

## CAL POLY HUMBOLDT FACULTY HANDBOOK COMMITTEES, COUNCILS, ASSOCIATIONS AND BOARDS

### 800. ACADEMIC PLANNING AND PROGRAMS SUBCOMMITTEE (APP)

*formerly Academic Master Planning Subcommittee (AMP)*

- Duties:** Annually review and update the Academic Master Plan, develop processes for and review new program proposals, review Program Review, Evaluation, and Planning Memorandum of Understandings, and develop and update the HUS curriculum Handbook and associated web resources; see [ICC constitution](#) Section 4.2)
- Chair:** Faculty Chair of the Integrated Curriculum Committee
- Type:** Subcommittee of the Integrated Curriculum Committee
- Meetings:** Every other week, on rotation with the Integrated Curriculum Committee Meetings
- Membership:** One Faculty department chair representative from each college Council of Chairs  
One additional faculty member from any college  
One Graduate Council Faculty representative  
One Associate Dean (or Dean) for each college  
One Librarian  
Vice Provost  
Registrar

### 801. ACADEMIC POLICIES COMMITTEE (APC)

*formerly the Educational Policies Committee*

- Duties:** Develops and maintains the academic policies of Cal Poly Humboldt. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate. See [Senate Bylaws](#), Section 11.2.
- Chair:** Faculty Senator Elected Annually by the Senate, as the Third Officer of the Senate, for a one-year term.
- Type:** Standing Committee of the University Senate
- Meetings:** Weekly, or as needed
- Membership:** Four Faculty, appointed by the Senate Appointments and Elections Committee  
One Staff Senator, appointed by the Senate Appointments and Elections Committee (if no staff senator is available, nominations for a non-MMP staff member will be requested from the Staff Council)  
One Student, appointed by Associated Students

Appointed and elected members serve staggered three-year terms. Students serve one-year terms.

Ex-Officio: Vice Provost and Dean of Undergraduate and Graduate Programs  
Registrar (or designee)

## 802. ADVISORY COMMITTEE ON SUSTAINABILITY

Duties: The Advisory Committee on Sustainability is charged with advising the Provost and the VP of Administration & Finance on specific, recommended actions the campus can take to further the implementation of sustainability into the core focus areas of campus operations, academics, infrastructure and engagement See [committee charge](#)).

Co-Chairs: One faculty co-chair appointed by the VP of Admin & Finance and the Provost  
One standing appointment co-chair: Director of Sustainability or designee

Type: Administrative

Membership: Four Students, one appointed from each organization: Campus Center for Appropriate technology, Green Campus, Waste Reduction & Resource Awareness Program, Associated Students  
Four Faculty, one appointed by the Senate and three appointed by the Provost  
Four auxiliary Services Staff, one appointed from each: Housing, Dining Services, The University Center, Athletics  
Six Staff Members, one appointed from each: Staff Council, Director of Sustainability, Budget Director, Director of Academic Resources, Director of Parking Services, Director of Custodial Services

## 803. ALCOHOL AND OTHER DRUG PREVENTION COMMITTEE

Duties: Develop a plan for comprehensive education, prevention, and intervention programming concerning alcohol, tobacco and other drug use, including assessing community substance use and abuse and developing appropriate education and social norming strategies. The committee reviews and develops recommendations for campus policies and procedures related to alcohol, tobacco, and drug use issues for students, staff and faculty. The committee submits a report at the end of each spring term to the Vice President for Academic Affairs and to the President. ([Executive Memorandum P01-3](#))

Chair: Student Health Educator

Type: Administrative

Meetings: At least four times each term

- Membership:** Two faculty members, appointed by the Senate Appointments and Elections Committee  
 Two "at large" staff members, appointed by the President  
 Representative from University Police, appointed by the Chief of University Police  
 Representative from Arcata Police Department, appointed by the Chief of APD  
 One student representative from fraternal/Greek organizations, appointed by AS upon the recommendation of the Greek Council  
 One student representative from the Residence Hall Association, appointed by AS upon the recommendation of the RHA  
 One student representative from Intercollegiate Athletics, appointed by the AS upon the recommendation of the Captains Council  
 Representative from Counseling and Psychological Services, appointed by the Director of Counseling and Psychological Services  
 Representative from community substance abuse prevention/treatment field, appointed by the President  
 Representative from Arcata alcoholic beverage retailers/tavern owners, appointed by the president
- Ex-Officio:** Assistant Director, Housing and Residence Life  
 Associated Students Vice President for Legislative Affairs (or designee)  
 Student Health Center Health Educator

Terms of appointment shall be two years.

#### **804. APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)**

- Duties:** Solicit and forward nominations to the Senate for members and chairs of Senate and Senate-appointed university committees; and other duties as outlined in the Senate Bylaws; See [Senate](#) Section 11.5.
- Chair:** A faculty member of the committee, to be selected by the committee
- Type:** Standing Committee of the University Senate
- Meetings:** Weekly, or as needed
- Membership:** Three faculty members, one from each instructional unit, to be elected by the faculty of their respective unit
- Ex-Officio:** Chair, University Senate/Presiding Officer, General Faculty  
 Provost and Vice President of Academic Affairs  
 Chair of the Governance Committee of the Staff Council (or designee)  
 Student Affairs Vice President of the Associated Students (or designee)

Elected and appointed members of the committee shall serve staggered two-year terms. The staff representative shall serve a one-year term in alignment with their one-year terms.

**805. BOOKSTORE ADVISORY COMMITTEE**

- Duties:** The Bookstore Advisory Council serves as an advisor to the Associate Vice President for Student Success and the Bookstore Management. The council will provide input on issues and needs pertaining to the management of the bookstore, collaborate with the bookstore leadership team to develop programs to educate the student body, and make suggestions to and engage in dialog with the bookstore management team on customer service, store offerings, course textbooks/materials, supplies, clothing items, collaboration with campus partners, student focused initiatives, and faculty focused initiatives. The Bookstore management team will provide ongoing education and information to the Advisory Committee on the development and progress of new initiatives and the functions of the Bookstore.
- Chair:** Associate Vice President for Student Success
- Type:** Administrative
- Meetings:** As needed
- Membership:** Up to eight students members, appointed by Associated Students  
One faculty representative, appointed by the Appointment and Elections Committee
- Ex-officio:** Associate Vice President for Student Success

**806. CENTER FOR COMMUNITY BASED LEARNING (CCBL) ADVISORY COMMITTEE**

- Duties:** The Center for Community Based Learning Advisory Committee is comprised of students, faculty, staff and local community partners. The Advisory Committee members provide feedback and guidance on the Center's activities and strategic direction. Each member offers a unique perspective and represents their constituency needs and goals. The meetings provide opportunities for campus and community connections as representatives share their organizations initiatives. The committee meets twice a semester for 1.5 hours each on the campus.
- Chair:** Director, Center for Community Based Learning
- Type:** Administrative
- Meetings:** Once per semester
- Membership:** For current membership, see [CCBL Website](#).

