

Tuesday, April 24, 2018, 3:00pm, Goodwin Forum (NHE 102)

Chair Julie Alderson called the meeting to order at 3:07pm on Tuesday, April 24, 2018 Goodwin Forum, Nelson Hall East, Room 102; a quorum was present

**Members Present**

Alderson, Bacio, Black-Lanouette, Brumfield, Creadon, Dunk, Eschker, Gold, Parker, Johnson, Karadjova, Le, Maguire, K. Malloy, Mola, Moyer, Oliver, Ortega, Pence, Rizzardi, Rossbacher, Thobaben, Virnoche, Wrenn

**Members Absent**

Byrd, Dawes, Enyedi, Frye, N. Malloy, Michalak, Mularky

**Guests**

Steven Smith, Susan Glassett-Farrelly, Holly Martel, Amber Blakeslee, Rick Zechman, Shelia Rocker-Heppe, Cyril Oberlander, Lisa Castellino, Manohar Singh, Peg Metzger, Joshua Smith, Lisa Bond-Maupin, Rock Braithwaite

**Announcement of Proxies**

Blakeslee for Dawes, Braithwaite for Enyedi, Virnoche for Frye, K. Malloy for N. Malloy, Mola for Michalak

**Approval of and Adoption of Agenda**

M/S (Ortega/Dunk) to approve the agenda

Motion carried unanimously

**Approval of Minutes from the April 10, 2018 Meeting**

M/S (Dunk/Gold) to approve the Minutes of April 10, 2018

Motion carried unanimously

**Reports, Announcements, and Communications of the Chair**

- Written report attached

**Reports of Standing Committees, Statewide Senators, and Ex-officio Members**

**Academic Policies:**

- Written report attached

**Appointment and Elections:**

- Written report attached

**Constitution and Bylaws:**

Senator Le reported that quorum was not present for the previous CBC meeting

**Faculty Affairs:**

- Written report attached

**Integrated Curriculum:**

Senator Oliver reported the last ICC meeting of AY 17/18 is next week, and they plan to discuss a proposed program for post licensure for nursing, which will come to Senate Fall 2018.

**University Policies:**

- Written report attached

**University Resources and Planning:**

Senator Rizzardi reported the URPC is working on a roll-forward policy.

**Statewide Senate (ASCSU):**

Senator Creadon reported the ASCSU committee on Academic Affairs is working on a white paper dealing with student success. Senator Eschker traveled to Sacramento to lobby for increased funding to the CSU last week. Both will be attending a meeting virtually on Thursday.

**Associated Students:**

Senator Black-Lanouette reported that the results of the AS Elections are currently posted to the AS door, and will be emailed to the University Community. The voting turnout was estimated at 10% which is higher percentage than last year. She reported there will be an admin/student lunch mixer from 1:00pm-2:30pm in Goodwin Forum on Thursday, and recommended that those available to attend do so.

**Provost's Office:**

Vice Provost Braithwaite encouraged attendance at the Strategic Enrollment Management Open Forum on Thursday from 11:00am-12:30pm and provide feedback and information for consideration as we move forward.

**President's Office:**

In addition to her written report, President Rossbacher sent a lot of empathy to Cal Poly SLO and Fresno State for their current troubles

**Consent Calendar from the Integrated Curriculum Committee**

The attached ICC Consent Calendar was unanimously approved

**General Consent Calendar**

It was noted there were no items on the General Consent Calendar

**TIME CERTAIN 3:15-3:30 PM – Open Forum for the Campus Community**

It was noted there were no guests signed up to speak during the Open Forum

**Discussion Item: Shared Governance Survey Results:**

Senator Wrenn briefly thanked those who worked on the survey and summarized its results.

Chair Alderson inquired if the Senate wished to share thoughts on further action to agendaize for AY 2018/19 as she crafts the list of things to pass on to incoming Chair, Stephanie Burkhalter.

Discussion ensued and is summarized below:

- Senator Creadon opined that if the goal is to improve the chances of having lecturers do work in governance, they should be compensated, otherwise they shouldn't be asked
- Senator Mola stated this topic reinforces the fact that most everyone is teaching overloads and staff spend time working outside of regular hours and instead of depending on folks to do what they've always done with less, the goal should be to figure out how to do less.
- Senator Moyer pointed out that while lecturers are not paid to take part in governance, and there should never be a sense of obligation to do collateral work, she knows a lot of lecturers who express frustration about not feeling like they have a voice. She suggested inviting everyone to take part, but not mandate it. She noted that lecturers feeling as though they are second class citizen is also a real issue but she doesn't know how to solve this problem.
- Senator Virnoche shared the survey seems to show a disconnect between those who'd like to have voting rights and those who want them and suggested that departments who have bylaws that contain procedures for lecturer voting rights share them with other departments.
- Senator Ortega expressed his support for Senator Virnoche's idea for interdepartmental collaboration for shared governance processes.
- Senator Dunk shared his appreciation that the survey was conducted, but noted (at the risk of being provocative) that if the situation was changed in that instead of lecturers, it was only 41% of women on campus who had voting rights, then action would be taken immediately. He noted that just like in regular democracy, there's an option to provide the opportunity to vote, and people don't have to if they don't want to. He suggested there could be a threshold to meet for voting rights (like the 6 WTUs threshold to qualify for benefits) to vote. He noted that in his department, he's never seen an issue fractionalized along tenure line/lecturer lines, and that extending voting rights to everyone is a matter of fairness and treating people with dignity.

Chair Alderson noted that the Faculty Affairs Committee will be continuing their work on solutions in the coming year.

**Information Item: UPC Efficacy Report:**

Senator Ortega gave an overview of the UPC efficacy report, which was charged to the UPC via resolution 06-16/17-UPC to improve the process by which university-wide policies are implemented and reviewed across campus. Senator Ortega noted policy work included collaboration between the Senate Office, the UPC, and the President's Office to distinguish policies from guidelines, procedures, and memos. Distinguishing between policies superseded and still in effect is ongoing. He noted the policy on policies calls for periodic 5-year review by affected offices, which will necessitate HR allotting time for correct review.

**Resolution on Department Chair Assigned Time Policy (15-17/18-FAC – April 24, 2018) Second Reading**

Senator Mola briefly noted typographical changes in the policy and ways they tried to make implementation cheaper. He reported that leaving Biology department out of the calculations, a full implementation would cost \$50,000, but he estimated partial implementation would cost \$26,000, which would address those departments, including CS, currently chaired by Bori Mazzog, which are compensated far from what the formula would recommend. Senator Mola reported 18 departments' implementation cost stayed the same as previous estimated, or decreased with the new variables.

Senator Moyer spoke in contest to the resolution, noting she's only doing so because of the current budget crisis and that as much as she thinks it should be passed, it should not be now.

Senator Gold requested clarification on implementation guidelines.

Senator Mola clarified the new verbiage of implementation uses "should" instead of "shall" to leave room for timing discretion.

Guest Lisa Castellino, Assc. Vice President for Institutional Effectiveness, stated she would need assistance with data and operational definitions in order to effectively implement the policy.

Discussion ensued.

Senator K. Malloy rose to a point of order, and called the question to end debate.

Senate vote to approve the Resolution on Department Chair Assigned Time Policy **passed**

Ayes: Dunk, Wrenn, Virnoche, Moyer, Creadon, Karadjova, Oliver, Ortega, Michalak, Frye, Eschker, Mola, Alderson, Thobaben

Nays: Brumfield, Le, K. Malloy, N. Malloy, Johnson, Black-Lanouette, Dawes

Abstentions: Enyedi, Gold, Pence, Bacio, Maguire, Rizzardi

**TIME CERTAIN: 4:00-4:30 PM – Peg Metzger, Financial Aid Dir. And Tracy Smith, RAMP Dir.: Strategic Enrollment Management Plan Update and Opportunity for Feedback**

During the presentation (attached) feedback from the Senate was solicited and is summarized below:

- Senator Black-Lanouette suggested the retention plan for students should include recreation, since that would help them decide whether they should stay or not.
- Senator Eschker noted out-of-state students pay about three times more to attend HSU, and asked why SEM doesn't include recruiting out-of-state students
- Senator Ortega cautioned against creating a plan that will result in overload, and encouraged reflection on whether an increase in recruitment would be the best way to spend money
- Senator Eschker questioned the idea of "pre-majors," specifically the mechanism by which students are told whether they're admitted to their chosen major or not
- Senator Virnoche, who helped present the information, noted there would be a challenge for advisors in not knowing whether their students will be admitted into their majors
- Chair Alderson spoke to the possible benefits of pre-majors, including reducing the instance of students jumping from major to major, since pre-majors can be a means to assist students in finding their niche within a broader field of study
- Senator Ortega noted the catch is efficiency for the time to degree, citing Kinesiology as an example of the need for careful timing and sequencing of classes
- Senator K. Malloy mentioned an idea to increase retention would be to bring back places for non-traditional students to go for community among peers

**TIME CERTAIN: 4:30-5:00 PM – Budget Discussion Item: Intersection of Budget & Retention**

Chair Alderson motioned to continue the first Time Certain Item to finish the presentation.

