

Chair Van Duzer called the meeting to order at 4:00 pm on Tuesday, March 6, 2012, Nelson Hall East, Room 201 (Goodwin Forum). A quorum was present.

Members Present: Abell, Alderson, Aronoff, Blake, Bruce, Cromatie, Dye, Eschenbach, Gold, Johnson, Marschke, Mortazavi, Moyer, Nordstrom, Ortega, Pierce, Richmond, Saner, Shaeffer, Snyder, Thobaben, Van Duzer, VerLinden, Virnoche, Yarnall, Young, Zerbe.

Members Absent: Ciarcia, Kelly.

Proxies: Pierce for August, Young for Shellhase.

Guests: Goodman, Cheyne, S. Smith, Burges, Ayoob, Martin, Varkey, Creadon, Mullery, Paynton, Rouse.

1. Approval of Minutes from the Meeting of February 21, 2012

M/S/U (Marschke/Aronoff) to approve the minutes from the meeting of February 21, 2012 as written.

2. Reports, Announcements, and Communications of the Chair

Proxies were announced.

The end of the year reception for the University Senate, hosted by the President, will take place on Tuesday, April 24, 5:30 pm, at Baywood. Distinguished Faculty Awards recipients will also be honored at that time.

Everyone was reminded that the Senate will adjourn to a closed session at 4:30 pm for the Faculty Awards nominations process.

Chair Van Duzer noted that an effort is underway to align Senate Bylaws with Sturgis' parliamentary rules.

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

A report from the Faculty Affairs Committee was provided as a handout.

President Richmond reported on his recent trip to Washington DC as part of the annual CSU lobbying effort. He met with the Undersecretary of Agriculture and discussed ideas for applying for funding for CSU agriculture programs in general and HSU programs in particular. He will share those ideas with the HSU Office of Research Dean, Rhea Williamson. The President also attended an HSU alumni meeting where Kate Yarnall, HSU alumnus and granddaughter of

Emeritus Professor Jack Yarnall gave a well-received presentation.

4. Consent Calendar from the Integrated Curriculum Committee (ICC)

The following items were approved without objection.

- 11-201: ENGR 210: Solid Mechanics: Statics
- 10-470: English Stretch Program
- 10-471: ENGL 104: Accelerated Comp and Rhetoric
- 10-472: ENGL 103: Composition and Rhetoric B
- 10-473: ENGL 102: Composition and Rhetoric A
- 10-474: ENGL 215: Info Lit & Writing Seminar
- 10-475: ENGL 40: Writing Confidence/Intensive Learning
- 10-476: ENGL 50: College Writing
- 10-477: ENGL 51: College Writing
- 10-478: ENGL 100: First-year Reading & Composition
- 10-479: ENGL 100A: Intensive First-year Reading & Composition
- 10-480: ENGL 100I: Intensive First-year Reading & Composition
- 10-481: ENGL 200: Academic Writing & Revision Workshop
- 11-255: EMP 450: Applied Environmental Education and Interpretation
- 11-298: ART 498B: Service Learning and Art Ed I
- 11-299: ART 498C: Service Learning and Art Ed II
- 11-300: SPAN 108: Level III Heritage Speakers
- 11-301: SPAN 208: Level IV Heritage Speakers
- 11-302: HIST 353: History of England: 19<sup>th</sup> and 20<sup>th</sup> Centuries
- 11-303: PHYX 99: Supplemental Instruction

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

There were no speakers for the Open Forum.

6. TIME CERTAIN: 4:30-4:45 PM – Nominations from Faculty Awards Committee

M/S/U (Young/Mortazavi) that the University Senate to move to executive session open only to members of the Senate, with the exception of Professor Varkey, who was invited to read the letters of nomination.

The University Senate returned to open session.

M/S/U (VerLinden/Thobaben) to accept the recommendations from the Faculty Awards Committee.

M/S/U (Thobaben/Moyer) to make this an emergency item for immediate transmittal to the President.

7. TIME CERTAIN: 5:00 PM – Change Steering Committee Presentation (John Meyer) – See report included in the packet; for additional information, visit: <http://change.humboldt.edu/>

Professor John Meyer, Chair of the Change Steering Committee introduced other Committee members present at the meeting: Aaron Wilyer, Phil Rouse, Scott Paynton, and Bernadette Cheyne.