### 807. COLLEGE OF EXTENDED EDUCATION AND GLOBAL ENGAGEMENT ADVISORY COUNCIL

- Duties:** The CEEGE Advisory Council serves as an advisor to the Associate Vice President for the College of Extended Education & Global Engagement. Members of the CEEGE Advisory Council are familiar and/or interested in the use of technology in delivering instruction. The Council will play an important advisory role in recommending eLearning initiatives, policies and services that should be provided to students and faculty and in setting guidelines for the assessment of learning outcome
- Chair:** Dean, College of Extended Education and Global Engagement
- Type:** Administrative
- Meetings:** Quarterly, as needed
- Membership:** One student representative, appointed by Associated Students  
One College Dean, appointed by Provost  
One University Senate Liaison; appointed by senate appointment committee  
Three Faculty Representatives, one from each instructional unit, appointed by their College Dean for a 2-year term
- Ex-officio:** Dean, College of Extended Education & Global Engagement (chair)  
CFA Chapter President (or designee)  
Senior AVP, Faculty Affairs and Human Resources  
Vice Provost of Academic Programs

### 808. COMMITTEE ON COMMITTEES

- Duties:** The Committee is tasked with the annual review, as deemed necessary, of the Standing and Ad hoc committees' roster, along with the membership and functions of each committee.
- Chair:** Chair of the Constitution and Bylaws Committee
- Type:** Subcommittee of the Constitution & Bylaws Committee
- Meeting:** as-needed, with a minimum requirement of an annual meeting
- Membership:** University Senate Parliamentarian  
Three (3) Faculty members, appointed by the Appointments and Elections Committee  
Vice President for Administrative Affairs or designate  
Vice President for Enrollment Management or designate  
Vice President for Academic Affairs or designate  
One (1) non-MPP Staff representative, appointed by the Staff Council  
One (1) Student representative, appointed by the Associated Students

**809. COMMUNITY ADVISORY COUNCIL, PRESIDENT'S**

**Duties:** The President's Community Advisory Committee (PCAC) members are appointed by the President to bring their professional perspectives to help inform decision making. Members provide important advice to help guide University priorities, community outreach and relations, governmental affairs, athletics, and other university matters. The committee convenes quarterly. Membership is based on professional affiliation or leadership role and for two-year staggered terms.

**Type:** Administrative

**Meetings:** As needed

**Membership:** For current members, see [presidents' website](#).

**810. CONSTITUTION AND BYLAWS COMMITTEE (CBC)**

**Duties:** Periodic review of the Senate Constitution and Bylaws and associated policies, making recommendations related to shared governance and committee work where needed. Questions related to the interpretation of text in a Senate approved document will be referred to the CBC who will submit written recommendations to the Senate. The Committee shall consider each year, as may be necessary, revision of the list of Standing and Ad hoc committees and of the membership and functions of each committee. See [Senate Bylaws](#), Section 11.6

**Chair:** A senator, elected during the regular annual election within the Senate, for a one-year term

**Type:** Standing Senate Committee of the University [Senate](#)

**Meetings:** Weekly, or as needed

**Membership:** Three Faculty members, appointed by the Appointments and Elections Committee  
One non-MPP Staff member, appointed by Staff Council  
One Student, appointed by Associated Students

**Ex-Officio:** Senate Parliamentarian, appointed annually by Senate Executive Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

**811. COURSE DEGREE CHANGES SUBCOMMITTEE (CDC)**

**Duties:** Evaluate and respond to assigned course and degree change proposals, reporting out of Subcommittee to the ICC the evaluation criteria and related recommendations on a proposal.

Chair:	Faculty chair, elected from within the committee
Type:	Subcommittee of the Integrated Curriculum Committee
Meetings:	Biweekly, on rotation with the full ICC schedule
Membership:	Four faculty, one from each instructional unit and one additional at large faculty
Ex-officio:	Office of the Registrar staff member Curriculum Coordinator

## 812. DISABILITY ACCESS AND COMPLIANCE COMMITTEE

Duties:	Serves as a forum to discuss, monitor, and evaluate campus-specific issues relating to compliance with this executive order and applicable federal and state laws and regulations and assists in the evaluation of current campus policies and procedures relating to students, employees, visitors, vendors, and volunteers with disabilities, develop plans relating to programs and services for students with disabilities, recommend priorities, review barrier removal priorities as specified in State University Administrative Manual (SUAM), and develop timelines as defined in each campus' transition plan. This committee also functions as the Accessible Technology Initiative (ATI) Steering Committee. The ATI Steering Committee oversees the ATI implementation, including: reviewing and revising the ATI Plan, meeting the system wide baseline according to timelines for selected success indicators, implementing projects and activities to meet ATI goals, documenting progress toward these goals using the ATI Annual Report process.
Co-Chairs:	Associate Vice-President for Campus Resilience and Response A faculty, appointed by the President
Type:	University
Meetings:	Regularly during the semester
Membership:	One (1) student who has experience with disabilities, recommended by the Associated Students (one-year term) Three (3) faculty who have experience with disabilities, recommended by the Senate Appointments and Elections Committee One (1) staff, recommended by the Staff Council
Ex-Officio:	Provost and Vice President for Academic Affairs (or designee) Vice President for Enrollment Management (or designee) Chief Information Officer of Information Technology Services (or designee) Accessible Technology Initiative (ATI) Executive Sponsor (or designee) Director, Budget and Finance (or designee) Associate Vice-President, Human Resources (or designee)

Director, Parking and Transportation Services (or designee)  
 Director, Procurement (or designee)  
 Director, Campus Disability Resource Center  
 Director, Accessibility Resource Center (or designee)  
 Associate Vice-President, Diversity, Equity, and Inclusion (or designee)  
 Director, Student Services (or designee)  
 Associate Vice-President, Facilities Management (or designee)  
 Director, Center for Teaching and Learning (or designee)

### **813. DIVERSITY AND INCLUSION COUNCIL, PRESIDENT’S**

**Duties:** “In keeping with Cal Poly Humboldt’s mission to “welcome students from California and the world...[and] to prepare individuals to be responsible members of diverse societies,” the Diversity, Equity and Inclusion Council (DEIC) will work in partnership with the Office of Diversity, Equity and Inclusion (ODEI) to provide advisory council and leverage expertise to create institutional and systemic change collectively. By applying an equity lens, the DEIC will assist ODEI in making recommendations and raising awareness of ways to improve Cal Poly Humboldt’s diversity, equity and inclusion efforts. This will take place by the establishment of three sub-committees with a focus on: Faculty and staff development and professional opportunities, what it means for Cal Poly Humboldt to be a Hispanic Serving Institution (HSI), and inclusive teaching strategies and culturally relevant pedagogy.