Motion carried unanimously

*The budget discussion item blended into the SEM presentation discussion, and remained formally unmoved*

**Resolution on ICC Constitution Revision – GEAR (16-17/18-ICC/GEAR – April 24, 2018) First Reading**

M/S (Oliver/Virnoche) to move the resolution

Motion carried unanimously

Senator Oliver summarized that Senator Le made suggestions to make the ICC document in line with expectations of Senate standing committees, and that as last time, there are two main changes: narrowed the GEAR committee's scope of work to make it more productive and manageable, and instituted a subcommittee of the ICC, on a peer review process of the 5-year reviews.

M/S (Virnoche/K. Malloy) to waive the First Reading

Motioned passed unanimously.

Senate vote to approve the Resolution on ICC Constitution Revision – GEAR **passed**

Ayes: Dunk, Wrenn, Virnoche, Moyer, Creadon, Karadjova, Oliver, Ortega, Michalak, Frye, Eschker, Mola, Alderson, Thobaben

Nays: Brumfield, Le, K. Malloy, N. Malloy, Johnson, Black-Lanouette, Dawes

Abstentions: Enyedi, Gold, Pence, Bacio, Maguire, Rizzardi

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M/S (Ortega/K. Malloy) motion to adjourn

**Meeting adjourned at 5:00 pm**

## ICC Consent Calendar for 4/24/18 University Senate Meeting

17-114

BA 304D Business Psychology-Depth NEW COURSE

This new, 1 unit depth experience course has a co-requisite of BA 304 (3 units). This course is not a major requirement and will primarily be offered online. The course offers an additional depth option for business students to accompany the GE course BA 304. All other business courses are 4 units, so adding the 1 unit of depth will align with existing business curriculum.

17-247

RS 361 Consumerism and (Eco) Spirituality COURSE CHANGE

Change title to Environment and Religion. There are no changes in student learning outcomes.

**HUMBOLDT STATE UNIVERSITY**  
**Senate Chair's Report**  
**Senate Meeting, April 24, 2018**

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Please see the attached memo from the Faculty Awards Committee, regarding the Faculty Awards process.

I will forward a suggestion on to incoming Senate Chair Burkhalter that the Faculty Affairs Committee consider revisiting the awards system and process next AY. We began a discussion of this topic in the fall, and I believe the question of whether or not we should reconfigure/expand/update the process warrants further discussion.





Faculty Awards Committee, University Senate

February 28, 2018

To: HSU University Senate

From: 2017/2018 Faculty Awards Committee: Stephen Cunha and Alexander Enyedi (Co-Chairs), Alexandru Tomescu, Daniela Mineva, and Eugene Novotney

Subject: Thoughts on revising the Faculty Awards Process

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Following our review of 2017/2018 Faculty Award applicants, we make the following suggestions to the University Senate:

1. **Overall:** a university medal is a high honor. Selecting exceptional and unquestionably deserving individuals requires full documentation.
2. **Curriculum Vitae:** applicants should submit a full CV as these awards obligate sustained excellence over time. In particular, the Outstanding Professor, Scholar of the Year, and Outstanding Service Award are recognition to senior faculty who are likely in the last third of their careers. A full-length CV is essential to portray sustained excellence.
3. **Chair/Program Nominators:** We strongly recommend continuing the policy of allowing nominations from a wide range of individuals. Requiring a chair or chair-designee will likely discourage some deserving applicants as certain chairs/program leaders do not recognize their colleagues for various (and sometimes un-magnanimous) reasons, or they are preoccupied with other duties.
4. **Documentation:** We recommend adhering to our existing submission guidelines with these adjustments:
  - a) combine all materials into a single PDF;
  - b) include a Table of Contents page;
  - c) establish a two-page limit on the Statement of Teaching/Statement of Scholarship;
  - d) include a Statement of Teaching and evaluations from every applicant to reinforce the importance of outstanding and sustained teaching at HSU; and
  - e) include no more than five letters of support, with a minimum of four; one may be from a student.

# HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, April 24, 2018

Standing Committees, Statewide Senators and Ex-officio Members

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## Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

### Committee Members:

Michael Goodman, Stephanie Burkhalter, Ramesh Adhikari, Heather Madar, Michael Le, Rock Braithwaite, Mary Virnoche, Clint Rebik, Kerri Malloy, (recruiting for student members).

**Meeting Dates for Spring 2018:** Meeting time: 11AM-11:50 AM Meeting Place: BSS 402

January	<del>24</del>
February	<del>7, 21</del>
March	<del>7, 21</del>
April	<del>4, 18</del>
May	2

### Committee Meetings Reports:

#### **April 18**

- Continued review and discussion of the Classroom Disruptive Student Behavior Policy.
- Discussion on disruptive student behavior, reporting and implications of recent court decisions on the University foresight of actions by students.
- Finalized recommended changes to the Academic Honesty and Integrity Policy will be forwarded to the University Senate for the first meeting of AY 18/19.

#### **April 4**

- Continued review and discussion of the Classroom Disruptive Student Behavior Policy.
- Will be asking representatives from the Office of Student Rights and Responsibilities to clarify a few issues.
- Reviewed recommended changes to the Academic Honesty and Integrity Policy.

#### **March 21**

- Committee reviewed and requested clarifications on changes to the Classroom Disruptive Behavior Policy. Will be bringing to the full Senate at the next meeting.
- Committee started discussion on updates to the Academic Honesty Policy requested by the Office of Students Rights and Responsibilities.

#### **March 7**

- APC did not meet.

**February 21**

- Initiated work on the definitions and guidelines for department and schools. Will continue this work at the next meet.
- Discussion on class attendance in response to an inquiry from faculty to the Office of Student Rights and Responsibilities. Discussion will continue.
- Work on the Classroom Disruptive Behavior Policy and the Academic Integrity Policy continues with the Office of Student Rights and Responsibilities.

**February 7**

- Committee reviewed responses of to inquiries regarding the request from the College of Professional Studies to change the Department of Social Work to the School of Social Work. The committee forwarded the request to SenEx for placement on the University Senate agenda.
- Christine Mata from the Office of Student Rights and Responsibilities presented and took questions on recommended changes to the Classroom Disruptive Behavior Policy and the Academic Integrity Policy. Additional information and draft language will be forthcoming.
- Discussion on informational item regarding a change in the TOFEL score from the Office of the Provost that will be on a future University Senate agenda.

**January 14**

- Committee reviewed a request from the College of Professional Studies to change the Department of Social Work to the School of Social Work. Further information was requested before the recommendation is forwarded to the University Senate.
- Committee reviewed draft changes to the Disruptive Behavior Policy.

**December 6**

- Committee reviewed changes to the Syllabus Policy to incorporate accessible technology initiative requirements for accessible syllabi.
- Initiated discussion on a request to review Appendix R – Student Grievance for possible updates.

**October 11:**

- Committee reviewed the Course Numbering Policy via email and forwarded it on the ICC for reviews.
- Committee will be discussion revisions to:
  - Academic Honesty Policy proposed by the Dean of Students
  - Syllabus Policy as part of bringing the campus into compliance with the Accessible Technologies Initiative

**September 27:**

- Committee provided feedback and questions on the proposed Advising Policy.
- Committee will be sending forward revisions to the Course Numbering Policy to reflect the elimination of remedial course.

**September 13:**

- Committee completed the review, edited the Posthumous Degree Policy, and will be sending it forward to the Senate for a first reading.

- Committee reviewed the draft of the Advising Policy. This item took up the bulk of the meeting and will be the main item at the September 17 meeting.

**August 30:**

- Committee reviewed and discussed the Posthumous Degree Policy

**Inquiries:**

**Add/Drop Date Report:**

The Committee is gathering the necessary information to prepare and send to the University Senate the first annual report on the impacts of the decoupling of the Add/Drop from the Census date.

**Add/Drop Date**

Inquiry on the Add/Drop date being on holiday. Internal discussion on the number of exceptional add/drops that may be a result of this, the date not always being on holiday, and that student have access to their Student Center 24/7. Registrar indicates there has not been an uptick since due to the Add/Drop date landing on holiday.

