

# HUMBOLDT STATE UNIVERSITY

## University Senate

**Tuesday, November 15, 2016, 3:00-5:00 pm, Goodwin Forum (NHE 102)**

1. Announcement of Proxies
2. Approval of and Adoption of Agenda
3. Approval of Minutes from the Meeting of November 1, 2016
4. Reports, Announcements, and Communications of the Chair
5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members
6. Consent Calendar from the Integrated Curriculum Committee
7. TIME CERTAIN: 3:15-3:30 PM - Open Forum for the Campus Community
8. Resolution to Amend Section 9.0 of the Constitution of the University Senate to Specify Time Limits for Electorates to Ratify Senate Constitution Amendments (05-16/17-CBC – November 15, 2016) Second Reading
9. Resolution to Amend the Constitution of the University Senate to Include the Director of the Office of Diversity and Inclusion as an Ex-Officio Member of the Senate (08-16/17-Sadeghzadeh/Platt – November 15, 2016) Second Reading
10. Resolution on Adopting a University Policy on Policies, Procedures, and Guidelines (06-16/17-UPC – November 15, 2016) First Reading
11. Sense of the Senate Resolution on Confidential Student Evaluations (07-16/17-FAC – November 15, 2016)
12. Informational Item: Institutional Biosafety Committee and Hazardous Materials Management Program Policy
13. Informational Item: Clery Compliance Team Policy
14. Informational Item: Bookstore Update and Quick Guide for Students
15. Discussion Item: Process of Approving Resolutions
16. Discussion Item: Calendar Change Proposal
17. TIME CERTAIN: 4:40 PM – WASC Self-Study Report Update and Request for Feedback

# HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, November 15, 2016

Standing Committees, Statewide Senators and Ex-officio Members

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## Academic Policies Committee:

Submitted by Mary Virnoche, APC Chair

Meetings and Work - November 1 - 14, 2016

Members:

<http://www2.humboldt.edu/senate/academic-policies-committee>

### November 1, 2016:

**Present** -Joice Chang, Paul Cummings, Brandon Dolfi, Alex Gradine designee for Mary Glenn, Michael Goodman, Zach Kihm, Heather Madar, Clint Rebik, Mary Virnoche (chair)

**Absent** - Michael Le

APC members focused on further changes to their latest draft of the *eLearning Quality Assurance Policy*. Committee members provided initial feedback on the document that we now call the *eLearning Course Development Contract*. APC asked Committee Chair Mary Virnoche to invite to the November 8 meeting Alex Hwu, AVP, College of eLearning and Extended Education, and Michael Camann, (HSU) President, California Faculty Association. Meeting adjourned at 12:50 p.m.

**Post Meeting Actions:** After integrating APC revisions into the documents, Committee Chair Virnoche shared the documents with Alex Hwu and Michael Camann and invited them to the November 8 meeting. Alex Hwu also shared the documents with Kim Vincent Layton, Instructional Designer.

Alex communicated by email that he approved the changes and forwarded a few minor revisions from Kim Vincent Layton. Alex also requested that Chair Virnoche reinsert contract language that provides the option for an instructor to grant the university a royalty free license. Chair Virnoche made that change. Alex Hwu declined coming to the meeting, as he had shared feedback via email.

Michael Camann agreed to attend the next meeting.

### November 8, 2016:

**Present** -Joice Chang, Paul Cummings, Alex Gradine designee for Mary Glenn, Michael Goodman, Zach Kihm, Mary Virnoche (chair)

**Absent** - Brandon Dolfi, Michael Le, Heather Madar, Clint Rebik

**Guest:** Michael Camann, (HSU) President, California Faculty Association

Michael Camann clarified that his attendance at the APC meeting did not constitute the “meet and confer” that will be required by the CFA if the University Senate passes the eLearning policy.

The committee made additional revisions to the quality assurance policy and the contract. APC committee members noted that they did not necessarily agree with a few clauses in the documents, but all agreed that they would prefer at this point to get feedback from the University Senate.

APC notes that it did not edit Appendix A of the eLearning Quality Assurance Policy, as members understand that this was an instrument drawn from broader field standards. APC also notes that Appendix B was partially its creation. Much of Appendix B language had been a part of the original “contract” language. The APC decided it was better to keep the contract short and clear. Language specific to the course design content requirements and development timelines became Appendix B.

Michael Goodman moved the eLearning policy documents out of committee and on to the University Senate for a first reading. Joice Chang seconded the motion. There was no dissent. Meeting adjourned at 12:50 p.m.

### **Post Meeting Actions**

Committee Chair Virnoche made the final revisions. She highlighted in yellow clauses that the committee had changed substantively since the version reviewed by Alex Hwu and Kim Vincent Layton. Committee Chair Virnoche forwarded to the Senate Executive Committee the *eLearning Quality Assurance Policy, Appendices A & B*, and the *eLearning Course Development Contract* requesting a first reading at the December 6, 2016 meeting of the University Senate. She concurrently sent the documents to the Dale Oliver, Chair of the Integrated Curriculum Committee, for concurrent comment.

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## **Faculty Affairs Committee:**

Submitted by George Wrenn, FAC Chair

The Committee held its seventh and eighth meetings of 2016-17 on Wednesday, November 2 and 9.

Meetings this semester are scheduled for: November 30 and December 14. Meetings are open to the campus community. The Committee currently meets in Library 118 at 8 a.m.

The Faculty Affairs Committee addresses matters involving the individual or collective relationship of faculty to the University. The Committee can be reached through the Senate’s Faculty Affairs web page: <https://www2.humboldt.edu/senate/faculty-affairs-committee>.

Unless otherwise noted, all members were present.

Agenda for November 2:

- 1) Confidential Student Evaluation Resolution (Final Draft)
- 2) Guidelines for Extraordinary Support (First Draft review)

Agenda for November 9:

- 1) Lab Evaluation Instrument (First Review)
  - 2) Guidelines for Extraordinary Support (Next Draft review)
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Meeting notes for November 2:

- 1) Confidential Student Evaluation Resolution (Final Draft)

The resolution was finalized and has gone to SenEx for review and inclusion on the Senate's November 16 agenda. The draft was shared with Associated Students; they have independently developed a student petition in support of confidential evaluations:

<http://www.thepetitionsite.com/965/318/133/change-student-evaluation-forms/>

The text of the petition reads:

*Currently student evaluation forms are submitted electronically and anonymously at the end of each semester. The anonymous submissions allow students to threaten, sexually harass, bully, and/or verbally abuse our faculty without recourse. Although this behavior is extremely rare, it has happened at Humboldt State University, and many other Universities. Professors have been threatened, sexually harassed, bullied, and verbally abused. Due to the anonymous nature of evaluations, students who violate the Student Code of Conduct (and common decency) in this manner are not able to be identified. If student evaluations of faculty were confidential instead of anonymous, appropriate administrators could determine the author of abusive, threatening, bullying, or harassing evaluations. Like most, students strive to learn more and think more critically, our faculty members strive to improve their teaching. As students, we recognize the value of being able to provide honest, constructive criticisms of faculty teaching, and to do so without the faculty knowing our identity. However, as students, we do not want the faculty evaluation instrument to be a platform for abuse, threats, harassment, or bullying of faculty. Fellow students who engage in such behavior(s) should be held accountable. It is simply unacceptable that someone could hide behind anonymous teaching evaluations and threaten, harass, bully, or abuse faculty.*

*We the undersigned students at Humboldt State University, therefore urge the HSU Administration, California State University Chancellor's Office, and the California Faculty Association to change the currently existing "anonymous" evaluation to "confidential" evaluations.*

- 2) Guidelines for Extraordinary Support (First Draft review)

The committee began drafting guidelines. Language is being pulled from the 2016 I.P. policy revision.

Meeting notes for November 9:

- 1) Lab Evaluation Instrument (First Review)

Committee discussion was postponed pending further work by Mark Wilson and John Steele, who are revising questions to better reflect lab goals. The Committee will review the draft instrument at the November 30<sup>th</sup> meeting.

2) Guidelines for Extraordinary Support (Next Draft review)

The Committee concluded its discussion of the draft guidelines document following consideration of language related to written agreements and extraordinary support.

Next steps: a Senate resolution with Guidelines attached will be forwarded to SenEx for review.

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## **University Policies Committee:**

Submitted by John Meyer, UPC Chair

UPC met at 8am on 11/14. Meyer, Ortega, Achilli, Hickcox, Sadeghzadeh, Lopes present.

We addressed the following items:

- 1) Revisions to the University Policy on Policies, Procedures and Guidelines, to incorporate feedback received at the Senate meeting on November 1<sup>st</sup>, and other subsequent recommendations. Modification to the Senate resolution designed to acknowledge the need for future procedures and guidelines to manage new policy workload. Revised documents approved by the committee.
  - 2) Discussion of proposed Academic Advisory committee on IT, following up on conversation with stakeholders at previous meeting (10/31/16). UPC sought greater clarity regarding our role in recommendations on university committees. Sense of the committee is that in this case and generally, our goal should be to gather relevant information and propose guidelines for consideration, but not more. Conversation will continue.
  - 3) Acknowledged receipt of 3 policy changes referred by SenEx, to be considered at 11/28/16 meeting:
    - Proposed Animals on Campus policy
    - Decommissioning of web accessibility policy
    - Revision to campus email accounts policy
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## **ASCSU Statewide Senate:**

Submitted by Mary Ann Creadon, ASCSU Statewide Senator

Committee meetings and the plenary were dominated by discussions of the possible tuition increase, and ways to discuss with the Board of Trustees and the legislature the implementation of the Quantitative Reasoning Task Force Report, and the status of general education in the CSU. Chancellor White's visit included discussions of tenure density and the tuition increase. His visit was preceded by

one from Ryan Storm, Assistant Vice Chancellor for Budget, who discussed the CSU Support Budget and possible student fee increase. The full text of resolutions is available at:

<http://calstate.edu/acadsen/Records/Resolutions/>

### **Resolutions Passed**

**AS-3268-16/FGA (Rev) ACR 158 (Holden): Undergraduate Student Transfers:** *Background:* Assembly Concurrent Resolution (ACR) 158 was introduced in response to the difficulty one student had in transferring a course between two CSU campuses. The situation was resolved. But the California State Assembly and Senate passed the resolution to encourage the Academic Senates of the California Community Colleges (CCCs), CSU and UC to expedite their efforts to streamline the transfer process and to ensure that all General Education Credits can transfer between all three systems. The full text of ACR 158 is available at [http://www.leginfo.ca.gov/pub/15-16/bill/asm/ab\\_0151-0200/acr\\_158\\_bill\\_20160825\\_chaptered.html](http://www.leginfo.ca.gov/pub/15-16/bill/asm/ab_0151-0200/acr_158_bill_20160825_chaptered.html).