**Chair:** Associate Vice President for Diversity, Equity, and inclusion

**Type:** Administrative

**Meetings:** Monthly, and as needed

**Membership:** For current membership, see the [Presidents Website](#).

### **814. DIVERSITY, EQUITY AND INCLUSION GRANT COMMITTEE**

*formerly the Diversity Program Funding Committee*

**Duties:** The committee will receive, review and prioritize funding allocation requests for multicultural programs. A fixed budget will be allocated for funding these multicultural programs. The committee will recommend funding prioritized programming to the President for their signature.

**Multicultural programs (definition):** For a program to be deemed multicultural and receive funding it must be offered on campus to the University community and raise awareness of ethnic diversity, cultural diversity and/or increase membership of underrepresented groups in the campus community.

The committee reports to the President through the University Executive Committee and will provide an annual report to the University Executive Committee. The University

Executive Committee will review the effectiveness, status and standing of the diversity Program Funding Committee biennially. (See Executive Memorandum P06-07)

Chair: To be selected annually by the President.

Type: Administrative

Meetings: As needed

Membership: Two faculty members, appointed by the Senate Appointments and Elections Committee (staggered two-year terms)

Three students, appointed by the Associated Students (one-year term)

Ex-Officio: Diversity Programming Personnel

Director, Multicultural Center

Vice Provost and Dean of Undergraduate and Graduate Studies Director, Student Life

EOP staff representative

### 815. DIVING CONTROL BOARD

Duties: Act as the official representative of the University in matters concerning the diving program; shall act as a board of appeal to consider diver-related problems; shall recommend the issue, the reissue, or the revocation of diving certificates; shall recommend changes in policy and amendments to the diving manual as the need arises; shall establish and/or approve training programs through which applicants for certification can satisfy the requirements of this manual; shall suspend diving operations or programs that it considers to be unsafe or unwise; shall recommend new equipment or techniques for campus use; shall establish and/or approve facilities for the inspection and maintenance of SCUBA gear and associated equipment; shall recommend air stations that meet air quality standards as described in Section 6.10 of the diving manual; shall review annually the diving safety officer's performance and program; and shall sit as a board of investigation to inquire into the nature and cause of diving accidents. [See Section 3.42 of the Diving Safety Manual.](#)

Chair: Elected from members appointed by the Provost and Vice President for Academic Affairs

Type: Standing sub-committee of Environmental Health and Occupational Safety Committee

Meetings: As needed

Membership: Qualified SCUBA Divers

Ex-Officio: Diving Safety Officer Director, Marine Facilities

Chair, Kinesiology and Recreation Administration

Director, Environmental Health and Safety

**816. EMERITUS AND RETIRED FACULTY AND STAFF ASSOCIATION (ERFSA)**

- Duties:** The association holds informational luncheons on the second Thursday of each month September-December and February-May with guest speakers. Those who contribute an annual fee of \$20.00 receive luncheon reminders and the newsletter each month. The campus office for the Emeritus and Retired Faculty Association is located with the University Senate and General Faculty office.
- Chair:** Elected from membership
- Type:** Emeritus
- Meetings:** Second Tuesday of each month
- Committee:** Coordinator (serves as chair)  
Treasurer  
Representative to the CSU ERFSA State Council  
Representative to the CSU ERFA State Council & Humboldt ERFSA Representative to the University Senate  
Program Chair  
Membership Chair  
Communication Specialist  
Committee Member, Past Chair
- Membership:** All retired faculty are eligible for membership. Emeritus status is defined by the Faculty Handbook ([see Section 540](#)) and conferred by the Provost and Vice President for Academic Affairs

**817. ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE**

- Duties:** This Committee meets quarterly to communicate and discuss relevant safety information across campus. Functions of the Committee include, but are not limited to: develop and update written safety policies and procedures at a campus level, identify safety issues and offer recommendations for improvement, provide feedback to responsible groups on workplace recommendations and status of programs, and raise the level of awareness for safety at Cal Poly Humboldt. This committee is responsible to and reports all findings and recommendations to the Vice President for Administrative Affairs. In turn, it is advised by one subcommittee - the Diving Control Board - on aspects of the diving program. (See [Safety Committee Charter](#))
- Chair:** Director of Risk Management and Safety Services
- Type:** Administrative
- Meetings:** As needed

- Membership: Facilities Management Representative, appointed by the Vice President of Administrative Affairs  
 CNRS Representative, appointed by CNRS Dean  
 Dining Services Representative, appointed by University Centers Board of Directors  
 University Center Representative, appointed by University Centers Board of Directors  
 Sponsored Programs Foundations Representative, appointed by the Director of the Sponsored Programs Foundation  
 Student Representative, appointed by Associated Students  
 Unit 2 representative  
 Unit 3 representative  
 Unit 5 representative  
 Unit 6 representative  
 Unit 7 representative  
 Unit 9 representative
- Ex-Officio: Diving Safety Officer  
 Environmental Health and Safety Specialist  
 Safety Coordinator  
 Boat Safety Office

### **818. EQUITY ALLINCE OF THE NORTH COAST**

- Duties: Cal Poly Humboldt participation in a broad coalition of nonprofits, local governments, and the business community that offers education, dialogue, and coaching for organizations and individuals to address all divisions of racial inequality.
- Type: Administrative
- Meetings: As needed
- Membership: See the [President's website](#) for current membership and further information

### **819. FACULTY AFFAIRS COMMITTEE (FAC)**

- Duties: "In conformance with the Unit 3 Collective Bargaining Memorandum of the Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university ... This committee parallels a like standing committee of the Academic Senate of the California State University. ..." Section 11.4
- Chair: Faculty senator, elected annually by the Senate as Vice Chair of the Senate, for one-year term
- Type: Standing Committee of the University Senate
- Meetings: Weekly, or as needed

Membership: Two Faculty Senators, appointed by the Appointments and Elections Committee  
 Two Faculty "At-Large", appointed by the Appointments and Elections Committee  
 One Student, appointed by Associated Students

Faculty representatives shall be appointed on staggered, three-year terms; student representative shall be appointed for a one-year term.

