENGL 406 Theory of Composition  
12-218 ENGL 406L Technology in English  
12-222 ENVS Ecological Restoration Minor Program Change  
13-002 Business Administration Program Change to Management Option  
13-003 Small Business Management  
13-008 BA 379 Business Plan Development.  
13-009 BA 417 Small Business Consulting.  
13-020 Sociology 472  
13-021 Sociology 482  
13-022 Sociology 492 SENIOR THESIS,  
13-023 SOC BA Program Change Suspend Courses,  
13-054 KINS 474 Psychology of Sport and Exercise Add DCG - domestic designation.  
13-058 JMC434, Broadcast News And Development  
13-060 JMC416, Mass Communication Theory  
13-062 JMC352, Media Programming and Critical Analysis  
13-068 JMC316, Mass Media and Contemporary Society  
13-069 JMC312, Women and Mass Media  
13-070 JMC234, Broadcast News Writing  
13-071 JMC232, Technical Writing  
13-059 JMC427 Advanced Multimedia News Workshop – New course  
13-064 JMC330 International Mass Communications  
13-065 JMC327 Multimedia News Lab to Multimedia News Workshop  
13-066 JMC324 Magazine Writing to Advanced News Writing  
13-067 JMC320 Specialized Reporting to Advanced Reporting  
13-072 JMC155 Intro to Radio Production to Intro to Audio Production  
13-073 JMC125 Introduction to Journalism Tools – new course  
13-074 JMC116 Intro to Mass Communication  
13-076 JMC BA Program Change - Core  
13-077 JMC BA (Media Studies) – Delete Option  
13-078 JMC BA (Broadcast News) – Delete Option  
13-083 AIE AMERICAN INDIAN EDUCATION MINOR  
13-090 Religious Studies Program Change  
13-091 RS 107 Religion in America NEW COURSE PROPOSAL  
13-111 Art Education Program Change  
13-116 CRIMINOLOGY & JUSTICE STUDIES  
13-118 Music Program Change – Music Education Option

13-148 SOC BA Program Change (Core)  
13-149 SOC 431 Juvenile Delinquency Course Change  
13-151 Geology BA Major  
13-166 EDUC MA Program Change  
13-167, 168, 169, 170, 380 EDUC MA Program Change  
13-193 MATH 340 NUMBER THEORY Course Change  
13-226 KINS GE Upper Division Area B  
13-238, 239, 240 SOCIAL WORK  
13-241, 242 Social Work BA Program Change  
13-253 Music 453 Career Skills for Musicians  
13-254 Music Performance Program Change  
13-255 Music Studies Program Change  
13-301 New Course Proposal: FILM 260: Film Festival  
13-305 HSU Course Change - NAS 310 Native American Literature  
13-306 HSU Course Change - NAS 311 Oral Literature and Oral Traditions  
13-314 SPAN 313 Spanish Peer Tutoring NEW COURSE PROPOSAL  
13-315 SPAN 315S Field Experience: Teaching Spanish as a Second Language  
13-316 SPAN 408S Field Experience: Translation and Interpretation  
13-321 FILM Program Change  
13-322 New Course Proposal: FILM 455 C  
13-332 - HSU Course Change - NAS 360 Tribal Justice Systems  
13-333 HSU Course Change - NAS 392 Native American Film  
13-340 TESL Minor for the MA Program Change  
13-341 Minor in Teaching English as a Second Language Program Change  
13-342 English MA Peace Corps Emphasis Program Change  
13-358 ENGR 313 Systems Analysis COURSE CHANGE  
13-359 Environmental Resources Engineering Program Change  
13-361 ENGL 102 - Composition and Rhetoric  
13-363 FILM 425: Film Directing and Production Processes  
13-364 Economics Program Change  
13-366 ECON 550: Economics of Energy & Climate Policy  
13-367 KINS 695: Directed Field Experience  
13-368 PHYX 106 - College Physics: Mechanics and Heat  
13-370 CS 111 - Computer Science Foundation  
13-371 Math 105: Calculus for the Biological Sciences and Natural Resources  
13-372 Math 109 - Calculus I  
13-373 Math 253: Discrete Mathematics  
13-374 Math 301: Mathematics & Cultural-Historical Perspective - change pre-req from Math 115 to Math 114 or Math 115.  
13-375 STAT 109 - Introductory Biostatistics  
13-376 STAT 333: Linear Regression Models/ANOVA  
13-377 PSYC 692: School Psychology Portfolio Project  
13-378 PSYC 783: School Psychology Practicum  
13-379 PSYC 784: School Psychology Internship  
13-386: English, Literary Studies Option, eliminate ENGL 406L.  
13-387: English, Teaching the Language Arts Option

### Information Item/ ICC Report

The ICC *did not* approve the following proposals:

#### 13-232 CRIMINOLOGY 472 PROSEMINAR Course Change

It appears that Criminology and Justice Studies (CJS) wishes to cross list this class in the respective catalog sections as CRIM472/SOC 472 for CJS, and SOC 472/CRIM 472 for Sociology. Though a new major, CJS is housed in the Sociology department. The justification given is that assessment and national research recommends scheduling the Proseminar, which develops a career plan, earlier in a student's academic career (formally this was a senior level class, see 13-020). This course has been successfully piloted as SOC 494 Professional Development Workshop. This course change does not increase SCU/WTU, units in the major, or time to graduation.

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13-233 CRM 482 INTERNSHIP Course Change

It appears that Criminology and Justice Studies (CJS) wishes to cross list this class in the respective catalog sections as CRIM482/SOC 482 for CJS, and SOC 482/CRIM 482 for Sociology. Though a new major, CJS is housed in the Sociology department. There is also a proposed change in the prerequisites. Currently prerequisites are CRIM 410, SOC 382 and Junior standing or above. Proposed prerequisites are CRIM 472 (Proseminar), CRIM 410, and SOC 382 and Jr. Standing or above. The change is the requirement of the proseminar prior to enrolling in the internship class. Given that CRIM 472 (the proseminar class) has been moved to earlier in the students career (see 13-020 & 13-232), CJS and Sociology wants to make sure that students complete the proseminar (CRIM 472) is completed in preparation for the internship class (CRIM 482).

*The ICC felt that student could take these courses either as SOC or CJS and that cross-listing is not needed.*

**Constitution & Bylaws Committee: Report for January 28, 2014, Senate Meeting/**

Prepared by Richard Bruce, Chair, Constitution & Bylaws

Committee Membership: Richard Bruce (chair), Jeff Abell, Ken Fulgham, Jeremy Shellhase, Steve Tillinghast

The CBC meets Mondays at 5pm in NHE 119.

December 4: Bruce (chair), Abell, Fulgham, Shellhase, Tillinghast

- Incorporated recommendations from first reading of #20-13/14-AEC: Resolution to Establish Voting Procedure on the *Constitution* of the University Senate of HSU for Spring 2014
- Polished text for censure/expulsion/recall in *Constitution & Bylaws* to forward to SenEx

December 11: Bruce (chair), Abell, Fulgham, Shellhase, Tillinghast

Agenda items:

- Discussed CCC suspension and CBC role. Reviewed *Constitution* amendment & revision procedures. Will forward "Role of Senators" text for discussion item at Senate. Looked at suggested changes from SenEx on text for recall, censure, expulsion & impeachment.
- Began review of the relationship of General Faculty and Senate/General Faculty President and Senate Chair.

December 18: Bruce (chair), Abell, Fulgham, Shellhase

Agenda items:

- Continued to review relationship between GF chair and Senate Chair and discussed ideas to separate them, as well as begin to edit text.

**Integrated Curriculum Committee (Moyer):**

The ICC meet on Tuesday Jan. 21 to:

- approve curriculum proposals
- offer advice to the GEAR committee about how to proceed with GE Reform.

(We have further discussion planned offering feedback on the proposed Baccalaureate outcomes.)



**Faculty Affairs Committee (FAC): Prepared by Mary Virnoche, Chair, Faculty Affairs**

**Report from Meeting of January 23, 2013**

The Faculty Affairs Committee meets 12:30-1:30 Thursdays in BSS 402.

Committee Members: Nancy Dye, Stephanie Burkhalter, Colleen Mullery, Sharon Tuttle, Mary Virnoche (Chair), George Wrenn; Guests: Laura Hahn (UFPC Chair), Kathleen Doty (UFPC), Cindy Moyer (ICC Chair), Noah Zerbe (University Senate Chair).

**Faculty Governance, UFPC & ICC Release Time Allocations**

The UFPC has a total annual release time allocation of 33 WTUs. The ICC's allocation is 9 WTU. The University Senate's allocation is 30 WTU.

The committee and guests reviewed UFPC historical workload and heard from guests and committee member Sharon Tuttle (past UFPC member) on the workload of the UFPC. While there was a dip in the number of files reviewed for a short period associated with drops in tenure-line hires, current and projected numbers put the load back at the higher levels of earlier years. All expressed great concern about reducing UFPC release time.

