

Chair VerLinden called the meeting to order at 4:05 pm on Tuesday, September 21, 2010, Nelson Hall East, Room 102 (Goodwin Forum). A quorum was present.

Members present: Altschul, August, Berman, Cheyne, Crowder-Fiore, Ellerd, Flashman, Heise, Kelly, Knox, Madar, Mola, Mortazavi, Moyer, Nordstrom, Powell, Reiss, Rizzardi, Rodriguez, Shaeffer, Snyder, Thobaben, VerLinden, Webb, Yarnall.

Members absent: Faulk, Richmond, Tripp, Van Duzer, Whitlatch,

Proxies: Reiss for Craig, Shaeffer for Goodman.

Guests: Smart, Itin, Smith, Mullery, Ayoob, Burges, Lee.

### **1. Approval of Minutes from the Meeting of September 7, 2010**

M/S/P (Heise/Shaeffer) to approve the minutes of the meeting of September 7, 2010.

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

Chair VerLinden welcomed Heather Madar (Art) as a new faculty representative from the College of Arts, Humanities and Social Sciences.

Proxies were announced.

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

Faculty Affairs Committee (Knox): The Committee continues to work on drafting a constitution for the proposed university senate. It has reviewed the constitution and bylaws from San Diego (recommended by the CIC) and is reviewing the HSU faculty constitution and senate bylaws in an attempt to meld them.

Statewide Senate (Cheyne): A full report from the ASCSU plenary is posted on the Senate SharePoint site. Two major items were highlighted. A Faculty Trustee still has not been appointed. The ASCSU has begun the process of electing a committee that will begin the next cycle of seeking a Faculty Trustee. SB 1440 was discussed and a resolution was passed regarding the need to work together with the community colleges on this issue.

General Faculty (Powell): Nominees are still needed to fill the UFPC vacancy. Release time is 6 WTUs per year; all six may be taken in spring semester. The eligibility requirements and meeting time for the UFPC are posted in the call for nominations on the Senate web page.

Integrated Curriculum Committee (ICC) (Moyer): The ICC provided feedback to the Academic Policies Committee on the policies on today's Senate agenda. The ICC approved draft

guidelines for approving new minor proposals. The draft guidelines will be forwarded to the Senate for review, in addition to being sent to the Council of Chairs and other groups for feedback. The ICC also reviewed guidelines for approving new proposals for co-scheduled, dual-level courses (courses with both graduate and undergraduate students). The policy from the Graduate Council was discussed and will be sent forward to all graduate coordinators so that graduate programs are fully informed.

The question of how issues come to the ICC was raised. It was noted that from the beginning, part of the ICC charge was to develop criteria for approving new curriculum proposals in all areas.

It was asked if these policy issues are also being passed through the Academic Policies Committee at the same time. It was noted that the Academic Policies Committee is represented at the ICC meetings.

#### **4. Consent Calendar (see page 2 of the Agenda for the list of Consent Calendar items)**

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

**09-218: ENVS 411: Sustainable Campus**, change C-class from 2 units of C-2 and one of C-16 to 2 units of C-2 and one of C-7 to more accurately reflect the way the course is taught. (This also reduces the WTUs for the course from 4.0 to 3.3)

**09-271: ART 345: Intermediate Sculpture: Metals**, name change to "Metals." The name change more accurately reflects the course content.

**09-272: ART 346: Intermediate Sculpture: Mixed Media**, name change to "Materials and Methods," to better reflect course content

**09-279: Communications Program Changes** Clarifies catalog text to reflect the department's intent for majors. COMM 110/310 (1-3 units) "Intercollegiate Speech and Debate" may be used to fulfill the Public Communication Skills requirement in the major, and may also be used as major electives. This change would clarify catalog text (and a MAP footnote) to say that "no more than 3 units" of 110/310 may be used for the Public Comm requirement, and that "a total of no more than four units may be used to meet major requirements." Also clarifies in the catalog that, to fulfill the Special Topics requirement, COMM 480 (1-4 units) "Seminar in Speech Communication" must be "taken from a single 3 or 4 unit class."