Ex-Officio: President, Humboldt Chapter of California Faculty Association  
 Associate Vice President for Faculty Affairs (or designee)

## 820. FACULTY AWARDS COMMITTEE

Duties: The committee is appointed to select the nominees for the following Cal Poly Humboldt awards: Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor. The committee reports to the University Senate its nominations during the Senate's first March meeting of the academic year in which the awards are to be presented. Upon receiving the nominations of the Faculty Awards Committee, the University Senate ratifies the awards by a vote of 2/3 of those present, and forwards its recommendation to the President for conferral. On behalf of the University, the President confers awards honored in a ceremony open to the public. Recipients of the awards will have the opportunity to present a public lecture or performance, and the awards carry stipends from the Cal Poly Humboldt Humboldt Foundation and the Division of Academic Affairs. (Committee description revised by [Senate Resolution #16-08/09-FA](#) (Revised))

Co- Chairs: The University President or designee, and the most recent recipient of the Outstanding Professor Award, or in the absence of such a recipient, the more highly ranked or experienced recipient of the Excellence in Teaching or Scholar of the Year Awards.

Type: Ad Hoc Committee of the University Senate

Meetings: Two to three times per year

Membership: Three members of the teaching faculty (two of whom are previous recipients of the Outstanding Professor Award), appointed for one-year terms by the Appointments and Elections Committee  
 One student appointed by the Associated Students.

## 821. COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS

Duties: To provide a mechanism for approval of department/unit criteria and standards and to provide a mechanism for the revision of existing approved standards. To ensure department/unit criteria and standards are in alignment with university standards and criteria as specified in Appendix J and that criteria and standards are not overly complex or prone to misinterpretation. ([Senate Resolution #37-11/12-FAC](#) and [Senate Resolution #01-13/14-FAC](#))

Chair:	Faculty member of the committee, selected by the committee
Type:	Administrative
Meetings:	As needed
Membership:	Six Faculty with tenure, at least one from each College, with preference given to faculty with experience at the UFPC or CPC level, appointed by the AEC in consultation with UFPC
Ex-Officio:	1 Dean from each College (or designee) Senior Associate Vice President for Faculty Affairs and Human Resources

### **822. CAL POLY HUMBOLDT FOUNDATION BOARD**

*formerly HSU Advancement Foundation*

Duties:	Provide expertise, fiduciary oversight, and advocacy to increase charitable giving from alumni and friends of the University (See <a href="#">Foundation Bylaws</a> ).
Chair:	Elected annually from the membership of the Board of Directors
Type:	Auxiliary
Meetings:	At least four times per year
Membership:	Executive Director One Alumni Association member One Faculty member One Student member Other Directors
	All voting Directors are appointed by the President for one-year, renewable terms
Ex-Officio:	University President Vice President, University Advancement

### **823. GEAR CURRICULUM AND ASSESSMENT SUBCOMMITTEE**

Duties:	Provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty; provide guidance and coordinator for the GEAR assessment of those outcomes; collate and interpret aggregate GEAR assessment data and report results to the ICC; provide recommendations for GEAR curricular and instructional changes based on assessment results. Review GEAR related educational proposals and make recommendations to the ICC. See section 4.3 of the <a href="#">ICC Constitution</a> .
Chair:	Faculty member of the ICC, elected by the General Faculty for a three-year term.

- Type: Subcommittee of the Integrated Curriculum Committee
- Members: Three faculty who are also members of the ICC, one from each instructional unit, appointed by the Senate Appointments and Elections Committee  
One additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one of the GEAR areas: e.g A, E, DCG, Institutions, and who is not a member of the ICC  
1 Student representative, appointed by Associated Students
- Appointed faculty shall serve staggered, three-year terms. The Student representative shall serve a one-year term.
- Ex-Officio: Vice Provost (or Designee)  
Academic Assessment Coordinator

#### **824. GENERAL FACULTY, EXECUTIVE BOARD**

- Duties: Perform administrative functions of the Chair: General Faculty President
- Type: General Faculty
- Meetings: As needed
- Membership: General Faculty President (ex-officio Chair of the Senate) – elected by the faculty  
Vice Chair of the Senate (ex-officio Vice President of the GF) – elected by the Senate  
Secretary/Treasurer, General Faculty – elected by the faculty

#### **825. GRADUATE COUNCIL**

- Duties: The purpose of the council is to discuss and approve such things as graduate program policy, program review, and the strategic plan for graduate education.
- Chair: Vice Provost and Dean and Undergraduate and Graduate Studies
- Type: Administrative
- Meetings: Meetings are held during the academic year on the first Monday of the month.
- Membership: Faculty member who serves and the Graduate Coordinator from each graduate program  
One student from each college

#### **826. HISPANIC SERVING INSTITUTION SUBCOMMITTEE OF THE DIVERSITY, EQUITY, AND INCLUSION COUNCIL**

- Duties: Inform the work of the DIEC from the lens of what it means to be an Hispanic Serving Institution.

- Chair: Appointed from with the DEIC
- Type: Administrative
- Meetings: Monthly, as needed
- Membership: For current membership, see the [Hispanic Serving Institution Website](#).

#### 827. HONORARY DEGREE NOMINATING COMMITTEE

- Duties: Serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees. (See [Policy P17-06](#))
- Chair: Provost and Vice President for Academic Affairs
- Type: Administrative
- Meetings: As needed
- Membership: An alumni representative, selected by the President  
Faculty member, appointed by the Appointments and Elections Committee (two-year term)  
Dean, appointed by the Provost in consultation with the Senate Executive Committee (two-year term)
- Ex-Officio: Vice President, University Advancement  
President, Associated Students  
Chair, University Senate (General Faculty President)

#### 828. HUMBOLDT ENERGY INDEPENDENCE FUND COMMITTEE

- Duties: The Committee was established under the guidelines of the Humboldt Energy Independence Fund Initiative (hereinafter referred to as the "HEIF"), duties include but are not limited to the following: encourage the integration of HEIF projects into academic curriculum, make recommendations for project topics to proposal authors, provide assistance to parties involved in developing project proposals, approve projects for HEIF funding, participate in the development and implementation of approved projects, ensure collection and evaluation of project performance data, maintain HEIF spending records, summarize HEIF activity in an annual public report, and develop and update an informational website. See [committee bylaws](#).
- Co-Chairs: Associate Vice President of Facilities Management (or designee)  
Student, elected from within the committee
- Type: Administrative
- Meetings: Biweekly, as needed

Membership: Three students, appointed by Associated Students  
Faculty member in a related discipline, appointed by the President

Ex-officio: Campus Center for Appropriate Technology (or designee)  
Associated Students Executive Officer  
Associate Vice President of Facilities Management  
Campus Emergency Analyst (or designee)  
Campus Sustainability Director (or designee)

Additional non-voting members can be added appointed on a volunteer basis, see [Committee Bylaws](#).