The committee also asked the question of the efficacy of the current structure of three levels of review and asked the group to consider the model (of most other CSUs) of the UFPC as an appellate body only in cases where there is disagreement between lower level committees. With this structure, while there would be no net gain in WTU allocation, we could shift the release time to the college levels where there is currently no release. Those currently or previously serving on the UFPC felt that the vantage point of the UFPC was important for faculty file review and were not in favor of this model. We asked if there were many cases where the UFPC actually reversed the decisions of lower committees. Laura Hahn said "yes." Colleen Mullery offered to provide the Senate with those numbers. Regarding college sentiments regarding RTP structure, Noah Zerbe reported that he has heard from multiple faculty members in one college a strong preference to move to a system under which the UFPC serves an appellate function, yet at least some in another college seem in favor of removing the college review and sending files directly from IUPC bodies to the UFPC. There seems not to then consensus on model changes that might best serve all faculty wishes. It is clear that it is difficult to get faculty to serve at the college level given those positions do not include release time.

The committee then discussed the current University Senate release allocations. The below recommendations reflect the most likely areas to provide some additional support to the CDC Subcommittee of the ICC.

**Committee Recommendation:**

1. Reallocate 3 WTU (annual) from Constitution and Bylaws to ICC/CDC for 2015-16. Consider at the end of this term possible allocation starting as early as 2014-15, depending on progress of that committee this term.
2. Request that Senate Chair Noah Zerbe and Co-Chair URPC Erick Eschker discuss with Senate Executive Committee the current separation of URPC Co-Chair position from the Senate Chair Office. Given that the Senate Chair serves on many university level committees and has likely

the most current and broad outlook on the university, we should consider the potential utility of Senate Chair serving then on a committee that makes resource decisions. What is the rationale for removing resource allocation influence from the Senate Chair office? Consider release time reallocation for URPC Co-Chair (3 units annual usually taken in Spring) to Senate Chair and/or ICC/CDC.

### **Update on Electronic RTP System Decision Progress**

The Faculty Affairs Chair, Mary Virnoche and Senate Chair, Noah Zerbe, continued to meet with IT and APS staff over the break to move closer to a decision on the system we will adopt for RTP. Incoming Faculty Affairs committee member, Sharon Tuttle, also started attending meetings. Sharon has experience as a CS faculty member and past IUPC member which are helpful to the discussions. We had presentations on using Nolij from our HSU IT staff. We had a second phone conference meeting with a representative from Kent State, David Dalton, and concrete proposals on pricing, services, security and technical support. They are offering to waive all first- year customization and service fees for HSU as their pilot site (though Kent faculty have been using their system for several years). Each year afterward HSU would fall in the 7500-10,000 FTES category and we would contract for their services at \$15,000 (year). They provide all the technical support, storage and customization services. We will be setting up meetings with current Kent faculty members to talk with them about their experience with their system "Folio Web."

In the meantime, Mary Virnoche is working with Colleen Mullery and IT to set up a meeting in February with new faculty. Regardless of the platform/system we adopt, individual electronic files themselves will be the same. We will provide guidance on individual file preparation and organization.

### **Senate Chair's Report (January 28, 2014):**

The Enrollment Management Working Group (EMWG) meeting (January 21) included consideration of the following items:

1. An update on applications for AY14-15. Year-over-year applications are up for first-time frosh and transfers, and the applicant pool is more diverse.
2. The provost has assembled an Advising Working Group to develop concrete recommendations for streamlining advising at HSU. Ken Ayoob is chairing. Mary Virnoche is serving on the Working Group.
3. Biology, Engineering, and Wildlife are declaring impactation for AY14-15. Environmental Science is considering.

This week's Office of Academic Affairs (OAA) Working Group meeting was cancelled.

The Senate Executive met on January 21 and had a broad-ranging discussion of issues from across campus. These included:

- The connection between the Senate and the campus community, and the desire to foster better communication between elected Senators and their constituencies.
- Electronic document workflow
- Department workloads. The timing and number of reports required of departments. The redundancy of completing forms like LTFs. The need for better utilization of software (PeopleSoft) to complete forms.
- Improved and more timely notification of decisions by the administration.
- The challenges posed by the Enterprise Rental Car contract with the university, especially in the need for 15 passenger vans.
- A general discussion of what kinds of issues the Senate should weigh in on and which it should not.

If there are other issues of concern, please let me know.

**ICC Consent Calendar for January 28, 2014** (Note: See the Senate Standing Rules (posted online with Senate packet materials) for the process of 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.

**These proposals are in Nolij:**

**ICC Consent Calendar for Senate on 1/28/14**

12-077 EMP 465: Rural Community Planning - delete course - the department does not intend to teach the course again. Accompanied program change 12-153 which has now been approved.

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13-020 Sociology 472,

A new course proposal Sociology 472 proseminar. Category C3 for 1 unit, and meets for 1 hour and 1 WTU. This will be a C/NC for Sophomores and Juniors, and a prerequisite for Soc 482 internship & Soc 492 senior thesis. This designed to be a professional development class for undergraduates to develop skills in resume building, job search, network, and interview training. They will also develop a proposal for capstone internship experience or career plan. This course will replace 1 unit of Soc 492 Senior Thesis and thus will not increase the units in the major. The department feels (based on student feedback and national association recommendations) moving professional development from capstone to earlier will benefit students. Faculty is available to teach this course.

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13-021

13-021 Sociology 482,

This is a proposed change in the capstone experience to place students on campus or in the community and culminates in a written report. The student must secure a 90 hour internship before enrolling. This course is currently a S36 at 1-4 units (independent study at 4 units)?it will change to C4 Discussion (2 units), and C78 Non-traditional (1 unit) for a 3 unit total. This does not change the total units in the major, as previous capstone was 4 units, and the extra unit has now been moved to the 1 unit Proseminar SOC 472. Prerequisites are Soc 310, 382, & 472 and the above internship.

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13-232 CRIM 472: Proseminar - suspend this course - students will take SOC 372 to satisfy their Proseminar requirements.

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13-256 Environmental Science: Geospatial Science Option. Remove requirement of CS 325. New faculty member is going to incorporate database content into GSP 370 and GSP 470, thus rendering CS 325 unnecessary for this option.

13-365 JMC 154: Radio Production - Change from 2 units C-4 and 1 unit C-15 to 2 units C-4 and 1 unit C-78. The change better supports the independently-scheduled work students do for the class. Students meet for a total of 5 hours (2 in class and 3 of individual lab time). Faculty will receive 3 WTUs.

13-388 OCN 340: Geological Oceanography - as a result of the math department's changes to the pre-calculus curriculum, change the math pre-reqs for this course to be either MATH 114 OR MATH 115.

13-389 History of Western Philosophy Minor: Deleting PHIL 351 so it needs to be removed from program requirements. This is an elective course (select 3 of 4) and removing it from the list of choices will not affect students' ability to complete the minor.

13-390 Minor in Philosophy - Asian Aspects. Due to reducing major size, UD Indian and Chinese philosophy courses are now taught every other year. In order to allow students to complete this minor, which requires those two courses, the propose changing requirements from PHIL 346 & PHIL 345 and 2 electives in PHIL to requiring 2 from PHIL 104, 345 or 346, and, 2 electives. PHIL 104 is taught every semester and covers India and China. No change to total units.

13-391 PHIL 104 - Removing Japanese philosophies from the course description as these are not currently covered.

13-392 PHIL 106 - Small changes to course description by means of adding a few more examples of possible course topics.

13-393 PHIL 304 - Slight change in language of course description to make it sound more permissive than prescriptive. The department does not want to give the impression that the topics listed in the description are taught in every class, rather than examples of subjects one may encounter in a class.

13-394 PHIL 351 - Delete course. A newer course, it has been offered 3 times on an every other year cycle. Enrollment has always been low. It is an optional course within the major and the Minor in Philosophy - History of Western Philosophy (see program change: 13-389).

13-395 PHIL 475 - Delete course. This course is consistently under-enrolled, cut or in danger of being cut even though only offered every other year. Faculty with strengths in this area have retired without replacement and the course is not required by any program.

13-409: Philosophy Major Program Change - remove (deleted courses) PHIL 351 and 475 from the list of electives for the major

### **Forestry Program Changes (reducing the Major to 120 units)**

13-198

Forestry BS - Changes to Core Requirements - removing STAT requirement (content added to existing course (FOR 210). Removing FOR 1116 The Forest Environment. Number changes to increase retention, draw in students to the program earlier on and to decrease time to graduation. Adding GSP 101 and GSP 101L, along with GSP 270. FOR 285 Department Seminar has been moved out of core and into only those options where it has been required. FOR 331 decreased in units (4 to 3). Adding FOR 359 Forest & Wildland Policy, FOR 354 Forest Economics and Finance. A general Forestry Capstone (FOR 479) has been returned to the Core so each option no longer has its own. Added GEOL 306 to list of "Plus one of the following: FISH 300, RRS 306, WLDF 300".