In response to ACR 158, *AS-3268-16/FGA (Rev) ACR 158 (Holden)* reaffirms the ASCSU's longstanding commitment to improving student transfer within and among California's three public higher education segments, and asserts its continued support for existing CSU policies that facilitate such transfers. It emphasizes the ASCSU's willingness to collaborate with the California Legislature to further improve undergraduate student transfers and requests that members of the California State Senate and Assembly first consult with the ASCSU when considering future legislative actions that might impact the CSU system.

### **AS-3269-AA/APEP (Rev) Course Grading in the Golden Four:**

*Background:* In 2011 the ASCSU passed AS-3020-11/APEP/AA (Rev) Grade Minima for CSU General Education Courses in the "Golden Four," that called for a minimum of a C (2.0) for the award of GE credit in the "Golden Four" (written communication, oral communication, mathematical/quantitative reasoning and critical thinking). In 2015, Executive Order (EO) 1100, Section 2.2.2 required the 2.0 grade for all native and transfer students. The CSU subsequently issued Coded Memorandum ASA-2016-8 "Basic Subject Courses and the Grade of C-" which stated, "*Students performing at the low end of the scale at any CSU or external campuses that do not award C- might likely receive C grades. The consequence is that the literal intention of section 2.2.2 of Executive Order 1100 cannot be evenly enforced*". The memorandum, issued without consultation with faculty, consequently imposed grade minima of C- for the "Golden Four." Subsequent to the issuance of the coded memorandum, a working group of faculty and Chancellor's Office staff was created to explore solutions other than those in ASA-2016-8.

*AS-3269-AA/APEP (Rev) Course Grading in the Golden Four* is based on the results of the work groups' efforts. It recommends that course-to-course transfer of credit for lower division basic subjects in the Golden Four follow the rules for GE credit from the institution where the student completed the course. It also reiterates ASCSU support for grade minima of C (2.0) in each course of the "Golden Four," and encourages the adoption of a systemwide rule that a grade lower than C- will not yield CSU Golden Four GE credit regardless of the institution of origin.

### **AS-3270-16/APEP (Rev) Implementation of the Quantitative Reasoning Task Force (QRTF)**

**Recommendations:** This resolution endorses the recommendations in the QRTF Report and asks the

Chancellor's Office, in collaboration with the ASCSU, to engage appropriate stakeholders in the implementation of those recommendations. For the full text of the report, see <http://www.calstate.edu/AcadSen/Records/Reports/index.shtml>.

**AS-3271-16/AA (Rev) Establishment of an Academic Senate CSU (ASCSU) Task Force to Study General Education:** This resolution calls for the creation of an ASCSU task force to examine, offer suggestions, and report on GE programs systemwide. The resolution indicates that the work of the task force may include, among other things, analyzing the data generated by the recent Chancellor's Office systemwide survey of campus GE programs, identifying best practices in communicating GE pathways and requirements to students and assessing student learning outcomes, identifying ways to coordinate transferability of GE courses without sacrificing academic quality or campus autonomy and reviewing EO 1100, "General Education Breadth Requirements," and to provide recommendations for revision if warranted. The impetus for the resolution is to maintain currency in GE programs, identify best practices across the system and respond to increasing interest in CSU GE by external stakeholders.

**AS-3273-16/FGA Support for the California State University (CSU) Board of Trustees (BOT) 2017-18 Budget Request:** According to the rationale for this resolution, at this early stage, the state's funding plan for the CSU does not include sufficient resources to meet the CSU 2017-18 preliminary budget plan. The resolution conveys the ASCSU's support for the CSU BOT 2017-18 budget request for additional monies from the state, over and above the \$157.2 million funding commitment to the CSU by the Governor for student success, completion and access, infrastructure/facilities and employee compensation. It also urges that in its request, the BOT allocate at least half the monies for the Graduation Initiative 2025 to assist in resolving the tenure density issue in the CSU by hiring and retention of tenure track faculty to improve student success and access.

**AS-3275/AA/APEP Commendation of Ken O'Donnell:** This resolution is a commendation for Ken O'Donnell for his accomplishments while serving as CSU Senior Director of Student Engagement. O'Donnell recently left the Chancellor's Office to take a position as Associate Vice President for Student Success Integration and Assessment at CSU Dominguez Hills.

### First Reading Resolutions

#### **AS-3276-16/FA Academic Freedom Policy:**

*Background:* In January 2015 the ASCSU approved a resolution requesting that "...the Chancellor's Office and Board of Trustees draft a comprehensive policy on academic freedom in consultation with ASCSU representatives." (AS-3197-14/ FA The Need for a Comprehensive CSU Policy on Academic Freedom, <https://www.calstate.edu/acadsen/Records/Resolutions/2014-2015/documents/3197.shtml>) After some delay the CSU Office of General Counsel informed the ASCSU that academic freedom is within the scope of bargaining, and in the absence of a formal CFA relinquishment of its collective bargaining rights on academic freedom the administration will not join the CFA and ASCSU to discuss the issue. In October 2016 the administration sent the ASCSU a draft policy, developed by the administration with no consultation with the faculty, and asked for ASCSU input. FA found that the draft ignores recommendations of past ASCSU resolutions, violates policies on academic freedom developed by the American Association of University Professors (AAUP), and keeps the CSU way behind other universities in respect to academic freedom policies.

FA subsequently developed its own academic freedom policy.

*AS-3276-16/FA Academic Freedom Policy* reaffirms the ASCSU's strong commitment and constitutional responsibility to "advance the principles of academic freedom and freedom of inquiry" and approves the academic freedom policy developed by the Faculty Affairs (FA) Committee. It also urges the CSU to adopt the FA academic freedom policy as a model for a comprehensive and updated systemwide policy.

**AS-3277-16/FA Lactation Resource Policy and Practices in the California State University:** The rationale for this resolution states that many CSU campuses have failed to develop or adequately implement policies that meet the basic standards and criteria in existing law regarding lactation resources. In the resolution, the ASCSU recognizes the importance and value of adequate lactation resources for all members of the CSU community and calls for the review of existing policies and the development of new policies on campuses where there is none. A series of specific recommendations includes a call for campus policies to comply with existing law by requiring a minimum number of dedicated and regularly-maintained lactation stations on each campus, and for all plans for new CSU multi-use buildings to include easily accessible, dedicated lactation resources.

**AS-3278-16/APEP A Call for Increased Funding to the California State University to Avert a Tuition Increase:** The CSU has announced a potential tuition increase of \$270.00 for the 2017-18 academic year. This resolution acknowledges the significant disinvestment in the CSU by the state of California over the last decade, acknowledges the burden even a modest tuition increase can impose, especially on vulnerable student populations and encourages the CSU, ASCSU and California State Student Association (CSSA) to continue to engage in sustained joint advocacy to secure adequate state funding to avert the need for a tuition increase. The CSSA has expressed its opposition to the proposed increase and created a website to keep the public informed about the proposal and its position and plans for action. The website url is <http://tuition.calstatestudents.org/>. CFA also opposes the increase.



## **ICC Consent Calendar for 11/15/16 Senate**

### **CLARIFICATION OF PROPOSED GEOLOGY DEGREE PROGRAM CHANGES**

15-371

**GEOLOGY BS PROGRAM CHANGE FORM**

Reduce the required units for the BS in Geology from 128 units to 120 units by restructuring some of the coursework and removing the requirement that all students complete a senior thesis. Students will still have the option of completing a senior thesis.

15-373

**Geology BA-Geoscience Concentration. PROGRAM CHANGE FORM**

Reduce units and restructure from 123 units to 119 units. The revised program will have shared Core coursework with the BS in Geology degree program so that graduates from the BA in Geology - Geoscience Concentration can apply to become a registered geologist, greatly enhancing career options. The revised program will also require a 12-unit advisor-approved program of relevant coursework to enhance readiness for employment in the profession.

16-094

**Geology BA PROGRAM CHANGE FORM**

Suspend the BA in Geology degree program. The BS in Geology program and the BA in Geology -Geoscience Concentration will be the two active undergraduate degree programs offered by the Geology department.

### **ADDITIONAL CONSENT ITEMS**

15-235

**ENST 295: Power, Privilege, and the Environment COURSE CHANGE FORM**

Recommend the course have a DCG-domestic designation. The proposal includes an extremely comprehensive DCG matrix showing that the course will enable students to meet all aspects of DCG.

15-279

**Anthropology Minor - PROGRAM CHANGE FORM**

Remove ANTH 303 and replace it with new course ANTH 103. No changes to structure or overall unit requirements for the minor. Related to program change 15-279 Anthropology BA, course change proposal 15-284 changing ANTH 303 to a non-majors course and new course proposal 15-307 which establishes ANTH 103 as a new course.