### 829. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Duties: Responsible for monitoring the care and use of animals at Cal Poly Humboldt. For policy and information about the committee, go to the [committee website](#).

### 830. INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

Duties: Review proposals for research involving human subjects. For current Cal Poly Humboldt policies and information about the review board, See the [IRB Website](#).

### 831. INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)

Duties: Advise the President regarding both level of fee and allocation of fee revenue. Additionally, this committee reviews the intercollegiate athletics budget proposal from the Intercollegiate Athletic Advisory Committee prior to its submission to the President. The committee shall work within the confines of the Chancellor's Executive Order relating to instructionally related activities fee and BA letters of instruction coming from the Chancellor's Office.

Chair: Associated Students President (or designee)

Type: Administrative

Meetings: Weekly during budgetary process

Membership: An equal number of students (five), appointed by the Associated Students President according to established campus procedures, and an equal number of faculty (3) and administration (2) combined (five), appointed by the President of the University after appropriate consultation, for one-year terms.

Ex Officio: Director, Athletics  
Associated Students, Executive Director  
Vice President, Enrollment Management (or designee)

**832. INTEGRATED CURRICULUM COMMITTEE (ICC)**

*replaces the University Curriculum Committee*

- Duties:** The ICC is charged with the careful consideration and deliberation of all academic planning and curriculum matters. Recommendations are forwarded to the University Senate. (See "[Integrated Curriculum Committee Constitution](#)," [Faculty Handbook, Appendix G](#))
- Chair:** Elected by the General Faculty for a three-year term
- Type:** Standing Committee of the University Senate
- Meetings:** The ICC and its subcommittees meet during a two-hour time block designated prior to the scheduling of fall classes. ICC and subcommittees meet alternating weeks
- Membership:** Nine (9) faculty members:  
 One Faculty member from each college, elected by the General Faculty, staggered 3-yr terms  
 One Chair from each college, elected by respective Council of Chairs, 2-yr term  
 Three "At large" Faculty (from any college), elected by the General Faculty, 3-year terms  
 One Graduate Council Faculty representative, elected by Graduate Council, 1-year term  
 Librarian, appointed by the Dean of the Library
- Ex-Officio:** Chair, Academic Policies Committee  
 Vice Provost and Dean of Undergraduate and Graduate Studies  
 Three Deans, Associate Deans, or designees, one from each college  
 Dean, Associate Dean, or designee from the College of Extended Education and Global Engagement  
 Dean, Library (or designee)  
 Academic Assessment Coordinator  
 Curriculum Coordinator  
 University Registrar  
 Assistant Registrar  
 Associated Students Legislative Vice President  
 Two Students, appointed by Associated Students

**833. INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)**

- Duties:** Serve as a forum for the President and Athletic Director to seek advice and refine ideas and develop or revised policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program. The IAAC has the authority to review all proposed athletic policies and budgets and to make recommendations to the President and Athletic Director. The committee will also review the Athletics Grant-in-Aid and Compliance Handbooks and update them as needed. [revised by IAAC, AY 10/11]

- Chair: Faculty member elected by the Committee from the membership, for a one-year, renewable term
- Type: Administrative
- Meetings: Monthly during the academic year; as needed during the summer months
- Membership: To be appointed by the President. Faculty members and administrators will constitute the voting majority.

Three faculty members, selected in consultation with the Senate Executive Committee (2-year terms)

One student-athlete, selected in consultation with the Associated Students (1-year term)

One athletic coach representative, selected by the head coaches (2-year term) One staff member or administrator from Student Affairs (2-year term)

One staff member or administrator from Academic Affairs (2-year term)

One staff member or administrator from Administrative Affairs (2-year term)

The President or an administrative representative of the President. The representative could include a staff member or administrator from Academic Affairs.

One community member (2-year term)

Faculty Athletics Representative (FAR)

Terms are staggered (except the student athlete member) to provide continuity

- Ex-Officio: Director, Athletics  
Chair, Kinesiology and Recreation Administration  
Chair, Student Athlete Advisory Committee (or designee)

#### **834. INTERNATIONAL ADVISORY COMMITTEE**

*formerly the International Resource Committee*

- Duties: To support the University's mission of global citizenship and provide strategic and practical advice on programs and initiatives to the University. In addition to being a center of expertise on campus for our global engagement, the three specific goals of the committee are to: 1) Promote programs and initiatives that foster international student recruitment and create an inclusive environment for international students and faculty with appropriate infrastructure and support for retention at every level; 2) Promote study abroad by acting as a consulting body to campus on processes relating to students (financial and academic advising), staff and faculty (program creation, approval and sustainability), and; 3) Globalize Cal Poly Humboldt as part of our mission to meet the challenges of the 21st century through the internationalization of the campus including programming and professional development designed to support diversity through intercultural exchange. The Chair of the IAC will facilitate the committee's work to support the Dean of CEEGE and the Vice Provost in the production of an annual report to the Provost on these three areas of activity. Subcommittees to include: International Education Week (IEW) and the International Program Review Committee (IPRC).

Chair:	Elected from membership for a two-year term
Type:	Administrative
Meetings:	Monthly
Membership:	Two faculty representatives from each college (CAHSS, CNRS, & CPS) appointed by the Appointments and Elections Committee for staggered three-year terms Student Representative, Undergraduate, Appointed by Associated Students for a one-year term
Ex-Officio:	Dean, Extended Education and Global Engagement Vice Provost (or designee) Dean, University Library (or designee) Academic Council for International Programs, CSU Representative Chair, Department of World Languages and Cultures Faculty Coordinators of International Education Week (IEW) Director, Financial Aid (or designee) Dean of Students (or designee) University Registrar (or designee) Study Abroad Coordinator Center for International Programs Representative Academic and Career Advising Center Director, Risk Management and Safety Services (or designee) Director, Housing and Dining (or designee) Director, Admissions (or designee)  Additional faculty and staff depending on interests, welcome upon application to the Chair (nonvoting members).