13-199

The Forest Environment. This 3-unit course will be suspended to ensure that all options are capped at 120 units.

13-203

FOR 230 Dendrology: renumbering course to 130 to involve new students earlier in their academic career and to promote increased retention rates. Also, to provide balance to the curriculum.

13-204

FOR 231 Forest Ecology: renumbering course to 131 to involve new students earlier in their academic career and to promote increased retention rates. Also, to provide balance to the curriculum.

13-208

FOR 323 Wildland Fire Behavior and Use: renaming to Wildland Fire Behavior. Also reducing units (from 4 to 3). Adding existing course FOR 422 (which contains some similar content to FOR 323) to the Wildland Fire Option, thus similar content will no longer need to be covered in FOR 323.

13-211

FOR 350 Forest Harvesting Systems - reduced from 4 to 3 total units. Removing one unit of lecture.

With the understanding that the department will resubmit a revised syllabus which indicates corrected meeting time... Recommend approve/Jodie

13-212

FOR 359: CA & US Forest and Wildland Policy - new Forestry Major and Institutions Course. (Double-counting this course for both the Major and the Institutions requirement will enable the Forestry major to meet the 120-unit cap.)

The ICC is not yet able to approve this course because the syllabus was not submitted until right before Thanksgiving, which meant that the relevant subcommittee has not had time to properly determine if the course meets HSU's standards for Institutions courses.

Because this course is essential for the Forestry program to meet the Chancellor's Office 120-unit requirement, the ICC will permit Forestry to offer this course during the 14/15 academic year as a Special Topics course. Meanwhile, the ICC will properly work on this proposal with the goal of approving the course in time for it to be included in the 15/16 catalog.

13-214

FOR 422 Wildland Fire Use: change by limiting enrollment to those at junior standing or above to ensure they are adequately prepared for this course.

13-215

FOR 425 Wildland Fire Management Capstone: suspend course because department is requiring all options to use the general Forestry capstone (FOR 479).

13-216

FOR 433 Forest Resource Conservation Capstone: suspend course because department is requiring all options to use the general Forestry capstone (FOR 479).

13-217

FOR 470 Professional Forestry Ethics: suspend course and incorporate contents into FOR 471. This is being done to reduce total units for FOR program options.

13-218

FOR 471 Forest Administration: change title to Forest Administration and Ethics since contents of FOR 470 Professional Forestry Ethics (being suspended effective 2014/15) have been folded into this course. Course description updated to include new content. Restricting enrollment to those in their junior or senior year.

13-220

FOR 478 Forest Operations Capstone: suspend course because department is requiring all options to use the general Forestry capstone (FOR 479).

13-221

FOR 479 Forestry Capstone: reduce units from 4 to 3 to assist in lowering each option's total requirements. Add enforced level restriction of senior standing since this course is to be taken in the last semester.

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13-224

WSHD 425 Forest Hydrology Capstone: suspend course because department is requiring all options to use the general Forestry capstone (FOR 479).

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13-410

Forestry Major - Forest Resource Conservation Option - revise option requirements. The revised option is 16 units beyond the core. Moving FOR 285 Forestry Seminar from Core into this option. Eliminating FOR 433 Forest Resource Conservation Capstone and FOR 365 Forest Financial Administration. Revising to FOR 321 & FOR 430 & FOR 475, plus Choose 2 from this group: FOR 374, FOR 431, GSP 370, RRS 370, SOIL 468, WSHD 458.

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13-411

Forestry - Forest Hydrology Option - change option requirements to 16 units beyond the core. Replaced GEOL 109 General Geology with GEOL 108 The Dynamic Earth. Removed WSHD 425 Forest Hydrology Capstone from UD requirements (FOR 479 Forestry Capstone has been added into the FOR BS core) and changed requirement of WSHD 424 Watershed Hydrology to creating the opportunity for students to select this course or WSHD 333 Wildland Water Quality.

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13-412

Forestry - Forest Operations Option - revise option requirements to 16 units beyond the core. Moving FOR 285 Forestry Seminar (1) here from the Core. FOR 350 Forest Harvesting Systems reduced to 3 units (from 4, removing 1 unit of lecture - see 13-211). Removing FOR 365 Forest Financial Administration and FOR 478 Forestry Operations Capstone. Adding a new list of "Choose 1" from FOR 423, FOR 431, WSHD 458.

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13-413

Forestry - Forest Soils Option - revise option requirements to 16 units. Moving FOR 285 Forestry Seminar here from the Core. Replacing GEOL 109 General Geology (4) with GEOL 108 The Dynamic Earth (3). Removing SOIL 461 Forest Soils Capstone. Continuing to require SOIL 360 and SOIL 460. Creating a "Choose 2" section with the list being: SOIL 363, SOIL 462, SOIL 465, SOIL 467.

**Information Item:** The ICC DID NOT approve the following proposal:

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.

The CNRS Dean is not supportive of this course (see third page of "syllabus").

**HUMBOLDT STATE UNIVERSITY  
University Senate**

**Resolution on Revision of HSU Charitable Contribution Acceptance Policy**

#28-13/14-EX – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President the adoption of the attached “Charitable Contribution Acceptance Policy,” to supersede Executive Memorandum P11-02.

*RATIONALE: The proposed revisions update and consolidate Humboldt State University’s current Charitable Donation Acceptance Policy.*

University Senate:

President Richmond:



## Charitable Contribution Acceptance Policy (clean)

Month/Year Posted:

Policy Number: EM:

Supersedes: P11-02

This Executive Memorandum addresses the process of accepting and managing charitable contributions on behalf of Humboldt State University.

### Background

The Humboldt State University Advancement Foundation (Foundation) supports and advances the mission of Humboldt State University by securing private contributions, overseeing philanthropic activities, and managing endowed and other assets to benefit the University.

### Policy

Acceptance of charitable contributions is at the discretion of the University President. The authority to accept charitable contributions is delegated to the Vice President for University Advancement who will create guidelines to facilitate the acceptance of contributions that are beneficial to the University, in furtherance of its mission, and in keeping with these policies.

No contribution will be accepted unless it can be used or expended consistent with the mission and purposes of Humboldt State University.

All charitable contributions intended to benefit any unit, program, scholarship or auxiliary of Humboldt State University shall be accepted by the Humboldt State University Advancement Foundation.

All charitable contributions must be complete and irrevocable and cannot be refunded or returned with the exception of certain planned gifts which may provide for amendment during the donor's lifetime.

Humboldt State University shall accept contributions of cash or publicly traded securities. Other contributions including real property, personal property, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the University or its auxiliaries. Contributions of services and gifts-in-kind will be accepted at the discretion of the University provided that they meet a programmatic need of the University.

A written acknowledgement that meets IRS substantiation requirements will be provided to the donor. Except for gifts of cash and publicly traded securities, no specific dollar value will be ascribed to any receipt or acknowledgement by either the University or any of its auxiliaries.

Humboldt State University and its auxiliaries will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, the University will restrict information about the donor to only those staff members with a need to know.

No gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security. Except for marketing and illustrative information, Humboldt State University and its employees and auxiliaries shall refrain from providing specific advice about the tax or other financial impact of contributions and will always encourage potential donors to seek guidance from their own professional advisors in regard to the outcome of a contribution.

Neither Humboldt State University nor any of its auxiliaries will compensate, whether through commissions, finders' fees, or other means, any third party for directing a charitable contribution or a prospective donor to the University or any of its auxiliaries.

Endowed funds are owned and invested by the Humboldt State University Advancement Foundation. Each year, a portion of the endowed fund may be distributed, in accordance with Foundation policy and the intent of the donor as documented in a written gift instrument.

Contributions are received and deposited by the Gift Processing Center (GPC), which is within the Division of Administrative Affairs. The GPC works in conjunction with the Division of University Advancement to ensure appropriate distribution of the funds as well as accurate reporting of such funds. The specific distribution and use of contributions is determined by the intent of the donor. University Advancement is responsible for reporting and acknowledging all contributions, as well as for notifying the relevant campus program.

Exceptions to this policy must be approved by the University President.

Charitable ~~Contribution~~ Donation Acceptance Policy ([redline](#))

Month/Year Posted: ~~\_04 2011~~

Policy Number: EM: ~~P11-02~~

Supersedes: ~~P11-02~~ ~~P05-04~~

This Executive Memorandum addresses the process of accepting and managing charitable ~~contributions~~ ~~donations~~ on behalf of Humboldt State University.

### Background

~~In the 2004-2005 academic year, t~~The Humboldt State University Advancement Foundation (~~Foundation~~ HSUAF) ~~was formed. The HSUAF exists to support~~s and advances the mission of Humboldt State University by securing private ~~contributions~~ support, ~~developing and managing entrepreneurial activities~~, overseeing philanthropic activities, and managing endowed and other assets ~~to benefit as requested by~~ the University.

