



AGENDA:

Tuesday, February 11, 2014, 3:00-5:00 pm, Goodwin Forum (NHE 102)

1. Announcement of Proxies
2. Approval of and Adoption of Agenda
3. Approval of Minutes from the [January 28](#) & [February 4](#), 2014 Meetings
4. Reports, Announcements, and Communications of the Chair (see written reports)
5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members (Written reports)
[ICC Information Item](#)
6. TIME CERTAIN: 3:15-3:30 PM – Open Forum for the Campus Community ([Open Forum Procedures](#))
7. TIME CERTAIN: 3:30 PM – Report on the University Budget (Joyce Lopes, Vice President for Administrative Affairs)
8. 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) – [Second 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) – [Second Reading](#)
 - c. Resolution to Establish Recall Procedures in the *Bylaws of the University Senate* (#23-13/14-CBC) – [Second Reading](#)
 - d. Resolution to Amend the *Constitution* of the University Senate of HSU to Authorize Censure of Senators (#24-13/14-CBC) – [Second Reading](#)
 - e. Resolution to Establish Procedures in the University Senate *Bylaws* for Censure (#25-13/14-CBC) – [Second Reading](#)
 - f. Resolution to Establish Procedures in the University Senate *Bylaws* for Removal from Elected Positions in the Senate (#30-13/14-CBC) – [Second Reading](#)
 - g. Resolution to Establish Procedures in the University Senate *Bylaws* for Expulsion (#31-13/14-CBC) – [Second Reading](#)

SUMMARY OF ACTIONS TAKEN AT THE MEETINGS ON January 28 and February 4, 2014

- Resolution on Revision of the HSU Charitable Contribution Acceptance Policy (#28-13/14-EX) (Second Reading Waived) – Passed Unanimously; Forwarded as an Emergency Item
- Resolution on Curriculum Proposal 13-150: OCN 510 – Zooplankton Ecology – New Course Proposal (#26-13/14-ICC) – Passed without dissent
- Resolution on Curriculum Proposals 13-298, 299, 300, 310: Act to End Sexualized Violence (Cross-listed Course) (#27-13/14-ICC) – Passed without dissent
- M/S/P that the University Senate approve the inclusion of one version of the course [*Act to End Sexualized Violence*] to be submitted by one department for the next HSU Catalog.
- Election of Monty Mola to Serve as Chair of the Academic Policies Committee/Third Officer of the Senate for Spring 2014
- Resolution to Establish Voting Procedure on the constitution of the University Senate of HSU for Spring 2014 (#20-13/14-AEC) – Second Reading – Passed Unanimously.

Chair Zerbe called the meeting to order at 3:00 pm on Tuesday, January 28, 2014, in Nelson Hall East, Room 102 (Goodwin Forum). A quorum was present.

Members present: Abell, Blake, Braithwaite, Bruce, Cervantes, Creadon, Dye, Ercole, Eschker, Fulgham, Geck, Gold, Karl, Lopes, Meyer, Mola, Moyer, Ortega, Pierce, Shaeffer, Shellhase, Snyder, Thobaben, Tillinghast, Virnoche, Wrenn, Zerbe.

Members absent: Richmond, Stubblefield, Grabinski.

Guests: Paynton, Berry, Schnurer, Burges, Zechman, Wruck, V. Koval, Mullery.

1. Announcement of Proxies

Moyer for Alderson.

2. Approval of and Adoption of Agenda

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

3. Approval of Minutes from the December 3, 2013 Meeting

M/S (Cervantes/Pierce) to approve the Minutes (with corrections). Motion Passed with three Abstentions.

4. Reports, Announcements, and Communications of the Chair

The Chair's written report is included in the packet. The Senate Executive Committee appointed Ken Fulgham to serve as the Parliamentarian for the Senate for the remainder of the Spring 2014 term.

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

Appointments and Elections Committee (AEC) (Moyer): Candidates are still needed for the University Faculty Personnel Committee positions. There will be a General Faculty election next week (Feb. 3-7).

Faculty Affairs Committee (FAC) (Virnoche): A written report was included in the packet. Q: Why is it suggested that the three WTUs release time (currently assigned to the Constitution and Bylaws Committee chair) be considered for reallocation in the future? A: The expectation has been that the Committee's workload will be significantly reduced once the current revisions and amendments are completed.

The FAC is discussing faculty governance release time, as directed by the Senate Executive Committee. Faculty governance release time is negotiated annually between the Senate Executive Committee and the Provost.