### **835. INTERNATIONAL PROGRAMS, ACADEMIC COUNCIL ON (ACIP)**

Duties:	Advisory board to the Chancellor. The ACIP assists the Office of International Programs (OIP) in the development of policies and procedures relating to international educational activities within OIP's assigned areas of responsibility. The ACIP ensures on-going communication and consultation between the campuses of the CSU and OIP.
Type:	California State University
Meetings:	At least twice per year
Membership:	One member will be appointed by each campus of the CSU according to procedures developed by its local Academic Senate (the Cal Poly Humboldt representative is appointed by the University Senate Appointments and Elections Committee). Appointees must be either tenured or tenure track members of the teaching faculty, or hold an academic/administrative appointment, and should have demonstrated their interest in international/intercultural education through personal participation in activities.

**836. NATIVE AMERICAN ADVISORY COUNCIL, PRESIDENT'S**

**Duties:** This council serves as a communication conduit and assists in developing mutually beneficial partnerships among Cal Poly Humboldt, the Native American community, and Tribal Nations. The Council provides perspectives and advice on the University's collaborations with Native American communities, tribal nations, and tribal organizations in the region. Council members will advise the President on matters of importance to Native communities as they relate to the University.

**Type:** Administrative

**Meetings:** Meets at least twice a semester

**Membership:** For current membership, see the [Office of the President](#)

**837. PARKING AND TRANSPORTATION COMMITTEE**

**Duties:** Serve as a forum for parking and transportation issues. The Committee receives input, evaluates parking and transportation strategies, develops and recommends policies and procedures for adoption, makes other recommendations for action to the President, and implements strategies as directed by the President. (See [Executive Memorandum P03-01; Committee Website](#))

**Chair:** Associate Vice President of Facilities Management

**Type:** Administrative

**Meetings:** Once per semester with additional meetings as determined by the committee Chair

**Membership:** Two students, appointed by the Associated Students (1-year term)  
Two faculty, appointed by the Appointments and Elections Committee (2-year term)  
Faculty member, appointed by the University Executive Committee (2-year term)  
Staff member (non-management), appointed by Staff Council (2-year term)

**Ex-Officio:** Director, Student Disability Resource Center  
Director, Contracts, Procurement and Risk Management (or designee)  
Chief of Police  
Director, Housing (or designee)  
Executive Director, University Center (or designee)  
Associate Vice President, Business Services (or designee)

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

- Duties:** Reviews and selects proposals/applications submitted by faculty and students for various research related competitions on campus. This committee is primarily responsible for reviewing and awarding applications for three main awards: Research Scholarship Creative Activity Awards (RSCA), CSU Student Research Competition, McCrone Graduate Student Fellowship & Faculty Scholars Award. Performs other duties when above listed funds are not available or alternative funds are allocated for disbursement. \*Please note, faculty elected to this committee are not eligible to submit applications (during their two year term) for competitions which they are responsible for reviewing.
- Chair:** Director, Sponsored Programs Foundation
- Type:** Administrative
- Meetings:** Annually (approximately one meeting in the fall semester and one meeting in the spring semester)
- Membership:** One elected faculty representative from each College and one elected

**839. PRESIDENT'S CABINET**

- Duties:** Advise President on matters concerning the University.
- Chair:** University President
- Type:** Administrative
- Meetings:** Regularly
- Membership:** For current membership see the [President's website](#).

**840. PROFESSIONAL LEAVE COMMITTEE**

- Duties:** The committee reviews sabbatical leave applications and considers questions related to the quality of the proposed sabbatical project. In this context, quality is defined as the potential of the sabbatical project to benefit the CSU or the profession through activities which include, but are not limited to, research, scholarly and creative activity, instructional improvement and faculty retraining. Quality also includes the thoroughness, specificity and clarity of the proposal in responding to application criteria. It is intended that the committee serve as an advocate in facilitating the professional development of faculty, and will therefore conduct its evaluative review and make its recommendations in the spirit of collegial support and with respect for differences among disciplines. The committee shall forward all proposals to the appropriate administrator.

These proposals shall be identified as "highly recommended," "recommended," or "not recommended." The committee also conducts a continuing study of leave policy and recommends appropriate changes to the University Senate. All application materials, supporting documents, sabbatical leave policy studies and/or proposed changes to the committee functions or activities shall be consistent with this charge. (CBA 27)

Chair: Elected from membership

Type: Administrative

Meetings: As needed during the fall and spring terms

Membership: Five members of the tenured faculty, elected in a General Faculty election by probationary and tenured faculty, for two-year, staggered terms.

#### **841. PROFESSIONAL RESPONSIBILITY COMMITTEE**

Duties: Implement the "Statement on Professional Responsibility" ([Appendix U](#)). Meetings of the committee shall be closed. To bring a matter to the attention of the committee, any member of the academic community may call upon the chair. The Senate Appointments and Elections Committee will appoint temporary replacements in the event of disqualification of a committee member for any reason. In the event that a committee member feels inhibited in passing judgment on a specific faculty member or librarian, the committee member may request that the Senate Appointments and Elections Committee appoint an alternate to serve in their place.

Chair: Selected from membership

Type: General Faculty

Meetings: On call

Membership: Three faculty members elected by the General Faculty. Members must be tenured and hold the rank of professor. The term of office shall be three years, except that the initial appointments shall be for a one-, a two-, and a three-year term, as determined by lot.

#### **842. PROVOST'S LEADERSHIP TEAM**

Duties: Advises and assists the Provost in the determination of fund and personnel allocations and other administrative matters for the academic sector. Additionally, it serves as a channel of communication both to and from the faculty members in the various colleges.

Chair: Provost and Vice President for Academic Affairs

Type: Administrative

Meetings: At the discretion of the Provost

Membership: See the Provost's [website](#) for current membership and other information.

### 843. SEXUAL ASSAULT PREVENTION COMMITTEE

Duties: Coordinates educational programs for the campus community that help prevent the occurrence of rape, acquaintance rape, and other forms of sexual violence; advises the Vice President for Student Affairs about campus policies and procedures that better support the prevention of rape, acquaintance rape, and other forms of sexual violence among the campus community, including treatment and information for its victims. (Executive Memorandum P98-7)

Chair: Elected by committee membership

Type: Administrative

Meetings: At least three times per term

Membership: Residence Life Representative, one staff/one student appointed by Housing Director  
Office of Diversity and Compliance Representative  
Counseling and Psychological Services Representative, appointed by Director of Counseling and Psychological Services  
Health Center Representative, appointed by Director of the Health Center  
UPD representative  
Student Affairs representative, appointed by Vice President for Student Affairs  
Athletics (faculty or staff) Representative, appointed by Athletic Director  
Greek Council (one student) appointed by Greek Council  
Women's Center (one student) appointed by the Women's Center  
Two General Faculty, appointed by the Appointments and Elections Committee  
Two students, appointed by Associated Students  
North Coast Rape Crisis Team Representative, community appointment by the agency

Membership may also be expanded to include other offices or persons whose expertise might be of benefit to the Committee. Other campus and community resource individuals may be invited periodically to meetings. Terms are for two years.

