

HUMBOLDT STATE UNIVERSITY

Division of Academic Affairs Presidential Transition Document

July 2019



Table of Contents

Academic Affairs Department/Area Summaries

1.	Office of the Provost	1
2.	Academic Programs / Office of Graduate & Undergraduate Studies	2
3.	Academic Personnel Services	4
4.	College of Arts, Humanities and Social Sciences	5
5.	College of Extended Education and Global Engagement	7
6.	College of Natural Resources and Sciences	9
7.	College of Professional Studies	11
8.	Enrollment Management	13
9.	Information Technology Services	15
10.	Humboldt State University Library	17
11.	Office of Diversity, Equity & Inclusion	19
12.	Office of Institutional Effectiveness	21
13.	Sponsored Programs Foundation	23
	Appendix I: University Senate	25
	Appendix II: Academic Affairs Management/Office Contacts	26

1. Office of the Provost

Mission/Primary Function: “Creating Change for Equity”

The Division of Academic Affairs oversees the academic activities of HSU's three individual colleges (CAHSS, CNRS and CPS), the faculty, the undergraduate and graduate curriculum, the Library, Information Technology Services, Office of Research and Sponsored Programs, College of Extended Education and Global Engagement, Office of Diversity, Equity & Inclusion, Institutional Effectiveness, and Enrollment Management. Academic Affairs has oversight of the academic success of 7800 undergraduate and graduate students across thirty-six departments and programs. The 2018-2019 FY operating budget for Academic Affairs is \$82.1 million (59% of the University Operating Fund Expenditure Budget).

For the past three years, Academic Affairs has coordinated the CSU Graduation Initiative 2025 (GI 2025) efforts and has worked collaboratively with all campus divisions to deploy the funding provided to campus. \$2.7 million of the GI 2025 funding has been invested in tenure-track faculty hiring, and \$1.2 million has been invested to support academic preparation and student engagement/well-being. During the 2018-2019 FY, the Student Success Alliance (SSA) allocated \$700K of GI 2025 funding for 2019-2020 using the new Integrated Assessment, Planning and Budget (IAPB) process.

Lead Division Administrator:

Dr. Alex Enyedi, Provost and Vice President of Academic Affairs

Alex.enyedi@humboldt.edu

707/826-3780 (private direct office phone number)

269/365-8027 (mobile phone number)

Department's FTE/Staffing Structure:

In addition to the Provost, the Provost's office includes the following staff members:

- Holly Martel, Interim Director of Academic Resources
- Lupe Lovio, Budget Analyst
- Paula Petersen, Confidential Assistant to the Provost
- Taylor Sorrels, Administrative Support

Special Commitments:

The Provost's office staff collectively and broadly represent the interests of faculty and the division of Academic Affairs through extensive service on campus committees, teams, working groups, and campus initiatives. Additionally, Provost Enyedi strives to advance the goals of HSU through local community service and partnerships with, for example, the City of Arcata, City of Eureka, College of the Redwoods, and the Humboldt County Office of Education.

The Provost's Office administrates and works collaboratively with the Administrative Support Coordinator assigned to the University Senate Office.

For more information about the Humboldt State University Senate, please see Appendix 1.

2. Academic Programs and Office of the Vice Provost of Graduate & Undergraduate Studies

Mission/Primary Function:

Purpose

Academic Programs puts students first by investing in and supporting learning through collaborative partnerships. We strive to transform lives through high quality, equitable, and holistic curricular and co-curricular programming.

Vision

As stewards of exemplary learning, Academic Programs collectively provides a transformative experience that:

- Meets students where they are at.
- Addresses systemic inequities that target minoritized groups through dialog and action.
- Provides ethical leadership within the university, local community, and the California State University system.
- Makes evidence-informed decisions.
- Provides transparent, inclusive, coordinated, and consistent communication.
- Uses responsible recruitment and retention strategies for students, staff, and faculty.
- Prioritizes and aligns resources to provide better service to students (learning, retention, and graduation).

