

Chair VerLinden called the meeting to order at 4:09 pm on Tuesday, April 12, 2011, Nelson Hall East, Room 102 (Goodwin Forum). A quorum was not present.

Members Present: August, Berman, Blake, Cheyne, Craig, Crowder-Fiore, Faulk, Flashman, Goodman, Heise, Kelly, Knox, Mola, Mortazavi, Moyer, Powell, Reiss, Rizzardi, Snyder, Thobaben, VerLinden, Yarnall.

Members Absent: Altschul, Ellerd, Madar, Nordstrom, Richmond, Rodriguez, Shaeffer, Tripp, Van Duzer, Whitlatch, Wilyer, Yzaguirre.

Proxies: Craig for Rizzardi after 5:30 pm.

Guests: Ayoob, Mullery, Burges.

Due to lack of a quorum, the meeting began with announcements.

Chair VerLinden made the following announcements:

- President Richmond is in Long Beach and Vice President Nordstrom is absent due to illness.
- Chip Dixon will fill the vacant term for a representative from CNRS, beginning in Fall 2011.
- The Senate and Faculty Awards reception will be held on May 3, 5:00-6:30 pm at Baywood Country Club. Invitations will be forthcoming.

Integrated Curriculum Committee (ICC) (Moyer): Last year the Senate discussed elimination of the GIS minor as part of the post-prioritization process, and recommended the creation of a task force to review how Geospatial courses are taught across campus. The task force brought an innovative proposal to the ICC and the ICC has approved it in concept and established a committee to serve as an oversight committee for this collection of courses.

The ICC has also been brainstorming how to improve its processes and has been working on improving communication with departments, etc.

General Faculty (Powell): There may not be an End of the Year Faculty Social this year, due to lack of money. It was suggested that there be a charge for the social, if faculty do not pay their faculty dues.

Senator Mola announced that the departments of Physics and Chemistry are planning a memorial for Professor Bill Golden to be held toward the end of the year.

Associated Students (Kelly): Associated Students elections will be held next week.

Q: Will there be information meetings for faculty on the new constitution? A: A General Faculty meeting is being planned and there are "Tune in at Noon" sessions scheduled. Faculty

Affairs Committee members have discussed attending department meetings to discuss the documents when they have been finalized.

A quorum was reached.

1. Approval of Minutes from the Meeting of April 5, 2011

M/S/P (Goodman/Cheyne) to approve the minutes from the meeting of April 5, 2011 as written. Motion **PASSED** with 3 Abstentions.

2. Consent Calendar (ICC items)

Senator Moyer announced that Proposal #10-329: PHYX 310: Space-Time and Relativity was withdrawn prior to the meeting by the Physics Department.

The following consent calendar items were approved without objection:

09-445: Oceanography Minor Program Change
10-061: Water Resources Policy Minor Program Change
10-077 FISH 474: Genetic Applications of Fish Management
10-328: SP 150: Marching Lumberjacks.

3. TIME CERTAIN: 4:15-4:20: Resolution on Changing the Biology MA into an MS (#27-10/11-ICC)

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

Resolution on Changing the Biology MA into an MS
#27-10/11-ICC – March 29, 2011

Resolved: That the Academic Senate of Humboldt State University recommends to the Provost that Curriculum Proposal *10-006, which converts the Biology MA into an MS with **no changes in degree requirements**, be approved.

Background and Rationale:

The Chancellor's Office has no definitions that make a distinction between an MA and an MS.

The change from MA to MS simply updates the name of the degree to reflect current trends in the discipline. When the Biology MA was established 40+ years ago, "MA" implied a more broad-based degree while an "MS" was a more technical degree. Today, a science-based Master's degree is usually an MS. The degree requirements will not change as part of the change from MA to MS.

This change will require Chancellor's Office approval.

Senator Reiss provided background information. This is a change that the Department of Biological Sciences has been meaning to make for a long time. There are no standards at the CSU level on the difference between a MA and a MS; it is more a matter of perception.