### Policy

Acceptance of ~~any~~ charitable contributions is at the discretion of the University President. The authority to accept charitable contributions is delegated to the Vice President for University Advancement who will create guidelines to facilitate the acceptance of contributions that are beneficial to the University, in furtherance of its mission, and -in keeping with these policies.

No contribution will be accepted unless it can be used or expended consistent with the mission and purposes of Humboldt State University.

All charitable contributions intended ~~for~~ to benefit any unit, program, scholarship or auxiliary of Humboldt State University shall be accepted by the Humboldt State University Advancement Foundation.

All charitable contributions must be complete and irrevocable and cannot be refunded ~~or returned with the exception of certain planned gifts which may provide for be amended during the donor's lifetime.~~

Humboldt State University shall accept contributions of cash or publicly traded securities. Other contributions including real property, personal property, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the University or its auxiliaries. Contributions of services and gifts-in-kind will be accepted at the discretion of the University provided that they meet a programmatic need of the University.

A written acknowledgement that meets IRS substantiation requirements will be provided to the donor. Except for gifts of cash and publicly traded securities, no specific dollar value will be ascribed to any receipt or acknowledgement by either the University or any of its auxiliaries.

Humboldt State University and its auxiliaries will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, the University will restrict information about the donor to only those staff members with a need to know.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security. Except for marketing and illustrative information, Humboldt State University and its employees and auxiliaries shall refrain from providing specific advice about the tax or other financial impact of contributions and will always encourage potential donors to seek guidance from their own professional advisors in regard to the outcome of a contribution.

Neither Humboldt State University nor any of its auxiliaries will compensate, whether through commissions, finders' fees, or other means, any third party for directing a charitable contribution or a prospective donor to the University or any of its auxiliaries.

The President delegates to the Vice President of Advancement the authority to negotiate and accept contributions to either the University or the HSUAF.

All charitable contributions gifts intended for to benefit any unit, program, scholarship or auxiliary of Humboldt State University shall be are accepted by the HSUAF.

Endowed funds, with the exception of endowments already established and held in HSU state accounts, are owned held and invested by the Humboldt State University Advancement Foundation. All new endowments are held by the HSUAF. Each year, a portion of the endowed fund investment returns from endowments held by HSUAF may be distributed, in accordance with Foundation policy and the intent of the donor as donor's documented in a written gift instrument endowment agreement, to the appropriate campus entity.

The HSUAF will develop policies to ensure that non-endowed contributions funds are distributed to the appropriate campus entity for uses in keeping with the intent of the donor.

#### Process

All cash gifts Contributions are received and deposited by the Gift Processing Center (GPC), which is within the Division of Administrative Affairs. The GPC works in conjunction with the Division of University Advancement to ensure appropriate distribution of the funds as well as accurate reporting of such funds. The specific distribution and use of contributions cash gifts is determined by the intent of the donor. University Advancement is responsible for reporting and acknowledging all contributions gifts, as well as for notifying the relevant campus program.

Non-endowed gift funds are distributed to the appropriate campus entity.

Non-cash gifts are coordinated through the Division of University Advancement.

Exceptions to this policy must be approved by the University President.

# EM:P11-02 Charitable Donation Acceptance Policy

**Month/Year Posted:** 2011-04

**Policy Number:** EM:P11-02

Charitable Donation Acceptance Policy

## Supersedes P05-04

This Executive Memorandum addresses the process of accepting and managing charitable donations on behalf of Humboldt State University.

## Background

In the 2004-2005 academic year, the Humboldt State University Advancement Foundation (HSUAF) was formed. The HSUAF exists to support and advance the mission of Humboldt State University by securing private support, developing and managing entrepreneurial activities, overseeing philanthropic activities, and managing endowed and other assets as requested by the University.

## Policy

All charitable gifts intended to benefit any unit, program, scholarship or auxiliary of Humboldt State University are accepted by the HSUAF.

Endowed funds, with the exception of endowments already established and held in HSU state accounts, are held and invested by the HSUAF. All new endowments are held by the HSUAF. Each year, a portion of the investment returns from endowments held by HSUAF may be distributed, in accordance with the donor's endowment agreement, to the appropriate campus entity.

## Process

All cash gifts are received and deposited by the Gift Processing Center (GPC), which is within the Division of Administrative Affairs. The GPC works with the Division of University Advancement to ensure appropriate distribution of the funds as well as accurate reporting of such funds. The specific distribution of cash gifts is determined by the intent of the donor. University Advancement is responsible for reporting and acknowledging all gifts, as well as for

notifying the relevant campus program.

Non-endowed gift funds are distributed to the appropriate campus entity.

Non-cash gifts are coordinated through the Division of University Advancement.

Exceptions to this policy must be approved by the University President.

**Source URL (retrieved on 2013-05-23 23:42):** <http://www.humboldt.edu/policy/PEMP11-02Charitable-Donation-Acceptance-Policy>

HUMBOLDT STATE UNIVERSITY  
University Senate

**Resolution on Curriculum Item 13-150 – OCN 510: Zooplankton Ecology**  
#26-13/14-ICC – January 28, 2014

RESOLVED: That the University Senate of Humboldt State University recommends to the Provost that Curriculum Proposal 13-150, listed below, be approved.

**\*13-150 OCN 510: Zooplankton Ecology – New Course Proposal**

A new graduate course intended for marine science oriented graduate students is proposed, which is an addition to the already existing class OCN 410: Zooplankton Ecology. Currently undergraduate and graduate students can enroll in OCN 410; however, including 1 extra unit to the lecture and lab portion of 410 in the form of a discussion that will facilitate the more rigorous assignments and reading loads expected of the graduate students is proposed for OCN 510. This will benefit graduate students by providing more depth of material and will also benefit undergraduates as they will observe the 510 students' final presentations at the end of the semester. Lastly, there are few 500 level laboratory based courses available to graduate students in the marine science oriented programs.

Rationale:

*Note: This proposal engendered a great deal of discussion and disagreement at the ICC. As part of her interactions with WASC and other state and national organizations, Vice Provost Jená Burges has been coming to understand that graduate coursework must be distinct from Undergraduate coursework. She feels that this proposal does not mesh with her evolving understanding of what is acceptable. The majority of the other ICC members felt that this course solidly satisfies the Guidelines that HSU currently has for Co-scheduled courses, and that proposals such as this should be approved until we develop a different clear policy on Co-scheduled Grad/Undergrad courses. The ICC voted to approve this course and send it to the Senate for approval, but our expectation is that the Vice Provost is likely not to approve it. (We have also directed the Academic Policies committee to begin work on Policy about Co-Scheduled Grad/UG courses.)*

*One further note: If this proposal SHOULD be approved by the Vice-Provost, the program will need to choose a different course number because OCN 510 is already in use. The ICC didn't bother to address this issue, because we expect the proposal will not be approved.*

\*Curriculum forms are available in Nolij.

University Senate:  
Provost Snyder:

HUMBOLDT STATE UNIVERSITY  
University Senate

**Resolution on Curriculum Items 13-298, 299, 300, 310 (Act to End Sexualized Violence)**  
#27-13/14-ICC – January 28, 2014

RESOLVED: That the University Senate of Humboldt State University recommends to the Provost that the following curriculum proposals be approved:

\*13-298, 299, 300, 310

13-298 ANTH 235 ACT TO END SEXUALIZED VIOLENCE

13-299 COMM 235 ACT TO END SEXUALIZED VIOLENCE

13-300 CRGS 235 ACT TO END SEXUALIZED VIOLENCE

13-310 PSCI 235 ACT TO END SEXUALIZED VIOLENCE

13-313 SOC 235 ACT TO END SEXUALIZED VIOLENCE

Rationale:

This is a C1 large lecture course. It is currently listed ES/WS 480, SOC 494, ANTH 485, PSCI 371, COMM 480. This course has been cross-listed by a number of departments since its inception. The current new course proposal maintains this history, and proposes assigning a permanent course number. It has been taught as an experimental course in the past. If approved all number designations will change to 235. The justification for this new course proposal consists of 2 arguments: 1) To meet a curricular need on campus; and 2) There is a limit on how many times a special topics course can be offered. Typical enrollment in this class over the last 3 years has ranged from 57 to 88.

*Note: The ICC was conflicted (and almost evenly-divided) about whether or not to approve courses with multiple cross-listings. We voted, and those in favor of approval won, so we are sending this forward to the Senate for approval. However, the Vice-Provost is opposed to cross-listing, so we expect that the proposal will not be approved.*

*Assuming that the Vice-Provost does not approve the proposal, the affected programs will be asked to select just one prefix for the course. At that time, the affected programs should also confirm that a lower-division course number is appropriate for this course, as several majors have been counting this course as an upper division elective. Even if the Vice-Provost says “no” to this proposal, we expect that the single version of this course should be able to be listed in the 2014/15 catalog.*

\*Curriculum forms are available in Nolij.