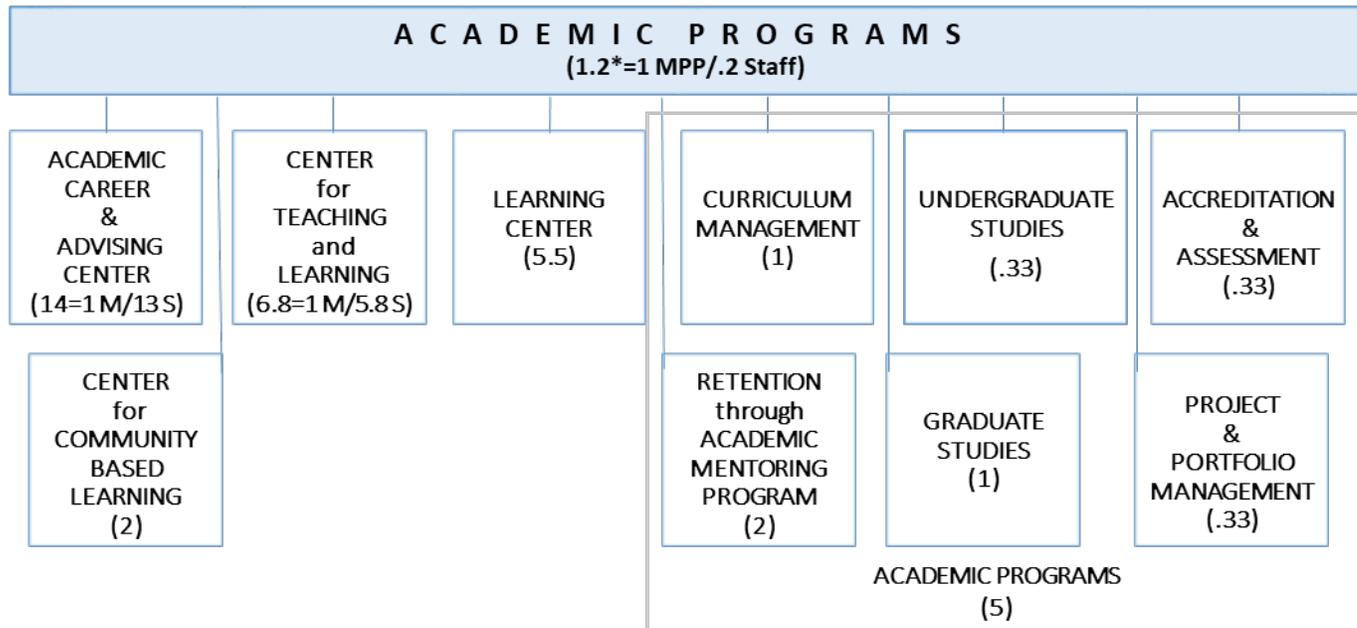
Lead Division Administrator:

Rock Braithwaite, Interim Vice Provost and Dean of Undergraduate & Graduate Studies

(Beginning 08/15/2019) Mary Oling-Sisay, Vice Provost and Dean of Undergraduate & Graduate Studies

Office Location/Contact: Siemen's Hall 216, 707-826-3511

Department's FTE/Staffing Structure:



*The 1.2 FTEs presented here at the Major Budget Unit level are the Vice Provost and Administrative Assistant who support all departments. Human Resources includes them in the Academic Programs department.

Special Commitments:

Project / Initiative	Start	End	Status
Academic Master Plan	Sep-18	TBD	On Hold
Academic Policy Review Process & Schedule	TBD	May-20	Plan
Curriculum Alignment and Program Assessment	Apr-18	Dec-20	Act
Early Alert for First-Year & First-Semester Transfer Students Expansion			Plan
Faculty Advising Implementation			Plan
First-Time Undergraduate Student Academic & Support Services			Act
HSU Learning Community Infrastructure			Act
Professional & Faculty Advising Assessment Plan & Review			Plan
Professional Development Support for Learning Community & Area E Instructors			Act
Student Employment			Act
Support Students Facing Academic Challenges			Plan
Support Undeclared & Impacted Majors Students and Motivate Semi-Interested Students			Plan
Transfer Student Academic & Support Services			Plan
Transfer Student Mentoring Curriculum			Plan
Transfer Student Mentoring Hub			Plan
WSCUC Recommendations Plan	Jul-18	Sep-18	Act

Quick Facts:

Academic Programs puts students first by investing in and supporting learning through collaborative partnerships. We strive to transform lives through high quality, equitable, and holistic curricular and co-curricular programming.