Voting occurred and the Resolution #27-10/11-ICC **PASSED** with 1 Abstention.

4. Resolution to Extend the Terms of Current Senators and Senate Officers (#29-10/11-FAC) – First Reading

It was clarified that the purpose of the resolution is to forward the recommendation for term extensions to the General Faculty for a vote, since senate officers and members terms are defined in the General Faculty Constitution. The Senate had previously passed a resolution approving the extensions without a specific resolved clause that forwarded it to a vote of the faculty.

The resolution was placed on the floor.

Resolution to Extend the Terms of Current Senators and Senate Officers #29-10/11-FAC – April 12, 2011 – First Reading

RESOLVED: That the Academic Senate of Humboldt State University recommends that senate terms ending Spring 2010 be extended through Fall 2011 for current senate members and officers who are able to service; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that this proposed temporary change be put to a vote of the General Faculty in the next Spring 2011 General Faculty election.

RATIONALE: If the upcoming General Faculty referendum approves the proposed University Senate Constitution and Bylaws and the revised General Faculty Constitution, elections will be held in Fall 2011 for new officers and senators. If the referendum is not passed, elections will be held in Fall 2011 to fill vacancies on the current Senate.

M/S/P (Moyer/Knox) to waive the 2nd reading. Motion **PASSED** with 1 Abstention.

There was no discussion. Voting occurred and Resolution #29/10/11-FAC **PASSED** unanimously.

M/S (Powell/Goodman) that the Senate approves and adopts the “Humboldt State University Academic Senate Statement of Principles and Priorities Regarding Budget Allocations and Reductions” that was emailed to senators yesterday.

Copies of the document were distributed and Senator Powell provided background on the development of the document. He has vetted it with a few people and made changes based on feedback. In general, feedback has been positive. The main goal of the document is to prevent conflict regarding processes and consultation.

Discussion:

It would be worthwhile to deliberate but the motion is out of order. The motion was moved to the end of the agenda.

5. Resolution on Proposed University Senate Documents (#28-10/11-FAC) – Second Reading

Resolution on Forwarding the Proposed University Senate Documents to the General Faculty
#28-10/11-FAC – April 12, 2011 – Second Reading

RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached *Revision to the Constitution of the General Faculty of Humboldt State University* (Appendix E, *HSU Faculty Handbook*) be submitted to the General Faculty of Humboldt State University for a ratification vote via electronic ballot; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached *Constitution of the University Senate of Humboldt State University* and the attached *Bylaws and Rules of Procedure of the University Senate of Humboldt State University* be submitted to the General Faculty of Humboldt State University for a ratification vote via electronic ballot; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that should the *Revision to the Constitution of the General Faculty of Humboldt State University*, the proposed *Constitution of the University Senate of Humboldt State University* and the proposed *Bylaws and Rules of Procedure of the University Senate of Humboldt State University* be ratified by a majority vote of the General Faculty in residence that they will become effective at the beginning of the Spring semester 2012; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the following statement on delegation of authority be put to a vote of the General Faculty at the time of the vote on the attached documents:

Should the *Revision to the Constitution of the General Faculty of Humboldt State University*, the proposed *Constitution of the University Senate of Humboldt State University*, and the proposed *Bylaws and Rules of Procedure of the University Senate of Humboldt State University* be adopted by majority vote of the General faculty voting, the General Faculty delegates to the Academic Senate the authority and responsibility for creating and implementing the procedures necessary to provide for a smooth transition to the adopted governance structure and the current governance structure shall remain in place until such time as that transition can be accomplished with an anticipated completion date of no later than January 30, 2012.

RESOLVED: That the Academic Senate of Humboldt State University recommends that should any of these three documents (the *Revision to the Constitution of the General Faculty of Humboldt State University*, the proposed *Constitution of the University Senate of Humboldt State University*, and the proposed *Bylaws and Rules of Procedure of the University Senate of Humboldt State University*, NOT be ratified by a majority of the faculty voting, then the current General Faculty Constitution (Appendix E of the Faculty Handbook), including Article IV (The Academic Senate), and the Bylaws and Rules of the Academic Senate (Appendix F of the Faculty Handbook) shall remain effective until such time as revised or amended by the General Faculty.

