

# CAL POLY HUMBOLDT

University Senate Written Reports, November 12, 2024

Standing Committees, Statewide Senators and Ex-officio Members

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## Academic Policies Committee

Submitted by Tyler Evans, APC Chair

Members: Julie Alderson (Faculty-Art), Frank Cappuccio (Faculty-Chem), Eduardo Cruz (AS Legislative Vice-President), Harrelle Deshazier (Coordinator-Umoja Center), Tyler Evans (APC Chair), Marissa O'Neill (Faculty-Social Work), Jenni Robinson Reisinger (Registrar), Mark Wicklund (Director-Assessment). Vacant: One Faculty Rep; AS Student 2nd Rep

Meeting Date(s): November 6, 2024

Meeting Details: The committee met and discussed the following topics:

### Priority Registration Policy

The committee finalized the policy revision and resolution statement for first reading at the November 12 Senate meeting.

### Graduate Credit for Undergraduates

The committee discussed a request to remove language regarding last semester senior year status and six-unit maximum requirements for undergraduates earning graduate credit. Chair will consult with AVPAP Bustos-Works and Graduate Council for input.

### Future Policy Work

The committee assigned "shepherds" for three upcoming policy reviews/discussions: Program Suspension and Discontinuation (Chair), Course Numbering (Alderson), and ABC/NC Grade Mode (Registrar).

Next APC meeting is scheduled for November 20, 2024.

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## Appointments and Elections Committee

Submitted by Jorge Monteiro, AEC Chair

Members: Ara Pachmeyer, Jorge Monteiro, Michihiro Sugata

Meeting Date(s):

Meeting Details: no report

## Constitution and Bylaws Committee

Submitted by Rouhollah Aghasaleh, CBC Chair

Members: Rouhollah Aghasaleh, Jill Anderson, Christopher Harmon, Kristen Lamb, Sarita Ray Chaudhury, Wysdem Singleton, Kimberly Stelter (absent)

Meeting Date(s): 10/28/2024

Meeting Details:

MPP Hiring Guidelines

**Background:** The committee convened to discuss the development and refinement of the Management Personnel Plan (MPP) Hiring Guidelines. This initiative aims to clarify and improve hiring practices within the university's administrative ranks.

Key Discussion Points:

**Introduction of Document:** The MPP Hiring Guideline document was introduced to the committee, setting the foundation for establishing a more transparent and equitable hiring framework for management personnel.

Inclusion of Metrics and Quantitative Measurements:

It was suggested that the guideline should incorporate metrics and quantitative measurements to assess and track diversity within MPP hiring processes. This approach aims to provide data-driven insights that support fair hiring practices.

Relevant resources were highlighted, such as a Higher Ed Dive article on diversity metrics and Cornell University's diversity composition data. These resources provide examples of how institutions can use quantitative data to monitor and improve diversity in hiring.

**Policy vs. Guideline Distinction:** A significant discussion point centered on the difference between policies and guidelines in the context of MPP hiring practices. Some committee members noted that several CSU campuses have formalized their hiring practices as "policies" rather than "guidelines," raising questions about the implications of each term.

Clarification was sought on why certain CSU campuses have adopted a "policy" format for similar guidelines, potentially indicating a firmer commitment or a mandate.

**Managerial Staff vs. Administrative Distinctions:** The committee addressed the distinction between managerial staff and administrative roles within MPP positions. This distinction is crucial in defining the scope and applicability of the guidelines, ensuring that each role aligns with the broader goals of the hiring framework.

CSU Document Restrictions on Campus "Policies":

The committee explored existing CSU documentation that may restrict campuses from formalizing guidelines as official "policies." Understanding these restrictions is essential to ensure compliance with CSU system-wide governance while pursuing an effective MPP hiring guideline.

**Recommendations:** Further research is recommended to determine best practices for incorporating diversity metrics in MPP hiring, potentially drawing on existing models used by peer institutions.

Clarify the CSU system's stance on formalizing hiring guidelines as "policies" versus "guidelines" and, if needed, adjust the MPP Hiring Guideline to align with system-wide requirements.

Establish clear definitions for "managerial" and "administrative" roles to avoid ambiguities in the application of the guidelines.

**Next Steps:** The committee will continue its work by gathering additional information on diversity metrics and confirming any CSU system policies that impact the structuring of hiring guidelines. This effort aims to ensure that the finalized MPP Hiring Guideline is both compliant and effective in fostering a fair and diverse hiring process.