The Change Steering Committee's charge has ended and the Committee would like to pass along its responsibilities to the University Senate. The fundamental charge of the Committee was to oversee follow-through on the annual goal-setting process by tracking the progress toward set goals and requesting that individuals tasked with carrying out the goals provide reports and updates.

The Committee's web site (<http://change.humboldt.edu/>) has examples of forms used for reporting. A copy of the Committee's report is included in the Senate packet. Meyer urged the University Senate, as the shared governance body of the campus, to embrace the task of ensuring that policy recommendations are not only made, but are followed through and carried out.

A key recommendation from the Cabinet for Institutional Change that bears directly on the University Senate was to help achieve the University's vision and mission by identifying campus priorities on an annual basis (see Section 1.3 in its 2010 report). For the last two years, the Change Steering Committee has invited campus leadership (in the spring term) to convene in a meeting at which the Cabinet's 2010 report was reviewed and a limited number of campus goals and priorities were set. The campus needs to have the University Senate, as a shared governance body, continue to establish the University's priorities on an annual basis. The challenge is to set a limited number of priorities that are followed up on a regular basis and not lost in the day-to-day shuffle of activities.

Senator Thobaben thanked Professor Meyer for his leadership and the other members of the committee for their work which has resulted in major changes for the campus.

#### OLD BUSINESS

8. Resolution to Change the Order of Business (Bylaws 6.) for University Senate Meetings (#12-11/12-EX) – Second Reading

Resolution #12-11/12-EX – March 6, 2012 – Second Reading

RESOLVED: That the University Senate of Humboldt State University recommends the following changes (additions in underline, deletions in strike-out) to the *Bylaws and Rules of Procedure of the University Senate* (6.0):

- 6.0 Order of Business  
Announcement of proxies  
~~Presentation of~~Approval and adoption of agenda and approval of minutes

Open Forum

Reports, announcements, and communications of the chair

Reports of standing committees, statewide Senators and Ex-officio members

Consent Calendar

Old Business

New Business

RATIONALE: The University Senate Transition Team recommended the changes to the stated order of business in order to provide for a process of approving and adopting the agenda at each meeting, inclusion of a Consent Calendar as a standing agenda item, and the division of old and new business.

A motion was made to withdraw the resolution and replace it with an unrevised version (the First Reading version). The unrevised version would still include the proposal to eliminate the Open Forum. An objection was raised and the motion was not seconded.

There was discussion about what was to have happened to the resolution between the first and second readings and how it was to have been presented on the current agenda.

M/S (Pierce/Marschke) to vote on the resolution as presented in the current Senate packet.

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

Voting on Resolution #12 occurred and PASSED Unanimously.

9. Resolution on the Campus Climate Committee (#19-11/12-EX) – First Reading

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

Resolution #19-11/12-EX – February 21, 2012 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University establishes the Campus Climate Committee as a standing committee of the University Senate, and be it further

**RESOLVED:** That the University Senate of Humboldt State University approve the addition of the following to the *University Senate Bylaws and Rules of Procedure* as a new section 2.9:

2.9 Campus Climate Committee

2.91 Membership: The Committee shall consist of Two Senators (one faculty and one non-faculty), one additional faculty member, one staff member elected by Staff council, AS representative selected by AS Council, representative of the Office of Diversity and Inclusion, and a representative from Human Resources.

2.92 Functions:

1. To support and promote a collegial, respectful, and responsive campus community.

2. Review and recommend policy to the Senate that encourages and promotes opportunities for faculty, staff, students and administrators to interact and exchange ideas, within the context of a shared campus community.
3. Identify issues and recommend policy or other actions regarding diversity, equity, and access in order to promote a more inclusive campus community.

**RATIONALE:** The *Constitution of the University Senate of Humboldt State University*, ratified by the General Faculty in October 2011, lists the Campus Climate Committee as one of several “Committees of the Senate” (7.1). The corresponding Committee charge and membership were unintentionally left out of the *University Senate Bylaws and Rules of Procedure* when the document was put to a vote by the General Faculty. Therefore the newly formed Campus Climate Committee was directed to draft a charge and membership to be approved by the new University Senate.