University Senate:

Provost Snyder:



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

**Resolution to Establish Voting Procedure on the  
*Constitution of the University Senate of HSU for Spring 2014***

#20-13/14-AEC – January 28, 2014 – Second Reading

**RESOLVED:** That the University Senate of Humboldt State University approve the attached “Voting Procedure on the *Constitution of the University Senate of HSU for Spring 2014.*”

**RATIONALE:** *The amendment process in the Constitution tasks the Appointment and Elections Committee (AEC) to “establish procedures for voting on the amendment” that are then approved by the Senate. With no clearly defined electorate listed in the Constitution, the AEC, in consultation with the Constitution and Bylaws Committee, addresses this in the attached procedure. This procedure aims at practicality while considering the spirit of inclusivity of the Senate.*

From the Constitution:

**9.0 Amendments**

Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate. An amendment shall be adopted by an affirmative vote of *no less* than 51% of those voting.

University Senate:  
No further action required

**Voting Procedure on the *Constitution* of the University Senate of HSU for Spring 2014**  
(Appointments and Elections Committee, 11/14/13)

The procedure to revise and amend the *Constitution* of the University Senate will be as follows:

Definition of Electorate:

In the spirit of inclusivity of the University Senate, each of the three main constituencies of the Senate comprises the electorate. Each shall have the opportunity to vote on the proposed amendment to the *Constitution*.

- Student voice will be through their representatives in Associated Students. Approval by students will be by an affirmative vote of a simple majority of members voting on this amendment in Associated Students Council.
- Staff voice will be through their representatives in Staff Council. Approval by staff will be by an affirmative vote of a simple majority of members voting on this amendment in Staff Council.
- Faculty voice will be through a ballot to the General Faculty as provided in Section 8.0 “Elections” of the *Constitution of the General Faculty of HSU*. Approval by faculty will be by an affirmative vote of a simple majority of those voting on this amendment in a General Faculty election.

Adoption:

Individually, each amendment and revision must be approved by both 1) a simple majority of the faculty and 2) a simple majority in at least one of the other two constituencies’ representative groups (students through Associated Students Council or staff through Staff Council). Approval of two-thirds of the bodies will meet the amendment process outlined in 9.0 Amendments of the *Constitution*: “An amendment shall be adopted by an affirmative vote of *no less* than 51% of those voting.”

Timeline of Process:

The faculty vote will occur during the regular election held in the spring semester (8.1 “Election Dates” of the *Constitution of the General Faculty of HSU*) while the other two elections should occur as close to that window as reasonable and practical.

The amendments and revisions to the *Constitution* will go into effect once approved.

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

**Resolution on Forwarding the Proposed Revision of the *Constitution* of the *University Senate*  
of *Humboldt State University***

21-13/14-CBC – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommend that the attached revision of the *Constitution* of the University Senate of Humboldt State University be forwarded to the electorate defined in Senate Resolution #20-13/14-AEC for ratification in Spring 2014.

*RATIONALE: The Constitution as originally adopted in Spring 2012 sufficiently laid the groundwork for the organization and charge of the Senate. This change is the second step (the first was approval of the Bylaws changes in March 2013) to eliminate redundancies between the University Senate Bylaws and Rules of Procedure and to make the Constitution a clearer and more readable document. The Constitution and Bylaws Committee offered suggested changes to the campus community in Spring 2013 and, after additional changes again in Fall 2013 for feedback. After many committee discussions, the proposed text is expected not to alter the content of the document, but to provide a clearer foundation for future changes, through improving its organization; reducing internal redundancies, conflicts, superfluous text, and vagueness; and eliminating redundancies and conflicts with the Bylaws.*

Attachments:

1. *Constitution* of the University Senate of HSU with track changes
2. *Constitution* of the University Senate of HSU with changes approved
3. [Current Constitution of the University Senate of HSU](#) (link)

University Senate:

University Senate of Humboldt State University

Constitution

(Proposed revision, 10/30/13)

**PREAMBLE**

The University Senate of Humboldt State University, also called the Senate, is a deliberative body comprised of faculty, staff, students, and administrators working together to support the educational mission of Humboldt State University and committed to the principles of shared governance. The Senate is charged with formulating, evaluating, and recommending policies to the University President. In service of those duties, the Senate encourages input from throughout the University community and work in collaboration with the University President to ensure that Humboldt State University responds to current and future challenges and maintains and furthers its position as a collection of students and professionals fostering an open and productive learning environment.

“Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion. [was 4.3 under original Preamble]

[Preamble] ~~1.0 Shared Governance~~ [delete and replace with “Purpose”]

**1.0 Purpose and Authority**

The purpose of the University Senate is to draw from the collective wisdom of the members of the University community in order to formulate, evaluate, and recommend policies that advance the mission of Humboldt State. The Senate shall be the University’s primary policy recommending body. The Senate shall have the authority to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote.

[Preamble] ~~2.0 Approval of Graduates~~ [moved to Duties, 2.6]

[Preamble] ~~3.0 Special Meetings of the General Faculty~~ [delete, see GF Const. 5.2]

[Preamble] ~~4.0 Policy File~~ [delete]

**~~CONSTITUTION of the UNIVERSITY SENATE~~**

~~1.0 Authority~~ [delete and move statement to 1.0 Purpose]

**2.0 Duties**

- 2.1 The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the University community.

- 2.2 It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.
- 2.3 It shall advise the President in the selection of administrative personnel and assist in the selection of future Presidents.
- 2.4 It shall maintain open lines of adequate communication between the faculty, staff, students and administration. ~~A member of the University community may request a member of the Senate to transmit to the Senate for discussion and possible action topics coming under the jurisdiction of the Senate as provided for in the Bylaws.~~ Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.
- 2.5 It shall appoint members of Senate Standing and Ad hoc committees and Campus committees and Senate-appointed university committees through the Appointments and Elections Committee. It shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.
- 2.6 The ultimate authority to recommend approval of candidates for graduation shall reside with the tenure-line faculty. Only members of the Senate who are elected as tenure-line faculty shall vote in the matter of approving the list of candidates for graduation.

### 3.0 Calendar

The Senate year shall begin on the day following the last day of the spring semester.

### 4.0 Membership and Electorate

~~4.1 All members of Senate, ex officio members and elected, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights. [moved to 4.3]~~

~~4.11 The ex officio members of the Senate shall be as follows:  
The General Faculty President/University Senate Chair, University President, Provost and Vice President for Academic Affairs, Vice President for Enrollment Management and Student Affairs, Vice President for Administrative Affairs, two CSU Academic Senators elected by the faculty, the Chair of the Integrated Curriculum Committee, the Past Chair of the Senate, the President of the faculty unit collective bargaining agent, and the President of the Associated Students.~~

~~4.12 Two students, chosen by Associated Students, according to the Bylaws of Associated Students.~~

~~4.13 A member of the HSU Labor Council selected by that Council.~~

~~4.14 A professor emeritus chosen by procedures specified in the Bylaws of the Humboldt State University Emeritus and Retired Faculty Association.~~

## **~~4.2 Elected Members~~**

~~The Senators shall be apportioned and elected as follows.~~

### **~~4.21 Full time Faculty~~**

~~4.211 There shall be 11 elected full time faculty senators, two from each college, two from other major academic units (as defined in sec. 4.33 of the Preamble), and three elected at large. These 11 Senators do not include the two CSU Academic Senators, who are ex-officio voting members of the Senate.~~

~~4.213 The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term and for terms served on the Academic Senate of The California State University shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one third of the membership is elected annually.~~

~~4.214 The Appointments and Elections Committee shall conduct elections according to procedures established in the Bylaws approved by the Senate.~~

~~4.215 The electorate shall consist of all full time members of the faculty, including full time librarians, counselors and coaches.~~

~~4.216 Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing faculty member to serve the remainder of the term of the vacant Senate seat.~~

### **~~4.22 Lecturers~~**

~~4.221 There shall be three elected Lecturer senators. The electorate shall be all Lecturers holding a .4 or greater appointment. So far as feasible, Senate terms shall be arranged so that approximately one third of the membership is elected annually in the spring. The term of office shall be for three years. Lecturer senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.~~

~~4.222 When vacancies occur due to expiring terms, each major academic unit, if lacking an elected Lecturer senator, shall select a single nominee by such procedures as the unit determines to be appropriate. The names of the nominees shall be delivered to the Secretary of the Senate before the spring semester Senate elections. The Appointments and Elections Committee shall conduct a university wide election, listing the nominees from all eligible~~

~~academic units. The candidates receiving the largest number of votes shall fill the vacancies, and the rest shall be the alternates.~~

~~4.223 Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing Lecturer to serve the remainder of the term of the vacant Senate seat.~~

#### ~~4.23 Staff~~

~~4.231 There shall be three non-Management Personnel Plan (MPP) staff senators elected from permanent non-MPP staff. The electorate shall consist of permanent and temporary non-MPP staff.~~

~~4.232 When vacancies occur due to expiring terms, the Appointments and Elections Committee shall conduct a university wide election. The ballot shall include the names of all non-MPP staff eligible for election who have been nominated and who are willing to serve. Candidates receiving the largest number of votes shall fill the vacancies, and those next in numbers of votes shall be the alternates. The term of office shall be three years. Staff senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.~~

~~4.233 Other vacancies shall be filled until the next regular Senate elections by the alternates with the next highest number of votes in the last election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing Staff member to serve the remainder of the term of the vacant Senate seat.~~

~~4.3 All members of Senate, with the exception of the University President, the CFA President and the HSU Council delegate, shall have full voting rights.~~

## 4.0 Membership

### 4.1 Elected Members:

4.11 Tenure-Line Faculty: Eleven (11) Tenure-Line Faculty Senators shall be apportioned as follows:

Two (2) delegates from each of the three colleges (instructional units)

Two (2) delegates from non-instructional units (Coaches, Counselors, Librarians)

Three (3) "At-Large" delegates (tenure-line instructional faculty).