University Resources and Planning Committee (URPC) (Eschker): The Committee met and discussed a policy on the Reserve Fund; a recommendation will be forwarded to the President. The Committee looked at the funding pool for next year, discussed an evaluation template, and also reviewed the Governor's budget.

ASCSU/General Faculty Representatives to the Statewide Senate (Eschker): Both statewide senators attended the recent plenary. The Governor's budget indicates that revenues are coming in higher than expected, but the Governor has not discussed opening up more funding for the CSU. The Chancellor's Office (CO) is not making a big move to block the idea of community colleges granting baccalaureate degrees – the idea is not expected to go very far legislatively. The ASCSU is working with the CO to craft legislation that will guarantee a permanent Faculty Trustee on the CSU Board of Trustees. Senator Eschker will be attending the legislative day in Sacramento. The ASCSU passed a resolution requesting an exemption (up to 132 units) from the 120 unit cap for Engineering programs; it includes a recommendation that the a change be made to Title V. Bernadette Cheyne was honored for her service as a Faculty Trustee.

Q: How will the resolution on Engineering programs affect the HSU program? A: We will have to wait and see. It was noted that there are still waivers in place; it is not clear when (or if) they will be discontinued.

Associated Students (AS) (Ercole): AS Council is planning for a student fee increase and also for a new election system to be implemented this semester. A retreat will be held this weekend. There has been a lot of recent turnover in Council members.

The fee increase would be \$7 a semester, over the next two years, in keeping with the minimum wage increase. The new election system will be a ranked voting system, to avoid unnecessary voting.

HSU Chapter, California Faculty Association (CFA) (Shaeffer): Everyone is asked to write their legislators to request more money for the CSU. There is a link online at www.calfac.org. CFA is in the process of beginning to discuss equity three raises.

Administrative Affairs (Lopes): Vice President Lopes shared information on the recent Business Services reorganization which included combining Contracts & Procurement with Accounts Payable and renaming the department of Environmental Health & Safety to Risk Management and Safety Services. The new department will include risk management, environmental and occupational health & safety, and emergency management. The reorganization is designed to provide needed services to the campus as effectively as possible as well as to reduce overall costs. Details of the reorganization were posted on MyHumboldt (December 17, 2013).

6. Consent Calendar from the Integrated Curriculum Committee (ICC) for January 28, 2014

The following items on the Consent Calendar were approved without objection:

- 12-077 EMP 465: Rural Community Planning
- 13-020 Sociology 472,
- 13-021 Sociology 482,
- 13-232 CRIM 472: Proseminar
- 13-256 Environmental Science: Geospatial Science Option
- 13-365 JMC 154: Radio Production
- 13-388 OCN 340: Geological Oceanography
- 13-389 History of Western Philosophy Minor
- 13-390 Minor in Philosophy - Asian Aspects
- 13-391 PHIL 104
- 13-392 PHIL 106
- 13-393 PHIL 304
- 13-394 PHIL 351
- 13-395 PHIL 475
- 13-409: Philosophy Major Program Change
- Forestry Program Changes (reducing the Major to 120 units)
- 13-198 Forestry BS
- 13-199 The Forest Environment
- 13-203 FOR 230 Dendrology
- 13-204 FOR 231 Forest Ecology
- 13-208 FOR 323 Wildland Fire Behavior and Use
- 13-211 FOR 350 Forest Harvesting Systems
- 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
- 13-215 FOR 425 Wildland Fire Management Capstone
- 13-216 FOR 433 Forest Resource Conservation Capstone
- 13-217 FOR 470 Professional Forestry Ethics
- 13-218 FOR 471 Forest Administration
- 13-220 FOR 478 Forest Operations Capstone
- 13-221 FOR 479 Forestry Capstone
- 13-224 WSHD 425 Forest Hydrology Capstone
- 13-410 Forestry Major - Forest Resource Conservation Option
- 13-411 Forestry - Forest Hydrology Option

13-412 Forestry - Forest Operations Option

13-413 Forestry - Forest Soils Option

Approved without objection, via email, 2/5/14:

13-414 Forestry BS – Wildland Fire Management Option.

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

Professor Kim Berry (Critical Race, Gender, and Sexuality Studies Department) spoke to the issue of cross-listing courses and specifically to Resolution #27 (regarding curriculum proposals for the *Act to End Sexualized Violence* course).

Cross-listing of courses in the HSU Catalog has been a primary way the curriculum has been diversified at HSU. The *Psychology of Women* and *Chicano Literature* courses are just two examples of many of how this has been accomplished. A tremendous amount of work has been undertaken to create this efficient way to diversify courses and broaden the scope of courses beyond the traditional male-dominated and European perspectives.