Discussion with the Academic Technology Faculty Contributors (formerly known as the Canvas Faculty Contributors) to have global messages to students posted on dashboards that indicate upcoming academic deadlines:

- Add/Drop
- Credit/No Credit
- Final Day to Withdraw

Students would see the notice when they log into Canvas and would be posted a week before the deadline. Also, there was a discussion with Academic Technology Faculty Contributors on integrating the academic calendar into the Canvas calendar for students and faculty

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## **Appointments and Elections Committee:**

Submitted by Katia Karadjova, AEC Chair

Updated Spring 2018 General Faculty Election Results and AEC Appointments

**Senate Elected Positions:**

General Faculty Vice President, University Senate Vice Chair, and Chair of the Faculty Affairs Committee

### **Monty Mola**

University Senate Third Officer and Chair of the Academic Policies Committee

### **Kerri Malloy**

Chair of the Constitution and Bylaws Committee

### **Michael Le**

Chair of the University Policies Committee

# Jennifer Maguire

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## Faculty Elected Positions:

GENERAL FACULTY President, 2 year term

### Stephanie Burkhalter

GENERAL FACULTY Representative to the ASCSU, 3 year term

### Noah Zerbe

INTEGRATED CURRICULUM COMMITTEE (ICC) Chair, 3 year term

### Julia Alderson

Subcommittee on Course and Degree Changes (CDC)

**Ramesh Adhikari** - Faculty Member (CNRS), 3 year term

PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)

**Claire Till** - Faculty Member from CNRS, 2 year term

**George Wrenn** - Faculty Member from the University Library, 2 year term

PROFESSIONAL LEAVE COMMITTEE

- Tenured Faculty Member, 1 year term

### Rae Robison

### Matthew Derrick

SPONSORED PROGRAMS FOUNDATION BOARD

*Candidates are elected by faculty and recommended to the President for final appointment.*

- Two Faculty Members, 4 year terms

### Carly Marino

### Harold Zald

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Faculty Member (At-Large), 2 year term

### Joshua Meisel

- Faculty Member CPS, 2 year term

### Christopher Aberson

- Faculty Member CNRS, 2 year term

**Robert Zoellner**

**UNIVERSITY SENATE**

Lecturer Faculty Delegate (Colleges, Library, Counseling, Coaches), 3 year term

**Jeff Dunk**

Tenure Line At-Large Faculty Delegate, 3 year term

**Ara Pachmayer**

Tenure Line CNRS Instructional Faculty Delegate, 3 year term

**Lucy Kerhoulas**

Tenure Line CAHSS Instructional Faculty Delegate, 3 year term

**James Woglom**

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**Appointment and Elections Committee Appointed Positions:**

**ACADEMIC POLICIES COMMITTEE**

- Two Faculty Members, 3 year terms

**Kayla Begay**

**Michael Goodman**

**ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE**

- Faculty Member, 2 year term

**Troy Lescher**

**APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)**

- Two Faculty Members, 1 year terms

**Brandice Gonzalez-Guerra**

**Julia Alderson**

**CENTER FOR COMMUNITY BASED LEARNING (formerly CSLAI)**

- Faculty Member from CPS, 1 year term

**Meenal Rana**

- Faculty Member from CNRS, 1 year term

**Sherrene Bogle**

**COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS**

- Faculty Member from CAHSS, 3 year term

**Sondra Schwetman**

- Faculty Member from CNRS, 3 year term

**Yvonne Everett**

- Faculty Member from CPS, 3 year term

**Whitney Ogle**

**CONSTITUTIONS AND BYLAWS COMMITTEE**

- Two Faculty Members, 2 year terms

**Jeffrey Abell**

**Joice Chang**

**DISABILITY, ACCESS, AND COMPLIANCE COMMITTEE**

- Faculty Member, 2 year terms

**Jill Pawlowski**

**FACULTY AFFAIRS COMMITTEE**

- Faculty Senator, 3 year term

**Katia Karadjova**

- Faculty Member (At-Large), 3 year term

**Abeer Hasan**

- Faculty Member (At-Large), 3 year term

**George Wrenn**

**FACULTY AWARDS COMMITTEE**

- Three Faculty Members, 1 year terms

**Eugene Novotney**

**Whitney Ogle**

**Alexandru Tomescu**

**GEAR (General Ed & All-University Requirements) CURRICULUM & ASSESSMENT COMMITTEE**

- Faculty Member from CAHSS, 3 year term

**Cutchu Risling-Baldy**

- Faculty Member from CPS, 3 year term

**Francis DeMatteo**

**INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)**

*The Appointments and Elections Committee recommend candidates to the President for final appointment.*

- Three Faculty Members, 1 year terms

**Ramesh Adhikari**  
**Jamey Harris**  
**Aaron Donaldson**

**INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)**

- Faculty Member, 2 year term

**Shelia Alcea**

**INTERNATIONAL ADVISORY COMMITTEE**

- Two Faculty Members from CAHSS, 3 year terms

**Tony Silvaggio**  
**Garrick Woods**

- Faculty Member from University Library, 3 year term

**Katia Karadjova**

- Faculty Member from CPS, 3 year term

**Jayne McGuire**

**INTERNATIONAL PROGRAMS SCREENING COMMITTEE**

- Three Faculty Members, 3 year terms

**Meenal Rana**  
**Katia Karadjova**  
**Ramesh Adhikari**

- Faculty Counselor, 3 year terms

**Joseph Diémé**

**PARKING AND TRANSPORTATION COMMITTEE**

- Two Faculty Members, 1 year terms

**Eugene Novotney**  
**Bo Burrus**

**STUDENT GRIEVANCE COMMITTEE**

- Faculty Member from CPS, 3 year term

**Taylor Bloedon**



#### UNIVERSITY CENTER BOARD

Candidates are recommended by the Appointments and Elections Committee for final approval from the UC Board.

- Two Faculty Members, 2 year terms

**Mark Rizzardi**  
**Armeda Reitzel**

#### UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Two Faculty Members, 2 year terms

**Mark Rizzardi**  
**Kerri Malloy**

#### UNIVERSITY POLICIES COMMITTEE

- Faculty Member, 1 year

**Troy Lescher**

#### UNIVERSITY SPORTS FACILITIES SCHEDULING ADVISORY GROUP

- Faculty Member, 1 year term

**Tony Silvaggio**

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AEC Continues to solicit nominations for the following position:

### **Elected Position Opening:**

#### UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

*Faculty serving on the UFPC will receive 6 units of Assigned Time per year. Please note: faculty participating in the Faculty Early Retirement Program are eligible for nomination after receiving approval from the Provost.*

- Faculty Member (**At-large**), 1 year term

Please refer to the following page for information regarding the duties of the UFPC:

<http://www2.humboldt.edu/senate/ufpc>

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### **Faculty Affairs Committee:**

Submitted by George Wrenn, FAC Chair

#### **Faculty Affairs Committee Reports – April 12, 2018**

Meetings are open to the campus community. The Committee meets every other Thursday at 9 a.m. in Library 118.

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>.

### **April 12 Agenda and Meeting Notes**

Members Present: Monty Mola, Colleen Mullery, George Wrenn (chair)

Absent: Renée Byrd, Marissa O'Neill, Mark Wilson

#### **Agenda:**

1. Chair Compensation Policy – prep for second reading
2. Diversity and inclusion in the Faculty Handbook (continue conversation)
3. Student course evaluations (continue conversation)

#### **Meeting Notes:**

1. Chair Compensation Policy – prep for second reading

The Committee considered Senate discussion and other feedback. The formula has been adjusted to be more revenue neutral, implementation steps have been refined, and language related to equity has been removed.

2. Diversity and inclusion in the Faculty Handbook (continue conversation)

The Committee continues to review ways to address cultural competencies in the faculty handbook. Several approaches are under discussion, including stronger language related to diversity in RTP, micro-aggression training, and a statement from the general faculty in support of diversity. This topic will be addressed further in 2018-19.

3. Student course evaluations (continue conversation)

Committee members reviewed discussion with Steve Martin (April 5) and briefly considered options for improving response rates and addressing continuing concerns with harassment. The Committee will return to this topic in 2018-19.

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## **University Policies Committee:**

Submitted by Justus Ortega, UPC Chair

- 1) Discussed HSU Policy Website (<https://policy.humboldt.edu/>) and policies for revision or removal.
  - a. The UPC, President's office and Senate Office continue to make great progress with our review of ~20-30 policies, memo and committees identified as possibly being superseded or otherwise could be deleted. Thus far, none of these policies or memo

required the Senate approval for removal or deletion. Moreover, several of the policies, memos, and or committee that were believed to be superseded otherwise to be removed required follow-up discussions with the relevant stakeholders.

