

Chair Van Duzer called the meeting to order at 4:03 pm on Tuesday, September 25, 2012, Nelson Hall East, Room 201 (Goodwin Forum). A quorum was present.

Members present: Abell, Alderson, Blake, Bruce, Dye, Ercole, Eschker, Gold, Johnson, Lapid, McElwain, Marschke, Moyer, Nordstrom, Ortega, Pierce, Saner, Shellhase, Snyder, Thobaben, Van Duzer, VerLinden, Young, Zerbe.

Members absent: Richmond, Shaeffer.

Proxies: Marschke for Aronoff, Lutwen for Henderson, Zerbe for Virnoche, Johnson for Eschenbach, Thobaben for Yarnall, Pierce for August.

Guests: Zoellner, Mola, Goodman, Ayoob, Lee, Grenot, Cheyne, Burges, Mullery, Zechman, S. Smith, Williamson.

1. **Announcement of Proxies**
2. **Approval of and Adoption of Agenda**

This item was added to the published agenda and following items re-numbered accordingly.

There were no changes to the agenda.

3. **Approval of Minutes from the Meeting of September 11, 2012** [*distributed electronically*]

M/S/P (Bruce/Marschke) to approve the minutes of the September 11 meeting as written.

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

The first faculty and staff family picnic, held on Saturday, was a success. Over 150 people were served meals, the jugglers showed up, and everyone had a good time. Chair Van Duzer offered his thanks to everyone who helped with the event.

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

Appointments and Election Committee (Alderson): The Committee met for the first time yesterday and developed a plan of action as well as made appointments to several committees.

Campus Climate Committee (Gold): The Committee will be reviewing and discussing information received recently from the company it is considering using for a climate survey.

Faculty Affairs Committee (Zerbe): The Committee is working with the University Faculty Personnel Committee on developing best practices for collegial letters; evaluating the wet signature requirement for WPAFs in Appendix J; and considering a residence policy for tenure track faculty who only teach online courses. The Committee welcomes feedback on any of the issues.

University Resources and Planning Committee (URPC) (Snyder): The URPC approved a draft set of topics that it will cover during the year and reviewed the currently available types of monthly and quarterly financial reports.

Statewide Senate (ASCSU) (Thobaben): Senator Thobaben gave the floor to CSU Faculty Trustee Bernadette Cheyne, who provided the report. A lot of concern was expressed about a proposed September Board of Trustees (BOT) agenda item (the proposed elimination of upper division GE requirement). The original proposal was not vetted with faculty. The agenda item was significantly altered by the time it came to the BOT and will be sent out for campuses to consider. Also announced at the meeting was a \$250 million dollar trigger proposal which included a number of items (reductions) being considered, irrespective of the trigger cut. One of the items included is employee benefits (how much employees pay). This is an item that significantly affects staff and faculty. Senator Cheyne presented an alternative proposal and made a motion to postpone the discussion until information about the impacts the proposal would have is available. The motion failed, though there was significant support for it. The search committee for a new Chancellor will be looking at finalists in a week. An auxiliary group has been named that will augment the search committee for this process. They hope to have an announcement by mid-October.

Associated Students (Lutwen): AS continues to promote voter registration, including placing voter registration materials in the Library. A special event is planned in the South Lounge during the first week of October to encourage students to register to vote.

## **6. Consent Calendar from the Integrated Curriculum Committee (ICC) agenda**

The following Consent Calendar items were approved without objection:

12-006: EMP 420: Ecosystem Analysis

12-010: PSCI 210: Introduction to US Politics

11-319 through 11-333 Restructuring Chemistry Curriculum (the following proposals are part of this package of changes)