Disciplines are not silos and faculty are always involved in interdisciplinarity, i.e., working across boundaries, either in the classroom or through research. The issues concerning cross-listing are not being represented accurately. Labeling cross-listed courses as interdisciplinary confuses the issue.

Cross-listing of courses offers students a rich learning environment. It has been the most effective and efficient way to offer these courses. There are challenges with data collection, but Institutional Research (IR) has come up with effective measures to provide the data needed.

Professor Maxwell Schnurer (Communication Department) also spoke to Resolution #27 and the importance of allowing the course to be cross-listed. He presented three key arguments: 1) there is no HSU policy regarding cross-listing, 2) cross-listing courses is valuable and important, and 3) the *Act to End Sexualized Violence* course is an important one. If the Senate rejects this course, it may serve to stymie efforts underway to develop similar courses.

Cross-listing of courses serves as a way to advertise a course more broadly in the Catalog; it quadruples the number of students who are aware of the course. In Fall 2013, twenty-four different majors were represented in the class. Evidence shows that cross-listing encourages participation by more students from different departments.

The *Act to End Sexual Violence* course is an exceptional course. A survey of students who have taken the course reveals that it was healing, gave students a sense of accountability, as well as provided them an opportunity to act to make the campus safer. Several departments have put the energy and time into doing the paperwork to have the course offered. It is the embodiment of the best work being done at HSU. Not listing the class under multiple pre-fixes does an enormous disservice to students.

Professor Valérie Budig-Markin (World Languages and Cultures Department) provided the following statement, read by Professor Berry:

To provide majors with a study abroad option for their required semester study abroad, the French and Francophone Studies Program has designed the Summer Semester in Senegal, a proposal being refined in cooperation with the Center for International Programs, to be offered for the first time in 2015. This is a cornerstone of the newly focused WLC program providing essential coursework on-site in Africa and brings in not only our majors and potential majors, but also non-French speakers, potential Peace Corps participants and others with Francophone African environmental interests, Heritage-Studies-in-Africa students and other URM across campus and from the wider CSU system.

Both this nascent summer program and CAHSS are at heart interdisciplinary, as is our university as a whole, where we focus on “improving the human condition and the environment” (President Richmond talking about the Humboldt spirit, catalogue, p. 5). A complete UD GE package offered by this summer program gives students progress to the degree like none other.

But World Languages and Cultures was categorically denied the right to list courses their faculty developed, in collaboration with humanities, social science, and science faculty in Senegal, in order to list them in RS, CRGS (ES), and GEOG. (We were denied other crosslistings as well, including ENVS.) We had one option, either to accept a single listing, or not have the courses approved. So potential incoming students to HSU and potential/existing majors in French and Francophone Studies see nothing offered in the catalogue in either the major or in the program’s course descriptions. They cannot even see how we can offer the study abroad semester we require. We are hampered in the role of maintaining responsibility for the content and teaching of RS 304 Cultural and Religious Heritage of Africa (Area C) and ES 307 Multicultural History of Africa (Area D), and when ICC misfiled and thus did not consider the urgently-needed revised proposal for GEOG 309C Social Justice and the Environment in Africa (CWT-B), WLC could not supervise its progress through the approval process. **We need our courses listed in our programs, and we need crosslistings in appropriate other disciplines to bring in students and faculty, not only in different colleges on our campus and in Africa, but across the global communications world.**

The curricular approval process supports crosslisting, and our students need to know courses exist to plan their schedules, not for one semester, but for their four-year plan. Students look at the programs they like; this is why we map out majors and academic plans. They need access to information and courses and interdisciplinary options. Where are co-requisite RS 304, ES 307, and GEOG309C going to be on course rotations, on SLOs, on academic plans across campus? How do faculty supervise and properly update and offer courses not listed in the program? While for the Summer Semester in Senegal we may hire faculty from the Université Cheikh Anta Diop and carefully supervise the field experiences, how can we assure such curricular practices in the future, with no official responsibility in our department? How do we ensure that interdisciplinary packages continue into the future without visibility?

This is not an issue of fairness. We simply have to correct a non-consultative decision that prohibits reasonable crosslisting. If we decide in the future against interdisciplinarity and choose ease of data analysis instead, let us at least inform administrators of the cost to real education. WLC is planning to re-submit the courses in the GE package to ICC for crosslisting in French and Francophone Studies, with the approval of Dean Ayoob, and would appreciate re-consideration of this critically-important option. Our department initiated the courses and we want to share them responsibly as well, and we will offer them as a GE package in Senegal. We have the crosslisting support of disciplines across campus, not only RS and CRGS, but History, Anthropology, Environmental Resource Engineering, and Environmental Studies.