Committee on Committees (subcommittee):

Members: Rouhollah Aghasaleh, Chris Guillen (for Peggy Metzger), Tawny Fleming, Whitney Ogle, Wysdem Singleton, Kendra Higgins, Kimberley Stelter (absent), Kimberley White (absent)

Meeting Date(s): 10/29/2024

Meeting Details:

### **Discussion Summary**

#### **Review of Committee on Committees (CoC) Duties:**

The Constitution and Bylaws Committee is responsible for annually reviewing the roster, membership, and functions of Standing and Ad Hoc committees across campus, assessing the need for modifications where necessary.

#### **Recap of Campus Committees:**

It was noted that the Constitution and Bylaws Committee (CBC) identified 113 campus committees, while the Faculty Handbook (Section 800) officially recognizes only 56. This discrepancy highlights the need for a standardized approach to committee tracking and management.

#### **Task Assignment: Mechanism for Committee Creation, Maintenance, and Sunsetting:**

The committee discussed the need for a formalized mechanism, potentially a policy, to standardize the creation, maintenance, and dissolution (sunsetting) of campus committees.

Definitions and Terminology:

Tawny Fleming questioned the necessity of tracking Task Forces and Working Groups, emphasizing the importance of consistency and the need to avoid redundant committee missions.

Rouhollah Aghasaleh emphasized that consistency in definitions helps identify overlapping missions among groups.

Kendra noted that tracking ensures representation from relevant stakeholders across campus committees.

Chris Harmon raised the example of search committees as atypical cases and suggested finding alternative examples. Rouhollah was assigned to further investigate and clarify examples.

Tawny Fleming proposed drafting standardized language for the university's use of terms like "Task Force" and "Working Group" to ensure clarity.

Kendra suggested language defining committee types in relation to their legislative autonomy, aiding in differentiation between committees and temporary task forces.

#### **Comprehensive Committee List:**

Whitney Ogle recommended creating and posting a comprehensive list of committees on the university website. Rouhollah was assigned to consult with Jim and Patrick regarding this suggestion.

#### **Action Items:**

Rouhollah will follow up on examples of atypical committees and consult on the website posting of the committee list.

Draft language will be developed to define Task Force and Working Group terminologies, along with guidelines for committee autonomy and representation.

Next Meeting Scheduled: November 19, 2024, from 12:20 to 1:00 PM.

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## **Faculty Affairs Committee**

Submitted by Jayne McGuire, FAC Chair

Members: Claire Till, Melanie Michalak, Kimberly Perris, Lisa Tremain, Anthony Silvaggio, Kimberly White. Tim Miller continues to attend meetings to support the transition and the ongoing work.

Meeting Date(s): 10/30 and 11/6

Meeting Details: The committee worked on finalizing the draft of the early tenure language revision for Appendix J.

- Early Tenure Policy- Shared with SenEx, and with Senate today for a first reading
- Post Tenure Review Policy- Still finalizing draft.

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## **Integrated Curriculum Committee**

Submitted by Sara Sterner, ICC Chair

<b>ICC Members:</b>	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
<b>GEAR Chair:</b>	Sara Hart
<b>CDC Chair:</b>	Lucy Kerhoulas
<b>APC Chair:</b>	Tyler Evans
<b>Student Representatives:</b>	Eduardo Cruz, AS Legislative Vice President
<b>Curriculum and Catalog Specialist:</b>	Cameron Allison Govier
<b>Curriculum and Assessment Analyst:</b>	Khristan Lamb

**Meeting Date(s):** Tuesday, November 5, 2024

Meeting Details:

A. Approval of the minutes from the meeting of <a href="#">October 22, 2024</a>	
B. Approval of Meeting Agenda for 11/05/24	
C. <a href="#">Consent and Voting Action Calendar</a> - Voting Items <b>Discussion + Voting</b>	
<p>Consent Calendar:</p> <ul style="list-style-type: none"> <li>• <a href="#">CRGS - 105 - 22-2102 - New Course - Storytelling and Public Speaking</a>. New course requesting GE Oral Communication (1C) certification; approved by GEAR committee on 04.09.24; approved at ICC on 10.22.24 pending updated syllabus which has been attached to the proposal.</li> <li>• <a href="#">SP - 210 - 22-2079 - New Course - Minding the Gaps - Interdisciplinary Communication</a>. Approved at ICC on 10.22.24 pending new GEAR form certification for Critical Thinking only, which has been attached to the proposal.</li> <li>• <a href="#">TA - 106 - Behind the Scenes in Theatre - Course Change - 23-2477</a>:). This course has been out of compliance with the standards for how many hours a 3 unit course should meet. The class operates with 2 hours of weekly lecture time plus 18 hours per semester of "lab" time where students work in their choice of the scene, prop, costume, or lighting/sound shops. The class has 2 WTUs for the professor with a C-78 memo allocating the remaining SCU to the shop staff.</li> </ul>	<p><b>Approved and Moved to Senate</b></p>
<b><a href="#">Voting Action Calendar Direct Link</a> - Discussion + Voting</b>	
<p>Resolution Document: <a href="#">ICC Resolution International Studies, B.A. (Core) - Suspend Program.pdf</a></p> <ul style="list-style-type: none"> <li>• <a href="#">International Studies, B.A. (Core) - Suspend Program - 24-2561</a></li> <li>• <a href="#">INTL - 210 - 24-2577 - Course Suspension - Introduction to International Studies</a></li> <li>• <a href="#">INTL - 220 - 24-2578 - Course Suspension - Introduction to Cultural Studies</a></li> <li>• <a href="#">INTL - 490 - 24-2579 - Course Suspension - International Studies Capstone</a></li> </ul> <p><b>Related:</b>  <a href="#">23-2389 - International Studies Minor - Change Minor Requirements</a> We have a flexible minor that includes 18-19 units of internationally-focused coursework and study abroad experiences. INTL 410W is the minor's culminating course and should be taken after students have completed most of their coursework for the minor. Students are strongly encouraged to meet with the minor advisor before completing courses in the program. In today's globalized world, it is increasingly necessary for practitioners in any field to have a substantial background in international studies. Whether you're majoring in business, politics, sciences, or humanities, this minor offers a customizable journey to fit your interests. A minor in International Studies supports the University's mission of encouraging global citizenship and adds an international dimension to any program of study.</p>	<p><b>Discussed, Reviewed, and Approved</b></p> <p><b>Will move to the Senate after further deliberation with CFA.</b></p>
<p><b>GEAR Program Change and Area E Course Changes</b>  <a href="#">General Education &amp; All-University Requirements - Change Core Requirements - 24-2585</a>. In accordance with changes to <a href="#">EO 1100</a> which establishes systemwide requirements for CSU General Education, there will be one common GE pattern for the CSU, the UC and the California Community Colleges. This update takes effect at the start of the Fall 2025 semester and requires a</p>	<p><b>Discussed, Reviewed, and</b></p>

revision of Cal Poly Humboldt's GE program. Some changes include a new naming convention (view the [crosswalk here](#)). The update also includes the discontinuation of Area E: Lifelong Learning, the reduction of 3 units of required lower-division Area C: Arts/Humanities coursework, and the addition of 1 unit of laboratory, which may be embedded in a physical or biological science course as long as the 7-unit lower-division requirement for Science is met. All of the current GE certified courses (A-F) will be changed to the new numbering system in bulk, with the exception of Area E courses--these courses will receive individual curricular review as they apply to new areas or are discontinued. Any Area E course changes still in curricular review will be held for the 26-27 catalog.

**Approved**  
**Moved to the Senate**

- [AHSS - 100 - 24-2614 - Course Suspension/Deletion](#) - Argonauts of Human Life - Course deletion in line with discontinuation of Area E. Course is not part of any programs or PBLCS
- [AHSS - 108 - 23-2439 - Course Change - Nature, Culture, and Food](#). AHSS 108, currently designated as a lower division Area E course. With the elimination of Area E as of F2025 EO 1100 GEAR changes, we propose a numbering change to GEOG 107 and a GE lower division Area 3B: Humanities certification. Adding Sustainability Focused attribute.
- [Sustainable Food Systems Minor - Change Minor Requirements - 23-2569](#) - Proposed Changes: Remove AHSS 108 from the Food Justice, Food for All, and Food Stories and Literature elective categories and replace with GEOG 107. AHSS 108 is changing to GEOG 107 (see proposal [23-2439](#)) due to discontinuation of Area E. GEOG 107 is seeking Area 3B: Humanities and Area 4: Social Sciences GE certification.
- [CHEM - 100 - 24-2637 - Course Suspension/Deletion - From Stars to Rocks](#) - Delete Area E course. Content now within PBLC SCI 100.
- [CD - 209 - 24-2620 - Course Change - Middle Childhood Development](#) - **Description:** Development of family/social context. Focus on children 7-12 years old. Biological and environmental influences determining normative and individual development. Interpret theories and research. **Proposed Changes:** With the discontinuation of Area E, the Child Development department would like to reclassify CD 209 GE certification to Area 4: Social Sciences.
- [ESM - 200 - 24-2605 - Course Change - Inscape and Landscape](#) - Proposed Changes: Changing ESM 200 to ESM 310 in response to discontinuation of Area E. It will be an upper division course that upper division ESM transfer students take as part of the ESM core, ideally in their first or second semester at Humboldt. Currently, in the ESM core, students are required to take SCI 100 or ESM 200. Going forward, first year students take SCI 100 as part of a PBLC and transfer students take ESM 310. ESM 310 will not count towards GE credit.
- [25-2661 - Environmental Science and Management, B.S. \(Core\) - Change Core Requirements](#): Replace ESM 200 in the ESM Core with its re-numbered equivalent, ESM 310. ESM 200 is an Area E course and since Area E is being discontinued, the course is being changed to ESM 310, which will be the equivalent of SCI 100, but for transfer students ([24-2605](#)).
- [GEOL - 100 - 24-2638 - Course Suspension/Deletion - From Stars to Rocks](#) - Delete Area E course as part of GEAR program change. Content now in PBLC SCI 100.
- [HED - 100 - 24-2609 - Course Change - Introduction to Health and Well-Being](#) - **Description:** Explore the Dimensions of Health and Well-being. Use principles related to Physical, Social, Environmental, Psychological, Spiritual, and Occupational Health to understand and design behavior change plans. **Proposed Changes:** Change course name and description; change GE certification from Area E to Area 4: Social Sciences.
- [PHYX - 100 - 24-2639 - Course Suspension/Deletion - From Stars to Rocks](#) - Delete Area E course as part of GEAR program change. Content now in PBLC SCI 100.
- [REC - 100 - Leisure in Society - Course Change - 23-2523](#) - Description: Explore leisure experiences, leisure professions and the effects of leisure on individual and community wellbeing. Examine the role of leisure in diverse communities. Develop knowledge of local leisure providers and activities, and develop leisure habits for increased personal wellbeing. Proposed Changes: Change course title from "Leisure in Society" to "Serious Fun". Title change is to increase appeal and to better reflect industry standards. Removal of Area E: Lifelong Learning GE designation and certify GE Area 4: Social Sciences.
- [SCI - 100 - 24-2591 - Course Change - Becoming a STEM Professional](#) - Proposed Changes: Change GE area from E to 1B: Critical Thinking. Change the course description slightly. Change assignments to reflect the switch to area 1B.