- b. We will continue to review policies, memos, and committees as needed.
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## **President's Office:**

Submitted by Lisa Rossbacher, President, Humboldt State University

Dear colleagues –

By now, I assume you are all aware that Chancellor White and the California State University's Board of Trustees have decided not to consider the possibility of a tuition increase any further for 2018-19. (The news statement from the CSU is available here: <https://www2.calstate.edu/csu-system/news/Pages/California-State-University-Will-Not-Increase-Tuition-in-2018.aspx>.) This decision eliminates one of the many variables that affect Humboldt State's planning for next year's budget.

California's state budget appears to be in pretty good shape, but many factors remain unknown. We can't predict what funding the legislature will recommend for the CSU, nor do we have a good clue about what the Governor will approve. We don't know what HSU's fall enrollment will be, and therefore we don't know what the tuition revenue will be – and this represents about half of the University's operating budget. We don't know how many courses those enrolled students will take – which drives the number of faculty needed to teach those classes.

However, we do know one thing about next year's budget: tuition will not increase. It's off the table.

This decision will create some additional funding challenges for campuses in the CSU, but Humboldt State has already been preparing for this possibility.

And this decision will be good for our students. Holding tuition at its current level means that students will not have to find the resources to cover the increased cost of their education. The proposed increase of several hundred dollars per student may seem like a small amount to some people, but for students who are struggling to pay for food and rent and textbooks – the impact can be enormous.

We all hope, in the long term, that keeping tuition the same for next year will result in increased state funding for the CSU. At meetings of the CSU Board of Trustees, the public comment section is dominated by students who plead with the Board not to raise tuition – and to hold our state legislature accountable for supporting public higher education. The Chancellor's decision puts the ball squarely in the legislators' court, challenging them to do the right thing. An educated citizenry should be among the state's highest priorities.

Many uncertainties remain, but the CSU will continue its strong advocacy with the state legislature and the Governor for full funding of the Board of Trustees' budget request for 2018-19. More information is expected to be available in mid-May.

As always, I am available to answer questions.

## Lecturer Survey Administered in May 2017

Surveys were sent to 350 lecturers with 85 responses. Of those that participated, 41% said they had voting rights in their department and 57% participated in shared governance or service activities in the last academic year. There is a significant difference in voting rights depending on the university department. Those in the Arts, Humanities, and Social Sciences are more likely to have voting rights in their department than those in Natural Resources and Sciences and Professional Studies. There is not a significant difference between the three colleges in lecturer participation in shared governance and/or other serve activities. Lecturers participate in a wide variety of activities such as attending department meetings, advising clubs, accreditations activities, Senate membership and CFA leadership. In addition 67% of lecturers who participate served in at least three different activities last year. Most participation is not compensated (72%), however 82% reported being compensated was important or very important. Having voting rights was important or very important to 71%, and participating in shared governance was important or very important to 70%. Finally, 44% reported feeling valued as a faculty member most of the time or always, 39% sometimes, and 16% rarely or never.

## Lecturer Survey Administered in May 2017

Survey sent to 350 lecturers with 85 responses. Of the 85 responses, 84.16% completed the survey.

There is a significant difference in voting rights depending on the university department, fisher's exact test = 11.87,  $p = .002$ ,  $\phi = .445$ . Those in the Arts, Humanities, and Social Sciences are more likely to have voting rights in their department than those in Natural Resources and Sciences and Professional Studies.

There is not a significant difference between the three colleges in lecturer participation in shared governance and/or other serve activities for the university, CSU, or union within the last academic year,  $\chi(2) = 3.09$ ,  $p = .213$ ,  $\eta^2 = .180$ .

# Lecturer-Governance - Dashboard

VIEWED 114	STARTED 101	COMPLETED 85	COMPLETION RATE 84.16%	DROP OUTS 16	TIME TO COMPLETE 4 mins
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## In which college is your Home department?

Answer	Count	Percent	20%	40%	60%	80%	100%
Arts, Humanities and Social Sciences	49	49.49%					
Natural Resources and Sciences	32	32.32%					
Professional Studies	15	15.15%					
Other - Please Specify	3	3.03%					
<b>Total</b>	<b>99</b>	<b>100 %</b>					

## In which college is your Home department? - Text Data for Other - Please Specify

05/09/2017	21828656	Education Opportunity Program
05/04/2017	21799496	Geospatial Analysis - CNRS and CAHSS
05/04/2017	21797758	Education

## Do you have voting rights in your Home department?

Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	41	41.41%					
No	24	24.24%					
I don't know	34	34.34%					
<b>Total</b>	<b>99</b>	<b>100 %</b>					

Have you participated in shared governance and/or other service activities for the University, CSU or union within the last academic year (2016/2017)? (Examples might include: departmental administrative duties; accreditation activities; assessment activities; special projects; search committees; task forces; advising student clubs; making awards nominations; curriculum development; University Senate participation).

Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	56	56.57%					
No	43	43.43%					
<b>Total</b>	<b>99</b>	<b>100 %</b>					

## Service Activity 1 description:

### Service Activity 1 description:

05/18/2017	21911358	CNRS Strategic Planning Committee
05/15/2017	21871110	Curriculum development
05/15/2017	21798810	1.) Attend and prepare for department meetings. I usually go to every department meeting which are held mostly weekly during the semester. This spring semester is the only semester in which I was not able to attend due to a scheduling problem. (Generally, no faculty member in our department is to be scheduled to teach during the department meeting, but this semester I was, accidentally.) I estimate this time to be 18 hours for the year but it is usually nearly twice this amount. 2.) Also included here is participation in the Department's annual Spring Retreat. This is a retreat style meeting off campus. I estimate this to be 5 hours this year. 3.) Also included here is time conferring with another faculty member regarding a presentation at the Spring Retreat. The presentation's focus was a proposal to diversify and expand the department's course offerings. I estimate this to be 3 hours.
05/09/2017	21831235	I attend weekly departmental faculty meetings.
05/09/2017	21830972	Advising Student Clubs Co-Representative for the Department during the Strike Watch
05/09/2017	21830562	Advisor for department-centered student club
05/09/2017	21829464	Lead for remedial help
05/09/2017	21828639	CFA treasurer
05/09/2017	21828324	Accreditation of the Child Development Laboratory
05/08/2017	21819728	FWS allows one lecturer to have a vote representing 15-18 lecturers. I was elected by the lecturers to be there representative. I voted on curriculum changes and other department matters this past 2 semesters. I did not participate in or vote on hiring or promotion decisions. # weeks ago the FWR dept voted to expend lecturer voting rights. Any lecturer that has taught one semester at 6 wtu's or more, and is teaching 6 wtu's in the current semester, and has attended 3 department meetings gets a vote on matters except hiring and promotion of TT faculty. If they miss 3 meetings in a row they loose their vote till attending 3 meetings in a row the next semester. These rights sunset at the end of the spring semester and must be renewed in the fall to be active or we go back to a lecturers representative.