HSU students can go to Africa on an HSU program and complete their UD GE, study beginning local language and French, and explore NGOs or complete a short internship. But not if they can’t see the courses listed. We hope students will select the French and Francophone Studies major because of this special central focus, but not if they can’t see the courses in the course descriptions, on the major page, and on course rotations. Why narrow our students’ options and waste an opportunity to truly expand our intellectual and institutional horizons in the way we say we do? Why disallow an essential crosslisting option?

8. TIME CERTAIN: 3:30-3:45 – Resolution on Revision of the HSU Charitable Contribution Acceptance Policy (#28-13/14-EX) – First Reading ; Attachment

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

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.

Vice President Wruck explained the reasons behind the revision of the policy. The primary reason is that the California law under which endowments are managed has changed and the revised policy reflects those changes. The section regarding distribution of funds is more broadly worded. California law now permits distribution of the principal, under unique and special circumstances. Foundation policy will balance the management of funds between distribution and growth.

M/S/U (Mola/Fulgham) to waive the second reading of the resolution.

Voting on Resolution #28-13/14-EX occurred and PASSED unanimously.

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

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)

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

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.

The curriculum proposal was pulled from the final Consent Calendar for the Senate in December, 2013.

Vice Provost Burges was invited to share her reasons for not supporting the proposal. Her concerns relate to the issue of co-scheduled courses for graduate and undergraduate students and a number of reasons why the practice should not be continued. Title V allows Master's programs to include up to 50% undergraduate courses. The remaining 50% of the work includes the thesis project and field work. It seems reasonable to expect that remaining courses be actual graduate courses. She gave two examples of students with twice as many undergraduate-level courses as graduate-level courses. There is no way to distinguish them on the transcript. A study last semester revealed that 50% of Master's students at HSU already have a BA degree from HSU. The practice of co-scheduling courses weakens the graduate experience for the student. For reasons of transparency and quality, she supports moving away from the practice.

Discussion:

The quality of this course should not be questioned. Oceanography is strongly researched-based field and this course qualifies for a graduate level course. Four distinct, additional Student Learning Outcomes (SLO's) that address graduate level work have been provided. The structure of the course is designed to promote the graduate experience, which includes the opportunity to learn and work with 'state of the art' technology. Cross-listing the course is the only way to provide this graduate course in Oceanography.

This is a curricular issue and is not a decision that should be made at the administrative level. The American Association of University Professor's *Policy Documents & Reports* (i.e., AAUP "Red Book") clearly states that faculty are responsible for the curriculum. This course should not be held up because of the absence of a policy. A new policy should be developed and sent through the formal approval process with a date of implementation set.

The administration, as well as the faculty, has a role in the approval process for curriculum matters, especially in regard to resources. Limited resources make it challenging to provide graduate programs with small numbers of graduate students. However, co-listed courses may not be the best way to do that. The campus needs to have the difficult conversation about small graduate programs and whether or not they are affordable, keeping in mind the best interests of the students and their graduate experience. Provosts across the CSU have discussed and agree that there needs to be an established policy in place regarding the percentage of required graduate courses for graduate degrees.

In an ideal world, there would be sufficient resources to offer pure graduate courses. Until more discussion has been had though, the proposal from Oceanography should be approved.

Graduate programs should meet standards that are distinct from undergraduate programs. However, one size doesn't necessarily fit all. Faculty have been under pressure to formulate SLO's for the past decade and this program has done that. If SLO's truly matter, then the Oceanography faculty's ability to assess that this course provides graduate-level experience should be trusted.

Students need a graduate cohort to obtain the graduate experience. There have been students who have complained about the level of discourse in dual listed courses. It is difficult to test whether or not SLO's are achieved more fully either way.

Co-listed courses give both graduate and undergraduate students unique opportunities. It is up to the faculty to develop a course and create a learning environment where both levels of students succeed.

There is evidence, in the many students who go on to obtain Ph.D.'s, that faculty pay close attention to SLO's and the rigor of courses to meet graduate level expectations. There is no evidence that the graduate experience at HSU is not legitimate.

Voting on Resolution #26-13/14-ICC occurred and Passed with three Abstentions.

**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)**

M/S (Moyer/Cervantes) to place the resolution on the floor.

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.

The curriculum proposal was pulled from the final Consent Calendar for the Senate in December, 2013.