**Art Program Changes**

- [Media Arts BFA - New Degree - 23-2385](#) - Program Description (brief): The BFA in Media Arts major provides hands-on, skill-building experience in digital media, photography, film, video, audio/music recording, animation, and emerging technologies. Additionally, the curriculum aims to develop artists that embrace creative and ethical storytelling. The BFA in Media Arts major provides hands-on, skill-building experience in digital media, photography, film, video, audio/music recording, animation, and emerging technologies. Additionally, the curriculum aims to develop artists that embrace creative and ethical storytelling.
- [Fine Art, B.F.A. - Change Concentration/Emphasis Requirements - 24-2575](#). Adding four courses to the elective options for art studio including: (1) ART 280 Special Topics (2) ART 480 Special Topics (3) ART 279 Digital Media I: Animation

**Discussed, Reviewed, and Paused for further review.**

**Further discussion**

<p>(new class) (4) ART 319 Digital Media II: Animation Variable Topics (new class). The 280/480 addition will just remove the need to run exceptions when we offer those special topics.</p> <ul style="list-style-type: none"> <li>• <a href="#">ART - 279 - 24-2551 - New Course - Digital Media I: Animation</a>. New 3-unit C-07 Activity. Converting a topic from Special Topics (ART 280) to a stand-alone course. This is being created in conjunction with the new Digital Arts BFA.</li> <li>• <a href="#">ART - 319 - 24-2552 - New Course - Digital Media II: Animation Variable Topics</a>. New 3-unit C-07 Activity. Converting a topic from Special Topics (ART 480) to a stand-alone course. Course is repeatable 3 times for credit (9 units total). This is being created in conjunction with the new Digital Arts BFA.</li> <li>• <a href="#">Art Studio Minor - Change Minor Requirements - 24-2573</a>. Adding four courses to the elective options for art studio including: (1) ART 280 Special Topics (2) ART 480 Special Topics (3) ART 279 Digital Media I: Animation (new class) (4) ART 319 Digital Media II: Animation Variable Topics (new class). The 280/480 addition will just remove our need to run exceptions when we offer those special topics.</li> <li>• <a href="#">Art, Art Studio Concentration, B.A. - Change Concentration/Emphasis Requirements - 24-2574</a>. Adding four courses to the elective options for art studio including: (1) ART 280 Special Topics (2) ART 480 Special Topics (3) ART 279 Digital Media I: Animation (new class) (4) ART 319 Digital Media II: Animation Variable Topics (new class). The 280/480 addition will just remove our need to run exceptions when we offer those special topics.</li> </ul>	<p><b>needed, will return to ICC after updates made by originators.</b></p>
<p><b>Recreation Administration Program Changes</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Recreation Administration, B.A. - Change Core Requirements - 23-2520</a> - 1) Remove emphasis areas from major program and allow students to take 15 -16 units of upper division "Professional Development" courses. The removal of emphasis areas allows for more course flexibility and an increase in course enrollment. 2) In order to keep professional development courses in the upper division, move 2 classes to lower division core. Change requirement language: "If you plan to take REC 362 - Master Diving, you must also take REC 252 - Diving First Aid followed REC 262 - Beginning SCUBA." 3) Additionally, the titles of REC 100 and REC 220 will be changed to increase appeal and to align better with professional recreation language. 4) Finally, to increase enrollment density in REC courses, remove HED 392 and PSYC 306 from course offerings.</li> <li>• <a href="#">REC - 220 - Leisure Programming - Course Change - 23-2522</a> - Description: Theories, content, and design to serve community leisure needs through programs and events. Proposed Changes: Change course title from "Leisure Programming" to "Program and Event Management". Title change is to increase appeal and to better reflect industry standards.</li> </ul>	<p><b>Discussed, Reviewed, and Approved.</b></p> <p><b>Moved to the senate.</b></p>
<p><b>Certificate for Sustainable and Climate Resilient Schools</b></p> <p><a href="#">24-2295 - Certificate for Sustainable and Climate Resilient Schools</a> <b>Description:</b> Designed for professionals in the educational workforce, this certificate addresses the increase of sustainability work occurring in educational settings. Administrators, faculty and staff are being asked to coordinate sustainability efforts at their educational settings to address social and environmental responsibilities. This certificate supports educational professionals in the workforce to become sustainability leaders. The courses are designed to provide applicable knowledge and skills to promote equity and sustainability in educational settings. Upon completion of the certificate, an individual will have acquired foundational knowledge, creative abilities and practical skills to reduce environmental impacts and associated costs for an educational setting, to promote health and wellness for students and staff, and to advance climate justice and sustainability. This program will be delivered online.