AY 2019/20 Campus Events/Milestones:

- August 12 & 13 from 1:00-5:00 RAMP Mentor Education
- August 15 & 16 New Faculty Orientation
- August 20 8:30–11:30 Campus Professional Development Day with *Belonging @Hills, Stairs, and Umbrellas* theme
- August 28 3:00-5:00 Learning Center Kick Off Event to mark their return to the Library
- October TBD Redwood Roots launch party (inaugural edition of a digital magazine featuring HSU community-based learning stories)
- April 24 Teaching & Learning Symposium

3. Academic Personnel Services (APS)

Mission/Primary Function: The APS team provides guidance and leadership for faculty affairs including Retention, Tenure, and Promotion; faculty recruitment; faculty leaves; Academic Student Employees; temporary faculty assignments and entitlements; and labor relations for faculty. The APS staff works in partnership with other campus units, such as the Center for Teaching and Learning (CTL), Human Resources (HR), Payroll, and the Office of Diversity, Equity and Inclusion (ODEI), to develop creative systems to attract, retain, develop and engage a diverse and talented group of faculty.

Lead Division Administrator:

Dr. Laura K. Hahn, Interim AVP Faculty Affairs, ikh9@humboldt.edu, x5086

Dr. Simone Aloisio, AVP Faculty Affairs (will begin Aug. 15), Simone.Aloisio@humboldt.edu, x5086

Department's FTE/Staffing Structure:

In addition to the AVP, APS includes the following staff members:

Stephanie Vick, APS Manager

Courtney Proctor, Academic Personnel Specialist

Bree Gossi, Faculty Recruitment Coordinator

Gabby Pelayo, Front Office Assistant

During the academic year, APS also employs a student assistant for approximately 10 hours per week.

Special Commitments:

- Retention, Tenure & Promotion of Faculty: The President (in consultation with the University Faculty Personnel Committee) is the final decision on retention with tenure & promotion of probationary faculty, and the final decision on promotion of tenured faculty (See Appendix J, IV. c & d). The files arrive to the President early May with response deadlines (required by Unit 3 Collective Bargaining Agreement) of June 1 and June 15.
- The President is currently the final approval for coach appointments, and reviews and signs the appointment forms.

Quick Facts:

- Oversees recruitment and appointments for all instructional faculty (tenure-track and temporary), faculty unit coaches, counselors, and librarians, as well as Administrators with retreat rights to faculty. In collaboration with Payroll, implements salary programs for Unit 3 and Unit 11.
- Works with individual faculty and the College offices in support of the Retention, Tenure, and Promotion (RTP) process, as well as temporary faculty evaluations and Range Elevation.
- Ensures compliance with Unit 3 California Faculty Association Collective Bargaining Agreement, and Unit 11 United Auto Workers Local 4123 (UAW) who represent Academic Student Employees.

AY 2019/20 Campus Events/Milestones:

- August 15th and 16th will be the New Faculty Welcome, an orientation program for our 21 new tenure-track hires, organized by CTL.
- In the Fall, there is a reception for the newly promoted tenure track and lecturer faculty.

4. College of Arts, Humanities and Social Sciences (CAHSS)

Mission/Primary Function: *The College of Arts, Humanities and Social Sciences is an artistic, creative and intellectual community. It is conceived as an equitable partnership of staff, faculty, and students devoted to teaching, learning and scholarly endeavors. The many fields within the College provide the greatest breadth for service, creative engagement, and professional opportunity within a diverse and everchanging society.*

We are the proud home to students seeking courses, [majors and programs](#) that allow them to create, communicate, explore social and cultural life, understand humanity's relationship to the environment, tackle our most fundamental issues, and contribute to social change in our global society. Our faculty are committed to [hands-on and active learning](#) that expands the classroom and contributes to students' personal and professional development. Over the course of their study, our students engage with field, lab and studio-based learning, service learning, internships, leadership development through regional and national conferences and competitions, research and creative partnerships with faculty, cultural immersion, and [study abroad](#).