Vice Provost Burges shared her concerns about the proposal. From an institutional perspective, what appears on a student's transcript needs to accurately reflect what a student has taken. There have been other issues raised as well, for example: having students in the same classroom but registered with different numbers creates the perception that labeling is arbitrary; and registration problems are created if students are not aware that the same course is represented by two different numbers (it may be closed under one number, but still open under another number). In addition, cross-listed courses don't necessarily reflect all of the disciplines the course crosses.

Listing the same course differently on transcripts lacks transparency. From both institutional and student perspectives, cross-listing courses obscures interdisciplinarity. A course should look like what it is and have a distinct label. A change in the course label should represent a change in the content of the course.

Discussion:

Cross-listing courses is a common practice across universities and colleges (several examples were cited). Many of the practical concerns regarding data collection, etc. have been addressed. Cross-listing legitimately and appropriately captures the interdisciplinarity of courses as well as provides better access to these courses for students.

A policy needs to be developed; but until there is a policy in place, what has been accepted as past practice should be continued.

The need to have a course prefix serve as the true representation of a course is not seen as a concern or as problematic, at least in the Social Sciences.

As a student, having courses cross-listed has been helpful. Having a course listed under more than one program makes it more accessible to students.

Without cross-listing, shortened course titles lead to confusion. Problems with the prefixes, in regard to transcripts, etc., should be taken care of at the level of the Registrar's Office.

There are still issues regarding data collection. For example, seat availability for a cross-listed course last Fall showed up as five sections, each with 120 seats (total 600); the actual enrollment was 78. Data being provided to colleges is skewed and affects the decisions that are being made. Additionally, online course evaluations for cross-listed courses have to be manually loaded, defeating the initial purpose of streamlining the process for course evaluations.

Data collection issues require dedicated staff time and resources should not be minimized.

There are other ways to establish interdisciplinarity than cross-listing. It is not clear, with the current practice, if there are any requirements in place regarding who is responsible for developing and maintaining the course curriculum. If promoting interdisciplinarity is the primary concern, there are a variety of other ways to accomplish that.

M/S/P (Gold/Fulgham) to end debate and vote immediately.

Voting on Resolution #27-13/14-ICC occurred and Passed with six Abstentions.

M/S (Moyer/Virnoche) that the University Senate approve the inclusion of one version of the course [*Act to End Sexualized Violence*] submitted by one department for the next HSU Catalog.

Q: Why not extend the waiver deadline for a Special Topics Course?

Voting occurred on the motion and PASSED with one No vote and two Abstentions.

11. Election of Replacement for the Chair of the Academic Policies Committee/Third Officer of the Senate for Spring 2014

M/S (Thobaben/Braithwaite) to nominate Monty Mola to serve for the remainder of Spring 2014 as the Chair of the Academic Policies Committee/Third Officer of the Senate.

Voting occurred and Monty Mola was unanimously elected.

M/S/P (Fulgham/Abell) to hold a Senate meeting next week (February 4) to complete the agenda.

The meeting adjourned at 4:48 pm.

Chair Zerbe called the meeting to order at 3:03 pm on Tuesday, February 4, 2014, in Nelson Hall East, Room 102 (Goodwin Forum). A quorum was present.

The special meeting was called in order to continue the unfinished agenda from the meeting of January 28, 2014.

Members Present: Abell, Braithwaite, Bruce, Cervantes, Creadon, Dye, Eschker, Fulgham, Gold, Meyer, Mola, Moyer, Ortega, Richmond, Shaeffer, Shellhase, Snyder, Stubblefield, Thobaben, Tillinghast, Virnoche, Wrenn, Zerbe.

Members Absent: Blake, Ercole, Geck, Grabinski, Karl, Lopes.

Guests: Burges, Ruiz.

Announcement of Proxies

Bruce for Pierce, Moyer for Alderson.

Chair Zerbe announced that an additional curriculum proposal, which was intended for the Consent Calendar on 1/28/13, will be circulated to senators via email for review. It will be considered approved without objection unless an objection is received by 5:00 pm on Wednesday, February 5.

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

There were no speakers for or against the resolution. Voting occurred and the resolution Passed unanimously.

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

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

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.

The resolution forwards a revision of the Constitution, begun last Spring. It came to the Senate as a discussion item last Fall. It requires two readings. The goal of the revision is to clean up redundant text and re-format the document to make it easier to read. There are no significant changes in the document otherwise.

There was no discussion.

b. Resolution to Amend the *Constitution* of the University Senate of HSU to Authorize Recall of Elected Senators (#22-13/14-CBC) – First Reading

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

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.

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*.