</p> <ul style="list-style-type: none"> <li>• <a href="#">EDUC 510: Foundations of Sustainability (4) Curriculum proposal #24-2332</a> Description: This course introduces core sustainability concepts. Explores the historical, philosophical, and ethical dimensions of sustainability and pursues a wide range of sustainability topics and principles. Develops an integrated and systemic understanding of sustainability issues, trends, impacts and perspectives. Identifies policies and initiatives for positive change along with potential technology, tools, and innovations for addressing sustainability challenges. This course utilizes the ISSP curriculum and students are prepared to complete the Sustainability Excellence Associate (SEA) credential exam.</li> <li>• <a href="#">EDUC 520: Grant-writing for Change (4) Curriculum proposal # 24-2333</a> Description: The course will provide a broad overview of federal, state, and foundation grants aimed at program and project development for sustainability and climate readiness along with a focus on programs for social and environmental justice. This course will teach the mechanics of proposal writing including a focus on skills in identifying sources of grant funding, doing useful research to support applications, and tailoring proposals to specific audience interests. Students may be asked to engage in a collaborative grant project or individually work on a grant application for submission.</li> <li>• <a href="#">EDUC 530: Leadership for Sustainability and Climate Resilience (4) Curriculum proposal # 24-2335</a> Description: This course is the culminating experience for the Certificate for Sustainable and Climate Resilient Schools. A whole-school sustainability integration framework will be examined through an embedded model of campus, curriculum and community &amp; culture. The course will be organized by utilizing the Green Ribbon Schools Award Pillars. Students will analyze each of the three pillars of sustainability at their educational setting in preparation of submitting a Green Ribbon Schools Award.</li> </ul>	<p><b>Discussed, Reviewed, and Approved</b></p> <p><b>Moved to the Senate.</b></p> <p><b>Resolution written and submitted.</b></p>

### International Education Week

The CDC is concerned that the course-work for this class does not meet the 45-hours-of-work expectation for one unit, and requests that the ICC discuss this issue.

- [INTL - 387 - 24-2562 - International Education Week \(IEW\) Colloquium - Course Change](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, COMM 387, ECON 387, GEOG 387, HIST 387, PSCI 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [ANTH - 387 - 24-2566 - Course Change - International Education Week \(IEW\) Colloquium](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: COMM 387, ECON 387, GEOG 387, HIST 387, INTL 387, PSCI 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [COMM - 387 - 24-2565 - Course Change - International Education Week \(IEW\) Colloquium](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, ECON 387, GEOG 387, HIST 387, INTL 387, PSCI 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [ECON - 387 - 24-2563 - International Education Week \(IEW\) Colloquium - Course Change](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, COMM 387, GEOG 387, HIST 387, INTL 387, PSCI 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [GEOG - 387 - 24-2567 - International Education Week \(IEW\) Colloquium - Course Change](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, COMM 387, ECON 387, HIST 387, INTL 387, PSCI 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [HIST - 387 - 24-2568 - Course Change - International Education Week \(IEW\) Colloquium](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, COMM 387, ECON 387, GEOG 387, INTL 387, PSCI 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [PSCI - 387 - 24-2564 - International Education Week \(IEW\) Colloquium - Course Change](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, COMM 387, ECON 387, GEOG 387, HIST 387, INTL 387, WLC 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.
- [WLC - 387 - 24-2235 - New Course - International Education Week \(IEW\) Colloquium](#) - Description: Attend 15 IEW sessions emphasizing the importance of international engagement & studying/working abroad. Engage in keynote speaker, lectures, workshops/panels, and global performing arts. Mandatory pre-event meeting & post-event online discussion. Cross-listed with: ANTH 387, COMM 387, ECON 387, GEOG 387, HIST 387, INTL 387, PSCI 387. Proposed Changes: Aligning with the INTL 387 home course to meet cross-listing policy.