OAA#11-319 CHEM 109 Description change

OAA#11-320 CHEM 110 Description change

OAA#11-322 CHEM 328 Brief Organic Chemistry – prerequisite change

OAA#11-327 CHEM 370 Earth System Chemistry – prerequisite change

OAA#11-323 CHEM 360 Fundamental Physical Chemistry -- suspend

OAA#11-321 CHEM 310 Inorganic Chemistry I -- New course proposal

OAA#11-324 CHEM 361 Physical Chemistry--reactivate and change mode

OAA#11-325 CHEM 362 Physical Chemistry II -- reactivate and change mode

OAA#11-326 CHEM 363 Physical Chemistry II Lab – title change

OAA#11-328 CHEM 410 Inorganic Chemistry II – title change  
OAA#11-329 CHEM 410L Inorganic Chemistry II Lab --New course proposal  
OAA#11-330 Chemistry minor program change  
OAA#11-331 Chemistry BA program change  
OAA#11-332 Chemistry BS Biochemistry option program change  
OAA#11-333 Chemistry BS Program change  
OAA#11-400 and OAA#11-401 Wildlife BS option 1 -- program change form  
OAA#11-401 and OAA#11-401 Wildlife BS option 2 -- program change form  
11-224, 11-225, 11-226 Environmental Management and Protection (EMP  
11-372 & 11-373: History – new course & associated program change  
11-372 History Major Program Change  
11-373 HIST 345: Imperialism-- New Course Proposal -DCG non-domestic.  
11-232 Environmental Science – Energy & Climate Program Change  
11-254 HED 231 – Basic Human Nutrition –  
10-113 ART 104M Latin American Art—course change form  
10-117Art Education Program Change form.

**7. TIME CERTAIN: 4:15-4:30 PM – Open Forum for the campus community**

There were no speakers for the Open Forum.

**8. TIME CERTAIN: 4:30 PM – Report from Burt Nordstrom, Vice President for Administrative Affairs**

Chair Van Duzer noted that, beginning today, time will be set aside at each Senate meeting for a Division Vice President to give a report to the Senate. Vice President Nordstrom will give the inaugural report.

He announced that this will be Vice President Nordstrom's last Senate meeting. As of October 1, there will be a new Vice President for Administrative Affairs, Joyce Lopes.

Vice President Nordstrom provided senators with a four-page handout on the current organization and responsibilities of the Administrative Affairs division. He reviewed the organizational chart and the specific responsibilities under each area. He noted some recent changes, including the move of parking and transportation to Planning, Design, Sustainability & Transportation. Parking enforcement will still reside under University Police.

After providing a snapshot of the different areas in Administrative Affairs, Vice President shared his belief that the biggest challenge facing the university is not the budget or money – it is the ability to think outside of the box, to consider change, and to welcome change. There will never be enough money for everything. The chains of bureaucracy need to be broken, individuals need to be open to change, become risk-takers and try new things. The campus needs to look at ways to be entrepreneurial as well as new ways of doing things if the university is to be successful in moving forward.

After 35 years at HSU, Vice President Nordstrom said that he feels fortunate to have had his career at HSU. He noted that he owed thanks to many people and is grateful for the memories of students, colleagues and friends that he takes with him.

The University Senate plays a huge part in the leadership of the campus and has a lot of work to do still. The campus will get through the budget matters and the university will move forward. Vice President Nordstrom thanked Provost Snyder for helping break down some of the walls between divisions on campus and focusing on what is in the best interest of the university. It is one of the best things that has happened in a long time and he hopes the Senate will continue along that path.

Vice President Nordstrom was given a standing ovation by members of the University Senate and guests.

M/S (Young/VerLinden) to place a special resolution on the floor. Chair Van Duzer read the following resolution of commendation:

Resolution of Commendation for Burt Nordstrom

#08-12/13-EX – September 25, 2012

RESOLVED: That the University Senate of Humboldt State University heartily and resoundingly congratulates Burt Nordstrom, Vice President for Administrative Affairs on the occasion of his retirement from over 35 years of service to Humboldt State University, and be it further

RESOLVED: That the University Senate of Humboldt State University, on behalf of the university community, expresses to Burt Nordstrom our sincerest and heartfelt gratitude for his innumerable contributions to Humboldt State University, its students, faculty, and staff.

*RATIONALE: The HSU University Senate extends its best wishes to Burt Nordstrom as he retires from a career of service to our university. HSU has been blessed to have a person of Burt's caliber and dedication to lead the University Center and the Administrative Affairs Division through often challenging times with skill and grace. We offer our sincere thanks for his service to HSU over the years and for participating as the first voting Vice President for Administrative Affairs on the new University Senate.*

The resolution was approved by acclamation.

Vice President Nordstrom noted that Howard Goodwin (for whom Goodwin Forum is named) was the first person who hired him at HSU.