The resolution gives power to constituencies to recall senators they have elected. The procedures for recall are to be outlined in the Senate Bylaws. The proposed recall procedures are presented in Resolution #23-13/14-CBC.

There was no discussion.

c. **Resolution to Establish Recall Procedures in the *Bylaws of the University Senate* (#23-13/14-CBC) – First Reading**

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

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.

The resolution proposes an amendment to the Bylaws, in conjunction with the change to the Constitution proposed in Resolution #22-13/14-CBC.

Discussion:

Q: Will language be established that provides general reasons for recall? A: Sturgis recommends that procedures are in place but provides no language on infractions. It is up to the body to decide.

Q: Is requiring one-fourth of the electorate to petition a common practice? A: This is similar to what other CSU campus senate Bylaws stipulate. It is commonly used text.

The procedure outlined in the Senate Bylaws would be used only if the governing body did not have its own procedure.

The numbers of eligible voters in each electorate will have to be determined in order to know how many are needed to petition for each electorate. It was noted that voter turnout has been below 25% in past elections for some constituencies.

d. Resolution to Amend the *Constitution* of the University Senate of HSU to Authorize Reprimand of Senators (#24-13/14-CBC) – First Reading

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

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.

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.

The resolution establishes the authority of the University Senate to reprimand senators through impeachment, censure, and expulsion.

Discussion:

It was recommended that the title of the resolution be changed, and “reprimand” be replaced with “impeachment, censure, and expulsion.”

Q: Are impeachment and censure defined? A: They are commonly defined in parliamentary procedure. Definitions for the Bylaws Glossary are included in Resolution #25-13/14-CBC.

e. Resolution to Establish Procedures in the University Senate *Bylaws* for Impeachment, Censure, and Expulsion (#25-13/14-CBC) – First Reading

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

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.

The resolution establishes procedures that involve due process in the Bylaws. Impeachment is only for elected officers and standing committee chairs. Censure and expulsion applies to all elected senators. Censure may also warrant expulsion.

Discussion:

It is not clear that an officer can be expelled after being impeached. It should be two separate processes: impeachment and then expulsion.

Concern was expressed regarding the need for due process and representation. A process needs to be developed that is fair to everyone on all sides of the issue.

The amendment proposes a multi-step process, but it may need to be spelled out more specifically. It was suggested that the CBC work on the language to ensure the process is outlined correctly.

The definition of impeachment, under Glossary terms, is only a process of accusing. Following impeachment, the body can choose to either censure or expel an officer. However, it doesn't make sense that censure or expulsion would occur without impeachment for elected senators.

Congresspersons cannot be impeached, but they can be indicted. For our purposes, impeachment could be used for everyone.

If and when this is ever used, it will be contentious, so it needs to be as clear as possible.

13. Resolution on "Guidelines for Approving New Certificate Programs" (#29-13/14-ICC) – First Reading

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

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.

The "Guidelines" were reviewed by the Senate Executive Committee last Fall, and the red, italicized portions indicate changes made in response to feedback. The ICC is trying to balance between the need for faculty oversight and making it possible for College of eLearning and Extended Education (CEEE) to create these courses.

Discussion:

Section VIII under "Definition of Academic Certificates" is ambiguous regarding who the hiring authority is as well as which faculty will be consulted or make recommendations on hiring. If current faculty don't recommend someone, does a college dean have the power to hire anyway?

The guidelines for the maximum required units should be clearer.

These guidelines apply to new certificate programs which are offered through CEEE for outside students. There are existing certificate programs with enrolled HSU students that are all over the map; the challenge of sorting out the current programs convinced the ICC to only consider and develop guidelines for new programs.

What is meant by consultation and recommendation in section VIII? Does it mean standards are in place, or is a committee formed to consult and/or recommend?

Q: Is there a clear distinction between an academic certificate and a minor? A: For the future, minors are for matriculated students and certificates are for non-HSU students. This is standard practice across the CSU campuses.

Matriculated students may take these certificate courses, but they must enroll through Extended Education and pay the additional fee.

The State of California has built a 'firewall' between state-supported and self-supported programs. There are legal issues involved. The language is clear that you cannot supplant, e.g.,

campuses cannot move a program offered on the state-side to self-support and require matriculated students to pay for it.

It was noted that certificate units paid outside of the University do not count toward Financial Aid.

The State audit on Extended Education will force the need to address the big issues regarding how self-support programs reimburse campuses for resources used for programs and by students. It will not come back as direct billing to each department involved.

It was requested that more specific language on the standards under which someone would be hired for a program be included. The standards are more important than the actual hiring process.

Meeting adjourned at 3: 50 pm.