**Discussed,  
Reviewed,  
and  
additional  
information  
requested  
from the  
originator.**

**Will return to  
ICC.**

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## University Policies Committee

Submitted by Chris Harmon, UPC Chair

Members: Chris Harmon, Sulaina Banks, Kijung Ryu, Heather Honig, William Cook, Sulaina Banks

Meeting Date(s): 11.05.22



Meeting Details: UPC continues to engage with the Policy on Policies, Procedures, and Guidelines. Our discussion is motivated by several instances of faculty, staff, and administrators introducing policy inconsistently with what the Policy on Policies describes. Our goal in revisiting this policy is to walk the fine line between being transparent in decision-making regarding policies and not being administratively burdensome.

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## **University Resources and Planning Committee**

Submitted by Jaime Lancaster, URPC Co-Chair

Members:

Meeting Date(s):

Meeting Details: no report

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## **Academic Senate of the CSU**

Submitted by Stephanie Burkhalter and Mary Virnoche, ASCSU Senators

Senators Burkhalter and Virnoche will be attending the ASCSU committee meetings and plenary Wednesday, November 13 through Friday, November 15, 2024

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## **Associated Students**

Submitted by Wysdem Singleton, AS President

Members: Eduardo Cruz (LVP), Amy Nava (SAVP), Camille Fisher (ESO), Anna Martinez (SJEIO), Jacob Garcia (EAO), Alejandra Garcia (At-Large Rep), and Gerardo Hernandez (CAHSS Rep)

Meeting Date(s):

01. Bylaws and Policies: Restructuring of the Associated Students Board of Directors.
  - a. The Associated Students have undertaken a significant restructuring of the Board of Directors. This process is part of the review of our organization's bylaws and policies, hoping to enhance decision-making and streamline responsibilities. Reducing the board's size from 18 to only 8 members. With an addition of an Academic Affairs Officer. Our governing documents has recently undergone its first reading with the Board of Directors.
02. Title IX: Observations and concerns.

- a. The Associated Student President met with the IX coordinator, however, they would like to bring up some issues that were stated such as the implementation team cannot implement new policies. Also, the preventive education in Title IX appears to be under-resourced and insufficient. Lastly, there is a call for better advisory support for respondents in title IX cases.
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## California Faculty Association

Submitted by Anthony Silvaggio, CFA/Humboldt Chapter President

Members:

Meeting Date(s):

Meeting Details: no report

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## Office of Equity, Diversity, and Inclusion

Submitted by Rosamel Benavides-Garb, Campus Diversity Officer

**November 12, 2024**

### Personnel

#### Diversity and Equity Fellows

- **ODEI Black Student Success Equity Fellow:** Dr. Kirby Moss, Associate Professor of Journalism and Department Lead, has been awarded the Research, Scholarship, and Creative Activities Grant in the amount of \$5k. The title of the project is *Black Elders of the North Coast: An Intergenerational Exploration of the Black Community of Humboldt County*, the purpose of which is to document the rich history and contributions of the long-standing, but largely invisible, Black community in Humboldt County. The grant proposal was developed in collaboration with ODEI.
- **ODEI Student Success Equity Fellow:** Dr. Jianmin Zhong, Professor of Biological Sciences, leads the Paid Summer Internship for Health Profession Careers, which is now accepting applications for its third summer cohort. The internship is designed to provide students from Cal Poly Humboldt and College of the Redwoods, particularly those from underrepresented backgrounds, with direct exposure to healthcare professions, including primary care, geriatrics, and psychiatry. Throughout the internship,

participants will observe and work alongside a diverse array of healthcare professionals, including physicians, physician assistants, nurse practitioners, and other allied health workers. In addition to gaining clinical insights, students will build a professional relationship with physician(s) and enhance their professional skills while learning about rural communities' unique healthcare challenges.