15-280

Anthropology Minor - PROGRAM CHANGE FORM

Remove ANTH 303 and replace it with new course ANTH 103. No changes to structure or overall unit requirements for the minor. This change relates to proposal numbers 15-284, which changes ANTH 303 to a non-majors course and 15-307, which establishes ANTH 103 as a new course.

15-284

ANTH 303 Human Biology & Evolution - COURSE CHANGE FORM

Course was previously included in the Anthropology major, but will be removed with proposal 15-279 Anthropology BA Program Change. The course is now intended for non-majors so the changes are revising the title to Human Adaptation & Evolution and modifying the description to align with changes to course content. Registration will be restricted to exclude Anthropology majors.

15-307

ANTH 103 Biological Anthropology NEW COURSE PROPOSAL

ANTH 103 will replace ANTH 303 in the Anthropology major and minor requirements (see 15-279 and 15-280). This allows students earlier introduction to the subject for proper course and career planning. The course will also satisfy lower division GE area B Life Science with lab requirement and meets GE B SLOs which is consistent 13 CSU campuses and most California Community Colleges. The course does not duplicate existing LD GE Area B options and is not intended for CNRS majors.

16-026

ESM 555 Applied Ecological Restoration NEW COURSE PROPOSAL

This new course proposal seeks to create a new graduate level course that will be a dual-listed (undergraduate/graduate) course with an existing course (ENVS 450, who's course number will change to ESM 455 in fall 2017 accompanying the consolidation of the Environmental Management & Protection and Environmental Science undergraduate programs into a single program, Environmental Science & Management). Syllabi from the undergraduate (ESM 455) and graduate (ESM 555) versions of the course were provided and conform with the policy on dual-listed courses. The New Course Proposal form notes similarity in subject matter with the following undergraduate courses: FISH 470, FOR 431, & RRS 430. The chairs of Fisheries Biology and Forestry & Wildland Resources (which offers both FOR 431 & RRS 430) both support creation of the new course.

16-028, 16-029, 16-030

CHEM/GEOL/PHYX 100 From Stars to Rocks: Being a Scientist in the 21st Century. NEW COURSE PROPOSAL

This is a new set of cross-listed Area E GE courses where enrollment will be primarily CHEM, GEOL, & PHYX majors; although students in other majors may enroll. During CHEM/GEOL/PHYX student's first semester, this course will be block scheduled along with two other courses appropriate for their majors. The proposed 3-unit course will consist of two C-2 lectures/week and a 1 unit (1.3 WTU) C-4 second lecture for a total of 3.3 WTUs for the course. A completed Area E GE matrix was included in the proposal materials along with additional explanation of how the course instruction will meet the Area E SLOs. The course meets the HSU policy on cross-listing courses.

16-037

ANTH 310 Theory & History in Anthropology - COURSE CHANGE FORM

Revise ANTH 310 pre-requisites because ANTH 303 is no longer required for the major and has been replaced with ANTH 103 (see Program Change proposal 15-279). Previously required a pre-requisite of ANTH 104 and one from ANTH 105 or ANTH 303. Proposed change is to still require ANTH 104 as a pre-requisite and now require 105 or 103 as a co-requisite or pre-requisite, i.e. ?ANTH 104 and (ANTH 103(C) or ANTH 105(C))?.

16-038

ANTH 330 Method and Theory in Biological Anthropology - COURSE CHANGE FORM

Course change proposal to revise ANTH 330 description to better reflect content covered in the course, remove recommended preparation and add a pre-requisite of completion of lower GE area B. Previously had no pre-requisites and a recommended preparation of ANTH 303 and BIOL 104 or 105. ANTH 303 is no longer required for the major (see Program Change proposal 15-279) and department felt adding a pre-requisite will help students better understand material.

16-039

ANTH 331 Paleoanthropology - COURSE CHANGE FORM

Course change proposal to revise ANTH 331 pre-requisites. Previously required a pre-requisite of ANTH 110 or ANTH 303 or BIOL 104 or Instructor Approval. Proposed change is to require Lower Division GE area B Life Forms as a pre-requisite. ANTH 303 is no longer required for the major (see Program Change proposal 15-279), ANTH 110 has been deleted (see Course Change Proposal 15-308) and the proposed pre-requisite will provide necessary preparation.

16-040

ANTH 332 Skeletal Biology and Forensics - COURSE CHANGE FORM

Course change proposal to revise ANTH 332 pre-requisites. Previously required a pre-requisite of ANTH 110 (C) or ANTH 303 (C) or BIOL 104 (C) or Instructor

Approval. Proposed change is to require Lower Division GE area B Life Forms as a pre-requisite. Same justification as outlined in proposal 16-039.

16-041

ANTH 333 Primate Adaptation and Evolution - COURSE CHANGE FORM

Course change proposal to revise ANTH 332 pre-requisites. Previously required a pre-requisite of ANTH 110 or ANTH 303 or BIOL 104 or Instructor Approval. Proposed change is to require Lower Division GE area B Life Forms as a pre-requisite. Same justification as outlined in proposal 16-039.

16-042

ANTH 334 Tropical Ecology and Conservation - COURSE CHANGE FORM

Course change proposal to revise ANTH 330 title to become Anthropology, Ecology and Conservation and also revise the description and pre-requisites. The title and description change broaden the course from its previous specific focus on tropical ecology which better aligns with student interest and career preparation. Previous pre-requisites of ANTH 110 or 303 as well as BIOL 104 or 105, or instructor approval. Proposed change is to require Lower Division GE area B Life Forms as a pre-requisite. Same justification as outlined in proposal 16-039.

16-043

ANTH 335 Topics in Evolutionary Medicine - COURSE CHANGE FORM

Course change proposal to revise ANTH 335 description to better represent the course material and current state of the discipline and also revising pre-requisites. Previous pre-requisites of ANTH 110 or 303 as well as BIOL 104 or 105, or instructor approval. Proposed change is to require Lower Division GE area B Life Forms as a pre-requisite. Same justification as outlined in proposal 16-039.

16-044

ANTH 339 Special Topics in Anthropology COURSE CHANGE FORM

Previously required a pre-requisite of ANTH 110 or ANTH 303 or BIOL 104 or Instructor Approval. Proposed change is to require Lower Division GE area B Life Forms as a pre-requisite. Same justification as outlined in proposal 16-039.

16-049

NAS 491 Mentoring

The proposal changes the C/S class from S-36 1 to 3 units to C-78 1 to 2 units. There is an MOU indicating that the professor will not receive any WTUs for this and the units are being reduced so as not to overload the students. The course can be repeated two times for credit. There are prerequisites of NAS 104 and NAS 200 required, and junior class standing or greater.

16-050

MUS 301 Rock: An American Music COURSE CHANGE FORM

Recommend the course have a DCG-domestic designation. The DCG course matrix has been completed and fits the requirements.

16-064

MUS 150 Humboldt Symphony COURSE CHANGE FORM

Change course to MUS 106O. Fulfills LD GE Area C, and shift grade mode from Mandatory C/NC to Letter Grade. All comparable ensemble courses fulfill GE credit and a letter grade holds students more accountable for the quality of their work. A GE Matrix for Area C has been completed and meets requirements.

16-065

MUS 450 Symphony Orchestra COURSE CHANGE FORM

Although the department has used the title Humboldt Symphony for years, PeopleSoft believes this course to be Symphony Orchestra. Therefore the department wants to officially change the name to Humboldt Symphony. In addition, change the number from MUS 450 to MUS 406O (to align with the concurrent lower division course though it will not be GE) and change the grade from Mandatory credit/no credit to letter grade which will hold students more accountable for the quality of their work.

16-079

Art Education PROGRAM CHANGE FORM

Add ART 282: Jewelry and Small Metals I and ART 105D: 3D Foundations to the three dimensional media requirements for the Art Education concentration. Presently, the requirement only has one course (ART 109 Sculpture I) in this area. This will allow students to choose one of three courses thereby expanding their options.

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

**Resolution to Amend Section 9.0 of the *Constitution of the University Senate* to Specify Time Limits for Electorates to Ratify Senate Constitution Amendments**

05-16/17-CBC - November 15, 2016 – Second Reading

**RESOLVED:** That the University Senate recommends these amendments to Section 9.0 of the *Constitution of the University Senate* be forwarded to the Senate electorates for ratification.

*Proposed Revision with Track Changes*

**9.0 Amendments**

9.1 ~~Proposed~~ Proposed ~~amendments to amend~~ amendments to this Constitution shall be recommended ~~initiated~~ by a majority vote of the Senate after having been presented at ~~the~~ the previous regular meeting. Proposed amendments must be recommended by the end of the 11<sup>th</sup> week of instruction during the semester in which they are to be ratified. ~~Senate approved proposals to amend this Constitution shall then be forwarded to the General Faculty, Associated Students, and Staff Council for a vote. Proposed amendments shall be adopted if approved by a simple majority in a vote of the general faculty and approval by either Associated Students Council or Staff Council.~~

9.2 ~~Senate approved~~ recommended ~~proposals~~ amendments to amend this Constitution shall then be forwarded to the General Faculty, Associated Students, and Staff Council for a ratification vote. Associated Students and Staff Council must receive the proposed amendments in time to have two regularly scheduled meetings left in the semester to deliberate.