Integrated Curriculum Committee (Moyer):

On Feb. 4, the ICC met to

- Approve the Proposal for Encouraging Innovative Pilot GE experiments. (The document is included in the Senate packet, following the written reports, and also available on the ICC website.) Departments interesting in participating should submit proposals to the ICC as soon as possible.
- Offer Feedback to the Academic Policies Committee regarding several proposals.

Senate Chair's Report (February 7, 2014)

Scheduling conflicts prevented me from attending the OAA Working Group meeting on February 5.

Over the past two weeks, I've been participating in discussions on how to move forward with crosslisting in light of the Provost's decision on the Acts to End Sexualized Violence course. That item is now with APC, and a policy framework should be forthcoming later this semester.

The Provost and I had a productive discussion at our regular meeting. We addressed faculty development and assessment in light of Ed Nufer's announced retirement. A proposal on the Faculty Development side is currently with Faculty Affairs and should be forthcoming this semester. We also discussed the possibility of a Senate-sponsored open forum, inviting the Vice Presidents to make short presentations and answer questions from the campus community on the future of HSU. The Provost is supportive of the idea. I'll be discussing it with the other VPs at the next University Executive Committee (UEC) meeting and with the SenEx at its next meeting.

The UEC met January 30 and discussed the Chancellors State of the CSU address. Vikash Lakhani, AVP for Enrollment Management, gave a very informative presentation on HSU student enrollment demographics and recruiting plans in light of changing state (and national) demographics.

The Enrollment Management Working Group will meet Monday. A task force is currently looking at advising practices and developing suggestions for the EMWG that should incorporate data from the Educational Advisory Board's review of student success patterns (to be delivered this semester).

I'll be attending the statewide meeting of Campus Senate Chairs next week. If you have any questions or items you'd like me to bring up, please let me know.

Academic Policies Committee (APC) Written Report For February 11 Senate Meeting (Mola):

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

Two APC items have been vetted by the ICC and will be brought to the Sen/Ex committee on 02/18/14. These items are:

- A resolution to allow more than one CWT course to count toward a student's upper division GE requirements.
- A draft policy of Administrative-Academic Disqualification with changes reflecting the legal opinion from the Chancellor's Office.

APC has submitted an additional resolution to the ICC for vetting which would automatically create an articulation agreement when a petition to substitute a course is signed off on by the appropriate parties. There will be an option to make a given substitution a one-time substitution for a specific student and not an articulation agreement.

Constitution & Bylaws Committee: Report for February 11, 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 Thursdays at 4pm in NHE 115.

January 27

Bruce (chair), Abell, Ruiz, Shellhase

- Continued to review relationship between GF chair and Senate Chair and discussed ideas to separate them, beginning with the GF Constitution text.

February 3

Bruce (chair), Abell, Fulgham, Ruiz, Shellhase

- Continued to review relationship between GF chair and Senate Chair and discussed ideas to separate them, continuing with the GF Constitution text.

February 13

Agenda items:

- Review resolution on expulsion of senators
- Continued to review relationship between GF chair and Senate Chair and discussed ideas to separate them, as well as begin to edit text.

To: Integrated Curriculum Committee

From: OAA Working Group

Re: Proposal for encouraging innovative experimental courses in General Education/All-university Requirements (GEAR)

Rationale and description

As the GEAR Committee moves ahead with its comprehensive proposal for restructuring General Education at HSU, it would be useful to pilot new pedagogical and organizational approaches to GE courses to inform the specifics for the new structure. In fact, a number of faculty are interested in trying out new ways of facilitating student achievement of GEAR learning outcomes via experimental Special Topics courses that are approved for a limited timespan as satisfying specific GEAR requirements. The course could be offered a maximum of three times as a Special Topic before undergoing curricular review for inclusion in the catalog.

New courses/course clusters (3, 6, or 9 units) would be experimental in one or more of the following ways:

- Extensive use of new pedagogical approaches, such as “flipped” instruction, hybrid, or other models
- Thoughtful use of block scheduling, such as back-to-back timeslots (with flexible time-boundaries between them) for thematically related or integrated courses that satisfy different GE areas
- Focus on content that is multidisciplinary (e.g., structured around ideas like “rivers”), problem-based (e.g. structured around substantial problems like “medical care” or “unemployment”), or broadly metadisciplinary (e.g., structured around broad areas like “humanities” or “science”)

We strongly encourage proposals to incorporate a metadisciplinary perspective, even in courses grounded in specific disciplines.

