

CAL POLY HUMBOLDT

University Senate Written Reports, April 29, 2025

Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee

Submitted by Tyler Evans, APC Chair

Members: Julie Alderson (Faculty-Art), Frank Cappuccio (Faculty-Chem), Alexis-Harrelle Deshazier (Coordinator-Umoja Center), Tyler Evans (APC Chair), Jacob Garcia (AS-External Affairs Rep.), Marissa O'Neill (Faculty-Social Work), Jenni Robinson Reisinger (Registrar), Mark Wicklund (Director-Assessment, AVP Academic Programs designee). Vacant: One Faculty Rep; AS Student 2nd Rep

Meeting Date(s): 4/17/25 and 2/24/25

Meeting Details: APC met on April 17 and April 24, 2025. The committee set meeting times for AY 2025-26 (Wednesdays at 2PM). The committee discussed a GEAR course learning outcomes policy proposal from Mark Wicklund, focusing on EO 1100 mandated recertification and ensuring consistent course learning outcomes across instructors; Tyler followed up with ICC chair Sara Sterner and GEAR chair Sara Hart. The GEAR committee will initiate drafting of a course learning outcomes policy for future APC review. On April 24, the committee continued discussion on the ABC/NC grade mode. There was generally positive feedback from all three Council of Chairs. The committee will pursue drafting a resolution to adopt this grade mode in the fall. There was consensus to propose no unit cap for this grade mode; consultation with Financial Aid was recommended before advancing policy details. APC also began review of program suspension/elimination guidelines from 2002 and 2012, with further discussion planned for May 1.

Appointments and Elections Committee

Submitted by Jorge Monteiro, AEC Chair

Members: Ara Pachmayer, Jorge Monteiro, Michihiro Sugata

Meeting Date(s):

Meeting Details: The committee appointed the candidates after the second call for nominations. A third call will be sent before the end of the Spring semester. The committee wants to emphasize again the difficult to recruit members for the ICC subcommittees.

Constitution and Bylaws Committee

Submitted by Rouhollah Aghasaleh, CBC Chair

Meeting Details: no report

Faculty Affairs Committee

Submitted by Jayne McGuire, FAC Chair

Members: Claire Till, Melanie Michalak, Kimberly Perris, Lisa Tremain, Anthony Silvaggio, Tim Miller, Kimberly White.

Meeting Date(s): April 15 and 22

Meeting Details: The Committee focused on the following work:

- Finalized work on the Post Tenure Review Policy for 2nd reading on 4/29
 - Discussed the faculty implications of the PASS advising program
 - Discussed the UFPC end-of-year report
 - Considered a survey for faculty regarding advising as part of the RTP process.
 - Also discussed surveying faculty to gain awareness of policies for future focus of the FAC.
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Integrated Curriculum Committee

Members: Ramesh Adhikari, Paul Michael Atienza, Morgan Barker, Cindy Bumgarner, Carmen Bustos-Works*, Christine Cass, Eduardo Cruz, William Fisher, Chris Guillen, Sara Hart, Alison Hodges, Jose Marin Jarrin, Jamie Jenson, JuEun Lee, Heather Madar, Bori Mazzag, Cindy Moyer, Justus Ortega, Meenal Rana, Jenni Robinson Reisinger, Joshua Smith, Sara Sterner (Chair), Anna Thaler, Melissa Tafoya, Lisa Tremain, Mark Wicklund | GEAR Chair: Sara Hart | CDC Chair: Lucy Kerhoulas | APC Chair: Tyler Evans | Student Representative: Tadd Sexton, AS Legislative Vice President | Curriculum and Catalog Specialist: Cameron Allison Govier | Curriculum and Assessment Analyst: Khristan Lamb

Meeting Date(s): 4/22/25

Meeting Details:

| Agenda Item | Items to Note |
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| A. Approval of the minutes from the meeting of April 8, 2025 | |
| B. Approval of Meeting Agenda for 04/22/25 | |
| <p>C. Information Item:</p> <ul style="list-style-type: none"> a. Degree Completion Program Lists for CO (Sara) <ul style="list-style-type: none"> i. CO Definition: <i>Degree completion programs are for undergraduate students who have previously earned college credit but have not completed a baccalaureate degree. These non-ADT programs are tailored to be flexible in accommodating the needs of working adults, transfer students, and/or students who have stopped out. Students in these programs typically are upper-division transfers, having completed up to 70 transferable semester units of lower division major and/or general education courses. Coursework in degree completion programs can be offered online, evening, and accelerated formats with a focus on providing a pathway for students to complete their remaining degree requirements efficiently. These programs usually are tethered with an existing bachelor degree program. Note: Both state-support or self-support are acceptable support modes for degree completion programs. Website: Cal State Online Degree-Completion Programs</i> ii. Current Programs: (Organizational) Leadership Studies, Nursing (RN→BSN), and IDP iii. Do any others meet this designation? Reach out to Carmen | |
| D. Discussion Calendar - We are working on how best to format this document | |
| <p>E. Looking Ahead to Next Year (Camie)</p> <ul style="list-style-type: none"> a. Program-related proposals for 2026 as of April 16, 2025 | |
| <p>F. ICC Meeting Guidelines - Procedural Review and Discussion - Continued (Sara)</p> <ul style="list-style-type: none"> a. Guiding Documents: ICC Bylaws + Policy on GEAR Program and Course Certification Requirements b. Thinking about our workload and striving toward thoughtful efficiencies that still fully allow for well considered discussions and valuable conversations. <hr/> <p style="text-align: center;"><u>Take 2: A Few Updates</u></p> <p>Discussion Calendar</p> <ul style="list-style-type: none"> 1. Overview of proposal discussions in the queue <ul style="list-style-type: none"> a. Will share as part of committee reports? b. ICC Discussion Calendar - DRAFT <p>Consent Calendar Vote (Bylaws Section 9.1 p. 7):</p> <ul style="list-style-type: none"> c. Whole group approval - Any member of the ICC can pull a proposal from consent <ul style="list-style-type: none"> i. TO PONDER: Are there things that the Curriculum office can just update and they don't need to go to the senate? (i.e. items for clean up) <ul style="list-style-type: none"> 1. ICC Straight-to-Consent Calendar Guidelines 2. Does breaking up some of the proposals for straight to consent reduce the workload of CDC? <p>Voting Action Calendar:</p> <ul style="list-style-type: none"> d. First Reading (Bylaws 9.2 p. 7) ≈ 30 Minutes <ul style="list-style-type: none"> i. 3-5 minute overview/sharing from shepherd (and/or proposer, if desired) ii. 5-7 minutes of Q&A iii. 10 minutes of discussion; sign up in advance via email, 2 minutes allotted for each speaker | <p>Review and Discuss Operationalizing the Bylaws</p> |

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| <ul style="list-style-type: none"> 1. If additional documentation is requested, ICC Chair will follow up with shepherd or proposer, as needed iv. 5-10 minutes of open discussion, as needed e. If no further discussion is needed <ul style="list-style-type: none"> i. The vote will be called f. If more discussion is needed - 2 Options: <ul style="list-style-type: none"> i. A 10 minute discussion extension can be requested <ul style="list-style-type: none"> 1. The vote will be called ii. Second reading will be requested for the following meeting or a future meeting g. Before second reading, ICC Chair will coordinate further communication, collaboration between concerned parties, and/ or responses to committee questions, as needed between meetings <ul style="list-style-type: none"> i. All questions about GE will defer to and follow the GEAR Policy Guidelines <p>Second Reading: ≈ 20 Minutes</p> <ul style="list-style-type: none"> h. 2 Minute Introduction and Update by ICC Chair/Shepherd i. 8 minutes of discussion; sign up in advance via email, 2 minutes allotted for each speaker j. 5-10 minutes of open discussion, as needed <p>Voting Process: Vote via online ballot, google form Votes will be anonymous, but will be sent to all voting members when the vote is called.</p> <ul style="list-style-type: none"> k. We will vote: <ul style="list-style-type: none"> i. Yes this proposal/proposal package is ready to launch as curriculum ii. No, not ready to launch, this proposal needs more work iii. Abstain l. Call for a vote, vote is binding | |
| G. Consent and Voting Action Calendar - Voting Items Discussion + Voting | |
| Consent Calendar: None | |
| Voting Action Calendar Direct Link - Discussion + Voting | |
| Voting Calendar: None | Report to Senate |
| <p>H. Updates and Information from Financial Aid (Peggy Metzger)</p> <ul style="list-style-type: none"> a. Reminder: Certificates of study need lead time to get approval from the federal government for financial aid b. Information Item: At present all of the requests are on hold at Department of Education due to staffing cuts and closures | |
| I. GEAR Review and Recommendations Sharing (Mark and Sara H.) | |
| J. GEAR Policy: Drafting policy around GEAR course learning outcomes (Tyler and Mark) | |
| <p>K. Reports & Updates - 5 Minutes Each:</p> <ul style="list-style-type: none"> a. AP/Curriculum <ul style="list-style-type: none"> i. CSU DEGREE PROGRAM PROPOSAL AND APPROVAL PROCESS FLOWCHART (See image below) + pdf document link b. CDC (CDC Assignments 2024 2025) | |