There was no discussion.

M/S/P (Marschke/Moyer) to waive the 2<sup>nd</sup> reading. Voting occurred and the motion PASSED with 1 No vote and 1 Abstention.

Voting on Resolution #19 (2<sup>nd</sup> reading waived) occurred and PASSED Unanimously.

#### 10. Resolution on HSU Policy on the Voluntary Reassignment of Faculty (#20-11/12-FAC) – First Reading

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

##### Resolution #20-11/12-FAC – February 21, 2012 – 1st Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends to the President that the attached *Policy on the Voluntary Reassignment of Faculty (February 2012)* be adopted, and be it further

**RESOLVED:** That this policy shall be effective immediately upon approval of the President.

**RATIONALE:** *Humboldt State currently lacks a policy governing the voluntary reassignment of faculty from one program to another. Without a policy, any such reassignments could take place without consultation of affected parties. This policy, developed from the best practices at other institutions, establishes a clear framework for voluntary transfers to take place through a consultative process involving the faculty member seeking the transfer, the faculty and chairs of affected departments, and the college deans.*

Discussion:

- Q: What options does a department have if a faculty member wants to leave the department? The policy doesn't seem to provide opportunity for much input from the department, especially if the department is concerned with losing a tenure-line position. A: There is a provision in the policy that says the department shouldn't lose resources. The

policy is intended to make the process more transparent, not to place restrictions on the process.

- It was noted that anytime a tenure-line position is lost, there is no guarantee that it will be reinstated.
- An error was noted in Section B.1. of the policy – the last sentence should be deleted.
- There is an inequality between departments in the policy: the receiving department gets to vote, the department being left only gets a consultation with the department chair. Why is this?
- A department cannot prevent a faculty member from leaving the campus for another position. It should not be able to overturn a request by a faculty member for reassignment.

#### 11. Resolution on HSU Policy on Field Trips (#21-11/12-APC) – First Reading

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

Resolution #21-11/12-APC – February 21, 2012 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends to the President that the attached *Policy on Field Trips*, dated 14 February 2012, be adopted and implemented the following semester, and be it further.

**RESOLVED:** That the University Senate of Humboldt State University recommends to the President that the attached *Policy on Field Trips*, dated 14 February 2012, when it is implemented, replace the existing *Field Trip Policy*, last updated 18 October 2011.

**RATIONALE:** *HSU's current Field Trip Policy, last updated 18 October 2011 was written in keeping with Executive Order 715. A new \*Executive Order 1062, dated 23 August 2011, requires that HSU develop a new field trip policy to stay in compliance with CSU policy and procedures. This new policy for HSU dated 14 February 2012 was developed to address EO 1062. This policy has been vetted and tacitly approved by the Integrated Curriculum Council.*

Senator Marschke (Chair, Academic Policies Committee) provided background on the policy. The committee's goal was to create a policy that brought the campus into compliance with the new EO from the Chancellor's Office (CO) but would not be too onerous to implement.

Discussion:

- A suggestion was made to change to wording on page 2 (last sentence of part IV.) as follows:
  - "It is the college dean's responsibility to perform an annual review of the prior years' field trips and to recommend ~~determine~~ if the policy should be revised."

- Having to providing an alternative assignment for students might be difficult for some programs where the experience itself (scuba, wilderness, etc.) is integral and necessary for the student to have.

The Committee discussed various scenarios regarding alternative assignments and intentionally chose to leave it up to the instructor to decide.

- In some instances, the policy is not specific enough and there are too many references to executive orders. One document, with all of the information contained, is better.
- Off-campus activities need to be defined more explicitly. For example, do exceptions to the policy apply to HSU-owned boats, which are campus property, but are mobile properties?
- Q: Can required information/forms for students be linked to student accounts, if it isn't already? Should students be asked to provide all of this information up front at the beginning of each semester?
- There is not a lot of detail in the policy. It is cumbersome to find all the pieces and parts (online checklist, paper checklists, etc.).
- The new policy is a result of the CO pushing risk management policy into all areas of campus. A lot of questions can be dealt with at the implementation stage rather than building a lot of implementation issues into the policy.
- Students are asked to provide all of their data, but it doesn't necessarily show up in the class roster at the beginning of the semester. Implementation is not currently working.
- Q: How does the Senate say to those in charge of implementation that it needs to be done better? A: The faculty need to voice their complaints and forward them to the appropriate person.
- It was suggested that the policy include who is responsible for each part of the process.
- It was suggested that faculty can be proactive and lobby together for changes via the Senate.
- It was suggested that the policy and all of the forms be put together on the web (forms website, etc.)
- The Senate should not be passing policy on how to obtain student emergency contact information. The policy being presented has been reviewed by Risk Management.
- The CSUEU is working to develop a bus driving policy to address the issue of whether or not students who are in the class taking the field trip should be paid for as drivers for the field trip. Senators were asked to forward feedback to Jerry Saner.