#### **09-341 and 09-342 Social Work Graduate Program Changes:**

**09-342 SW Graduate Program change to Core Requirements** --- Add requirement for 1st year grad students to take SW 580-Seminar in Social Work Topics and drop requirement for 2nd-year courses SW 680 or 699. *Background: This change is proposed for two reasons: budget cuts which make offering multiple elective courses an impossibility, and the realization that first-year students needed more emphasis on specific topics. This change essentially moves 3 units from 2nd year to first year, and replaces an elective with a required course. After the course has been*

*taught a few times as a 580, the department will submit a proposal to make this a permanent new course.*

**09-341 SW Graduate Program -Advanced Standing Students:** reduce the number of units (from 36 to 33) for the one-year Advanced Standing MSW program. This does not change the unit requirements for students in regular and part time MSW programs (57 units). *Background: Students can be admitted into the Advanced Standing program if they have completed an undergraduate degree in social work from an institution accredited by the Council on Social Work Education. Because the first year of a social work Master's covers the same material as an undergrad social work degree, Advanced Standing students move directly into 2nd-year material, and are thus able to complete the Master's program in only one year. The number of units in the Advanced Standing program will be reduced by 3 because of the change described under 09-342. This change will have no effect on the program's accreditation or student learning outcomes.*

**09-351: Summary of the Changes to the Ecology Emphasis:**

- Change the name to "Ecology and Biodiversity."
- Combine two old courses (BIOL 431: Population Ecology and BIOL 432: Community Ecology, each 3 units) into one 4 unit course, BIOL 433: Population and Community Ecology.
- Add Directed Study as one of the capstone choices.
- Add BIOL 410: Cell Biology, and BIOL 412: Bacteriology to the list of physiology course choices
- Various minor clean-up changes: removing BIOL 345: Genetics with Population Emphasis (which is no longer offered) from the catalog listing (but not suspending the course with hopes that it might be offered again someday), highlighting the importance of the statistics course and adding more flexibility in the statistics requirement, tightening up language of "at least six additional units" in biodiversity courses, adding one additional elective course (because of combining 431 and 432 into one new course). Because one 431 and 432 (3 units each) have been replaced by a new 4 unit course and an additional elective, the total number of units in the Option is increased by one (from 73 to 74 units for the Major, 112 to 113 for the degree).

**09-352: BIOL 431: Population Ecology** – suspend course

**09-353: BIOL 432: Community Ecology** – suspend course

**09-354: BIOL 532: Community Ecology** – suspend course

**09-355: BIOL 434: Population and Community Ecology** – new 4-unit course, to be co-offered with BIOL 534. Has been offered as a Special Topics course for several years.

**09-356: BIOL 534: Population and Community Ecology** – new 4-unit course, to be co-offered with BIOL 434. Has been offered as a Special Topics course for several years.

**09-340: MBA 650: Management Theories**, change name to "Designing Effective Organizations."

**09-408: ZOOL 310: Animal Physiology**, change pre-requisites. The current pre-requisites include Phyx 106. The new pre-requisites will include Phyx 106 OR 109 so that students taking the Physics 109/110 sequence can enroll in the course. *(Note: the course has so many pre-requisites that the list is continued into the "Other Course Change" section of the form.)*

**09-436: KINS 425: Strength and Conditioning**, change registration restrictions so that students must be Seniors in order to take the course.

**09-452: SOC 282L: Sociological Statistics Lab**, change pre-requisite to allow it to be taken as a co- or pre-requisite

**09-456: NRPI/EMP:** The name of the program has changed from Natural Resources Planning and Interpretation to “Environmental Management and Protection.” Change all course prefixes from “NRPI” to EMP.