### 844. SPONSORED PROGRAMS FOUNDATION BOARD

Duties: Govern the Cal Poly Humboldt Sponsored Programs Foundation, a non-profit corporation formed to advance the welfare of Cal Poly Humboldt through the development, encouragement, and management of sponsored programs and other special campus programs and their related trusts. The Sponsored Programs Foundation administers virtually all externally-funded grants and contracts and submits proposals to external funding agencies on behalf of Cal Poly Humboldt. The board meets quarterly to provide financial oversight and programmatic direction to SPF management.

- Officers: Elected annually from membership of the Board of Directors
- Type: Auxiliary
- Meetings: At least four times per year
- Membership: Dean from one of the Colleges, appointed by the president  
 Seven faculty directors (elected by the General Faculty and recommended to the President) Two enrolled, full-time student directors (one graduate and one undergraduate)  
 One or more community directors  
 Additional directors as needed, to provide appropriate legal, financial, and regulatory expertise
- Student Directors shall serve two-year terms. All other Directors shall serve overlapping terms of four years, and may succeed themselves only once.
- Ex-Officio: President of the University  
 Vice President, Academic Affairs (or designee)  
 Vice President, Student Affairs (or designee)  
 Vice President, University Advancement (or designee)

#### 845. STAFF COUNCIL

- Duties: To promote the role of staff in the achievement of the mission of the university; to advise and recommend to the President on matters outside the scope of collective bargaining; to facilitate positive communication and cooperation among the staff across the campus; and to recommend staff representatives for campus committees which are charged with matters outside the scope of collective bargaining, if so requested.
- Chair: Elected from membership for staggered two-year terms
- Type: University
- Meetings: Monthly
- Membership: See [Staff Council Bylaws](#) for current membership and other information.

#### 846. STUDENT FEE ADVISORY COMMITTEE

- Duties: Advise the President regarding the establishment and adjustment of all campus mandatory, user and penalty fees in accordance with the provisions of the Chancellor's Executive Order 740. (See [Executive Memorandum P17-065](#))
- Chair: A student member of the committee appointed by the President yearly

Type:	Administrative
Meetings:	As needed
Membership:	Three students appointed by the Associated Students serving staggered two-year terms One administrator, appointed by the President One faculty member, appointed by the Senate Appointments Committee (2-year term)
Ex Officio,	President, Associated Students (or designee) Manager, Student Financial Services Executive Director, Associated Students

#### 847. STUDENT GRIEVANCE COMMITTEE

Duties:	Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct. (See <a href="#">UML 00-01</a> ; <a href="#">Committee Website</a> )
Chair:	Elected annually from among faculty and staff members; also applies to Vice Chair, who serves in place of chair if absent or if chair has conflict of interest.
Type:	University
Meetings:	As needed
Membership:	Three faculty, one from each instructional unit, appointed by the Senate Appointments and Elections Committee (3-year staggered terms) Three students (preferably one graduate student), appointed by the Associated Students (1-year terms) One staff member, appointed by the President (3-year term) One Student Grievance Coordinator, appointed by the president (3-year term) Vice Provost and Dean of Undergraduate and Graduate Studies

#### 848. STUDENT HEALTH ADVISORY COMMITTEE

Duties:	The Student Health Advisory Committee (SHAC) is a campus group made up primarily of students that serves an advisory, liaison, and outreach function between students, the Student Health Center, and the campus Administration. The goal of the SHAC is to assist in promoting the general health and well being of the students, including facilitating, publicizing, and improving Student Health Center services. To this end, SHAC periodically obtains and evaluates information regarding the health concerns and health care needs of students, including Student Health Center programs and policies and utilizes this information in making recommendations to the campus and the Health Center. SHAC advises and makes recommendations on the scope of service, hours of operation, fee for service charges, mandatory health fee levels and annual budgeting, alternative revenue sources and periodic independent audits.
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Chair: A chair is elected by the committee out of the student membership.

Type: Administrative

Meetings: As needed

Membership: Two students appointed by A.S. President  
 One student appointed by A.S. Administrative Vice President  
 Two students appointed by A.S. Student Affairs Vice President  
 One staff member from Residential Life  
 One Staff member from the Student Health Center (nonvoting)  
 One provider from the Student Health Center  
 One member of the General Faculty

Ex-Officio: A.S. Legislative Vice President (or designee)  
 Student Health Center Director

#### **849. UNIVERSITY BOAT SAFETY COMMITTEE**

Duties: Provide oversight for all boating operations; approve rules, guidelines, and standard operating procedures developed by unit-specific boat safety committees (University Center, Intercollegiate Athletics, Academic Affairs). (See [Executive Memorandum P06-11](#))

Type: University

Chair: To be elected from the members of the UBSC

Meetings: Annually during academic year, more often if required

Members: Executive Director, University Center Director  
 Intercollegiate Athletics  
 Director, Marine Facilities  
 Captain, R.V. Coral Sea  
 Director, Risk Management & Safety Services

University Center Boat Safety Committee composition will be determined by the Executive Director, University Center.

Intercollegiate Athletics Boat Safety Committee composition will be determined by Director, Intercollegiate Athletics.

Academic Affairs Boat Safety Committee is composed of the Director, Marine Facilities, Captain, R.V. Coral Sea, and representatives from the departments of Biological Sciences, Fisheries, Oceanography, and Wildlife, as determined by department chairs.