- Program Dates: May 19 – July 25, 2025, Stipend: Up to \$4,500, Commitment: 40 hours per week for 10 weeks
- The application is available at this link: [PreMed Paid Summer Internship Program 2025](#). The deadline to apply is 11:59pm on November 17, 2024.
- **ODEI Campus Pride Index Staff Equity Fellow:** Elias Pence, EOP/SSS Advisor, and Chair of the Gender Diversity Task Force, joins ODEI as a Staff Diversity and Equity Fellow whose work is dedicated to the completion of the Campus Pride Index, a national benchmarking tool for colleges and universities to create safer, more LGBTQ-inclusive campus communities. Elias continues the work of prior ODEI Equity Fellow Professor Benjamin Graham (Psychology) in support of the LGBTQ+ campus community.

## Initiatives

### **DEI in the Hiring Process**

- **Addressing Unconscious Bias (AUB) in the Hiring Process Training:** All members of Humboldt search committees are required to take AUB training before serving on a search committee. The in-person AUB training certifies participants for two years before renewal for search committee service. Campus members who have taken the online CSU Learn AUB webinar must recertify by attending the in-person workshop after one year. In-person AUB training is offered bi-weekly. To register, access the CSU Learn webpage, which is accessible through the myHumboldt homepage Faculty/Staff Resources drop-down menu. 52 campus employees have completed the in-person AUB workshop since August 9, 2024.
- **Equity Advocacy in the Hiring Process Orientation:** All faculty and staff are eligible to become Equity Advocates in the hiring process after completing the Addressing Unconscious Bias (AUB) training. ODEI has placed Equity Advocates on six tenure-track faculty search committees for positions starting in Fall 2025. ODEI has a pool of 10+ Staff Equity Advocates eligible for search committee service and has placed three on staff search committees. Staff Equity Advocates are optional for hiring committees.

### **Equity Arcata**

- **City of Arcata equity arcata Manager:** Monique “Mo” Harper-Desir has been hired by the City of Arcata as its new, full-time equity arcata Manager. Mo is an experienced

community organizer and founder of Black Humboldt, a community organization that seeks to promote existing black businesses, professionals, and organizations, support Black navigation, and to help unify people of color (POC).

- **Latinx Heritage Month proclamations:** On September 19, 2024, equity arcata convened leaders from our local Latinx community organizations for a *Tardeada* in honor of the Oaxacan authors who visited Humboldt campus and community the week of September 16th. Together, the leaders helped shape a Latinx Heritage Month proclamation delivered by the City of Arcata on October 2, 2024.
  - The Humboldt County Board of Supervisors then modeled its own proclamation, which was read at the Board of Supervisors meeting on 10/8.
  - ODEI is proud of the role it has played in influencing these proclamations.

### **Collaborations**

**ODEI is a partner in the development and implementation of the following collaborative initiatives:**

#### **Affirmative Action Plan**

- **Annual Affirmative Action Plan Update:** It is CSU policy that each campus and the Chancellor's Office review and update its Affirmative Action Plan for equal opportunity employment, annually. Notification of the renewal is received by the Chief Human Resources Officer and the Campus Diversity Officer. HR, ODEI, and Academic Personnel Services are collaborating to review and update the institutional document and associated workforce data to submit to the CO in January 2025.
- **Affirmative Action Plan Communication Plan:** In accordance with CSU policy, the institutional Affirmative Action Plan will be promulgated to the campus administration. Human Resources Training and Compliance Coordinator, Anthony Baker-Ortiz, Interim Academic Personnel Services and Labor Relations Manager, Megan Siems, ODEI Strategic Initiatives Coordinator, Pearl Podgorniak, will soon begin meeting with divisional leadership teams to present the framework of the document.

**Equity in Student Services Committee:** ODEI's Logistics and Implementation Coordinator, Angelina Ramirez Peirano, serves as Chair of the Equity in Student Services Committee. Convened by Director of Academic Advising, Loren Collins, the committee's charge is to keep equity at the center of any process improvements, advancing equity, diversity, and inclusion in the student experience as they are served through enrollment management, student success, and academic programs. The committee meets once per month to discuss institutional barriers in how students navigate campus.

**Faculty and Staff Listening Circles:** ODEI has offered 3 of 4 listening circles scheduled for this fall semester. The listening circles are offered both in-person and via Zoom. The listening circles are offered the first Thursday of the month from 11am to 12 pm to embed the opportunity into the workday as a symbol of institutional support for employee participation and well-being.

**Institutional Anti-Racism Action Plan:** The IARAP task force is in the final stages of writing its recommendations for the institutional document. The draft document and recommendations will be presented to the University Senate for review and feedback early in the Spring '25 semester.

### **Events**

**ODEI has recently participated in the following events:**

**CSU Facilitating Difficult Dialogues Training:** ODEI staff completed a 16-hour workshop and earned a certification to facilitate difficult dialogues.