9.3 ~~Proposed amendments shall be adopted if approved by a simple majority in a vote of the General Faculty and approval by either Associated Students Council or Staff Council. If any electorate does not vote on the proposed amendments by the end of the semester, that electorate will be considered to have abstained from the vote.~~

**RATIONALE:** *Proposed amendments to the Senate Constitution require majority approval by the General Faculty and approval by either AS or Staff Council. Last spring the Constitution and Bylaws Committee interpreted Section 9.0 of the Senate Constitution to mean that all three electorates must first hold a vote on proposed amendments before they could be considered ratified. This interpretation was upheld by the Senate. This interpretation allows for a loophole whereby AS or Staff Council could delay a vote on proposed amendments and prevent passage even if the General Faculty and the other electorate had already voted to ratify. These proposed changes will prevent that type of dilatory action. They require electorates to vote on proposed*

*amendments by the end of the semester or they will be considered to have abstained. They also provide ample time for AS and Staff Council to deliberate proposed amendments so that these electorates are not forced into a rushed decision.*

## Humboldt State University Policy on Policies, Procedures, and Guidelines

Policy #

Responsible Office: Office of the President

**Applies to: all members of the University community**

### Purpose

This policy is intended to ensure that Humboldt State University shall issue and maintain University policies, procedures, and guidelines using a consistent process and format. It provides continuity and guidance to the University community regarding the process for making and communicating University policies, procedures, and guidelines.

This policy is guided by the following principles:

- The University Senate ~~is the body that will consider policy for the campus and make policy recommendations to the Presidents policy for the campus.~~
- The President has final authority to review and approve recommended policies.
- There are clear distinctions among policies, procedures, and guidelines.
- The process for formulating and adopting new policy shall be clearly defined, understandable, transparent, and easy to navigate.
- Stakeholder input and feedback shall be broadly sought and considered.

**Commented [JM1]:** Revisions to be consistent with Constitution:  
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.

### Definitions

Policy: Policies are principles put in place to govern university actions, activities, and functions. Policies state what is done and under what authority.

#### California State University Policy

~~In general,~~ The Trustees of the California State University are the ultimate policy making body of the University. University policy is subordinate to California State University policies, executive orders, and memoranda.

#### Humboldt State University Policy

A Humboldt State University policy provides specific principles for University operations, administration, or programs. Policies are applicable university-wide and are typically developed through the University Senate and enacted by the President.

University policies must not conflict with Federal and State laws, rules, and regulations and California State University policies, Collective Bargaining Agreements, executive orders and memoranda.

New Policy: For the purposes of this document, the process for adopting 'new policy' should be read to apply to all policy change, including revisions to, or decommissioning of, existing policies.

Procedures: Procedures specify operational and management mechanisms, tasks or steps required for a program, department or division to implement a policy. Procedures can provide general guidelines or step-by-step instructions regarding policy requirements. Not all policies contain procedures. Procedures are developed and approved at the University division level. Procedures must remain consistent with University policy as well as Federal and State laws, rules, and



regulations and California State University policy and executive orders and memoranda. Procedures must be specific to the University policy they interpret, be cross-indexed with the relevant policy, and posted on the University policy web site.

Guidelines: Guidelines advise how a policy shall be implemented. A department or other administrative unit may issue guidelines for a University policy or procedure. Guidelines are operational in nature, must specify the University policy they interpret, be cross indexed with the relevant University policy and posted on the University policy website.

Responsible Office: Humboldt State University office that is responsible for maintaining a policy. The office administrator has responsibility to ensure campus adherence to the policy and to create and maintain procedures and guidelines to support the policy as necessary. The office shall periodically review existing policies for which it is responsible and offer recommendations for revision or decommissioning.

## **Policy Details**

### **I. Criteria to Determine if a Humboldt State University Policy Is Needed**

Issues that rise to the level that ~~should be~~ addressed via a Humboldt State University policy ~~should~~ generally share a number of characteristics that include and are not limited to ones that:

- Support the University's mission, vision, and values
- Apply broadly across the institution
- Endure across time and administrations; change infrequently and set the course for the foreseeable future
- Establish the University's position
- Support equity and integrity in practices across the institution
- Promote quality and operational efficiency, reduce ~~bureaucracy~~ redundancy, and provide guidance for managing the institution
- Ensure compliance with applicable laws and regulations and are not inconsistent with Federal or State law or California State University policies
- Manage institutional risk

### **II. The University Policy Operating Procedure**

#### Proposing a new University policy

Any University student, faculty or staff member may propose a new policy to the University Senate, which shall consider it in accordance with the body's constitution and bylaws.

In most circumstances, if the policy proposal does not originate in a standing Senate committee, it is referred to such a committee by the Senate Executive Committee for review and recommendation. The standing Senate committee solicits and/or reviews feedback from stakeholder groups as appropriate to the subject matter and make a recommendation to the University Senate. If the committee does not recommend Senate action, the reason will be communicated to the University Senate. It is the responsibility of Senate to make policy recommendations to the President. The President has the sole authority to approve all new policies and refer them to the responsible office for implementation. If the President does not approve a Senate-recommended policy or approves it in a modified form, the reason shall be communicated to the Senate.

Consistent with the principle of stakeholder input, it is considered a “best practice” for policy proponents to consult closely with the administrator in the office that would be responsible for the policy and with the division Vice President, prior to Senate consideration.

#### Implementing a New University Policy

A new policy should identify a responsible office. If a responsible office is not identified, the President’s Office shall assign one. The Office of the President shall inform the responsible office when the policy is approved. The responsible office shall develop an implementation and communication plan for the policy. The Office of the President indexes the new policy, along with any associated procedures and guidelines, and publishes it on the University policy website. The Office of the President shall maintain this policy website as well as an archive of obsolete or superseded policies from the website.

In coordination with the Office of the President, the responsible office communicates the policy to the university community and provides training and information about requirements as necessary. The responsible office shall also consult with Academic Personnel Services/Human Resources to determine if the new policy affects the wages, hours, and conditions of employment of any represented employees to ensure proper noticing of the appropriate Union. Responsible offices receive feedback on policies and their implementation and ensure that policies are reviewed as needed but at least every five years.

#### Establishing a University Policy on an Interim Basis

On occasion, circumstances require the urgent adoption of a policy, such as one mandated by an audit or external agency requirement. In such cases, the timeframe may not allow for complete Senate review. In this circumstance, the President, in consultation with the Senate Executive Committee and University subject matter experts, may approve a University Policy on an interim basis. The President or the Senate Chair shall inform the University Senate as soon as feasible when such a policy is adopted. Interim policies shall be enacted for six-months, but may be renewed in six-month increments if the Senate is unable to complete its review of the policy in this timeframe. A University policy may not be maintained on an interim basis for longer than 18 months in total duration.

#### Revising or Decommissioning a University Policy

Responsible offices are charged with periodically reviewing policies that they maintain. They may propose to their Vice President or the President that a policy be revised or decommissioned when it is no longer needed or is more effectively combined with another policy. Other University students, faculty, or staff may also propose revising or decommissioning a policy. In all cases, these proposals shall be considered by the Senate and the President in the same manner as a new policy proposal.

The Office of the President moves a decommissioned policy from the current policies section of the University Policy website to the archive section. The Office of the President, in coordination with the responsible office, communicates the change in status to the university community.

#### Humboldt State Auxiliary Organization Policies and Procedures

Each Humboldt State University auxiliary organization (e.g., Humboldt State University Advancement Foundation, Humboldt State University Sponsored Programs Foundation, Humboldt State University Center, and Humboldt State University Associated Students) may create its own policies and procedures.- All new and modified policies must be communicated to the University president prior to implementation. Auxiliary organization policies and procedures must not conflict with University Policies as well as Federal and State laws, rules, and regulations and California State University policies and executive orders and memoranda and must be consistent with University policy.

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

**Resolution on Adopting a University Policy on Policies, Procedures, and Guidelines**

06-16/17-UPC - November 15, 2016 – First Reading

**RESOLVED:** That the University Senate recommend to the University President that the attached University Policy on Policies, Procedures, and Guidelines be approved.

**RATIONALE:** *Since transitioning from an Academic Senate to a University Senate, this body has ostensibly expanded its charge to considering all policy at the university, yet there has been no widely shared understanding of the process for review and recommendation of such policies. Moreover, the University has no shared definition of the distinctions between policy, procedures, and guidelines. Finally, the University has no up-to-date and consistent system by which policies are assigned to a responsible office, maintained, evaluated for currency, and readily accessible to the entire University community. This proposed University Policy aims to address these issues. The Senate anticipates that this University Policy will require it to develop new procedures and guidelines for managing the workflow generated by adoption of this proposed policy.*

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

**Sense of Senate Resolution on Confidential Student Evaluations**

07-16/17-FAC – November 15, 2016

**WHEREAS**, The current system of student evaluation within the CSU, as set forth in section 15.17 of the CSU Collective Bargaining Agreement, 2014-17, is an anonymous system, meaning it is normally impossible for anyone to connect a student with their responses; and an alternative possibility is a confidential system, which allows connection of students with their responses under certain conditions; and

**WHEREAS**, Faculty at Humboldt State have been, through anonymous student evaluations submitted in recent semesters, exposed to instances of gender-specific harassment and gender-specific foul or abusive language that is in violation of the Standards for Student Conduct (TITLE 5. California Code of Regulations. 41301); and

**WHEREAS**, The anonymous nature of student evaluations prevents the Humboldt State University Administration from pursuing serious allegations appearing in student evaluations, yet such allegations may influence a faculty member's reputation; and

**WHEREAS**, The anonymous nature of student evaluations prevents the Humboldt State University Administration from pursuing conduct violations unless the language of the evaluation is considered by law enforcement to constitute a threat; and

**WHEREAS**, The absence of redress for faculty exposed to harassment and/or foul or abusive language through student evaluations causes undue stress to faculty, negatively impacts the classroom environment, may cause faculty to leave HSU, hinders the investigation of possible Title IX violations, and forfeits commonly accepted standards of accountability; now, therefore be it:

**RESOLVED**: That the Senate of Humboldt State University strongly urges the CFA and CSU to replace CSU's anonymous student evaluation process (CBA Article 15.17) with a confidential student evaluation process. We strongly encourage the CFA and CSU to make this change in the next contract; and be it further

**RESOLVED**: That the Senate of Humboldt State University strongly urges the CFA and CSU to adopt confidential student evaluations solely to permit campuses to address alleged violations of University policy, and that student evaluation continue to be guided by the ideals of receiving constructive criticisms of faculty teaching. A student's identity shall be unveiled by appropriate administrators only when necessitated by alleged violations of University policy; and be it further

**RESOLVED:** That this Resolution be forwarded to the HSU Chapter of the California Faculty Association, Associated Students at HSU, the leaders of the CFA and CSU bargaining teams, the Academic Senate of the CSU, and the Associated Students of the CSU.