**850. UNIVERSITY CENTER BOARD**

- Duties:** Formulate and administer the policies for the development, financing, and operation of the University Center subject to the final approval of the University President. The Board shall see that net earnings will be used for the benefit of the students.
- Chair:** Student member of the Board elected from membership
- Type:** Auxiliary
- Meetings:** Once per month, or as needed
- Membership:** Five students: two students nominated by the Resident Housing Association; and three student-at-large representatives elected from the student body  
Three faculty members nominated by the Senate Appointments Committee and approved by the Board, for two-year terms  
One alumnus nominated by the Office of Alumni Relations and approved by the Board, for a two-year term.  
One community member nominated by the University President and approved by the Board, for a two-year term
- Ex Officio:** President, Associated Students  
Associated Student Affairs Vice President  
Vice President for Enrollment Management and Student Affairs (or other administrator designated by the President of the University)
- Nonvoting:** Executive Director, University Center

**851. UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)**

- Duties:** The function of the University Faculty Personnel Committee (UFPC) is to "review recommendations and Working Personnel Action Files (WPAFs) received from lower level peer review committees and make final recommendations regarding Retention, Tenure, and Promotion (RTP) to the President" (See Articles 13, 14 and 15 of the CBA and [Appendix J of the Faculty Handbook](#).)
- Chair:** Elected from membership
- Type:** Administrative
- Meetings:** As needed
- Membership:** Five faculty elected by the General Faculty for two year terms. Three seats shall be held by a faculty member from each college (CNRS, CAHSS, CPS), and two by faculty members at large. Members must be tenured and hold the rank of professor, librarian, or SSP-AR III (Appendix J. Section VIII. A.2.a)).

**852. UNIVERSITY RESOURCES AND PLANNING COMMITTEE**

Duties:	See <a href="#">Senate Bylaws, Section 11.3</a>
Co-Chairs:	Faculty Senator, elected by the University Senate Provost and Vice President for Academic Affairs
Type:	Standing Committee of the University Senate
Meetings:	As needed
Members:	Three Faculty member (w/preference given to faculty senators), appointed by the Appointments and Elections Committee One Academic Dean, appointed by the President Two Staff delegates, appointed by Appointments and Elections Committee, w/preference given to staff senators Two Student delegates, appointed by Associated Students
Ex-Officio:	Vice President, Enrollment Management (or designee) Vice President, Administrative Affairs (or designee) Administrative Leader for University Advancement (or designee)

**853. UNIVERSITY SENATE**

Duties:	“The University Senate ... is a deliberative body, comprised of faculty, staff, administrators and students who work together to support the educational mission of Cal Poly Humboldt” ( <a href="#">University Senate Constitution, Faculty Handbook, Appendix F, Part 1</a> )  The University Senate operates under the University Senate Bylaws and Rules of Procedure ( <a href="#">Faculty Handbook, Appendix F, Part 2</a> )
Chair:	One (1) General Faculty member who has completed at least three years of employment and will be in-residence during the term of office shall be elected by a vote of the General Faculty At-large.
Type:	University
Meetings:	Twice monthly
Membership:	Elected, Three-year terms: Two tenure-line (instructional) faculty delegates from each College [elected by college] Two tenure-line (non-instructional) faculty delegates (Library, Counseling, Coaches) Two tenure-line (instructional or non-instructional) “at-large” faculty delegates [elected by general faculty] Three lecturer faculty delegates [elected by lecturers]

Three non-MPP staff delegates [elected by non-MPP staff]  
 Two student delegates from the Associated Students  
 One retired annuitant who is a member of Humboldt Emeritus and Retired Faculty and Staff Association

Ex Officio: Provost and Vice President for Academic Affairs  
 Vice President for Enrollment Management Vice President for Administrative Affairs  
 Two General Faculty Representatives to the ASCSU [elected by the general faculty]  
 Chair, Integrated Curriculum Committee [elected by the general faculty]  
 Executive Director, Office of Diversity, Equity, and Inclusion  
 Immediate Past Chair of the University Senate (one-year term)  
 President, Associated Students  
 President of the University CFA Chapter  
 Humboldt Labor Council Delegate

Non-voting University President

#### **854. UNIVERSITY SENATE EXECUTIVE COMMITTEE**

Duties: Performs the administrative functions of the University Senate. See [University Senate Bylaws, section 11.1.](#)

Chair: University Senate Chair (elected by the General Faculty)

Type: Standing Committee of the University Senate

Meetings: Bi-weekly, or as needed

Membership: Vice Chair of the University Senate/Faculty Affairs Committee Chair  
 Third Officer of the University Senate/Academic Policies Committee Chair  
 Chair, Integrated Curriculum Committee  
 Past Chair, University Senate  
 Faculty Co-Chair, University Resources and Planning Committee  
 1 General Faculty Representative to the ASCSU (senior statewide senator)  
 1 Staff Senator (chosen by current staff senators)  
 Student President (or designee), Associated Students  
 Provost and Vice President for Academic Affairs

Ex-Officio: President, Humboldt Chapter of CFA  
 Delegate, Humboldt Labor Council

#### **855. UNIVERSITY SPACE AND FACILITIES ADVISORY COMMITTEE**

Duties: Develop and coordinate recommendations for review through the University Executive Committee to the President, regarding all physical aspects of the campus. Includes, but may not be limited to, the assignment of space, building and renovation plans, alteration

of the campus grounds, campus planning and design standards, and the prioritization of minor and major capital requests. ([Executive Memorandum P04-03](#))

Co-Chairs:	Faculty, elected by the University Senate Vice President of Administrative Affairs or designee
Type:	Subcommittee of the University Resources & Planning Committee
Meetings:	Once per semester, additionally as needed
Membership:	One URPC Rep & Faculty Representative as Appointed by URPC Two Faculty Members as Appointed by the University Senate One College Dean as appointed by the Provost One Representative of Student Affairs & Enrollment Management as Appointed by the VP of Enrollment Management One Information Technology Services Representative as Appointed by the Chief Information Officer One University Advancement Representative as Appointed by the VP for University Advancement One President's Division Representative as Appointed by the University President Two Student Representative as Appointed by Associated Students
Ex-Officio:	Director of Academic Resources Director of Facilities Operations, Facilities Management Director of Sustainability Executive Director, University Center, Interim
Non-voting:	Director, Facilities Maintenance, Facilities Management Director, Planning & Sustainability, Facilities Management Campus Space Analyst, Facilities Management Architect, Planning, Design, & Construction, Facilities Management

#### **856. UNNAMED AIRCRAFT SYSTEMS REVIEW COMMITTEE**

Duties:	The UAS Review Committee is responsible for the review, approval and oversight of UAS operations at Cal Poly Humboldt. An approval from the UAS Review Committee provides a minimum level of assurance that the operators are aware of the additional permitting requirements (i.e., FAA), and are prepared and capable of operating the UAS safely and responsibly. Only approved UAS Review Committee operations are covered in this policy.
Chair:	Appointed by the President or Provost from within committee membership
Type:	Administrative
Meeting:	As needed

Membership: One Faculty, appointed by the Appointments and Elections Committee  
One campus community member who holds a pilots license

Ex-Officio: Director of Risk Management (or designee)  
Director of Occupational Health and Safety (or designee)  
University Chief of Police (or designee)