**9. Resolution to Amend Section 2.4 "University Resources and Planning Committee" of the Bylaws and Rules of Procedure of the University Senate (#02-12/13-URPC) – Second Reading**

Resolution to Amend Section 2.4 “University Resources and Planning Committee” of the *Bylaws and Rules of Procedure of the University Senate*

02-12/13-URPC – September 25, 2012 – Second Reading

RESOLVED: That the University Resources and Planning Committee (URPC) recommends to the University Senate the attached changes to Section 2.4 of the *Bylaws and Rules of Procedure of the University Senate*.

*Rationale: During spring semester 2012 the University Resources and Planning Committee reviewed its membership and functions. The committee believes that the following changes clarify its charge and membership.*

The changes discussed at the previous Senate meeting were made to the attachment. It was clarified that section 2.437 was deleted because it was already included under section 2.434. The committee wanted to make the charge more concise.

Voting occurred on Resolution #02-12/13-URPC and PASSED Unanimously.

**10. Resolution on Policy for Major and Minor Combinations from the Same Degree Program (#03-12/13-APC) – Second Reading**

Resolution on Policy for Major and Minor Combinations from the Same Degree Program

#03-12/13-APC – Sept. 25, 2012 – Second Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that the attached *Major and Minor Combinations Policy*, dated Fall 2012, be adopted and implemented immediately.

*RATIONALE: Students are generally prohibited from earning a Major and Minor from the same degree program. This policy makes it possible.*

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

The only change made to the policy was the deletion of the example, as requested at the previous Senate meeting.

Voting on Resolution #03-12/13-APC occurred and PASSED unanimously.

**11. Approval of the Draft Academic Calendar 2013/2014**

M/S (Snyder/VerLinden) to approve the draft academic calendar for 2013/2014.

The calendar has been checked with everyone and it fits the required norms in terms of number of work days, etc. The campus has a perpetual calendar that is in need of revision due to the now mandated Veteran’s Day, etc. Once the perpetual calendar is approved, the annual approval process for the academic calendar will not be needed.

Voting occurred and the Draft Academic Calendar 2013/2014 was PASSED unanimously.

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

## 12. Resolution on Academic Calendar 2014/2015 (#04-12/13-EX) – 1<sup>st</sup> Reading

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

Resolution on Academic Calendar 2014/15

#04-12/13-EX – Sept. 25, 2012 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that he or his designees liaise with local school districts to synchronize academic calendars as much as possible; and be it further

RESOLVED: That the University Senate of Humboldt State University recommends to the President that, if the local school districts will not change their calendar to synchronize it with HSU's academic calendar, then the President or his designee draft an alternative Spring 2015 academic calendar which would align with that of most local school districts — so that, for example, HSU begin the spring semester one week earlier in January and HSU take two "spring breaks": one week following Presidents Day (the third Monday of February) and one week in late March or April (typically the week following Easter).

*RATIONALE: HSU makes reasonable accommodations to promote student success for several special groups of students (athletes, students with disabilities, EOP).*

*This is a reasonable accommodation to promote the success of (1) students whose academic programs require service learning, internships, and student teaching in the local elementary and secondary schools, and (2) students with children attending local schools or spouses/partners working in local schools.*

*The impact of this on other students would be negligible or ambivalent, but the benefit for the aforementioned groups would be tremendous.*

Senator Marschke explained that he has spoken with individuals on campus who are concerned about the lack of synchronization of breaks with the local school districts. The resolution recommends that a discussion be initiated with the local school districts and if some kind of synchronization cannot be achieved, that HSU draft a calendar for spring term that includes two week-long breaks, to accommodate the fact that most local schools take President's week and Easter week off.

Discussion:

- Concern was shared that having two breaks in the spring might be an issue for student athletes due to NCAA regulations, etc. There are limitations on when they can begin practices, etc. Women's softball was noted as being of special concern.
- It was recommended that a survey be done on campus (students, staff, and faculty) to get an idea of how people would support the idea and to find out any issues that haven't been

raised yet. There were several comments that a survey should be done before a recommendation can be made. More information about the impact of this across campus is needed to really understand the issues.

- There have been unsuccessful attempts to do this elsewhere, even though in general it seems like a good idea. A primary problem is that public schools have different regulations, etc. Concern was expressed about whether or not it is pedagogically sound to have two breaks in one term. It may be giving students another opportunity to leave and not return.

Senator Marschke clarified that the intent of the resolution is to do more fact-finding. He has already spoken to several groups and recognizes that it might not be possible to know all of the answers.