4.12 Lecturer Faculty: Three (3) Lecturer Faculty (including librarians, counselors, and coaches) with a time base of .40 (or greater) of full-time appointment.

4.13 Staff: Three (3) non-Management Personnel Plan (MPP) staff.

4.2 **Terms of Office and Term Limits:** The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term or for terms served as an ex-officio member shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one-third of the membership is elected annually.

4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

University President

General Faculty President

Provost and Vice President for Academic Affairs

Vice President for Enrollment Management and Student Affairs

Vice President for Administrative Affairs

Two (2) General Faculty Representatives to the Academic Senate CSU (ASCSU)

Chair, Integrated Curriculum Committee

Immediate Past Chair of the Senate

President, HSU Chapter, California Faculty Association

Delegate, HSU Labor Council

President, Associated Students.

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

Two (2) student delegates from the Associated Students

One (1) Emeritus professor delegate from the HSU Emeritus and Retired Faculty Association.

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

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

## **5.0 Officers and Parliamentarian**

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

5.12 The Chair of the Senate shall also chair the Senate Executive Committee, and, in consultation with the Executive Committee, establish agendas for Senate meetings. [creating agendas is outlined in the *Bylaws*]



- 5.13 The Chair of the Senate shall represent the Senate at University functions ~~and on University Committees~~ and carry out other duties as necessary to the shared governance responsibilities of the Senate.
- 5.14 The Chair of the Senate shall oversee the work of the Senate Office.~~The Chair shall supervise the work of the Senate Office Administrative Support Coordinator. Under the supervision of the Chair, the Administrative Support Coordinator shall insure that (a) agenda documents are prepared and distributed for all Senate meetings, and all senators are notified of these meetings; (b) roll is kept and the Committee on Appointments and Elections is notified when, in accordance with Senate policy, a seat has become vacant through repeated absence; (c) a complete record of Senate meetings is maintained and summaries of Senate minutes are prepared; (d) copies of Senate resolutions and decisions are distributed to appropriate persons; (e) and that an index of Senate actions is compiled and published annually.~~
- 5.2 The Vice Chair of the Senate shall be elected to a one-year term of office by the members of the Senate. The Vice Chair shall be an elected faculty member of the Senate. ~~and an elected senator. The Vice Chair shall be annually elected to office by the majority of the elected senators.~~ The Vice Chair of the Senate shall preside as the Chair of the Senate in the absence of the Chair. ~~S~~ should the Chair be unable to fulfill the duties of the office, the Vice Chair shall serve as Chair until such time as the General Faculty shall elect a new President. The Vice Chair of the Senate, and shall also serve as Chair of the Faculty Affairs Committee. The Vice Chair of the Senate shall serve ex-officio as Vice President of the General Faculty.
- 5.3 The Third Officer of the Senate shall be an elected faculty member of Senate and shall be elected annually to a one-year term of office by the members of Senate. The Third Officer shall preside as the Chair of the Senate in the absence of the Chair and Vice Chair and shall serve as Chair of the Academic Policies Committee. ~~Chair of the Academic Policies Committee (APC) shall serve as the third officer of the Senate, should the Chair and Vice Chair be unable to serve. The Chair of APC shall be a faculty member and an elected senator.~~
- 5.4 Vacancies: Should any officer of the Senate the Vice Chair or Chair of APC be unable to serve the full term ~~for to~~ which ~~he or she was~~ elected, a special Senate election shall be held to choose a replacement for the period of remainder of the term. ~~absence.~~
- 5.5 The Parliamentarian, who need not be an elected member of the Senate, shall be appointed annually by the Senate Executive Committee. The Parliamentarian but shall be a member of the Constitution and By Laws Committee, shall advise the presiding officer on parliamentary issues and shall serve on the Constitution

~~and Bylaws Committee. The Parliamentarian shall be appointed annually by the Senate Executive Committee.~~

## 6.0 Meetings and Quorum

6.1 Regular Meetings. The Senate shall ~~regularly~~ ordinarily meet every two weeks ~~bi-weekly~~ during the academic year.

~~6.11 A regular meeting shall be a scheduled meeting and may continue beyond one day.~~

6.1~~2~~1 The agenda of each regular meeting shall be distributed to the members of the Senate at least two working days before the meeting and be posted on the Senate website.

6.1~~2~~3 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.

6.2 Special Meetings. ~~Special meetings of the Senate shall be called by the Chair either at the Chair's discretion or upon receiving a written petition of 10 percent of the Senate membership or of 10 percent of the electorate. Special meetings of the Senate may be called in a manner prescribed by the Bylaws.~~

~~6.3 Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days before the meeting unless the Chair or Vice Chair, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three day notice. In a meeting called under this provision, notice shall be given as far in advance as possible, and action shall require an absolute majority of the membership of the Senate. [Moved to Bylaws, 2.2]~~

~~6.4 The meetings shall be open to all, but only members of the Senate shall participate in the debate. Others may provide information or explain a point of view on matters before the Senate by invitation of the Chair, the Executive Committee, or the Senate. [Covered under Bylaws 5.2]~~

~~6.41 During debate, the Chair may recognize a non member so long as there is consent of the body to do so. A senator, having gained the floor during debate, may yield to another member or to a non member so long as there is consent of the body to do so. [ Covered under Bylaws 5.2]~~

~~6.3~~ 6.6 Records – The minutes of both regular and special meetings shall be ~~published, made available. Complete copies of the minutes of the Senate shall be available to members of the Senate, and copies shall be distributed on request. A summary of the contents of the Senate minutes and of actions taken shall be~~

~~available to all campus members and to other CSU senates or councils, posted on the Senate website following approval by the Senate.~~

~~6.4~~ ~~6.7~~ **Quorum** – Two thirds of the Senate shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, a Proxy may be appointed in accordance with the Bylaws. ~~he or she may in accordance with the Bylaws appoint a substitute with the power to vote. Each senator who expects to be unavailable during the summer shall notify the Secretary of a proxy who may attend special meetings.~~

#### **6.5 Faculty Session**

6.51 A faculty session of the Senate shall be comprised of all faculty members of the senate only senators elected by the faculty. Its function shall be to express the collective voice of the faculty or to execute faculty responsibilities such as the approval of the graduation list or other responsibilities specific to the faculty such as changes to Appendix J in the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Any member of the university community may attend a faculty session; however, only elected faculty senators may speak and vote during a faculty session.

6.52 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.

6.53 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.

~~6.54~~ A faculty session may hold an executive session with only faculty members in attendance by 2/3 two-thirds majority vote of those present for the faculty session.

~~6.53~~54 A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.

~~6.54~~56 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. All actions of the faculty session shall be included in the minutes of the Senate.

6.6 Records – [Moved to 6.3]

6.7 Quorum – [Moved to 6.4]

## 7.0        Committees of the Senate

7.1 ~~\_\_\_\_\_ Committees of the Senate shall include the Executive Committee, the Academic Policy Committee, the Appointments and Elections Committee, the Constitution and Bylaws committee, the Faculty Affairs Committee, the Integrated Curriculum Committee, the University Resources and Planning Committee, the Campus Climate Committee and other ad hoc or pro tempore committees as specified in the Bylaws. The Senate shall establish ~~s~~Standing and other ~~a~~Ad hoc or pro tempore ~~e~~Committees as provided for in the Bylaws.~~

7.2 ~~\_\_\_\_\_ The Senate may also appoint members to Campus ~~e~~Committees that have been established by others on campus as provided for in the Bylaws. These will be referred to as Campus committees. Other committees and councils that report to or through the Senate shall be designated Senate-appointed university committees.~~

## 8.0 **Bylaws**

8.1 \_\_\_\_\_ The Senate shall be responsible for constructing and maintaining its own rules of operating procedure known as the *Bylaws and Rules of Procedure of the University Senate of -Humboldt State University*.~~Senate.~~

~~8.2 \_\_\_\_\_ Changes to the Bylaws and Rules of Procedure shall be adopted by an affirmative vote of no less than 51% of Senators voting.~~ [This is included under “Amendments” in the Bylaws]

## 9.0 **Amendments** [**Reverted back to original text from previously proposed change**]

Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate. An amendment shall be adopted by a simple majority of those voting.