| Agenda Item | Items to Note |
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| <ul style="list-style-type: none"> c. GEAR (GEAR Tracking 24-25 + GEAR Agenda & Minutes 24-25) <ul style="list-style-type: none"> i. GEAR Course Certification Form (Rev. 4-2025) d. APP (APP Assignments 2024 2025 + Notes Folder: AY 24/25) Written Update (Sara S.): <ul style="list-style-type: none"> i. Forestry MF Projection will return to APP next week, on track for Summer AMP ii. Last week we revisited GEAR Recertification for ENGR - 215 - 22-1811 and CS - 251 - 22-1902 which will process through the curriculum pathway following the Sept. 1 due date <ul style="list-style-type: none"> 1. UPDATE: ENGR will move forward for recertification; CS will not recertify and will have proposals in the fall to update. e. APC had a GEAR course learning outcomes policy discussion (Mark Wicklund) - Mark gave the committee an overview of the EO 1100 mandated GEAR recertification process and asked about possible policy around ensuring the Course Learning Outcomes listed in GEAR proposals / recertifications are the learning outcomes delivered in the instruction of the course independent of the instructor. The committee discussed whether or not this policy should be drafted by the GEAR subcommittee of the ICC and vetted by APC for presentation in the Senate. APC has three more meetings; items include ABC/NC Policy discussion, Program Suspension / Elimination Policy revision and a discussion of request to draft a “Basic requirements / expectations for teaching” policy. | |
| Next Up: <ul style="list-style-type: none"> ● Subcommittee Meetings: April 29, May 13 ● Full ICC Meetings: May 6 <ul style="list-style-type: none"> ○ Online Degrees - Check-in on process | |
| Tabled Items: Keeping Tabs <ul style="list-style-type: none"> ● From 4/30/24 Meeting: Appeals process for ICC Decisions: Draft of ICC Appeals process Please feel free to add comments and suggestions. ● From 9/10/24 Meeting: Membership/Service Commitments both on ICC and across campus; Key Points from Discussion: larger context of university; need for release time for lecturers; service workload requirements/levels for RTP/Range Elevation; need for student representation. (09.10.24-ICC Meeting Minutes) | |

University Policies Committee

Submitted by Chris Harmon, UPC Chair

Members: Heather Honig, Sulaina Banks, Stephanie McKindley, Kijung Ryu, William Cook, Bethany Rappy, Michelle Williams

Meeting Date(s): 04.22.25

Meeting Details: UPC hosted an open forum at its regularly scheduled meeting to discuss the draft revision of the Policy on Policies, Procedures, and Guidelines. The open forum was well

attended, and folks were engaged in the process. Additionally, several folks gave comments on the draft, which are being incorporated into the document. UPC is grateful to all who came and gave comments. We present a first reading of the draft today, which still has many comments or suggestions. UPC will address those comments and suggestions, along with any others we receive today, at our next meeting on 05.06.25. After that is complete, we will (hopefully) have a vetted and final draft ready for a second reading and vote at our last Senate meeting of the semester on 05.13.25

University Resources and Planning Committee

Submitted by Jaime Lancaster, URPC Co-Chair
Meeting Details: no report

Academic Senate of the CSU

Submitted by Stephanie Burkhalter and Mary Virnoche, ASCSU Senators
The last meetings of the ASCSU for this academic year will take place May 7-May 9. You can find the resolutions that will be considered for second reading [here](#). Since our last plenary, two additional resolutions have been put forward:

- [Resolution Urging Caution in the Use of Generative Artificial Intelligence](#)
- [Resolution on State Subsidy of Intercollegiate Athletics in a Time of Fiscal Austerity](#)

The next Board of Trustees meeting will be held May 19-21. Find out more about these meetings [here](#).

Associated Students

Submitted by Eduardo Cruz, AS President
Meeting Details: no report

California Faculty Association

Submitted by Anthony Silvaggio, CFA/Humboldt Chapter President

Meeting Details: no report

Office of Equity, Diversity, and Inclusion

Submitted by Rosamel Benavides-Garb, Campus Diversity Officer

Meeting Details: no report

Emeritus & Retired Faculty & Staff Association

Submitted by Marshelle Thobaben, Senate Representative for ERFSA

Members:

Meeting Date(s):

Meeting Details: If you do not plan to submit a written report, please write "no report" in the meeting details space of this document, just so I know not to wait on your committee/division

Humboldt ERFSA last Luncheon Meeting until Fall 2025

In-person Humboldt-ERFSA Meeting at Baywood Golf and Country Club, 3600

Buttermilk Ln, Arcata , CA From Hwy 101 North: Take exit 713 and Continue on Old Arcata Rd, Right on Buttermilk and the Country Club is 2.5 miles up on the left. From Hwy 101 South: Take Bayside Cutoff exit and continue straight until you see Golf Course Rd. on the right-hand side.