- It was suggested that for the 2<sup>nd</sup> reading, another resolved clause be added stating that an alternative calendar will be drafted.
- The 2<sup>nd</sup> resolved clause should state that an investigation of the pros and cons will be done and a decision made about whether or not to pursue. Drafting of a calendar would not be supported. The argument that this would be best for the students and the university is not convincing.
- It is unlikely that there will be agreement among the 30 school districts, so it is not likely to succeed.
- Having two breaks could be financially detrimental to lower income students.
- This is a family-oriented resolution and quite a few students also have young children, so it is not just catering to the faculty.
- Concern has been expressed to the unions that staff may be forced to take vacations during the breaks.
- What do other campuses in the CSU do? HSU is unique in that everyone travels a long distance to get here. The resolution is geared to people who are staying here.

M/S (VerLinden/Pierce) to postpone the resolution indefinitely. It was ruled that the motion should be to postpone temporarily or 'table' the resolution.

Senator VerLinden spoke to his motion. There seems to be agreement that more investigation is needed before going forward. Having a 2<sup>nd</sup> reading doesn't seem prudent until that investigation is completed. A different resolution could be brought back at that time.

Discussion:

- The resolution could be amended to establish/charge a group to gather the information that has been requested, rather than to table it.

- The investigation can be done without having a resolution on the floor.
- It is hard to know if the resolution should be tabled without knowing how it will reappear.

Voting on the motion to 'table' the resolution occurred and FAILED with 10 Yes votes and 17 No votes.

**13. Resolution on Distance Education Policy (#05-12/13-APC) – 1<sup>st</sup> Reading (Attachments: Proposed revision to “General University Policy on Distance Education” and the existing “General University Policy on Distance Education”**

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

Resolution on Distance Education Policy

#05-12/13-APC – 25 Sept. 2012 – First Reading

RESOLVED: That the University Senate of Humboldt State University recommends to the President that the attached *General University Policy on Distance Education*, dated Fall 2012, be adopted and implemented immediately, and be it further

RESOLVED: That the University Senate of Humboldt State University recommends to the President that the attached *General University Policy on Distance Education*, dated Fall 2012, when it is implemented, replace the existing *General University Policy on Distance Education*, dated 2006.

*Rationale: The existing "General University Policy on Distance Education," c. 2006, is generally obsolete, redundant, and irrelevant.*

*Most of the concerns regarding distance education courses/programs can be addressed by handling them the same as face-to-face courses (regarding rigor, workload, curriculum, intellectual property, academic integrity, accepting transfer units). This new statement of policy seeks merely to clarify several issues unique to distance learning courses/programs.*

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

The Academic Policies Committee (APC) has come up with an “everything you need, nothing you don’t” policy for Distance Education. The policy only deals with issues that are unique to Distance Education/Online classes. Section A was drafted by Alex Hwu, AVP for Distance and Extended Education. Section B was drafted by an ad hoc Distance Education committee several years ago.

Discussion:

- Clarification was requested as to whether Distance Education and Online Education are meant to be used synonymously. They are different in terms of outcomes.
- One refers to the mode of delivery as opposed to the location of the student.

- Q: Is there an advisory committee in place? A: Dr. Hwu is pulling together a Distance Education advisory committee.
- It should be called an Online Course policy, rather than a Distance Education policy.

**14. Resolution on Revision of Appendix J: Routing of Working Personnel Action File (#06-12/13-FAC) – 1<sup>st</sup> Reading**

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

Resolution on Revision of Appendix J: Routing of Working Personnel Action File  
#06-12/13-FAC – September 25, 2012 – First Reading

RESOLVED: That the University Senate of Humboldt State University approves the attached revision to Section V.E.3 of Appendix J, “Working Personnel Action File” (HSU Faculty Handbook); and be it further  
RESOLVED: That the University Senate of Humboldt State University decides that this revision shall become effective immediately for the current Retention, Tenure and Promotion (RTP) cycle.

*RATIONALE: The Senate office is no longer a 12 month office, and access to the files could become difficult, particularly for candidates wishing to revise or update their WPAF over the summer. Relocating them to the file custodian’s offices, usually the college offices which are open on a twelve month cycle, ensures reasonable access to the files following the end of the 42 day lockout period.*

This proposed minor change to the physical routing of the WPAFs would return the files to the custodians immediately following the final decision, rather than holding them in the UFPC office for the 42-day period. The UFPC has been consulted and is in agreement.