### Document History:

PASSED – Academic Senate, 4/12/11

APPROVED – General Faculty Election, Oct. 17-20, 2011

# University Senate of Humboldt State University

## Constitution (Proposed revision, 10/30/13)

### PREAMBLE

The University Senate of Humboldt State University, also called the Senate, is a deliberative body comprised of faculty, staff, students, and administrators working together to support the educational mission of Humboldt State University and committed to the principles of shared governance. The Senate is charged with formulating, evaluating, and recommending policies to the University President. In service of those duties, the Senate encourages input from throughout the University community and work in collaboration with the University President to ensure that Humboldt State University responds to current and future challenges and maintains and furthers its position as a collection of students and professionals fostering an open and productive learning environment.

“Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion. [was 4.3 under original Preamble]

### 1.0 Purpose and Authority

The purpose of the University Senate is to draw from the collective wisdom of the members of the University community in order to formulate, evaluate, and recommend policies that advance the mission of Humboldt State. The Senate shall be the University’s primary policy recommending body. The Senate shall have the authority to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote.

### 2.0 Duties

- 2.1 The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the University community.
- 2.2 It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.2.3 It shall advise the President in the selection of administrative personnel and assist in the selection of future Presidents.
- 2.4 It shall maintain open lines of communication between the faculty, staff, students and administration. Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.
- 2.5 It shall appoint members of Senate Standing and *Ad hoc* committees and Campus committees through the Appointments and Elections Committee. It

shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.

- 2.6 The ultimate authority to recommend approval of candidates for graduation shall reside with the tenure-line faculty. Only members of the Senate who are elected as tenure-line faculty shall vote in the matter of approving the list of candidates for graduation.

### 3.0 Calendar

The Senate year shall begin on the day following the last day of the spring semester.

### 4.0 Membership

#### 4.1 Elected Members:

- 4.11 **Tenure-Line Faculty:** Eleven (11) Tenure-Line Faculty Senators shall be apportioned as follows:

Two (2) delegates from each of the three colleges (instructional units)  
Two (2) delegates from non-instructional units (Coaches, Counselors, Librarians)  
Three (3) "At-Large" delegates (tenure-line instructional faculty).

- 4.12 **Lecturer Faculty:** Three (3) Lecturer Faculty (including librarians, counselors, and coaches) with a time base of .40 (or greater) of full-time appointment.

- 4.13 **Staff:** Three (3) non-Management Personnel Plan (MPP) staff.

- 4.2 **Terms of Office and Term Limits:** The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term or for terms served as an ex-officio member shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one-third of the membership is elected annually.

- 4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

University President  
General Faculty President  
Provost and Vice President for Academic Affairs  
Vice President for Enrollment Management and Student Affairs  
Vice President for Administrative Affairs  
Two (2) General Faculty Representatives to the Academic Senate CSU (ASCSU)  
Chair, Integrated Curriculum Committee  
Immediate Past Chair of the Senate  
President, HSU Chapter, California Faculty Association  
Delegate, HSU Labor Council  
President, Associated Students.

- 4.4 **Additional Members:** Additional members of the Senate include:
- Two (2) student delegates from the Associated Students  
One (1) Emeritus professor delegate from the HSU Emeritus and Retired Faculty Association.
- 4.5 **Voting and Procedural Rights:** All members of the Senate shall have full procedural rights. All members of the Senate, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.
- 4.6 **Vacancies:** Vacancies in Senate membership shall be filled in a manner prescribed in the *Bylaws*.

## 5.0 **Officers and Parliamentarian**

- 5.1 The President of the General Faculty shall be the Chair of the Senate and shall be elected to a two year term of office by the General Faculty in residence at the time of General Faculty elections. The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office. The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.
- 5.12 The Chair of the Senate shall also chair the Senate Executive Committee.
- 5.13 The Chair of the Senate shall represent the Senate at University functions and carry out other duties as necessary to the shared governance responsibilities of the Senate.
- 5.14 The Chair of the Senate shall oversee the work of the Senate Office.
- 5.2 The Vice Chair of the Senate shall be elected to a one-year term of office by the members of the Senate. The Vice Chair shall be an elected faculty member of the Senate. . The Vice Chair of the Senate shall preside as the Chair of the Senate in the absence of the Chair. Should the Chair be unable to fulfill the duties of the office, the Vice Chair shall serve as Chair until such time as the General Faculty shall elect a new President. The Vice Chair of the Senate shall also serve as Chair of the Faculty Affairs Committee. The Vice Chair of the Senate shall serve ex-officio as Vice President of the General Faculty.
- 5.3 The Third Officer of the Senate shall be an elected faculty member of Senate and shall be elected annually to a one-year term of office by the members of Senate. The Third Officer shall preside as the Chair of the Senate in the absence of the Chair and Vice Chair and shall serve as Chair of the Academic Policies Committee.
- 5.4 **Vacancies:** Should any officer of the Senate be unable to serve the full term to which elected, a special Senate election shall be held to choose a replacement for the period of remainder of the term.

- 5.5 The Parliamentarian, who need not be an elected member of the Senate, shall be appointed annually by the Senate Executive Committee. The Parliamentarian, shall advise the presiding officer on parliamentary issues and shall serve on the Constitution and Bylaws Committee.

## 6.0 Meetings and Quorum

- 6.1 **Regular Meetings.** The Senate shall ordinarily meet every two weeks during the academic year.
- 6.11 The agenda of each regular meeting shall be distributed to the members of the Senate at least two working days before the meeting and be posted on the Senate website.
- 6.12 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.
- 6.2 **Special Meetings.** Special meetings of the Senate may be called in a manner prescribed by the *Bylaws*.
- 6.3 **Records** – The minutes of both regular and special meetings shall be posted on the Senate website following approval by the Senate.
- 6.4 **Quorum** – Two thirds of the Senate shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, a Proxy may be appointed in accordance with the *Bylaws*.
- 6.5 **Faculty Session**
- 6.51 A faculty session of the Senate shall be comprised of all faculty members of the Senate. Its function shall be to express the collective voice of the faculty or to execute faculty responsibilities such as the approval of the graduation list or other responsibilities specific to the faculty such as changes to Appendix J in the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Only faculty senators may vote during a faculty session.
- 6.52 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.
- 6.53 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.



- 6.54 A faculty session may hold an executive session with only faculty members in attendance by two-thirds majority vote of those present for the faculty session.
- 6.55 A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.
- 6.56 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. All actions of the faculty session shall be included in the minutes of the Senate.

## **7.0 Committees of the Senate**

- 7.1 The Senate shall establish Standing and other *Ad hoc* or *pro tempore* Committees as provided for in the *Bylaws*.
- 7.2 The Senate may also appoint members to Campus Committees as provided for in the *Bylaws*.

## **8.0 Bylaws**

- 8.1 The Senate shall be responsible for constructing and maintaining its own rules of operating procedure known as the *Bylaws and Rules of Procedure of the University Senate of Humboldt State University*.

## **9.0 Amendments**

Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate. An amendment shall be adopted by a simple majority of those voting.

### **Document History:**

PASSED – Academic Senate, 4/12/11

APPROVED – General Faculty Election, Oct. 17-20, 2011

**HUMBOLDT STATE UNIVERSITY  
University Senate**

**Resolution to Amend the *Constitution* of the University Senate of HSU  
to Authorize Recall of Elected Senators**

22-13/14-CBC – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommend that the attached proposed amendment to the *Constitution* of the University Senate of HSU be forwarded to the electorate defined in Senate Resolution #20-13/14-AEC for ratification in Spring 2014.

*RATIONALE: Senator recall is a common provision in many CSU Senates, as well as Senates outside the CSU. The power for recall is left to the constituency; this amendment to the Constitution establishes this power and, where no procedures exist, delegates procedures to the Bylaws.*

University Senate:

Proposed Amendment (change indicated by underline):

Current *Constitution*:

4.0 Membership and Electorate

4.2 Elected Members

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

Note: If the Proposed Revision (10/30/13) of the Constitution is ratified, this language will appear as 4.7, under 4.0 Membership.

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

**Resolution to Establish Recall Procedures in the *Bylaws of the University Senate***

23-13/14-CBC – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University (Senate) approves the following amendment to the *University Senate of Humboldt State University Bylaws and Rules of Procedure* (changes indicated by underline):

**12.3 Nomination, Recall, and Election Procedures:**

12.33 If no procedures for recall exist in a constituent body's governing documents, a recall election is initiated by a petition of one-fourth of the electorate. A majority vote of those voting in the Senator's electorate recalls that Senator.

;and be it further

RESOLVED: That this amendment is provisional on the passage of the amendment to the *Constitution* on senator recall as presented in Senate Resolution #22-13/14-CBC; and be it further

RESOLVED: That the University Senate encourage all constituent bodies (Staff Council, Colleges, Associated Students, and the General Faculty) to review their governing documents to include language for recall of elected senators.