**RATIONALE:**

We owe it to our faculty to be vocal and to act on this issue, first and foremost because it is the right thing to do. Abusive/harassing language appearing in anonymous student evaluations is not theoretical, but has happened on campus. The inability to act and appropriately deal with students who engage in this conduct is antithetical to the values espoused in our Strategic Plan (“We believe in the dignity of all individuals”), and contrary to the Student Code of Conduct. Literature on this subject reveals that abusive, harassing, and attacking comments within student evaluations is primarily aimed at female faculty and faculty of color. For example, Lampman (2012, “Women Faculty at Risk: U.S. Professors Report on their Experiences with Student Incivility, Bullying, Aggression, and Sexual Attention”) noted “Women, minorities, younger faculty, and those with less experience and credentials reported more incivility/bullying from students.” Furthermore, contrapower harassment (defined *in 1984* by Katherine Benson as sexual harassment when the victim has formal power over the abuser – the term was coined in reference to faculty-student relationships) can have very serious impacts on faculty (for a succinct summary see “Contrapower Harassment and the Professional Archetype: Gender, Race, and Authority in the Classroom” by NiCole T. Buchanan and Tamara A. Bruce in Association of American Colleges and Universities’ *On Campus with Women*. 34:1-2). A move to confidential, rather than anonymous, student evaluations will not eliminate abusive/harassing/threatening language. However, over time, it is highly likely that it will reduce the frequency of such language, and will allow us to formally deal with those who use student evaluations to harass/bully/attack or threaten faculty.

## **Humboldt State University Institutional Biosafety Committee**

### **Charge**

The Institutional Biosafety Committee (IBC) functions as the HSU review body responsible for approval and oversight of activities involving the use, storage and handling of biohazardous materials (defined below), in accordance with the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* (NIH Guidelines), *Medical Waste Management Act*, and the *CDC Biosafety in Microbiological and Biomedical Laboratories* (BMBL) document. The IBC may choose to implement additional guidelines based on risk assessments.

IBC members and the committee chair are appointed by the Provost, in consultation with the Dean of CNRS (College of Natural Resources and Sciences) and the VP of Administrative Affairs. Members of the Committee include the Environmental Health & Safety (EH&S) Coordinator, who is also the campus Biosafety Officer (BSO), community members and other appropriate faculty and staff. The BSO will work with faculty and support staff to perform laboratory inspections and other activities in association with the IBC - both reporting to and acting as directed by the Committee. The Committee may provide recommendations to the appropriate Chair and CNRS Dean regarding issues of non-compliance and request additional training requirements for faculty researchers found to be non-compliant.

The Committee advises both the Director of Risk Management and Safety Services (RM&SS, who oversees EH&S) regarding campus biosafety issues and policy and the Dean of CNRS who will report out to the appropriate Department Chair and Provost as necessary. Coordination with RM&SS through the Committee supports the operation of the HSU Biosafety Program, which is a responsibility of EH&S and provides guidance and oversight to students and staff to assure the health and safety of all personnel working with biohazardous materials.

The Committee will strive to engage the HSU research community with the IBC and aim for fresh and diverse perspectives in membership.

All use of biohazardous materials in research and teaching must be reviewed and approved or disapproved by the Committee, the IBC Chair or by the BSO operating within guidelines established by the Committee and in conjunction with policy. The IBC is responsible for formulating, implementing and enforcing policies and procedures involving biohazardous materials, such that applicable norms and regulations for biohazardous materials and/or recombinant DNA are met or exceeded.

### **Biohazardous Materials Overseen by the IBC:**

- Recombinant/synthetic nucleic acid molecules and genetically-modified organisms, as covered by the NIH Guidelines
- Potentially infectious organisms (typically Risk Group 2 or greater organisms) such as viruses, bacteria, fungi, Rickettsiae or prions that can cause disease in humans or cause significant environmental or agricultural impact
- Select agents and select toxins, as covered by the CDC DSAT regulations
- Human and nonhuman primate materials (including established cell lines), as covered by the Cal/OSHA Bloodborne Pathogen Standard
- At its discretion or IACUC request, the IBC may also review protocols involving animals or animal specimens known to be reservoirs/vectors of zoonotic diseases
- Dual Use Research of Concern

Biological organisms or material not known to infect or cause disease in other organisms, are not known to vector diseases, and are without potential environmental impact, do not require review or approval by the IBC.

All research activities involving materials of oversight (as defined above) regardless of review level is subject to a pre-review by EH&S prior to beginning work. The pre-review includes a lab inspection, completion of relevant training and review of the Biological Use Authorization (BUA) and any supplemental documents (e.g., lab specific standard operating procedures).

### **Meeting Procedures and Membership:**

The IBC meets at least once per semester – usually in September and February, once per summer session in June, unless there are no pending BUA's and as needed, but no more than once per month. Fifty percent of the voting membership is necessary to establish a meeting quorum. The membership will consist of at least five individuals: two community members who are not affiliated with HSU, an appropriate recombinant or synthetic NA expert, a plant and/or animal expert, and the Biosafety Officer. Laboratory technical staff is recommended, as well as a member who has general knowledge of biological safety and physical containment. Members with additional expertise will be added, or will be consulted, depending on research focus. All voting members will be registered with the NIH pursuant to the NIH Guidelines. Information provided in the registration will include:

1. Name, Department and Professional Title
2. Business Contact Information
3. Curriculum Vitae or Resume
4. Role of Committee Member, as applicable

In order for a new protocol submission to be placed on the agenda for an IBC meeting, the PI must submit a BUA application and allow 2 weeks for review before a meeting will be scheduled in order to adequately address any issues raised during the pre-review. If any major issues or key documents are still pending after the 2 week pre-review the meeting will not be scheduled until resolution of those deficiencies. PIs are encouraged to submit renewal BUAs at least two months before the BUA expiration date to allow sufficient time for the pre-review and to address any issues. Each BUA (BSL2 & BSL3) will be assigned a primary and a secondary reviewer based on expertise.

Work involving BSL1 containment may be approved *en masse* at a biannually convened IBC meeting pending a positive delegated review. A delegated review is done by the BSO and may involve other members of the IBC, staff or faculty if needed. BSL-1 work may also be approved by the BSO without convening in instances where Biosafety level has clearly been applied appropriately.

Some exempt work involving recombinant or synthetic nucleic acid molecules under Section III-F of the NIH Guidelines may require IBC review as federal and state standards of biosafety may still apply to the research and review may be needed to ensure this exemption is being applied appropriately. The BSO will determine whether to call the committee for this review or to apply the exemption based on available information.

Work that does not require IBC review may include: non-recombinant plant pathogens, non-primate mammalian cell lines, and RG-1 materials not covered under NIH Guidelines.

Some of the most common IBC voting outcomes are:

Approved

Approved following satisfactory modifications or additional information

Subcommittee review



Tabled / Not Approved  
Exempt

## **Responsibilities:**

### **BSO delegate**

The BSO will be responsible for reviewing the BUA, conducting laboratory inspections, advising the IBC on which section of NIH Guidelines apply, conducting risk assessments, delegated review of BSL1 applications, and exempt determinations and assigning appropriate IBC members for BUA pre-review as necessary.

### **IBC Members**

IBC members must attend all of the bi-annual meetings (unless they have been recused) or they will be asked to step down from the Committee. The members shall serve a term of up to 3 years, which may be renewed. Membership terms shall be staggered whenever possible to eliminate en masse turnover. Members are responsible for reviewing and presenting at the IBC meeting BUAs for which they are assigned, notifying chair when a review cannot be completed, and maintaining the confidentiality of Committee discussions and decisions.

IBC members shall be recused from discussion, except to provide information requested by the IBC, and voting on any protocol for which there may be connection or personal interest beyond their capacity as IBC members. This includes any project with which IBC members may be engaged or have a direct financial interest.

### **IBC Chair**

The Chair calls the meeting to order, requests motions and seconds, closes the meeting once it has concluded its business, and otherwise has the same rights, privileges and responsibilities as all other members. The Chair may also assign a subcommittee to review an issue prior to committee meeting or request the subcommittee to review the responses of PIs after the meeting.

### **PIs/HSU Faculty member**

Principal Investigators (PIs) are ultimately responsible for ensuring that all lab workers are trained regarding the hazards of infectious materials and R/DNA work and safe practices to be followed. PIs should select the appropriate microbiological practices and lab techniques to be used for research. PIs must also:

- Provide instruction or training materials to lab staff to ensure safety and deal with potential accidents.
- Supervise lab staff to ensure that the required safety practices and techniques are employed.
- Correct work errors and conditions that may result in the release of recombinant or synthetic nucleic acid materials.
- Adhere to IBC-approved emergency plans for handling accidental spills and personnel contamination.
- Determine the relevant section of NIH guidelines, assign a biosafety level to their work and submit a BUA to IBC for review and approval.
- Maintain a copy of the approved BUA in the lab and ensure all lab staff have reviewed the BUA.
- Submit BUA amendments to the IBC to address any new materials, or substantially new work with previously approved materials.
- Report any significant problems pertaining to the operation and implementation or containment practices and procedures, violations of the NIH Guidelines, or any significant research-related accidents and illnesses to the BSO.