Approval process for initial offering

Each college will solicit brief proposals for GEAR pilots and will coordinate their submission to the ICC for review, ideally before the semester schedule is posted. Proposals should include the following:

1. A brief description of the course(s) and the approach that is planned, addressing
 - a. how the proposed course is different from what is currently being done (i.e., what is it that makes the proposed course innovative?)
 - b. how the proposed course will foster student success
2. A GEAR Outcomes matrix that lists
 - a. the current outcomes for the GEAR requirement
 - b. for each of the outcomes, a specific sample activity that would engage students in addressing that outcome

- c. for each of the outcomes, an example of the kinds of student work that could be sampled for assessment of the outcome.
3. A course outline/ sample syllabus
4. A description of the process planned for assessing the GEAR outcomes addressed by the course.
5. Proposed class size, SCUs, WTUs, and statement of support from the appropriate chair(s) and college dean(s)

The Academic Master Planning subcommittee will review and approve the GEAR status of the special-topics course, and the faculty involved in the course will agree to provide ICC with a brief evaluation of the course after it has been taught the first time. The faculty will share the results of their pilot in a public forum such as the Institute for Student Success.

Initial evaluation process

After the first offering of the course, the faculty involved will submit a follow-up summary that includes:

1. Entering enrollment, number of students who completed the course, distribution of student levels (freshmen, sophomores)
2. Average course grade, aggregated and disaggregated by URM/non-URM
3. Results of learning outcomes assessment
4. Brief description of lessons learned and intention to offer again (or not).

Process for second and third offering

The faculty members involved with the course will consult with their department chair, the dean of their college, and the vice provost to determine if and when the experimental course can be offered a second and third time.

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 – February 11, 2014 – Second 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:

Forwarded to be ratified by:

Associated Students Council:

Staff Council:

General Faculty:

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 ~~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~~55 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 ~~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 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 – February 11, 2014 – Second 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:

Attachment to Resolution 22-13/14-CBC, First Reading

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 – February 11, 2014 – Second 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 Censure of Senators**

#24-13/14-CBC – February 11, 2014 – Second 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:

Attachment to Resolution 24-13/14-CBC, Second Reading

Proposed Amendment (change indicated by underline):

Current *Constitution*:

2.0 Duties

2.6 The Senate shall hold the authority for censure of its members. The Senate shall follow 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 Censure

#25-13/14-CBC – February 11, 2014 – Second Reading

RESOLVED: That the University Senate of Humboldt State University approve the amendment to the *University Senate of Humboldt State University Bylaws and Rules of Procedure* as attached.

RATIONALE: According to Sturgis, the Senate has the ability to censure its members based on criteria she lists. The attached procedures set a two-step process where the Senator is made aware of the issues and invited to attend proceedings, as well as set a two-thirds vote for passage.

Attachment to Resolution #25-13/14-CBC, Second Reading

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.

**HUMBOLDT STATE UNIVERSITY
University Senate**

Resolution to Establish Procedures in the University Senate *Bylaws* for Removal from Elected Positions in the Senate

#30-13/14-CBC – February 11, 2014 – Second Reading

RESOLVED: That the University Senate of Humboldt State University approve the amendment to the *University Senate of Humboldt State University Bylaws and Rules of Procedure* as attached.

RATIONALE: According to Sturgis and based on criteria listed, the Senate should have the ability to remove Senate-elected officers based on criteria in . The attached procedures set a two-step process where the Senator is made aware of the issues and invited to attend, as well as sets a two-thirds vote for passage.

Attachment to Resolution #30-13/14-CBC, Second Reading

Amendment on Removal from Elected Positions in the Senate:

12.52 Removal from Elected Positions in the Senate – Any accusations for proceedings that would result in removal from an elected position in the Senate 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. A resolution to remove a senator from an elected Senate position must pass by a two-thirds vote of the other members of the Executive Committee before being presented to the full Senate. The resolution must then pass the Senate by two-thirds of those voting after having presented the resolution at the previous meeting.

**HUMBOLDT STATE UNIVERSITY
University Senate**

Resolution to Establish Procedures in the University Senate *Bylaws* for Expulsion

#31-13/14-CBC – February 11, 2014 – Second Reading

RESOLVED: That the University Senate of Humboldt State University approve the amendment to the *University Senate of Humboldt State University Bylaws and Rules of Procedure* as attached.

RATIONALE: The Senate should have the ability to expel its members. The attached procedures set a two-step process where the Senator is made aware of the issues and invited to attend proceedings, as well as set a two-thirds vote for expulsion.

Attachment to Resolution #31-13/14-CBC, Second Reading

Amendment on Expulsion:

[12.714.2](#) 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.