Rationale: In its February 2, 2010 report, *Building the Capacity for Change: Improving the Structure and Culture of Decision making at HSU*, the Cabinet for Institutional Change made specific recommendations with regard to campus governance at HSU (Section 2 of the Focus Areas). In the background discussion the Cabinet provided, they noted that "...all constituencies should be directly involved in developing policy that reflects shared goals ..." (p.9). After review of the report, the Academic Senate referred the governance issues in the document to the Faculty Affairs Committee for review. Based on a report from

that committee, the Senate charged the committee to “begin articulating, in written form and to the wider HSU community, a new Senate structure for HSU, a *University Senate* built on the model of the Senate at SDSU...” (April 2, 2010). The Faculty Affairs committee has worked on that charge, conferring frequently with the Senate and holding Town Hall meetings during the fall semester to gather input.

The Academic Senate of Humboldt State University was created by the Constitution of the General Faculty. It serves as the primary voice of the faculty and is given its powers by the General Faculty Constitution. It is not a body of the University; it is a body of the General Faculty. The HSU Academic Senate does include administrators, staff and students, though in small numbers and with limited voting privileges. However, only the faculty can vote to change the General Faculty Constitution, and in doing so dissolve the Academic Senate and replace it with a University Senate.

Discussion:

M/S/P (Flashman/Mortazavi) that the list of “corrections and suggested changes” to the draft revision of the General Faculty Constitution, distributed to the Senate by Senator Flashman, be added to the GF Constitution as appropriate.

Suggested changes were reviewed by section reference number:

- 1.1 – Accept; no objections to change
- 3.1 – Accept; no objections to change
- 3.2 – Accept; no objections to change
- 4.12 – Accept; no objections to change
- 4.31, 8.21, 8.22 – Decision: Capitalize Faculty and Lecturer
- 4.54 – Accept; no objections to change
- 4.62 – Discussion: Q: Why is work being taken away from a committee already doing that work? A: This provision is needed because of the move from an academic senate to a university senate; some appointments are faculty appointments and there needs to be a way to deal with them. The suggested change was accepted.
- 5.0 – Accept; no objections to change
- 5.2 – Accept; no objections to change; It was noted that some people are only on campus once a week, but this may not be a problem with electronic notification.
- 5.7 – Discussion: Q: What is a general proxy vs. specific proxy? A: It depends on what proxy is allowed to vote on. It was suggested that this definition be included somewhere. Q: If only 1/3 of the faculty is required for a quorum, why are proxies needed? A: There has been difficulty in the past in getting enough faculty members for a quorum. The suggested change was accepted.
- 6.2 – Accept; no objections to change
- 7.1 – Accept; no objections to change
- 8.23 – Discussion:
 - The Senate has discussed this before; there is often difficulty finding candidates and having to ensure two nominations is overly optimistic; that is the reason for having “strive to” in the language
 - It was noted the previous Senate discussion related to language in the University Senate Constitution; the same language was put into the General Faculty Constitution, but has

not been discussed in this context.

- It was noted that this clause only affects Senate vacancies.
- It is unrealistic to require two nominations; recent senate vacancies have gone unfilled because not even one candidate could be found; this is too restrictive.
- Sometimes it is not possible to get a second candidate and this can hold up an election, which is problematic. The language “strive for” should be kept.
- It is important to have opposition for elections.
- There was disagreement as to whether or not 8.23 applied to all elected faculty positions, or only to elected Faculty and Lecturer senators.
- It will be impractical to try and find two people to run for every position over the next two years given the budget priorities. It may be the democratic ideal; but the Senate may have to accept a lower standard.

M/S/P (Thobaben/Moyer) to amend the list of corrections and suggestions by removing section 8.23. Voting on the amendment to strike 8.23 occurred and **PASSED** with 1 No Vote.