*For PIs who are new to HSU or those who are proposing novel or unique biosafety issues, the IBC encourages attendance at meetings to present their research and answer questions.*

## **IBC Administrator**

IBC administrator is responsible for documenting IBC decisions and following NIH standards for taking minutes. The administrator is responsible for preparing the meeting materials and coordinating with the BSO delegate before the start of a meeting. She or he must ensure that IBC decisions are communicated to PIs in a timely manner.

## **Training & Education**

Each member will be required to complete the IBC training. IBC training will define IBC's roles, responsibilities and requirements. Completion and proof of training will be required prior to their first meeting. EH&S will provide continuous training opportunities for IBC members on an as-needed basis. The biosafety manual is available for review via the EH&S website.

## **Responding to Public Comments and Records Requests**

The IBC shall refer to or coordinate with the HSU information request through Admin affairs and legal counsel for any public comments that are made on the IBC's actions/ activities or public requests for IBC minutes or documents. The NIH Guidelines require that IBC minutes and documents be made available to the public upon request (Section IV-B-2-a-7). The IBC will be notified of all such comments and requests.

For public comments, the comments and the IBC's response will be sent to the NIH Office of Biotechnology Activities. Principal Investigators identified in the minutes will be notified that a public request has been made and will be offered copies of the redacted minutes. All such requests will be handled expeditiously.

## **Redaction of IBC minutes:**

The NIH Office of Biotechnology Activities has issued two documents pertaining to minutes (IBC Meetings and Minutes FAQs/April 2013 and the Nov 21, 2014 Memo).

When processing such requests, IBC shall comply with the NIH Guidelines and pertinent supplementary guidance. In reviewing all requests for IBC minutes or other documents, the University reserves the right to redact information from IBC minutes or other IBC documents that will be made available to the public due to privacy, security or proprietary concerns. In order to ensure redaction is performed consistently, the following procedure is adopted.

Information that will not be redacted includes:

- Committee roster and biographical sketches of members
- Names of principal investigators
- Vectors, inserts, hosts, animal species employed
- Details of any significant problems with, or violations of, the NIH Guidelines
- Any significant recombinant DNA-related accidents and illnesses

Information that will be redacted includes, but is not limited to:

- Private information (names of research staff other than Principal Investigators, addresses, telephone numbers, e-mail addresses)
- Proprietary information, information that could affect the conduct or outcome of research or ability to patent or copyright the research, trade secrets, and proprietary information received from sponsors of clinical gene transfer studies
- Location of biohazardous agents/toxins or research animals, and any information that might compromise University, local, or national security.
- The IBC is also kept abreast of activities that are non-recombinant DNA-related and not subject to the public access provisions of the NIH Guidelines. This includes training initiatives, conference reports, facilities and engineering, risk and exposure assessments, medical surveillance program and regulatory compliance such as the Cal/OSHA blood-borne pathogen standard, select agent program, and non-recombinant DNA-related accident reports. Such information will also be redacted.

## **Incident Reporting Requirements and Non-Compliance**

Incidents that may result in exposure to infectious materials must be immediately evaluated and treated according to procedures described in the biosafety manual. Significant illnesses and accidents occurring during the conduct of research with recombinant or synthetic nucleic acid molecules, as well as violations of the NIH Guidelines, such as failure to obtain IBC approval or failure to follow IBC approval conditions, must be reported to NIH within 30 calendar days. Incidents occurring under BSL2 or BSL3 conditions that result in an overt exposure to organisms containing recombinant or synthetic nucleic acid molecules must be reported to NIH and IBC immediately.

Principal Investigators must report reportable incidents to the BSO immediately, and the BSO will contact the IBC chair who will determine who shall generate and send the report to NIH within the required timeline.

Violations, such as lapse in IBC approval, failure to obtain IBC approval, or performing work not covered in an approved BUA will require the PI to stop the work subject to IBC oversight. The Director of Risk Management and Safety Services will notify the PI, departmental heads (chair and/or dean) and the VP for Administrative Affairs that the work does not have IBC approval and cannot be conducted until approval is obtained. For PIs who fail to submit a renewal BUA in a timely manner, they will be notified to cease the work prior to the BUA expiration date and the BSO will coordinate with the PI on the corrective actions required to obtain IBC approval.

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Materials not within the IBC purview by regulation, that HSU may add to IBC oversight:  
Plant infectious agents or other infectious agents with potential environmental impact  
Exotic arthropods  
Exotic microorganisms  
BSL-1 microorganisms  
Biological material requiring an APHIS, CDFA, EPA or other governmental permit  
Unclassified viruses or bacteria

**References:**

1. *CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5th Edition*, 2009 Dec; [cited 2016]. Available from: <http://www.cdc.gov/biosafety/publications/bmbl5/>
2. California Occupational Safety and Health Administration Bloodborne Pathogen Standard California Code of Regulation, Title 8 §5193 <https://www.dir.ca.gov/title8/5193.html>
3. Medical Waste Management Act, September 2015, September 2015 [cited 2016]. Available from: <https://www.cdph.ca.gov/certlic/medicalwaste/Documents/MedicalWaste/2013/MWMAfinal2015.pdf>
4. *National Institutes of Health (NIH) guidelines for research involving recombinant or synthetic nucleic acid molecules*. 2016 April; [cited 2016]. Available from: [http://osp.od.nih.gov/sites/default/files/resources/NIH\\_Guidelines.pdf](http://osp.od.nih.gov/sites/default/files/resources/NIH_Guidelines.pdf)
5. Federal Select Agent Program - Code of Federal Regulations. 7 CFR Part 331; 9 CFR Part 121; 42 CFR part 73. Available from: <http://www.selectagents.gov/regulations.html>
6. Animals and Animal Products: Federal Select Agent Program Code of Federal Regulations Title 9, Chapter I, Subchapter E, Part 121

DRAFT

# Humboldt State University

## Hazardous Materials Management Program Policy

### POLICY STATEMENT

It is the policy of Humboldt State University to promote activities that protect the university faculty, staff, students, and the environment. The commission of Risk Management and Safety Services (RM&SS) is to ensure the safe and proper ordering, storage, labeling, collection, accumulation, packaging, and disposal of hazardous materials and wastes, and to provide the campus with procedures and processes that promote the safe, legal, efficient and ecologically sound disposal of hazardous wastes. To assist in accomplishing this goal, the HSU waste generators and chemical users shall cooperate with RM&SS and must abide by the RM&SS guidelines set forth to accomplish this task. This policy applies to all HSU state and auxiliary entities.

### DEFINITION

- **Biohazard Agent-** a replication capable pathogen which is a disease causing microorganism and is capable of causing diseases in human including virus microbes and sub-viral agents.
- **Biohazard Material** – are any materials that contain or are contaminated by blood, bodily fluids, tissue cultures, or pathological specimens that may be contaminated with biohazardous agents e.g. Medical Waste from the Student Health Center.
- **CFL's and Fluorescent Tubes-** Mercury containing light bulbs
- **E-waste-** consumer and business goods at the end of their useful life. Some components of e-waste such a CRT's are considered hazardous to the environment.
- **Hazardous Material-** any item or agent (biological, chemical or physical) - either stored or used, which has the potential to cause harm to humans, animals or the environment. When no longer intended for use, this material may become hazardous waste.
- **Hazardous Waste** –is a waste with a chemical composition or other properties that make it capable of causing illness, death, or some other harm to humans and other life forms when mismanaged or released into the environment. A waste is a hazardous waste if it is a listed waste, characteristic waste, used oil and mixed wastes. Specific procedures determine how waste is identified, classified, listed, and delisted.
- **IIPP-** Injury Illness Prevention Program is a dynamic management program for reducing the risks associated with workplace injuries and illnesses, and identifying what is required to promote the safety and health, and create an outline of policies and procedures to achieve safety and health goals.
- **PPE-**Personal Protective Equipment e.g. gloves, lab coats, safety glasses etc.
- **RSO-**Radiation Safety Officer
- **SDS** – Safety Data Sheet. A document provided by either the manufacturer or distributor of a chemical that provides safety information regarding the product.
- **SOP-**Standard Operating Procedure is established or prescribed method to be followed routinely for the performance of designated operations or in designated situations.
- **Threshold Quantity-** More than or equal to: 55 gallons of liquid, 500 pounds of solid or 200 cu.ft. of compressed gas.
- **Universal Waste-**Hazardous Waste such as: CFL's, fluorescent tubes, batteries, and Mercury containing devices with amended rules for ease of handling and disposal and to promote recycling.

### RESPONSIBILITIES

#### **All Campus Employees and Applicable Students must:**

- Ensure that the Safety Data Sheet (SDS) for hazardous materials is consulted prior to use.
- Wear the appropriate PPE and follow the usage guidelines as specified in dept. procedures.