## 12. Resolution on HSU Internship Policy (#22-11/12-APC) – First Reading

M/S (Marschke/Pierce) to place the resolution on the floor.

Resolution #22-11/12-APC – February 21, 2012 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends to the President that the attached *Policy on Internships*, dated 14 February 2012, be adopted and implemented the following semester, and be it further

**RESOLVED:** That the University Senate of Humboldt State University recommends to the President that the attached *Policy on Internships*, dated 14 February 2012, when it is implemented, replace the existing *Internship Policy*, dated 14 September 2010.

**RATIONALE:** *HSU's current Internship Policy, dated 14 September 2010. A new \*Executive Order 1064, dated 9 September 2011, requires that HSU develop a new internship policy to stay in compliance with CSU policy and procedures. This new policy for HSU dated 14 February 2012 was developed to address EO 1064.*

*This new policy is also simpler and more flexible than the existing policy, dated 14 September 2010, which was more restrictive and placed more burdens on faculty arranging internships.*

*This policy has been vetted by the Integrated Curriculum Council.*

\*<http://www.calstate.edu/eo/EO-1064.html>

Senator Marschke reported that a new Executive Order was issued last September which made the former policy out of date. This revision puts HSU back into compliance.

Discussion:

- A common policy on site approval for service learning and internships is being developed; is that recognized in this policy? It was noted that a database is in the process of being set-up. It has been expanded to accommodate internships sites as well as service learning sites.
- Under the “Purpose” statement, it needs to be clarified that this policy applies only if credit is being earned.
- A request was made to remove gender binary references in the policy.

## 13. Resolution on Policy Regarding Graduate Program Culminating Experience Requirements (#23-11/12-APC) – First Reading

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

Resolution #23-11/12-APC – February 21, 2012 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends to the President that the attached *Recommendations for Graduate Program Culminating Experience Requirements* (December 5, 2011) be adopted as policy.



**RATIONALE:** From the "Background" section of the recommendation: "Title 5 specifies "satisfactory completion of a thesis, project, or comprehensive examination" as one of the requirements for all Master's degrees. For some time, the Graduate Council of Humboldt State University has been concerned about inconsistencies in both the requirements for and the quality of such culminating experiences."

The policy was forwarded to APC from the Graduate Council, which recommended it. It has been reviewed by the ICC as well.

Discussion:

Q: There is still some difficulty in defining what constitutes a 'project' versus a 'thesis.' Could more examples be provided? A: Currently there is no policy at all; this is a beginning. There are a number of issues such as this that still need to be addressed.

## NEW BUSINESS

### 14. Resolution on Amendments Process for the *Bylaws and Rules of Procedure of the University Senate* (#25-11/12-Constitution and Bylaws Committee) – First Reading

M/S (Young/Marschke) to place the resolution on the floor.

#25-11/12-Constitution & Bylaws Committee – March 6 – First Reading

RESOLVED: That the Constitution & Bylaws Committee recommends to the University Senate the following changes be made to Section 16.0 "Amendments" of the *Bylaws and Rules of Procedure* of the University Senate:

#### **16.0 Amendments**

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a two-thirds ~~majority~~ majority vote of those ~~voting present~~, provided the amendments have been presented at the previous regular meeting.

RATIONALE: This is just a language change to clarify the voting burden—that the vote must be two-thirds of votes cast to amend the Bylaws.

This is part of the Constitution and Bylaws Committee continued effort to clean up the governance document, especially the contradictions between Bylaws and Constitutions. Resolutions #25 and #26 go together; combined they will allow the Senate to amend its Bylaws with a 2/3 majority vote of the body.