9.1 – Accept; no objections to change

Voting on the amended motion that the list of “corrections and suggested changes” to the draft revision of the General Faculty Constitution, distributed to the Senate by Senator Flashman, be added to the GF Constitution as appropriate, occurred and **PASSED** with 1 Abstention.

Senator Knox shared further changes recommended by the Faculty Affairs Committee.

M/S/P (Knox/Powell) that the General Faculty Secretary/Treasurer be given a two-year term of office, to be staggered with the two-year term of the General Faculty President.

Voting occurred and motion **PASSED** with 1 Abstention.

M/S/P (Knox/Flashman) to add the General Faculty President/University Senate Chair to the list of ex-officio members under 4.11 in the Constitution of the University Senate.

Voting occurred and **PASSED** with 1 Abstention.

M/S/U (Knox/Mola) to strike the number (referring to the number of senators) from section 4.2 of the Constitution of the University Senate. Voting occurred and **PASSED** unanimously.

Senator Knox reported that the Faculty Affairs Committee (FAC) had an extended conversation about the language that was added to the revision of the General Faculty Constitution at the last Senate meeting (section 6.3 on page 5). There was concern that the addition of this language reduced the clarity of the idea that the General Faculty is delegating to the University Senate. The charge to the FAC was to provide a model of a university senate and a changed relationship between the Senate and the General Faculty. There needs to be clarity between the two models in order for the General Faculty to vote.

M/S/P (Thobaben/Powell) to rescind the motion from the April 5 Senate meeting that added

the language now in section 6.3 of the Constitution of the General Faculty. [The language reads: "Reservation of delegated policy authority: The General Faculty reserves its final authority to formulate, review and recommend academic policies or the University to the President and other appropriate agencies."]

Discussion:

- The new model has been predicated on the idea that new structures are needed that will provide greater harmony. This language seems to say that if the General Faculty doesn't like how it's going, it will put a stop to it. The tone of voice is counter to the spirit of the rest of the document.
- The General Faculty ought to be able to recommend what it wants to recommend; the clause should remain.
- The term "final authority" sets the tone; perhaps the wording could be changed and it would not sound so harsh.

M/S/P (Powell/Cheyne) to suspend the rules and allow new business to be taken up after 5:29 pm.

- Everything that is needed to allow the General Faculty to meet is included elsewhere in the constitution; this is not needed.
- Rescinding 6.3 doesn't allow the General Faculty to say to the Senate we're going to make our own decision.

Voting on the motion to rescind the language in Section 6.3 occurred and **PASSED** with 13 Yes votes, 4 No votes, and 1 Abstention.

M/S/P (Mortazavi/Thobaben) to end debate and vote immediately on Resolution #28-10/11-FAC.

There was no further discussion.

Voting on Resolution #28-10/11-FAC (Second Reading) **PASSED**.

Chair VerLinden presented an engraved plaque to Senator Claire Knox, expressing the Senate's sincere thanks and appreciation for her leadership, hard work, and dedication to the process of developing the documents proposing governance changes. Senator Knox received applause and a standing ovation.

6. Resolution on Prerequisite Grade List (#24-10/11-APC) – First Reading

M/S (Craig/Thobaben) to place the resolution on the floor.

Resolution on Prerequisite Grade List

#24-10/11-APC – March 8, 2011 - First Reading

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that the Registrar (or designee) generate a list of students' grades earned in prerequisite courses each semester and make that list available to the Department Office Coordinators by the first week of classes each semester for faculty teaching the subsequent courses.

RESOLVED: That the Academic Senate of Humboldt State University recommends that faculty will have the authority to drop students from their course prior to the posted census date if the students have not successfully completed the prerequisite courses with the required grade. Any student dropped by the instructor during this period will be notified of the action by an e-mail from the Registrar until an automated process is developed. A student who wishes to be reenrolled in a course from which they have been dropped must receive a permission number from the instructor and reenroll in the course prior to the semester census date.