05/08/2017	21815998	I lead two programs that are staffed by professors and lecturers which require, in coordination with the Dept Chair, numerous duties including faculty training, student advising, scheduling, etc. I led both programs through state accreditation.
05/08/2017	21814175	Department curriculum committee membership.
05/06/2017	21807016	Participation in Fieldwork Supervisor meetings for the Elementary and Secondary Education Credential programs. Discussions included development of forms and processes for Fieldwork evaluations of students, as well as recommendations to the department regarding the scheduling of required student Fieldwork (often in conflict with course schedule).
05/05/2017	21804405	Department Meetings, retreats & governance
05/05/2017	21803503	Special departmental committee regarding the chair position, a few meetings this spring, but more to follow in fall.
05/05/2017	21803075	Member of the University Senate
05/05/2017	21802030	departmental administration (scheduling, budget, events, etc.)
05/05/2017	21801549	program review and alteration
05/04/2017	21800201	AOD Committee
05/04/2017	21799496	I serve as a lecturer representative on the HSU Senate.
05/04/2017	21799425	Adviser to the Humboldt Int'l Film Fest Club
05/04/2017	21799269	Worked with three other English composition faculty to explore current theory in writing studies and design new curriculum using that current theoretical framework.
05/04/2017	21799262	Composition Program Assessment of Student Portfolios
05/04/2017	21799237	Faculty Advisor for AAUW (American Association of University Women) student chapter
05/04/2017	21799088	served as a reader on senior theses
05/04/2017	21799005	Generally working with the department on a variety of curricular and reporting activities. I had done more but found my participation was unrewarded/unwanted. I find the same to be true of other lecturers in my department as well - we used to do more but have stopped this AY due to antagonistic relationships with the chair and other tenure track faculty.
05/04/2017	21798913	Curriculum development
05/04/2017	21798835	HSU, Department of Anthropology, 5 year Program Review Committee Member AY 2016-17 Responsible for drafting Diversity Report HSU, Department of Anthropology, Diversity and Inclusion Student/Faculty Forums, facilitator AY2016-17 HSU, Department of Anthropology, Curriculum Committee Member 2013 - present HSU, Department of Anthropology, Assessment Committee Member 2013-present
05/04/2017	21798833	Director of Forensics (speech and debate). Maintain \$40,000 budget, travel 7-12 times a year with the team in CA, OR, WA, and across the US with limited international travel. Director of annual debate camp.
05/04/2017	21798758	
05/04/2017	21798707	Served on a committee that involved evaluating materials as well as interviewing our department's education students for the credential program
05/04/2017	21798532	Advising students (academic advising)
05/04/2017	21798534	University Senate (including Statewide Senate).
05/04/2017	21798372	Curriculum redesign. Participated in departmental discussions around redesigning two majors, and the implementation of the redesigned majors.
05/04/2017	21798297	I have been part of the composition program curriculum development; although this program is run by a tenure track faculty, it is made up of all lecturers. Our department does give voting rights to lecturers who are present at department meetings, but the meetings are always when most of the composition faculty teach (and we make up most of the lecturers in the department).
05/04/2017	21798067	Search committees
05/04/2017	21797988	I participate in the Klamath Connection program and am part of the HSI STEM group and worked weekly with the the S2R program developing curriculum for the FYE.
05/04/2017	21797892	Major Admissions coordination, committee participation
05/04/2017	21797786	Club advisor
05/04/2017	21797745	I was lead on the HSUfit program which offers adapted sports and swim activities to children in the community for 6 weeks of the spring 2017 semester. The program is a coordinated project with APE graduates in collaboration with undergraduates from other departments (Child Development, Social, Psychology, Natural Resources, Kinesiology and Recreation) who work 1:1 with the children on the HSU campus of Fridays from 6-8pm. Prior to and after the program we meet from 5-6pm, and 8-9 pm for the 6 Friday nights.
05/04/2017	21797760	Member of the Institutional Biosafety Committee
05/04/2017	21797758	Interviewing incoming SED credential candidates
05/04/2017	21797744	serve on forest practices board for calfire
05/04/2017	21797717	Department Curricular Development and Evaluation

### Was Service Activity 1 compensated? (e.g. Assigned time, hourly wage, stipend)

Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	12	27.91%					
No	31	72.09%					
<b>Total</b>	<b>43</b>	<b>100 %</b>					

### Indicate the primary level or recipient of Service 1:

Answer	Count	Percent	20%	40%	60%	80%	100%
Department/Program	30	69.77%					
College	1	2.33%					



University	8	18.6%	
CSU	0	0%	
CFA	1	2.33%	
Other	3	6.98%	
<b>Total</b>	<b>43</b>	<b>100 %</b>	

**Indicate the primary level or recipient of Service 1: - Text Data for Other**


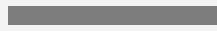
05/04/2017	21799237	Students
05/04/2017	21798833	I don't understand this question
05/04/2017	21797745	I am not sure regarding this question - The program is thru the Kinesiology Dept., and a grant with Dr. Chris Hopper. I cover this lab via the KINS 577 class. We had project meetings and other planning activities outside of the set service hours.

**Approximate number of hours spent during the 2016/17 year on Service 1. (numeric input only)**

Approximate number of hours spent during the 2016/17 year on Service 1. (numeric input only)		
05/18/2017	21911358	30
05/15/2017	21871110	5
05/15/2017	21798810	26
05/09/2017	21831235	25
05/09/2017	21830972	40
05/09/2017	21830562	45
05/09/2017	21829464	15
05/09/2017	21828639	40
05/09/2017	21828324	25
05/08/2017	21819728	30
05/08/2017	21815998	
05/08/2017	21814175	10
05/06/2017	21807016	8
05/05/2017	21804405	40
05/05/2017	21803503	3
05/05/2017	21803075	50
05/05/2017	21802030	100
05/05/2017	21801549	7
05/04/2017	21800201	10
05/04/2017	21799496	50
05/04/2017	21799425	100+
05/04/2017	21799269	60
05/04/2017	21799262	12
05/04/2017	21799237	50
05/04/2017	21799088	5
05/04/2017	21799005	
05/04/2017	21798913	50
05/04/2017	21798835	50-60
05/04/2017	21798833	800+
05/04/2017	21798758	
05/04/2017	21798707	6
05/04/2017	21798532	40
05/04/2017	21798534	128
05/04/2017	21798372	20
05/04/2017	21798297	50
05/04/2017	21798067	40
05/04/2017	21797988	100
05/04/2017	21797892	50

05/04/2017	21797786	50
05/04/2017	21797745	30
05/04/2017	21797760	8
05/04/2017	21797758	3
05/04/2017	21797744	50
05/04/2017	21797717	60

Do you have a second service to enter?

Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	30	68.18%					
No	14	31.82%					
<b>Total</b>	<b>44</b>	<b>100 %</b>					



## Service Activity 2 description:

### Service Activity 2 description:

05/15/2017	21871110	Hiring and supervising student assistants.
05/15/2017	21798810	Member of the Faculty Rights Committee. I have served on this committee (by invitation) for about 3 years. Generally, the committee meets about five or six times a semester and meetings last for about an hour. For two semesters that totals to about ten hours. Also, to be effective in the meeting, some prep time is required. A low estimate for this is about three hours.
05/09/2017	21830562	curriculum development, personnel communication, and soothing the tempers of my colleagues (intertwined tasks)
05/09/2017	21828324	Program Review of the department
05/08/2017	21819728	Provide help and advice to student clubs and students. Assist them in attending professional conferences and getting engaged with that community outside HSU.
05/08/2017	21815998	I serve on Master's Thesis committees, I coordinate a special project that takes undergraduates on an international trip for the last 7 years
05/08/2017	21814175	independent study
05/05/2017	21804405	Research Methods Curriculum Committee Evaluate current learning outcomes, make recommendations on building blocks needed prior to taking research methods
05/05/2017	21803503	Scientific Teaching Workshop and subsequent meetings regarding teaching
05/05/2017	21803075	Participated in faculty hiring (not a member of the search committee though) - I went to lectures, research talks, meals with candidates - and participated in deliberations on the candidates' merits and fit within our department.
05/05/2017	21802030	advising
05/05/2017	21801549	program outcome scoring/assessment
05/04/2017	21800201	Curriculum development & program assessment
05/04/2017	21799496	Geospatial Steering Committee - multi-college committee that manages the Geospatial Analysis Program
05/04/2017	21799425	Adviser to Improv Club
05/04/2017	21799269	Conferred with the Office of the Registrar regarding emails sent to students informing them of their remediation requirement. Provided revised versions of emails to mitigate stigmatizing language/tone and remove naming English 102 and English 103 courses as remedial (a misnomer -- these are stretch courses).
05/04/2017	21799262	Composition Program Curriculum Development & Revision
05/04/2017	21799237	Curriculum revision for first-year writing program
05/04/2017	21799088	education and outreach efforts (public education website earthjay.com)
05/04/2017	21798835	HSU Graduate Council Member AY2016-17
05/04/2017	21798372	Faculty representative on two student clubs
05/04/2017	21798532	Co-nominate staff member for staff award
05/04/2017	21798534	Search Committee - Dean
05/04/2017	21798297	I do take students on the department's one field trip which is over a weekend during the semester.
05/04/2017	21798067	committee work (non-compensated)
05/04/2017	21797892	Committee participation
05/04/2017	21797760	Co-Chair of the Core Advisory Committee
05/04/2017	21797786	Nomination for Awards
05/04/2017	21797744	associate editor forest science
05/04/2017	21797717	Presentations, Speeches, and Community Outreach

## Was Service Activity 2 compensated? (e.g. Assigned time, hourly wage, stipend)

Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	5	17.24%					
No	24	82.76%					
<b>Total</b>	<b>29</b>	<b>100 %</b>					

## Indicate the primary level or recipient of Service 2:

Answer	Count	Percent	20%	40%	60%	80%	100%
Department/Program	18	60%					
College	4	13.33%					
University	3	10%					
CSU	1	3.33%					
CFA	1	3.33%					
Other	3	10%					