The 42-day period, during which the files must be sealed, is mandated by the CBA and Appendix J. This is just changing the location of where the files are held; they still must remain sealed.

M/S/U (Dye/VerLinden) to waive the 2<sup>nd</sup> reading.

Voting on Resolution #06-12/13-FAC occurred and Passed Unanimously.

**15. Resolution on Revision of Appendix U: Statement on Professional Ethics (#07-12/13-FAC) – 1<sup>st</sup> Reading** (Note: Discussion will be under Faculty Session rules – the session is open to all, however only “elected faculty senators may speak and vote” (Senate Constitution, Section 6.5).)

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

Resolution on Revision of Appendix U: Statement on Professional Ethics  
#07-12/13-FAC – September 25, 2012 – 1<sup>st</sup> Reading

RESOLVED: That the University Senate of Humboldt State University approves the attached proposed revisions to Appendix U, “Statement of Professional Responsibility” (HSU Faculty Handbook); and be it further

RESOLVED: That the University Senate of Humboldt State University decides that these revisions shall become effective immediately.

**RATIONALE:** *The statement on sexual relations between faculty and students was approved by Academic Senate Resolution #13-91/92-FA (passed on 12/11/91). The same language also appears in the Humboldt State University Policy Against Sexual Harassment and Sexual Assault, adopted January 2005. It appears that the statement was inadvertently dropped from Appendix U when the document was moved to an online format in 2003/04. This resolution restores the policy to Appendix U.*

Senator Zerbe explained that the language being added to Appendix U was previously approved by the Senate in 1991/92, but had been inadvertently dropped during the transition of the Faculty Handbook from hardcopy to online. The addition of the language also brings Appendix U into alignment with other university policy which uses this language.

There was no discussion.

M/S (Young/VerLinden) to end the Faculty Session.

#### **16. ICC Review – Discussion and Feedback to ICC Review Committee**

When the Integrated Curriculum Committee (ICC) was created, the Senate included a mandate for a review to be conducted after a specified period of time. The review process is underway, and a list of questions as well as a copy of the ICC's self-review is included in the Senate packet. This is the Senate's opportunity to offer feedback.

These documents will also go to Councils of Chairs meetings and a meeting to be set up with department ASC's to solicit feedback. All are invited to send written comments as well.

The ICC Review Committee (Cindy Moyer, Jená Burges, Erick Van Duzer, and Clint Rebik) will consolidate comments and feedback.

Discussion:

- An issue that is not addressed in the report is whether or not ICC members regularly take a university-wide perspective. Under the former University Curriculum Committee it was always clear that members took a university-wide perspective. It was suggested that it be made clear in the ICC Constitution (if it is not already) and when the ICC meets that members are to take a university-wide perspective.
- Q: What is the average time it takes for a proposal to go through the ICC? A: The majority make it to the catalog during cycle they are submitted. It was suggested that the ICC reiterate what the process is, as a step toward better public relations.

- It is important to distinguish what proportion of the proposals during the year get completed by the deadline for the catalog versus what is the average time between when a proposal is submitted and when the department hears from the ICC. They are two different ways of measuring effectiveness.
- Q: Why is the ICC so large? It seems too big to function effectively. A: When curriculum decisions were happening at the college level, they were occurring in a vacuum. Now, every other week, the ICC subcommittees meet and are more productive. The structure provides better communication overall. In addition, the ICC needs the expertise of all of the different people on the committee and subcommittees.
- Q: Has there been consideration of just letting the colleges handle the basic stuff, for example, title changes, number changes, and other routine matters? A: The concern is that what may be considered a 'no-brainer' isn't always that simple.
- Q: Does the timeline vary for routine and non-routine items? A: Routine items get prioritized and go on the ICC consent calendar (only 2 members of the ICC are responsible for this work). The bulk of the ICC's time is spent on substantive curriculum changes. It is easier to have fewer people having to learn all of the details.
- Two common recurring themes regarding the effectiveness of the ICC are in the realm of efficiency and the role of the ICC versus the old college curriculum committees. There may be some mundane, routine items that would be better handled under the college. Some may feel that it would be better to make certain curriculum decision within the college.

The ICC Review group will be visiting councils of chairs and senators were invited to send additional comments in writing.

Meeting adjourned at 5:45 pm.