**Black Excellence Speaker Series:** Hosted in collaboration with the Umoja Center, the Department of Child Development & Family Relationships, Human Resources, and Enrollment Management & Student Success, the Office of Diversity, Equity, and Inclusion (ODEI), highlights resilience, cultural understanding, and equity through the voices of three distinguished speakers.

- Dr. Chela Chomicki opened the series in September with a keynote on how cultural immersion fosters personal growth and resilience, followed by a workshop on anti-racism and self-discovery through travel.
- Dr. Geneva “Dr. G” Craig shared her civil rights journey in a keynote and led a workshop on compassion in education, emphasizing anti-racism.
- Dr. Deborah Johnson will explore the intersection of race and gender in maternal influences on young women of color and provide tools for addressing racial stress in professional settings.

Staff and faculty can receive CSU Learn credit when attending these series of workshops and a letter of recognition will be given to those who attended all three workshops.

**Campus and Community Dialogue on Race (CDOR):** ODEI hosted the following workshops and events during the 26th annual CDOR event, which was held October 23-28, 2024:

- Institutional Anti-Racism Action Plan (IARAP) Community Update, hosted by IARAP Task Force members Michele Miyamoto, Fernando Paz, and Mary Virnoche.
- Ethics of Care workshop, hosted by ODEI’s Fernando Paz and Angelina Ramirez Peirano

- Whiteness Within: From Ally to Coconspirator workshop, hosted by Academic Advisor, Sarah Peters Gonzalez, and equity arcata Manager, Mo Harper-Desir.

**Excelencia in Education Alignment Institute:** Seal of *Excelencia* Application Committee members Rosamel Benavides-Barb, Pearl Podgorniak, Aolany Navas, Carmen Bustos-Works, Mark Wicklund, and Provost Jenn Capps attended the *Excelencia* in Education Alignment Institute in Chicago, 11/6-11/7/24. The Committee will submit an institutional application for the Seal of *Excelencia* in early June 2025.

**International Expo and Forum, University of Guanajuato, Guanajuato, Mexico:** A Cal Poly Humboldt delegation of students, faculty, and administrators, including AVP of Diversity, Equity, and Inclusion, Rosamel Benavides-Garb, participated in an International Expo and Forum invited by the University of Guanajuato. Humboldt continues its planning and refinement for a service learning opportunity for students in a health clinic in San Miguel De Allende.

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## **Emeritus & Retired Faculty & Staff Association**

Submitted by Marshelle Thobaben, Senate Representative for ERFSA

Members:

Meeting Date(s):

Meeting Details: No Report

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## **Labor Council**

Submitted by Steve Tillinghast, Labor Council Delegate

Members:

Meeting Date(s):

Meeting Details: no report

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## **Staff Council**

Submitted by Kathy Hudson, Staff Council Chair

Members: Alex Thorne, Aylea Maxwell-Miller, Cristina Tusei, Erica Lucarotti, Erin Scofield, Grace Coleman, Janeth Serrano, Kathy Hudson, Noel DiBenedetto, Pearl Podgorniak, Scott Harris, Sherry Beasley, Stephanie Souter, Tianna Nourot, Xelha Puc

Meeting Date(s): 10/23/2024

Meeting Details:

### **Open Positions:**

- Recruitment for councilors is ongoing, particularly seeking representatives from Advancement and Athletics.

### **Key Updates:**

#### **Chair's Update:**

- Kathy is participating in a group of campus representatives, organized by interim President Spagna, discussing campus culture and needs following the April protests.
- The Staff Council Chair seat has been reinstated on the President's Cabinet.
- Kathy and Stephanie are participating in a new CSU System-Wide Staff Council Group.

### **Committee Reports:**

- **Governance Committee:** A new formal vetting process was successfully used with this past round of placing applicants on staff seats on campus committees, and we will adopt this process moving forward.
- **Staff Service Committee:** Planned events include a Halloween potluck, trivia, and costume contest.
- **Recognition Committee:** Preparation for upcoming Staff Recognition and Years of Service events, with budget considerations for service awards.

### **Calendar & Events:**

- **Upcoming Staff Connect Events:**
  - Halloween (October 31, 2024)
  - Valentine's Day (February 14, 2025)
  - Staff Appreciation and Years of Service (May 2025)
- **Public-Facing Meetings:** Scheduled twice per semester for information-sharing and staff concerns.

### **Trial Activity for 2024/2025:**

- For staff in job roles with no direct peers on their team, we will offer logistical support to help them form peer support groups. This effort responds to a request from Administrative Support Coordinators (ASCs) seeking help to create a voluntary space for ASCs to come together for camaraderie and mutual support.

**Next Meeting:**

- 11/20/2024 - Open meeting. Staff holding seats in the University Senate, committees, and groups will be invited to share and connect with staff.