<b>Total</b>	<b>30</b>	<b>100 %</b>
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**Indicate the primary level or recipient of Service 2: - Text Data for Other**

05/04/2017	21798372	Student?
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**Approximate number of hours spent during the 2016/17 year on Service 2. (numeric input only)**

Approximate number of hours spent during the 2016/17 year on Service 2. (numeric input only)		
05/15/2017	21871110	15
05/15/2017	21798810	13
05/09/2017	21830562	20
05/09/2017	21828324	12
05/08/2017	21819728	40
05/08/2017	21815998	
05/08/2017	21814175	10
05/05/2017	21804405	5
05/05/2017	21803503	8
05/05/2017	21803075	20
05/05/2017	21802030	150
05/05/2017	21801549	8
05/04/2017	21800201	10-20
05/04/2017	21799496	20
05/04/2017	21799425	5
05/04/2017	21799269	5
05/04/2017	21799262	15
05/04/2017	21799237	50
05/04/2017	21799088	275
05/04/2017	21798835	15
05/04/2017	21798372	1
05/04/2017	21798532	2
05/04/2017	21798534	150
05/04/2017	21798297	48
05/04/2017	21798067	85
05/04/2017	21797892	10
05/04/2017	21797760	10
05/04/2017	21797786	20
05/04/2017	21797744	50
05/04/2017	21797717	100

**To you have a third service to enter?**

Answer	Count	Percent	20%	40%	60%	80%	100%
Yes	20	66.67%					
No	10	33.33%					
<b>Total</b>	<b>30</b>	<b>100 %</b>					

**Service Activity 3 description:**

Service Activity 3 description:		
05/15/2017	21798810	Development of a Philosophy of Law Course. The last program review of my department suggested that we develop a course in the philosophy of law. The department agreed. I accepted the responsibility of developing a course (since I have both background and interest in the topic). The course has been offered now three times, with ongoing improvement and revision. I don't know how to estimate this time commitment. (I'll say 20 hrs for this year.) I am also in the process of starting the paperwork to have this course be a regular offering of the department. I estimate to work on this for about 5 hours (total) before the end of the semester.
05/09/2017	21828324	Development of field placement sites for interns
05/08/2017	21819728	Offer assistance to students in their job search often doing letters of recommendation and given them referrals to job opportunities. Offer counseling and help with lifes challenges and offering suggestions on how to cope and move forward.

05/08/2017	21814175	Composition program activity
05/05/2017	21804405	Scholarship awards Nominate evaluate
05/05/2017	21802030	assessment
05/04/2017	21800201	Co-Director, Humboldt Institute for Harm Reduction
05/04/2017	21799496	Geospatial Content Committee - coordinates course content, addresses issues, and establishes goals across the geospatial curriculum.
05/04/2017	21799269	On going curricular development meetings with colleagues informed by current theory and research in the field.
05/04/2017	21799262	Sexual Assault Prevention Committee -- service on committee, including serving as Chair of the Policy Subcommittee
05/04/2017	21799237	Klamath Connection
05/04/2017	21799088	public talks
05/04/2017	21798835	Undergraduate Advising: provide students guidance on registration, course sequencing, major requirements, career guidance, write LOR's (2-3 hours per week) Undergraduate Research Supervision: Anthropology Symposium Faculty Editor: review and edit student research abstract, posters, and presentations (20-25 hours total) IdeaFest: supervised 3 student projects (15-20 hours total) Undergraduate Research/Creative Activity Fellowship Supervisor, HSU, College of Arts, Humanities, and Social Science (40 hours)
05/04/2017	21798532	Write letters of recommendation for students (for internships, grad school, etc.)
05/04/2017	21798534	Book of the Year
05/04/2017	21798067	Departmental service
05/04/2017	21797892	Student support
05/04/2017	21797786	Senate
05/04/2017	21797744	managing editor MCFNS (journal)
05/04/2017	21797717	Advising

Was Service Activity 3 compensated? (e.g. Assigned time, hourly wage, stipend)								
Answer	Count	Percent	20%	40%	60%	80%	100%	
Yes	3	15%						
No	17	85%						
<b>Total</b>	<b>20</b>	<b>100 %</b>						

Indicate the primary level or recipient of Service 3:								
Answer	Count	Percent	20%	40%	60%	80%	100%	
Department/Program	9	45%						
College	3	15%						
University	5	25%						
CSU	0	0%						
CFA	0	0%						
Other	3	15%						
<b>Total</b>	<b>20</b>	<b>100 %</b>						

Indicate the primary level or recipient of Service 3: - Text Data for Other		
05/04/2017	21798835	Department and College
05/04/2017	21798532	students

Approximate number of hours spent during the 2016/17 year on Service 3. (numeric input only)		
Approximate number of hours spent during the 2016/17 year on Service 3. (numeric input only)		
05/15/2017	21798810	25
05/09/2017	21828324	20
05/08/2017	21819728	40
05/08/2017	21814175	40
05/05/2017	21804405	10
05/05/2017	21802030	50
05/04/2017	21800201	50-100
05/04/2017	21799496	40
05/04/2017	21799269	30
05/04/2017	21799262	50
05/04/2017	21799237	25

05/04/2017	21799088	10
05/04/2017	21798835	176
05/04/2017	21798532	30
05/04/2017	21798534	80
05/04/2017	21798067	40
05/04/2017	21797892	40
05/04/2017	21797786	25
05/04/2017	21797744	125
05/04/2017	21797717	100



Please rate the importance to you of each of the following items.

Question	Count	Score	Very Important	Important	Moderately Important	Slightly Important	Not Important
Having voting rights	84	2.02					
Participating in shared governance	83	2.1					
Being compensated for my service	83	1.76					
<b>Average</b>		<b>1.96</b>					

### Having voting rights

Answer	Count	Percent	20%	40%	60%	80%	100%
Very Important	43	51.19%					
Important	17	20.24%					
Moderately Important	9	10.71%					
Slightly Important	9	10.71%					
Not Important	6	7.14%					
<b>Total</b>	<b>84</b>	<b>100 %</b>					

### Participating in shared governance

Answer	Count	Percent	20%	40%	60%	80%	100%
Very Important	34	40.96%					
Important	24	28.92%					
Moderately Important	13	15.66%					
Slightly Important	7	8.43%					
Not Important	5	6.02%					
<b>Total</b>	<b>83</b>	<b>100 %</b>					

### Being compensated for my service

Answer	Count	Percent	20%	40%	60%	80%	100%
Very Important	48	57.83%					
Important	20	24.1%					
Moderately Important	5	6.02%					
Slightly Important	7	8.43%					
Not Important	3	3.61%					
<b>Total</b>	<b>83</b>	<b>100 %</b>					

### I feel valued as a faculty member.

Answer	Count	Percent	20%	40%	60%	80%	100%
Always	13	15.48%					
Most of the time	24	28.57%					
Sometimes	33	39.29%					
Rarely	12	14.29%					
Never	2	2.38%					
<b>Total</b>	<b>84</b>	<b>100 %</b>					