*RATIONALE: This change creates procedures for recalling a Senator, a power that belongs to the Senator's constituency. Where no recall procedures exist, this establishes recall procedures.*

University Senate:

**HUMBOLDT STATE UNIVERSITY  
University Senate**

**Resolution to Amend *Constitution* of the University Senate of HSU  
to Authorize Reprimand of Senators**

#24-13/14-CBC – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommend that the attached proposed amendment to the *Constitution* of the University Senate of HSU be forwarded to the electorate defined in Senate Resolution #20-13/14-AEC for ratification in Spring 2014.

*RATIONALE: The Senate needs procedures to reprimand members for unprofessional behavior. This amendment would grant the Senate authority to intervene with established procedures in the Bylaws.*

University Senate:

Proposed Amendment (change indicated by underline):

Current *Constitution*:

## **2.0 Duties**

2.6 The Senate shall hold the authority for impeachment, censure, and expulsion of its members for misconduct inside or outside the chambers. The Senate shall create procedures specified in the *Bylaws*.

Note: if the Proposed Revision (10/30/13) of the *Constitution* is ratified, this language will appear as section 2.7.

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

**Resolution to Establish Procedures in the University Senate *Bylaws* for  
Impeachment, Censure, and Expulsion**

#25-13/14-CBC – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University approve the three amendments to the *University Senate of Humboldt State University Bylaws and Rules of Procedure* as attached; and be it further

RESOLVED: That these changes are provisional on the passage of the amendment to the *Constitution* of the University to authorize reprimand of senators as presented in Senate Resolution #24-13/14-CBC.

*RATIONALE: The Senate should have the ability to remove officers and chairs. The attached procedures set a two-step process where the Senator is aware of the issues and invited to attend, as well as sets a two-thirds vote for passage.*

Amendment on Impeachment:

12.5 Elections [and Impeachment](#) within the Senate

[12.52 Impeachment of Officers – Any accusations for impeachment proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair stands accused or initiated the accusation, will notify parties about the accusations prior to any and all formal meetings. An officer elected by the Senate may be impeached by a resolution passed by a two-thirds vote of the other members of the Executive Committee. A resolution of impeachment must then pass the full Senate by two-thirds of those voting after having presented the resolution at the previous meeting.](#)

Amendment on Censure:

[12.6 Censure of Senators. Any accusations for censure proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. The Senate may censure a Senator by a two-thirds vote of those voting, provided the resolution for censure has been presented at the previous regular meeting. Consequences of censure must be summarized in a resolution presented by the Senate Executive Committee and should only be used for issues of misconduct.](#)

Amendment on Expulsion:

[12.7 Expulsion of Senators. Any accusations for expulsion proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. The Senate may expel a Senator from the Senate by a two-thirds vote of those voting, provided the resolution for expulsion from the Senate Executive Committee has been presented at the previous regular meeting. The process of expulsion is initiated by a resolution presented by the Senate Executive Committee and should only be used for the most serious violations of misconduct.](#)

[Glossary Terms:](#)

[Impeachment: Formal process accusing an elected official of misconduct.](#)

[Censure: Formal, public reprimand of an elected official.](#)



HUMBOLDT STATE UNIVERSITY  
University Senate

**Resolution on “Guidelines for Approving New Certificate Programs”**

#29-13/14-ICC – January 28, 2014 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the Provost the attached “Guidelines for Proposing New Certificate Programs” (Integrated Curriculum Committee (ICC), December 2013) be approved, and be it further

RESOLVED: That use of the Guidelines shall begin in Spring 2014.

*RATIONALE:*

*Part of the ICC’s initial charge was to develop Guidelines for faculty proposing new programs. The Senate has already approved guidelines for New Degree Programs, New Minors, and Adding Online Versions of Existing Programs. In recent years, we have begun receiving proposals for new Certificate programs, so some Guidelines are clearly needed.*

University Senate:

Provost:

## **Guidelines for Proposing New Certificate Programs (Integrated Curriculum Committee, December 2013)**

### **Definition of Academic Certificates**

- I. An Academic Certificate is a cohesive course of study, shorter than a degree program, designed to provide students with training focused to enhance their professional/career opportunities. **Academic Certificates require coursework that is identified by a program prefix and a course number. (In other words, professional development or continuing education courses with an EENC prefix may not be applied towards an Academic Certificate.)** Certificates fall into one of two categories: Undergraduate and Post-Baccalaureate.
- II. The minimum admission requirements for Undergraduate Certificates are equivalent to the standards for admission to HSU as an undergraduate student (except that students who have completed a Bachelor's degree may be admitted to an Undergraduate Certificate program). Individual certificate programs may set higher admission requirements.
- III. The minimum admission requirements for Post-Baccalaureate Certificates are the completion of a Bachelor's degree. Individual certificate programs may set higher admission requirements.
- IV. Certificate programs require a minimum of 9 semester units of coursework. The maximum number of units for a certificate is generally 20.
- V. Certificate programs must specify the minimum GPA standards needed to graduate from the program. This standard may not be lower than the current graduation standards for matriculated HSU students.
- VI. Certificate programs must be designed so that students can complete the program within two years.
- VII. All new certificate programs will be offered through the College of eLearning and Extended Education (CEEE). Certificate programs will be overseen by a Program Coordinator with academic and curricular oversight provided by an academic department or other stateside or self-support academic unit (such as a college or school). If the Certificate program will have academic oversight outside a department, consultation with all appropriate parties (CEEE, Deans, related departments) is required. When possible, academic oversight of certificates should be provided by academic departments.*
- VIII. All faculty teaching Academic Certificate Courses must either be current HSU faculty, or be hired in consultation with/recommendation by current HSU faculty.*
- IX. Certificates shall be designed to be available to students who are not currently-matriculated HSU students. Current state-support students will have access to certificate courses for an additional fee. Note that the primary difference between an undergraduate certificate and an undergraduate minor is that minors are designed for currently-matriculated HSU students, while certificates are for students who are not currently matriculated at HSU.

## Guidelines for Submitting a New Certificate Proposal

- I. Initial planning for a new Certificate program should begin with informal conversations with all interested parties including the departmental faculty, Dean(s), and College of eLearning and Extended Education. Departments are welcome, but not required, to consult the Academic Master Planning Subcommittee (AMP) of the ICC as well at this stage. When all interested parties agree that the basic idea of the new Certificate is acceptable, then the program prepares a New Program Proposal.
- II. The program submits a New Program Proposal with an attached narrative that includes
  - a. Evidence of need for this Certificate including long-term student demand and employment prospects as well information about enrollment in comparable programs and how the proposed certificate program aligns with HSU priorities.
  - b. The Curriculum for the Certificate. What courses will be required? In what sequence should the courses be taken? Are there pre-requisites for any of the courses? Include the Course Student Learning Outcomes mapped onto the Certificate Student Learning Outcomes.
  - c. Demonstration of how the proposed Curriculum meets standards established by any professional governing body for the field of study.
  - d. The plan for how often Certificate courses will be offered.
  - e. Information about the planned curricular oversight for this certificate. Generally Certificate programs will be housed in an academic department, which assesses the Certificate as part of the PREP process. Occasionally, an interdisciplinary Certificate might be under the oversight of a faculty Program Director or an Oversight/Steering Committee.
  - f. The Federal Gainful Employment Disclosure Form created by Financial Aid. (According to Federal law, the information reported on this form must be included in all Public Relations and website information about the program.)
  - g. Information about instructional resources (library, facilities, equipment, etc.) needed for the Certificate.
  - h. A general outline of the MOU that will specify how HSU will be reimbursed for state resources used by Certificate students.
  - i. A plan that will permit students to complete the certificate if the program is discontinued.
- III. If the Certificate is partially intended for current HSU students, the proposal must also include catalog copy describing the program requirements and the process for applying for the certificate, including information on the availability of Financial Aid.

## **Review Process for New Certificates**

- I. Departments can expect the New Certificate Approval Process to take several months. If the new Certificate will be listed in the HSU Catalog, the New Program Proposal must be submitted by the Spring Program Change deadline in order for the proposal to be processed in time to appear in the next HSU catalog. If the New Certificate will not be listed in the HSU catalog, the proposal may be submitted at any time during the year.
- II. Once the proposal is submitted, the Academic Master Planning Subcommittee (AMP) of the Integrated Curriculum Committee will evaluate the proposal and recommend revisions as needed. At this stage, multiple revisions may be necessary.
- III. When the AMP believes the proposal is ready for approval, it will forward the proposal to the full ICC for approval.
- IV. Following ICC approval, the new Certificate proposal will move to the Senate as an action item for approval.
- V. After the proposal has been assigned to AMP (meaning that the proposal is complete), the program may begin recruiting students so long as all materials include a statement that the program will only be available pending completion of the University approval process. After the Senate and Provost have approved the new Certificate, the College of eLearning and Extended Education may begin enrolling students.