## Humboldt State University Hazardous Materials Management Program Policy

- Utilize SOPs for processes or designated operations where required.
- Purchase hazardous materials using the purchase requisition process to generate an official HSU Purchase Order. **Exception:** approved pro-card holders may purchase chemicals by acknowledging and following inventory management procedures and by adhering to the pro-card reporting requirements for tracking purchases.
- Make proper notification to EH&S as required when purchasing (or accepting) materials that are listed as requiring prior authorization and refrain from purchasing (or accepting) restricted or limited use materials.
- Make proper notification when bringing threshold quantities of hazardous materials onto campus (or to any offsite location operated by HSU employees)
- Make proper notification when generating a new waste stream (or significant increase in volume), creating uncharacterized materials or if an acute waste or waste stream which is anticipated to be costly for disposal will be generated.
- Familiarize yourself with HSU's Hazardous Materials handling storage and waste disposal procedures prior to utilizing material.
- Order only the amount of chemicals that your storage area can accommodate.
- Order only the amount of chemicals that can be used prior to the expiration date.
- Label hazardous materials and waste per appropriate Title 8 and Title 22 regulations.
- Comply with the requirements for hazardous materials management, including inventory requirements as applicable.
- Ensure that RM&SS is immediately contacted for the proper disposal of hazardous wastes and follow proper procedures.
- Ensure that RM&SS is immediately contacted for the proper disposal of all universal waste. Accumulating universal waste, in localized areas around campus is prohibited. (Prior authorization may be petitioned and granted on a case by case basis.)
- Contact RM&SS for proper clean-up (and disposal) procedures for broken CFL's and tubes.
- Manage all biohazards and biohazard waste in accordance with regulations and follow proper campus approval procedures for working with biologicals.
- Obtain the appropriate authorization from the HSU RSO for the using and storing radiological materials on campus.
- Refrain from disposing of hazardous materials down drains, onto soil or any other locations on campus.
- Report any abandoned or unauthorized disposal of waste.

### **Risk Management and Safety Services Office (RM&SS) must:**

- Schedule removal of hazardous wastes from campus.
- Inspect areas where materials are used and stored.
- Manage hazardous waste and medical waste disposal contractor.
- Manage hazardous waste storage facility.
- Maintain hazardous waste disposal records.
- Update Hazardous Materials Management Program as needed.
- Provide hazardous materials purchase and use authorizations as necessary, including radiological and biological material.
- Provide information to staff on regulatory requirements.

## **Humboldt State University**

### **Hazardous Materials Management Program Policy**

- Provide additional resources as necessary for the use of hazardous materials i.e. Training, SOP development consultation, PPE assessment, storage requirements, use restrictions and engineering controls, etc.
- Provide hazardous waste tags and labeling as needed.
- Provide some waste containers. Contact RM&SS for available types of containers.
- Notify the appropriate Dean/Department Chair/Manager/Supervisor of inspection findings or any incident where corrective action is required.

#### **Office of Sustainability must:**

- Divert waste streams for recycling wherever possible i.e. ensuring that everything that can be recycled is recycled and not thrown in the trash.
- Dispose of campus e-Waste.
- Collect and dispose of waste from the e-cycling kiosks and deliver the necessary universal waste to RM&SS for disposal.
- Notify RM&SS if any hazardous material or waste is found in trash bins or dumpsters.
- Follow proper procedures for managing empty containers.

#### **Deans/Department Chairs/Managers/Supervisors must:**

- Ensure Implementation of both the department IIPP and Chemical Hygiene Plan as applicable.
- Ensure that all hazardous materials are purchased using approved mechanisms and are entered into inventory management database in a timely manner.
- Ensure that hazardous wastes under their control are routed to the RM&SS as indicated above.
- Ensure that all inspection findings referencing deficiencies involving hazardous materials or waste are addressed adequately and within the specified timeframe.
- Ensure that SOPs are developed for designated operations as specified by regulations and that they are consistently employed.
- Ensure that the appropriate PPE is being utilized by students, faculty and staff and that training requirements and usage guidelines are being met.
- Require faculty, staff and students who purchase or handle materials to receive appropriate training and enforce this requirement.

#### **Reference**

California Code of Regulations, Title 22, Section 66261.9

Code of Federal Regulations, 40 CFR Section 261.

CA Code of Regulations, Title 8 section 5194

California legislation AB-2774 [http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab\\_2751-2800/ab\\_2774\\_bill\\_20100930\\_chaptered.html](http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_2751-2800/ab_2774_bill_20100930_chaptered.html)

CSU Chancellor's executive order 1039 <https://www.calstate.edu/eo/EO-1039.pdf>

<https://www.dtsc.ca.gov/HazardousWaste/UniversalWaste/>

[http://www.dir.ca.gov/dosh/dosh\\_publications/hazcom.pdf](http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf)

<http://www.dtsc.ca.gov/LawsRegsPolicies/Title22/index.cfm>

<http://www.calrecycle.ca.gov/electronics/whatisewaste>



## Humboldt State University

### Clery Compliance Team Policy

#### ***POLICY STATEMENT***

The California State University is committed to promoting the safety and security of the campus communities to provide a supportive and accessible living, learning, and working environment. It is further committed to identifying conditions or circumstances that may pose risks to the safety and security of the university, and preparing the university to respond effectively to emergencies. Accordingly, each CSU campus and, where applicable, separate or branch campus, shall do the following:

- Collect specific information with respect to campus crime statistics and policies and each year distribute such information, or notice thereof, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request.
- Make timely reports to the campus community about Clery crimes considered to be a threat to students and employees that are reported to campus law enforcement.
- Make emergency notifications to the campus community about incidents that occur on-campus and represent an immediate danger or imminent threat to the health and safety of students and employees.
- Make, keep, and maintain a daily crime log, written in a form that can be easily understood, recording all crimes reported to the University Police Department.
- Submit, on an annual basis, to the U.S. Secretary of Education a copy of the statistics required to be made available pursuant to 20 U.S.C. §1092 (f) and in accordance with the definitions as described in 34 C.F.R. Part 668 et seq.

#### ***CLERY COMPLIANCE TEAM***

Each campus will form a cross-departmental Clery Compliance Team led by the Clery Director. The Team includes, at minimum, a Student Conduct Administrator, the Title IX Coordinator, the Police Chief, the Housing Director, the Greek Life Director, the Athletic Director, the Dean of Students or Vice President of Student Affairs, the Public Information Officer (PIO), the Director for International Programs, and Campus Counsel. The Humboldt State University Clery Compliance Team will consist of the following members:

- Clery Director: Donn G. Peterson
- Student Conduct Administrator: Christine Mata
- TIX Coordinator: Colleen Mullery / Randy Darnall-Burke (Deputy)
- TIX Investigator: Tiwana Barnes
- Police Chief: Donn Peterson / Melissa Hansen (Deputy)
- Campus Clery Coordinator: Karyn Hoppe
- Risk Manager: Kimberly Comet
- Housing Director: Steve St. Onge / Donyet King (Deputy)



- Greek Life Director: N/A
- Athletic Director: Dan Collen / Tom Trepiaak (Deputy)
- Dean of Students: Randi Darnall-Burke
- Public Information Officer: Frank Whitlatch
- Director for International Programs: Denice Helwig (Interim)
- Campus Counsel: Lorena Penalosa
- Student Health Center: Brian Mistler / Jen Sanford

### ***CLERY COMPLIANCE TEAM RESPONSIBILITIES***

The Team will assist the Clery Director in the collection of information and required crime statistics, assist in developing, writing, reviewing and ensuring the accuracy of the ASR and campus policies required to be included in the ASR, assist in the proper identification of relevant Clery Act geography, assist in programming, developing, and providing training and outreach efforts on the campus for compliance, and assist in overall compliance with the Clery Act and state student safety laws.

### ***ORGANIZATION & MEETINGS***

The Clery Director will serve as chair of this committee (Team) and will scheduled committee meetings throughout the year. Meetings will occur monthly during the academic school year. It is expected that the committee will convene when circumstances warrant discussion and coordination of compliance efforts. The ASR publication deadline is October 1<sup>st</sup> and this date should be utilized as a basis for Team meetings.

- Review updates to the law, policies, and procedures related to security and Clery Act compliance.
- Ensure timely collection of Clery crime statistics from appropriate jurisdictions.
- Recommend enhancements to security policies.
- Identify programming efforts and recommend improvements.
- Review crime and disciplinary data to avoid report duplication.
- Conduct a final review of the data elements for the ASR and recommend policy changes.
- Review and validate MOU's with local jurisdictions.
- Review and evaluate training needs to include Team members, CSA's or other campus partners.
- Confirm procedures for distributing the ASR.
- Ensure all documentation is being maintained per DOE and CO guidelines / recommendations.

### ***REPORTING***

The Clery Compliance Team's agenda, work activities, and meeting minutes will be maintained. The Team's accomplishments will be reported annually to the University President via the Vice President of Administrative Affairs.

November 7, 2016

Greetings HSU Faculty, Staff, and Administrators

The HSU Bookstore Team would like to thank you for your ongoing loyalty and support as we wrap up the current term and prepare for Spring 2017. Our goal is to offer excellent customer service that supports HSU students and faculty alike. Our key goals in securing course materials for each term are:

- for students to have access to affordable course textbooks, supplies, and supplemental materials to encourage their success at HSU
- to order course materials in a timely manner, and in accurate quantities, with our commitment to stocked inventory to cover the student's needs
- to offer various formats of course materials, new, used, and electronic books to ensure affordable choices
- to work together with faculty, administrators, students, publishers and distributors to identify ways to make course materials, textbooks, and supplemental materials affordable
- to work directly in support of faculty members to support their decisions for selections of high quality course materials for students.

By embracing the above stated goals the HSU Bookstore Team works toward the best customer service possible for students, faculty and others while upholding the spirit of the Higher Education Opportunity Act (Public Law 110-315) (HEOA) of California.

We have had some challenges in the recent past in regards to ordering and supplying course materials. We are actively in the process of fixing them. We appreciate your patience.