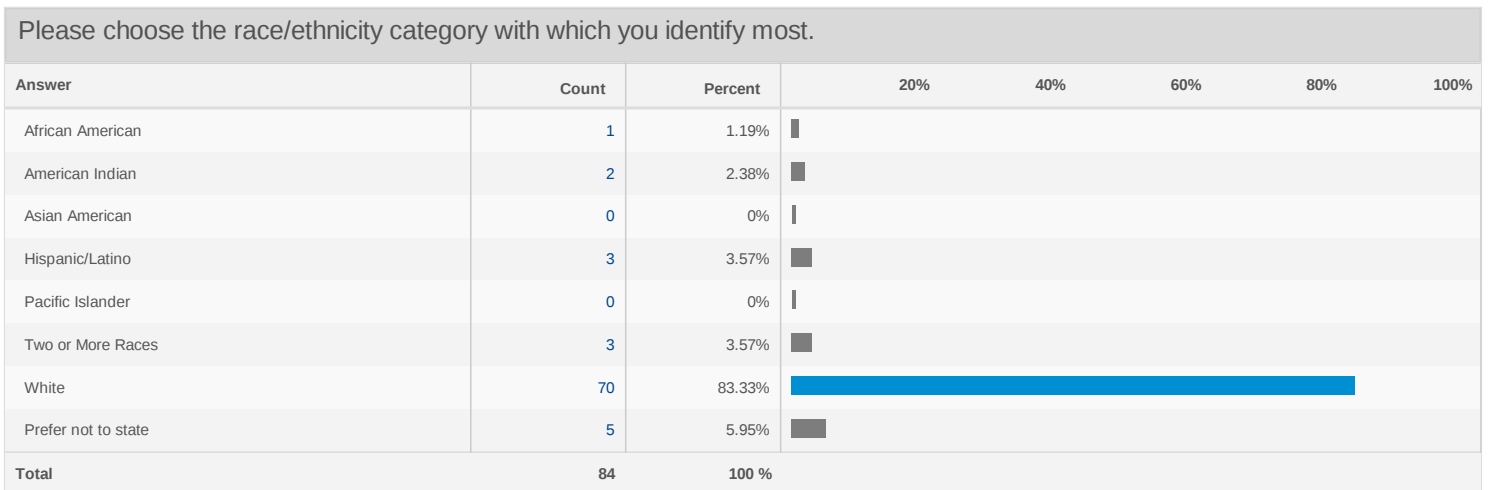
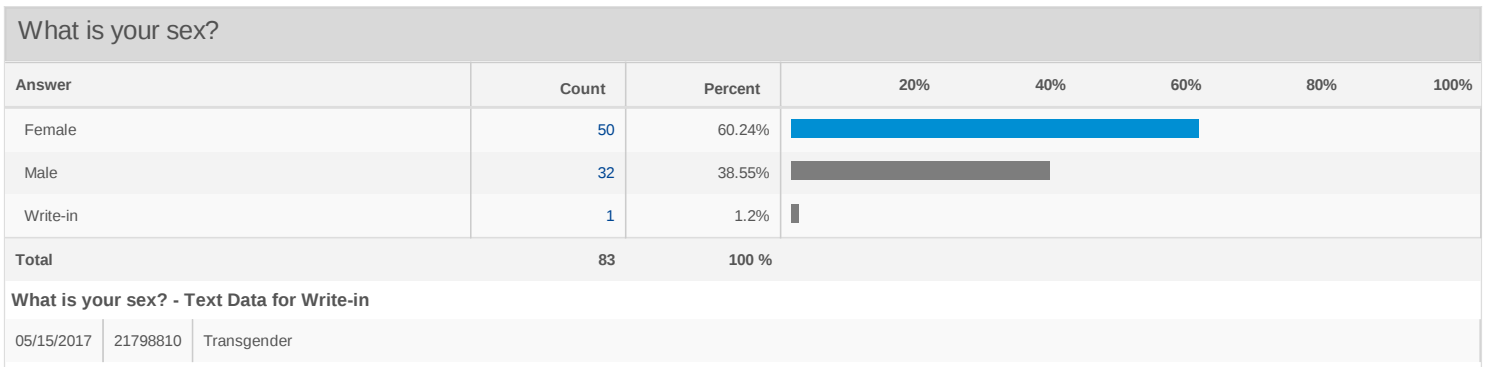
### Total WTUs for Spring 2017 semester (numeric input only)

Total WTUs for Spring 2017 semester (numeric input only)		
05/18/2017	21911358	15
05/17/2017	21900793	6
05/15/2017	21871110	11.5
05/15/2017	21798810	15
05/11/2017	21798384	

05/10/2017	21833382	3
05/09/2017	21831235	30
05/09/2017	21830972	12
05/09/2017	21830562	7
05/09/2017	21830048	
05/09/2017	21829922	5
05/09/2017	21829916	3
05/09/2017	21829537	3
05/09/2017	21829464	12
05/09/2017	21829416	3
05/09/2017	21829249	15.0
05/09/2017	21829167	14.8
05/09/2017	21828977	5.33
05/09/2017	21828656	
05/09/2017	21828639	
05/09/2017	21828615	13
05/09/2017	21828324	15
05/09/2017	21828297	8
05/09/2017	21828311	
05/09/2017	21828290	3
05/08/2017	21819728	11
05/08/2017	21815998	12.5
05/08/2017	21814175	14
05/06/2017	21807887	7
05/06/2017	21807016	2.85
05/05/2017	21804405	15
05/05/2017	21803503	8
05/05/2017	21803256	15.2
05/05/2017	21803075	16
05/05/2017	21802030	14
05/05/2017	21801549	15
05/04/2017	21800201	8.3
05/04/2017	21799815	12
05/04/2017	21799792	
05/04/2017	21799496	15
05/04/2017	21799425	11
05/04/2017	21799269	9
05/04/2017	21799272	12
05/04/2017	21799262	12
05/04/2017	21799237	15
05/04/2017	21799173	15
05/04/2017	21799088	12
05/04/2017	21799044	4
05/04/2017	21799005	14.7
05/04/2017	21798949	13.5
05/04/2017	21798913	15
05/04/2017	21798892	6
05/04/2017	21798835	18.5
05/04/2017	21798833	12
05/04/2017	21798758	3
05/04/2017	21798372	16



05/04/2017	21798707	10
05/04/2017	21798665	10
05/04/2017	21798628	3
05/04/2017	21798532	10
05/04/2017	21798534	17
05/04/2017	21798368	13
05/04/2017	21798297	13
05/04/2017	21798067	15
05/04/2017	21798110	8
05/04/2017	21798096	9
05/04/2017	21798099	6
05/04/2017	21798080	
05/04/2017	21798032	10
05/04/2017	21797988	1.3
05/04/2017	21797998	9
05/04/2017	21797992	2
05/04/2017	21797892	
05/04/2017	21797844	15
05/04/2017	21797802	9
05/04/2017	21797760	6
05/04/2017	21797786	12
05/04/2017	21797745	5
05/04/2017	21797758	
05/04/2017	21797744	4
05/04/2017	21797717	15
05/04/2017	21797720	4
05/04/2017	21797712	15
05/04/2017	21797706	7
05/04/2017	21797705	13





**University Policy Committee Report:**  
**Efficacy of Policy on Policies, Procedures and Guidelines**

**April 12, 2018**

**Highlights:**

- **The process of formulating and adopting new policy has been implemented successfully with only small modification to the *Policy Template* being needed.**
  - **This process of formulating new policy seems to be successful in obtaining stakeholder input and feedback.**
- **The University Policy Committee in coordination with the President’s Office, Academic Affairs Office, and Senate Office is now engaged in the process of reviewing and organizing existing university policies on our campus.**
  - **This initial process is intended to ensure that a comprehensive collection of university policies is transparent and available to the university community. Where ambiguities emerge, these will be brought to the Senate for review.**
  - **It should be recognized that this ongoing process of reviewing existing policies every five years and/or removing older policies may place a substantial demand on staff time and resources.**

When the *Policy on Policies, Procedures and Guidelines* was approved by the University Senate in December 2016, the Senate resolved that: “this policy undergo mandatory review and revision as necessary by the University Senate in Spring 2018 to improve its efficacy and implementation.”

This report reflects the University Policy Committee’s (UPC) assessment of the efficacy and implementation of the policy. In conducting this assessment, the UPC reviewed several key elements of this policy including the requirements that:

- 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. (University Senate Constitution 2.1)
- The President has final authority to review and approve policies recommended by the University Senate.
- 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.

**“The Senate shall consider policies with respect to the general welfare of the university.”**

Since the implementation of this Policy on Policy (PoP), the UPC has coordinated with the Senate office and Senate Executive committee and has been successful in making sure the UPC and Senate are reviewing and/or approving only policies that provide specific principles for university operations, administration, or programs with respect to the general welfare of the university. The UPC and Senate Executive committees have done well in redirecting university procedures and guidelines that do not fit the definition of “University Policy” back to the appropriate division for review and implementation.

**“The President has final authority to review and approve policies”**

Since the implementation of this Policy on Policy (PoP), all policies approved by University Senate have been submitted to and approved by President who has final authority.

Moreover, the UPC has worked with the President’s Office to develop a new HSU Policy Repository website (<https://policy.humboldt.edu/>). Currently, the President’s Office, Senate Office, Academic Affairs Office are coordinating with the UPC in the process of identifying and removing superseded policies and memoranda that are outdated and/or do not rise to the level of policy. All actual policies recommended for removal or revision will be brought by the UPC to the University Senate for a decision.

In addition, the *university policy template* has been updated to ensure that the policies will be format compatible for upload to the new policy website and the information is fully accessible according to the ADA.

**“There are clear distinctions among policies, procedures, and guidelines.”**

After several month of PoP implementation, the UPC, Senate Office and other key divisions (Academic Affairs, Student Affairs, etc.) continue to work cooperatively to ensure the distinctions among policies, procedures, and guidelines are clear. The UPC is coordinating with the President’s Office in asking the key divisions to review their existing policies, procedures, and guidelines. Specifically, each division has been asked to identify 1) policies that are out of date and need revisions or elimination, and 2) that the existing “policies” are properly identified as either a true university policies (see definition in PoP), procedures, or guidelines.