**09-458: CHEM 199: Supplemental instruction in Chemistry** - change name to “Supplemental Instruction” to match the title used in other departments

**09-459: PHYX 099: Supplemental Instruction in Physics** – change name to “Supplemental Instruction” to match the title used in other departments

**09-460: English: Eliminate the general pathway: ENGL (English).** Students must choose a different pathway in order to graduate; ENGL is used only as the default choice for entering students. With the ENGL pathway eliminated, students will automatically enter into the ENLS (Literary Studies) pathway, and then can choose to move into either the teaching or writing pathways if they wish.

**09-461: ENGL Teaching the Language Arts/English Education pathway**– rename the pathway “Language Arts” with the acronym “ENLA.”

5. **TIME CERTAIN: 4:15-4:30** – Open forum for the campus community

There were no speakers for the open forum.

6. **TIME CERTAIN: 4:30-4:45** – **Demonstration of Senate SharePoint site (Colby Smart, Learning Technologist, Human Resources)**

Colby Smart provided two handouts on SharePoint: both handouts are posted on the senate SharePoint site. He provided a tour of the basic functionality of SharePoint, which is a tool designed for collaboration. Documents can be ‘checked out’ for work offline, and checked back in. There are different levels of access. Members of the senate and senate standing committees are ‘contributors’ and may post and edit documents.

Special features include: email alerts which can be set up to notify you when changes are made to a document, i.e., you don’t have to go in and check; discussion forums; and prior versions of documents can be viewed.

SharePoint provides better integration with other Office produces and more functionality than Moodle.

Questions may be emailed to Colby Smart.

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

Associated Students (AS) (Rodriguez): AS still has vacant positions to fill, including a representative from the College of Professional Studies and a graduate student representative. Several upcoming events were announced. Rodriguez attended the CSSA meeting at Channel Islands this past weekend.

Bryan Kelly, new student representative to the Academic Senate, was introduced. Aaron Wilyer, new AS Legislative Vice President, will not be able to attend Senate meetings, and is in the process of finding a proxy.

California Faculty Association (Shaeffer): The HSU Chapter is working on 'Getting Out the Vote' for November. It is tabling on the quad to help register students. On October 11, the chapter is hosting an Affirmative Action luncheon, with an invited speaker. Everyone is invited to attend.

Senate Finance Officer (Mortazavi): The University Budget Committee has not met yet.

Administrative Affairs (Nordstrom): The removal of hazardous materials from the apartment buildings on L.K. Wood is nearing completion. It is hoped that the work on the new parking lot can be completed this semester, but it will depend upon the weather. The lack of a California State budget continues to be a problem.

It was asked how long the CSU will be solvent without a State budget. Nordstrom responded that the cash-flow will be depleted in a couple more months.

Academic Affairs (Snyder): The Provost is involved in ongoing discussions on the question of moving the HSU Sponsored Programs Foundation stateside. He asked if members of the Senate had any questions regarding the progress report on the re-organization of the former Office of Research and Graduate Studies. The Provost announced that there are faculty opportunities to serve on the Instructional Materials Task Force (ATI). If interested, let him know.

He was asked about his new role in the University Center. The Provost responded that it hasn't begun yet, and he doesn't know yet what that role will be.

Student Affairs (Webb): There have been 16 confirmed cases of Pertussis (whooping cough) on campus. A free vaccination clinic was held last week. There has been a noticeable increase in the number of health center visits this fall. Counseling and Psychological Services will be providing training on how to deal with emotionally distraught and/or disruptive students. The various activities held at the beginning of the school year were successful in terms of attendance. Three events are scheduled for the weekend of October 15: Preview, Homecoming, and Parents' Weekend.