There have been several personnel changes at the HSU Bookstore recently. Under the direction of Michelle Webster, HSU Bookstore Manager, we are building a solid and reliable team dedicated to making the bookstore processes as efficient as possible in a friendly environment. Gael Duffy Hill is our new Course Materials Manager; Juan Olivarez is the Assistant Store Manager; and Dominique Johnson is the Operations Manager. We welcome your questions, comments and inquiries. For your convenience, we have listed their contact information below:

- Michelle Webster: [1268mgr@follett.com](mailto:1268mgr@follett.com) or (707) 826-5832
- Gael Duffy Hill: [1268txt@follett.com](mailto:1268txt@follett.com) or [bookstore@humboldt.edu](mailto:bookstore@humboldt.edu) or (707) 826-5834
- Juan Olivarez: [1268asm@follett.com](mailto:1268asm@follett.com); or (707) 826-5833
- Dominique Johnson: [1268act@follett.com](mailto:1268act@follett.com) or (707) 826-5829

When we order your textbooks and course materials, we enter that information into the Follett database. We consider your specific request and base the quantity of the order on current student enrollment, past sales, and inventory status. We call this part of our process "Quantity to Cover" or QTC. It is our intent to monitor the requests, sales and availability of inventory to meet the best QTC to fulfill student and faculty needs. Please see the checklist below when ordering course materials to ensure a smooth ordering process for faculty.

## **FACULTY COURSE MATERIALS “ADOPTION” ORDERING CHECKLIST:**

**Textbook Adoptions can be submitted by contacting the HSU Bookstore Course Materials office in the following ways. Please remember, changes in previously submitted adoptions after the set deadline will delay course materials arrival.**

- Online: <https://humboldt.edu/bookorders/>
- Email: [bookstore@humboldt.edu](mailto:bookstore@humboldt.edu)
- Phone: [\(707\) 826-5834](tel:(707)826-5834)

### **Required Contact Instructor Information**

- **Department** and **Course Number**, and Section-CRN (if possible)
- Estimated student **enrollment**
- Your **telephone** extension
- Your **email** address

### **Textbook information**

- **Author**, complete **title**, and **ISBN** number
- **Edition**/copyright year, and publisher – please note if a certain edition is needed
- Indicate if course material is **“Required”**; **“Recommended”** or **“Choice”**
- Term (**Spring 2017**)
- If you **DO NOT** require a book, or any other materials, it is still necessary to inform us – please indicate **“NO BOOKS REQUIRED.”** This step is built into the database software; we can not complete your course information without noting **“No Books Required.”** It is also a convenience to the student if they know this information upfront while planning their schedule.
- If you require **ONLY** materials from sources outside the HSU Bookstore, please indicate **“NO BOOKSTORE SUPPLIED MATERIALS/SEE INSTRUCTOR”**

### **Custom Course Packs**

- If you require a custom course packet, please contact the Course Materials Manager directly and we will work with our publishing partners to meet your needs
- Course packets containing copyright protected material can take up to **6 weeks** for clearance because the publishers must get clearance and/or permission, before reprinting content. That is one reason why we need to build in a solid timeframe before we can deliver course packets appropriately.
- New submissions, and revised course packets, will take **3-4 weeks** for production. We want to work with you to ensure you get your course packets ordered in time.
- Please specify if you will be making revisions to a previous term’s packet.

### **Supplies & Supply Bundles**

- List all Scantrons, calculators, lab supplies, art materials, etc.
- Specify brand/product names as appropriate

### **Technology Tools**

- List all necessary software, hardware, data storage, or electronics
- Specify brand/product names as appropriate

- Indicate if you are teaching a “continuation course” if students will already have the materials from a prior term
- List any cross listed sections of your course

We look forward to working in concert with you to continue the tradition of success at HSU for students and faculty alike. Thank you for your assistance in preparing for the upcoming semester and meeting our students' needs. Please feel free to reach out to us with any questions, or for assistance in your course material selections.

The Bookstore Team  
Humboldt State University

1 East Laurel Drive  
Arcata, CA 95521  
(707) 826-5834  
[bookstore@humboldt.edu](mailto:bookstore@humboldt.edu)

## Quick Guide to Getting your Books at the HSU Bookstore

1. When coming to the H.S.U. Bookstore please bring your class schedule. We need to know:

- What classes you have
- What section number you are in
- Professor's name

2. At the back of the store you will see a sign that says **Textbooks**.

3. Shelves are in alphabetical order by department (i.e., Biology, Chemistry, English, Math). If you need assistance in finding your books someone from our staff will be able to help.

4. Textbook shelf tags located below each book, describe the class, section number, professor's name, and price guidelines for each book.

- Prices range based on the following options:
  - New to own
  - Used to own
  - Digital to own (Not all books are available for digital download.)
  - New to rent
  - Used to rent

5. If the textbook you need is not available on the shelf, please let us know and we will check to see if it is on order and the expected arrival date. If the textbook is not on order, the fastest way to obtain a copy is to complete a textbook order form, pre-pay for the book, and we will order your copy which should arrive in approximately 5 business days. (Pick up at online order desk).

6. Once you acquire your textbooks from the shelf, proceed to the registers located at the front of the store to pay.

7. The cashier will ask if you would like to rent any **rentable books**.

- *To save significant time and avoid delays at the register when renting, please register first online before visiting the bookstore. If you have an existing account already, please verify that all of your information is current and accurate. You will need your email address and/or phone number.*
- Please go to <https://rental.bkstr.com/TextRentalWeb/logon.orca>

- **Renting provides great savings!** Whether it is your first time creating a rental account or if you have rented before, we are going to need a few pieces of information.
  - Collateral card for the rental account
    - Credit or debit card (Visa, MasterCard, American Express or Discover).
      - The cardholder must be present.
    - State or HSU I.D. to verify the name on the card (Your I.D. is also needed to create a new rental account or to verify you as a renter on an existing account).
  - Physical address
  - Phone number
  - Your full name
  - We will provide you with the rental due dates and explain the terms at the bottom of the rental receipt contract as well as the required condition for returnable rented textbooks. Books that have water damage, torn or missing pages will not be acceptable for return.

8. Digital textbooks will have the activation code and instructions at the bottom of the receipt.

### 9. What About Returns?

- You will have two business days for returns with the original receipt. (This excludes textbooks and materials in which the official seal or bundled shrink-wrapped packaging has been removed.)
- Textbooks can be returned if you have officially dropped the class, or withdrawn from the semester or for special circumstances (subject to approval) before or on the final drop-date. This excludes textbooks/materials in which the shrink-wrapped packaging of items such as access codes or customized shrink-wrapped bundles have been broken or removed. You will be required to show proof of dropped classes or semester withdrawal.
- We will examine the condition of the book you are returning. We do not accept returns for textbooks that have water damage, missing or torn pages.
- Rental Books are able to have highlighting and notes.
- Rental books are due the Monday following the last day of finals.
- All late books will be subject to additional fees which are disclosed when you initially rent and your collateral card on file will be charged. If the card is unable to be charged the fees will go to collections. The Bookstore cannot reverse the deadline-missed charges.

- All books must be returned in person. We verify condition at that time. We are not responsible for mailed textbooks, returns that are lost, arrive after the deadline or that do not qualify as good condition. Please return rentals by the deadline. It is acceptable for someone else to return your book in person. They will need the phone number or email address for the account in which the book was rented.
- There will be NO grace period for returning your rented textbooks.

## 10. **Ordering online**

Humboldt State University is a sustainability-focused campus. Online orders to be picked up in store must still be securely packaged for organization and accessibility. When you visit the store and select the books there, an environmental footprint is saved and you also have the opportunity to pick up other items you may find essential.

- Textbooks can easily be ordered online. <http://www.bkstr.com/humboldtstatestore/home/>
- New and Used textbooks can also be rented online if eligible and available.
- After you receive a confirmation email, please wait for your order to be processed.
- We will call you when your order is ready for pickup. We will work quickly to have your order fulfilled within 24 to 48 hours. The earlier you place your order before the first day of classes the quicker it may be ready for pickup. Orders are filled in the order in which they are received and also by the availability of all textbooks and merchandise in stock at the time your order is placed. You may also call to verify pick-up time at 707-826-3741.
- Please bring your I.D. and order number when picking up your online-order.

With these guidelines for purchasing and renting your textbooks from the HSU Bookstore, we hope the process will be easy and enjoyable. If you have any questions, please ask. We are here to help!

Your Bookstore Team

Humboldt State University

### **Located on the 3<sup>rd</sup> Floor of the University Center**

1 East Laurel Drive

Arcata, CA 95521

(707) 826-3741

**Proposal:**

I propose a change to the calendar to include a short fall break in week 8 of the semester – either on a Mon/Tues or Thurs/Fri depending on how we make up for the days.

**Rationale:**

Because we state that student success is our top priority, it is essential that the calendar be conducive to reaching this goal. Holding classes for 13 weeks with no break is not consistent with effective student learning (classes on TR have zero days off this year). At this point in the semester, our students are overwhelmed, exhausted, falling ill and in no shape to learn. A short fall break during week 8 of the semester would help students rejuvenate and get caught up so that they are ready to tackle the second half of the semester.

**To make up for the new fall break:** I have several proposals for make up this time. They are not in any order of importance or preference.

- 1) Start the semester two days earlier on a Thursday. (There is no reason that we need to start the semester on a Monday). In this case the fall break would be on Thurs and Fri.
- 2) End the semester two days later – have regular classes on Monday and Tuesday of what is currently finals week. Start finals on Wednesday and go through Saturday (which is already a green day). This proposal would require us to reconfigure finals week to have all finals in four days rather than five days. If that is not possible, we might have to have finals extend through the following Monday. Note that many faculty hold review sessions on the last day of class anyway, thus a review session on a Mon or Tues before finals might lead to better outcomes. With this configuration, the fall break would be on Mon and Tues.
- 3) Take two days from the current Thanksgiving break. Classes would meet on Monday and Tuesday of Thanksgiving week and we'd have Wed-Fri off for the holiday. It is my understanding that we once had this configuration, thus we should revisit it. With this configuration, the fall break would be on Mon and Tues.
- 4) Ask for an exception to be able to open campus on Labor day and Veteran's day and "move" those holidays to week 8 of the semester. Several private schools hold classes on labor day since it is right in the beginning of the semester and hence an unneeded break for their student-centered agenda. Of course, as a State school, that may be impossible to do.