RATIONALE: *Faculty need to have a list indicating whether students have earned a grade exceeding the published standards in prerequisite courses in order to manage their classes appropriately. Enforcement of published minimum grade requirements in prerequisite courses should improve overall student performance by preventing students from enrolling in courses where they lack adequate preparation.*

Discussion:

- Q: Has the Registrar's Office been consulted on this? A: Yes, there is someone from the Registrar's Office on the Academic Policies Committee. It was noted that it had been suggested that someone from the Registrar's office teach department ASC's how to run the report in Banner.
- Q: Is there an estimate on the amount of work that this task will require? It sounds like an enormous task. A: It was noted that the recommendation is permissive, it is not required, and that some departments will want to have this information more than others.
- The objection is not to generating a no-pass list; but this is talking about generating a list of all prerequisites. This doesn't address the request for a no-pass list.
- It was noted that there are ways in both Banner and PeopleSoft to have prerequisites checked and that will prevent students from being able to register unless they have met the prerequisites.
- This list would help if a program requires a particular grade in a prerequisite course.
- It was noted that for a couple of semesters, during the transition to PeopleSoft, the system was not able to check prerequisites. That is no longer occurring.
- The list is needed for departments that require a C- for a prerequisite.
- It is still a huge issue for transfer students coming into large courses.
- Both resolved clauses have a lot of detail about how the tasks will be accomplished. Could the Committee separate what needs to be done from how it would be implemented?

7. Resolution on Establishing Program Currency Requirements Policy (#26-10/11-APC) – First Reading

M/S (Thobaben/Mortazavi) to place the resolution on the floor.

Resolution on Establishing Program Currency Requirements Policy

#26-10/11-APC – March 8, 2011

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that academic programs be allowed to establish currency requirements for their major's courses limiting the number of years that a course can be counted towards the degree. In accordance with Title 5, all courses taken within seven academic years of the date of graduation will be considered current for purposes of the major. Programs may identify specific courses that will not be considered current if they were completed eight or more academic years from the date of graduation. Year limits may be waived by the department with documentation of currency using established methods (e.g., exam, portfolio, review of resume and work experience, etc.). Currency requirements must be published in the HSU Catalog to be applied.

RATIONALE: *Currently, there are no limits on how long an undergraduate course can count for graduation in a major. Today, a student can complete a course in a major, leave for twenty years and return with the right to count the course in meeting the requirements of the major. While this may be reasonable for particular courses, it may not be appropriate to award a degree in a fast changing field when such courses are out of date.*

This policy is permissive: it allows programs to establish appropriate time limits that a major's course can be counted towards the degree, but does not require programs to do so. In addition, programs are allowed to establish criteria and procedures for establishing currency, allowing otherwise out of date courses to satisfy major requirements. The policy will be implemented by the Office of the Registrar.

Discussion:

- A motion to waive the second reading was made and withdrawn. Vice President Blake expressed concerns and a desire to review the resolution more carefully.
- This is not necessarily about catalog rights; it is about the course content.
- Currently, guidelines exist, but they need to be clarified.
- The resolution doesn't indicate who is going to determine the currency – whether it is the department the course is offered in or the department/program the student is majoring in.
- Is the currency requirement only for the particular course or for the major?
- It was clarified that the resolution is referring to courses, not programs.
- This would not apply to MA applicants; there is already a 7 year requirement for MA programs.
- This does not apply to GE; only courses in the major.

Continued discussion of the motion made earlier in the meeting:

M/S (Powell/Goodman) that the Senate approves and adopts the “Humboldt State University Academic Senate Statement of Principles and Priorities Regarding Budget Allocations and Reductions” that was emailed to senators yesterday.

- Senate Powell stated he would like this to be regarded as a statement that the Senate endorses, regardless of whether or not the President approves or endorses it.
- It was noted this is a broad document; some of it is not the Senate’s prerogative to discuss.

Meeting adjourned at 5:54 pm.