**AGENDA**

**Department Chairs**

**March 3, 2014**

**Goodwin Forum**

**Meeting Time: 9:00 – 11:00**

1. **Announcements / Short Discussions**
   1. Unit cap change for next fall – Jená Burges
   2. LMS Pilot – Alex Hwu
2. **Topic:** Report on Advising Working Group / Ken Ayoob

**Time:** 9:15 – 10:15

**Attachment:** Charge to Advising Working Group

**Background:** A group of faculty, staff and administrators have been gathered to look at advising at HSU and make policy and implementation recommendations for a comprehensive advising plan for all HSU students (see attached charge from the Provost)

**Action:** Ken Ayoob, chair of the working group will report on the current progress and timeline of the working group, answer questions, and listen to suggestions from the department chairs bring back to the Advising group.

1. **Topic:**  Mandated Reporting Requirements under Title IX / Kim Berry

**Time:** 10:15-10:45

**Attachment:** Best Practices for Implementing Title IX

**Background:** CSUExecutive Orders 1072, 1073 and 1074 (governing the CSU implementation of Title IX), in effect since April 6, 2012, outlined requirements of CSU campuses regarding responses to sexual assault, sexual harassment, and discrimination. With the exception of CAPS counselors and two employees in the Student Health Center, all faculty and staff are designated as “responsible employees” in these EOs, and are required to report to Title IX Officers all incidents of sexual assault, harassment and discrimination. The Sexual Assault Prevention Committee has prepared a document for helping faculty and staff implement their responsibilities in ways that serve our student survivors. See <http://humboldt.edu/titleix/> for more information about Title IX at HSU.

**Action:** Kim Berry and Maxwell Schnurer will present information about and resources for implementing our mandated reporting requirements, answer questions, and listen to concerns from the group.

1. **Topic:** Co-listing of graduate and undergraduate courses / Monty Mola

**Time:** 10:45 – 11:00

**Attachment:** Draft Policy on the co-listing of Graduate and Undergraduate Courses

**Background:** Co-listed courses (aka dual listed, dual scheduled, co-scheduled, etc.) are two distinct courses, typically at the 400 and 500 level, that meet at the same location and time with the same instructor, with key differences in student learning outcomes and expectations, assignments, presentations, etc for the graduate and undergraduate students, e.g., ENGR 477/577: Solar Thermal Engineering. . Currently there is no policy regarding the co-listing of graduate and undergraduate courses. Without a policy in place new co-listed course proposals are not being approved. This policy is simply to codify the guidelines already in place at the ICC and to create a pathway for new courses to be approved.

**Action:** Monty Mola will ask the chairs for feedback on the draft policy.