## **7. Resolution on Passing Grade Requirements for Graduate Degrees (#02-10/11-APC) – First Reading**

### **Resolution Affirming the Current HSU Catalog Description of Minimum Grade Requirements for Graduate Programs**

#### **#02-10/11-APC – September 21, 2010 - FIRST READING**

**Resolved:** That no grade below B- counts as a passing grade when meeting requirements for the Master's Degree; and be it further

**Resolved:** That current students may elect to complete their program with the minimum grade requirements as stated in the HSU Catalog in force the year that they were admitted. Where there were conflicts in the catalogs through 2010/2011 with two or more different standards, the student will be required to meet the standards set by the program; and be it further

**Resolved:** That programs may establish higher standards than the campus-wide minimum B-.

#### ***Rationale:***

At its meeting on August 30, 2010, the Graduate Council affirmed the minimum grade policy as currently stated in both the *HSU Catalog* and the *HSU Policy Handbook for Master's Students*. This minimum grade level is reflected in the current Graduate Handbook which states, "Grading standards are more demanding at the graduate level than at the undergraduate level. While some programs have even more strict standards, the University standard requires master's candidates to maintain a grade point average of B (3.0) or better in all courses required for the degree program."

#### **Discussion:**

Jená Burges was present to take ideas back to the Academic Policies Committee.

Q: What is the current policy?

A: It depends on which catalog you look in. The purpose of the resolution is to have a campus-wide policy that establishes a minimum grade requirement. The minimum is uniform across the campus. Individual programs may choose to establish a higher standard.

Q: What is the benefit of 'B-' versus a 'C+'?

A: The Graduate Council felt that a 'B-' was appropriate for graduate degrees and this is consistent with graduate programs at other CSU campuses.

- The policy will not affect current students (admitted under previous catalogs).
- It was suggested that the Committee offer more of a rationale, beyond the claim that this is the way everybody does it.
- It was suggested that the rationale be made stronger and clearer.

## 8. Resolution on HSU Internship Policy (#03-10/11-APC) – First Reading

Resolution on HSU Internship Policy  
#03-10/11-APC – September 21, 2010  
FIRST READING

**Resolved:** That the Academic Senate of Humboldt State University recommends to the President the adoption of the attached HSU Internship Policy dated 9/14/10.

*Rationale: The CSU has developed a number of required processes to reduce risk to the university system. A recent audit made clear that HSU was out of compliance with these processes. HSU is required to bring Internship practice into alignment with CSU procedures. This policy also aligns the process of developing and offering internships with the recent changes in governance structures. Failure to align HSU policy and procedures with the CSU requirements represents an unacceptable level of financial risk for HSU.*

Jená Burges provided some clarifications to the resolution and noted that, based on feedback from the ICC and others, the following changes have been made:

- It was added to the beginning of policy that it applies to internships for academic credit
- The 100-mile requirement was removed and instead it is emphasized that approval depends on whether or not appropriate supervision can be given.

The need for the policy is a result of an extensive audit from the Chancellor's Office (CO) that found HSU procedures lacking in many respects. Specifically, the campus was asked to address the need for formal policies and to provide adequate documentation of student work, of safety procedures, and of agreements with community partners. This policy was developed in response to those findings.

Q: If a student is not being paid for internship work, why is it necessary for an international student to have a work visa?

A: Jená will find out and change the policy if appropriate.

- Concern was expressed on behalf of the College of Natural Resources and Sciences regarding the site visit checklist. Response: It is a state requirement. If the site is remote, the supervisor can do the checklist (an alternate checklist is provided).
- The CSU is putting together a system-wide database of approved sites and agreements. This will make the process less onerous in the future. The Service Learning Center can assist with setting up agreements.
- The policy does not apply to teacher preparation internship programs.
- The ICC suggested that the policy be vetted thoroughly in the colleges before being brought back to the Senate.
- It was suggested that it would be helpful to have the process mapped out visually, e.g., a checklist or flowchart.

- It was noted that there is some urgency to the adoption of the policy. HSU is currently out of compliance. The committee was encouraged to bring the policy back to the next senate meeting.

Chair VerLinden asked if there was any new business. There was no new business.

Chair VerLinden announced that at its next meeting, the Senate Executive Committee will discuss having senate meeting reports provided in written form. Senators were invited to offer feedback via email.

Senator Thobaben noted that a full report of the recent ASCSU plenary was sent to all members of the HSU Senate. Statewide senators' reports will be limited to highlighting a couple of items from the larger, written report.

Chair VerLinden adjourned the meeting at 5:10 p.m.