**“The process for formulating and adopting new policy shall be clearly defined, understandable, transparent, and easy to navigate.”**

In our assessment, the process for formulating and adopting new university policies is clearly defined, understandable, transparent and easy to navigate. However, our assessment also revealed that the repository for existing policies was not easy to navigate. The UPC is working

with the President's Office to update the *Policy Template* for easier uploading to the Policy website.

**“Stakeholder input and feedback shall be broadly sought and considered. “**

The UPC has been working with each division that has proposed a new policy to ensure feedback has been sought from stakeholders before the proposed policy reaches the University Senate floor. While more time consuming on the front end, this process has helped to improve the language of the policies and embodies shared governance.

# HSU Strategic Enrollment Management Retention Council Plan

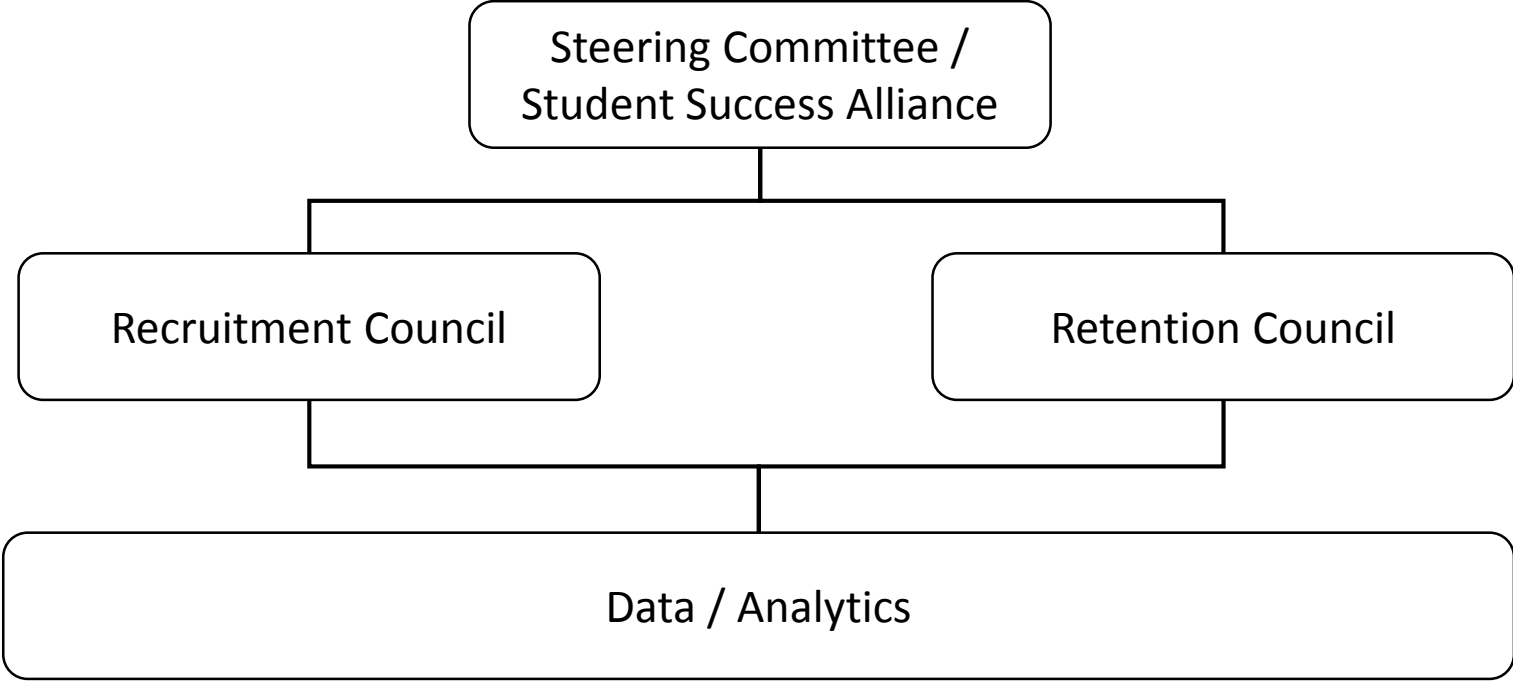
A Proposal for Campus Review & Input  
April 24, 2018



# Charge

- Serve the needs of California's students
  - 7,603 Resident FTES (enrollment target)
- Sustainable enrollment at HSU
  - 5 year plan with ongoing assesement and recalibration
- Retention / Recruitment councils
  - Develop recommendations for consideration by steering committee/SSA

# Council Structure





# Council Membership

## Recruitment Council

- Peggy Metzger (co-chair)
- Stephanie Lane (co-chair)
- Jessica Bishop
- Sarah Bacio
- Chris Harmon
- Rich Zechman
- Manohar Singh
- Kristen Gould
- Andrea Eneydi
- Carl Hansen
- Wisahgec Cutcha Baldy
- Meredith Williams

## Retention Council

- Tracy Smith (co-chair)
- Mary Virnoche (co-chair)
- Kathy Thornhill
- Rosamel S. Benavides-Garb
- Brian Mistler
- Dan Saveliff
- Stephen St. Onge
- Clint Rebik
- Steven Smith
- Matt Johnson
- Claire Knox
- Leena Dallasheh
- Kim Vincent Layton
- Kyle Leitzke
- Jenessa Lund
- Alison Holmes
- Adrienne Colegrove-Raymond

## SSA

- Alex Enyedi (co-chair)
- Julia Alderson (co-chair)
- Cheryl Johnson
- Rock Brathwaite
- Frank Whitlatch
- Joey Mularky
- Lisa Bond-Maupin
- Dale Oliver
- Jen Maguire
- Lisa Rossbacher
- Wayne Brumfield

# Timeline

<b>Date</b>	<b>Milestone</b>
December 2017	Environmental scan and other research/data
Mid January 2018	Councils begin reviewing research and designing plans
February	SEM website updated with research and plans
March	Drafts of recruitment and retention plans presented to SSA
April 9 <sup>th</sup> -27 <sup>th</sup>	Campus Feedback period
May 18 <sup>th</sup>	Revised plans to SSA
May 31 <sup>st</sup>	SSA approval of revised plan
June – August	Tactical planning and budgeting
2018-19	Planning implementation

# Individual Feedback (Due 3pm April 27<sup>th</sup>)

**HUMBOLDT STATE UNIVERSITY** A-Z Index ▾ quicklinks ▾ myHumboldt

## Strategic Enrollment Management 🔍

[Home](#) [Council Membership](#) [Agendas and Notes](#) [News and Updates](#) [Resources](#) [Feedback For SEM teams](#)

### Feedback For SEM teams

Subject

Provide Questions or Comments

email (if you wish to receive a response)

**Submit**

[www.sem.humboldt.edu](http://www.sem.humboldt.edu)

# 5 Year Goals

## **Recruitment Goals**

- First Time Freshmen (1,210 to 1,321)
- Transfer Students (946 to 1,056)
- Application to Enrolled - yield (10.6% to 11.1%)

## **Retention Goals:**

- First time retention (68% to 80%)
- Transfer Retention (86% to 91%)
- Second year retention (58% to 70%)

# Theme: Basic Needs

## **Where to look:**

- Recruitment Plan: “Student Employment and Basic Need Support” (final page)
- Retention Plan: Strategy #1

## **What should we know as we design and implement our plans?**

- Concerns?
- Others that need to be consulted?
- Other considerations?

# Theme: Finding a Path / Advising

## **Where to look:**

- Recruitment Plan: Goal 1 and Goal 2
- Retention Plan: Tactic #2.4 and 2.5

## **What should we know as we design and implement our plans?**

- Concerns?
- Others that need to be consulted?
- Other considerations?

# Theme : Transfer Social and Academic Support

## **Where to look:**

- Recruitment Plan: Goal 2
- Retention Plan: Tactic #3.1

## **What should we know as we design and implement our plans?**

- Concerns?
- Others that need to be consulted?
- Other considerations?

# Theme: Freshmen Social and Academic Support

## **Where to look:**

- Recruitment Plan: Goal 1
- Retention Plan: Tactic #3.2 – 3.4

## **What should we know as we design and implement our plans?**

- Concerns?
- Others that need to be consulted?
- Other considerations?



# Individual Feedback and More Information

[www.sem.humboldt.edu](http://www.sem.humboldt.edu)

Feedback period open until 3pm April 27th 2018

## **Campus Open Forum**

April 26<sup>th</sup>, 2018

11am - 12:30pm

Goodwin Forum