Discussion:

The language "has been presented" means that it has had a First Reading. The 2<sup>nd</sup> Reading of an amendment to the Senate Bylaws or Senate Constitution cannot be waived, because of this provision in the Bylaws.

15. Resolution on Amendments Process for the *Constitution of the University Senate* (#26-11/12-Constitution and Bylaws Committee) – First Reading

#26-11/12-Constitution & Bylaws Committee – March 6 – First Reading

RESOLVED: That the Constitution & Bylaws Committee recommends to the University Senate the following changes to the *Constitution of the University Senate*:

**8.0 Bylaws**

8.1 The Senate shall be responsible for its own rules of operating procedure known as the Bylaws and Rules of Procedure of the Humboldt State University Senate.

~~8.2 Changes to the Bylaws and Rules of Procedure shall be adopted by an affirmative vote of no less than 51% of Senators voting.~~

**9.0 Amendments**

Amendments to the University Senate Constitution may be adopted at a regular business meeting of the Senate by a two-thirds majority of those voting, provided the amendments have been presented at the previous regular meeting.

~~Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate. An amendment shall be adopted by an affirmative vote of no less than 51% of those voting.~~

Rationale: The proposed changes bring the amendment process for the Senate Constitution into alignment with the amendment process for the Senate Bylaws and Rules of Procedure. The provision for changing the Bylaws (formerly 8.2 of the Constitution) is removed, since it is included in the Bylaws (16.0 Amendments).

Discussion:

It was clarified that this refers to amending the Senate Constitution. The Senate cannot amend the General Faculty Constitution, without a vote of the faculty.

It was clarified that the General Faculty cannot vote to amend the Senate Constitution.

16. Resolution to Amend Section 4.0 “Proxies” of the *Bylaws and Rules of Procedure of the University Senate* (#27-11/12-Constitution and Bylaws Committee) – First Reading

M/S (Young/VerLinden) to place the resolution on the floor.

#27-11/12-Constitution and Bylaws Committee – March 6, 2012 – First Reading

RESOLVED: That the Constitution and Bylaws Committee recommends to the University Senate the following changes to Section 4.0 (Proxies) of the *Bylaws and Rules of Procedure of the University Senate*:

#### 4.0 Proxies

~~4.1 Each senator when elected shall provide the Secretary with the names of two proxies from his or her constituency who are eligible for election to the Senate, either one of whom may attend Senate meetings and vote in the absence of the appointing senator. Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised. A proxy must be a member of the University Senate.~~

~~4.2 A senator may appoint an eligible proxy from his or her constituency other than the two originally named, but before that proxy may attend Senate meetings and vote, the appointing senator shall in writing notify the Chair of the Senate.~~

~~4.23~~ No senator may be a proxy for more than one other senator at any single meeting.

4.3 Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting. The term "proxy" may mean either the statement authorizing a Senator to cast the vote of the Senator authorizing it or the Senator who casts the vote. The purpose of a proxy is to ensure that an absent Senator has the opportunity to provide input and/or vote on all issues brought before the Senate.

RATIONALE: The amendment is intended to simplify the process of reporting proxies and at the same time, provide all senators with the means for assigning a proxy.

Senator Young introduced the resolution. The language in the current Bylaws was adopted from another document (San Diego's Senate Bylaws) and needs to be modified for HSU. The current process that is outlined is cumbersome. The Committee discussed the possibility of eliminating voting by proxy altogether. However, since senators often are not present because of travel for university business, there was no desire to deprive them of the opportunity to vote. Having members of the Senate only serve as proxies ensures that the proxy will have a familiarity with the business under consideration.

Discussion:

- Q: Why are senators limited to serving as only one proxy at a time? A: This was recommended partly for practical reasons (raising of hands, etc.)
- Q: What if someone appoints a proxy at the last minute and that person has already been asked to proxy for someone else?
- Q: Should there be a time frame prior to a meeting during which a proxy should be assigned?
- Proxies are intended to be identified ahead of time and given information on how to vote, etc.
- It was noted that another reason to have proxies is to establish a quorum.

Senator Van Duzer thanked everyone for their advance preparation for the meeting and adjourned the meeting at 5:42 pm.