May 8, 2025: Maxwell Schnurer, Communication Department Chair and Transformative Restorative Education Center (TREC); Mark Taylor, MSW, Project Rebound; Steve Ladwig, TREC; Sidney Asfrzadeh, TREC. “Cal Poly Humboldt BA at Pelican Bay State Prison”. Cal Poly Humboldt currently offers a Bachelor of Arts degree in Communication’s at Pelican Bay State Prison. The presenters will discuss what it is like to teach university level courses to students at California highest security prison.

<https://www.ijpr.org/show/the-jefferson-exchange/2024-11-25/tues-9-25-california-colleges-provide-pathways-for-inmates-to-earn-college-degrees>

Labor Council

Submitted by Steve Tillinghast, Labor Council Delegate

Meeting Details: no report

Staff Council

Submitted by Senator Sulaina Banks

Meeting Date(s): April 17, 2025, and April 23, 2025

Meeting Details:

During Staff Council's open forum meeting on April 17, 2025, staff heard from staff representatives: Steven Margell, University Resources and Planning Committee (URPC), regarding budget recommendation update and anticipated timeline; Patrick Orona, CFS Transition Task Force, regarding a detailed update on the transition to CFS Data Warehouse, which will impact those who use OBI - Finance; Aylea Maxwell-Miller, Staff Councilor, regarding the End of Year Staff Appreciation Events planning; Scott Harris, Staff Councilor, regarding the Staff Council Resolution submitted to the University SenEx which advocates for a CSU System-wide Staff Council Group and a staff seat on the CSU Board of Trustees; and lastly, Sulaina Banks, Staff Senator, regarding the introduction of the University Senate - Staff Senators Feedback [form](#).

Staff Council's nomination form for the two upcoming vacant Staff Senator positions will be going out on Monday, April 28, 2025. The upcoming seats are to replace Sulaina Banks and Hallie Lepphaille.

Executive Cabinet Report to University Senate

Michael Spagna., President

Bethany Gilden, Chief of Staff

Jenn Capps, Provost and VP for Academic Affairs

Michael Fisher, VP for Administration & Finance and CFO

Chrissy Holliday, VP for Enrollment Management & Student Success

Mark Johnson, VP for University Advancement

Nick Pettit, Executive Director of Intercollegiate Athletics & Recreational Sports

Adrienne Colegrove-Raymond, Special Assistant to the President for Tribal & Community Engagement

Connie Stewart - Executive Director of Initiatives

ACADEMICS

Dual Enrollment is back at Cal Poly Humboldt: High School Scholars Program

Cal Poly Humboldt is excited to bring back Dual Enrollment beginning this *Fall 2025*. The High School Scholars (HSS) Program is aimed at local high school juniors and seniors in Humboldt and Del Norte counties.

- **Cost:** \$25 per semester for up to two courses.
- **Registration Deadlines:** Priority registration for *Fall 2025* is *June 1, 2025*, with the final deadline *August 1, 2025*
- **Location:** On the Cal Poly Humboldt campus

There will also be forthcoming information sessions for prospective students and families to learn more, so stay tuned.

2025 Assesstivus Event

Please join us for our annual Assesstivus event on *Tuesday, May 6th, 2024, from 3:00 to 6:00 pm* at the Sequoia Conference Center, 901 Myrtle Avenue in Eureka. This is our fourth annual celebration and our second joint Cal Poly Humboldt-College of the Redwoods event hosted by Cal Poly's director of assessment, **Mark Wicklund**, and College of the Redwoods Director of Institutional Effectiveness and Research, **Amy Moffat**.

Assesstivus is a lighthearted celebration of assessment work, bringing together colleagues from Cal Poly Humboldt and College of the Redwoods to share best practices, strengthen connections, and recognize the dedication behind continuous improvement. The event serves as an alternative to the compliance-driven side of assessment—focusing instead on collaboration, innovation, and the real impact of our efforts. Through engaging presentations, awards, and plenty of good food and conversation, Assesstivus reminds us that reflection and improvement are not just necessary but also worth celebrating.

Agenda:

- 3:00 pm food and drinks
- 3:30 pm presentations, awards, and prizes
- 5:30 pm reception with more food and drinks

Please RSVP by *Wednesday, April 30, 2025*, by submitting [this form](#).