Lead Division Administrator: [Lisa Bond-Maupin](#), Professor and Dean (ljb20@humboldt.edu/826-4491)

Department's FTE/Staffing Structure: [Organizational Chart Link](#) and [Infographic of CAHSS by the Numbers](#)

Selected Special Commitments and Innovations Related to HSU Strategic Priorities:

Retention and Student Success: Two first-year student learning communities serving our students most at risk of leaving HSU. [Global Humboldt](#) serves students admitted without a major and provides opportunities for exposure to major options and community around the theme of exploration. [Students for Violence Prevention](#) is a partnership with Check It and serves students within our majors who are interested in working together to promote consent culture and nonviolence.

Student Leadership, Engagement and Retention: Student Leadership Associates is a new initiative within the dean's office to create a student advisory and outreach group of student employees interested in developing as leaders and helping to engage and retain students across the college.

Support for HSU as an HSI: Student majors learning translation and interpretation in our World Languages and Cultures Department provide Spanish translation and interpretation services for the university and larger community. They have transformed web-based information for parents, selected publications, websites and other material toward increased inclusion of Spanish-speaking students and their families.

Collegiality and Inclusion: Following a consultant-led workshop with our Chairs last spring, we are drafting a college statement of commitment to collegiality, civility and inclusion. This will form the basis for the development of similar statements at the department level. We are also redrafting our college bylaws and governing documents with an equity and inclusion frame.

Regional Center for the Arts: Toward this strategic priority for HSU, we formed the college Community Advisory Council for the Arts. This group of active and engaged community members will serve to support our development of arts-related community partnerships and the growth of our gallery and performance programs.

International Partnership Commitments: We have agreements and special exchange partnerships through the World Languages and Cultures Department at the following Universities. There is a history of Presidents visiting these universities and engaging with the dedication/rededication of partnerships:

Universidad Autónoma Benito Juárez de Oaxaca (Mexico)*
Universidad de León (Spain)
Université Cheikh Anta Diop (Senegal)
Institut Francophonie of Nantes (France)

Three Quick Facts:

1. **Our students learn by leading.** Our student-led initiatives include:

- [Humboldt International Film Festival](#)
- Model United Nations
- [Speech and Debate](#)
- Student Media: [El Leñador](#), [Osprey](#), and [The Lumberjack](#)
- Student Radio: [KRFH](#)
- Student Journal Publications: [Toyon](#) and [Courageous Cuentos](#)

3. **We are campus leaders in career curricular integration.** Working with the Career Center, our faculty formed a career curricular integration committee to support all faculty in the creation of career guides for each major and the integration of career readiness and awareness across the curricula.

4. **We highly value international education.** Our expression of this commitment includes:

- International Education Week
- Faculty-led Study Abroad
- Faculty leadership in the coordination of global education CSU-system wide
- Fundraising to support study abroad
- Academic programs in International Studies and World Languages and Cultures
- Global Humboldt – a first year learning community integrating the global and local
- Let's Talk About the Middle East film series in the community
- International scope courses and curricula across the college

AY 2019/20 Campus and Community Events/Milestones*:

1. **College of Arts, Humanities and Social Sciences Fall Opening - Monday, August 19, 10:30-noon, Great Hall**

President Jackson is welcomed to address the faculty and staff of the college at our opening event.

2. **Rotary noon – Arcata – Every Wednesday at noon at Plaza Grill on Arcata Plaza**

President Jackson is invited to speak and to explore joining Rotary. The Dean and Past President Rollin Richmond are members along with alumni and emeriti faculty.

3. **Constitution Day - September 17, 2019**

Usually coordinated by the Politics Department.

4. **International Education Week – February, 2020**

A week of celebration and learning on campus.

5. **History Day – March, 2020**

This Saturday on campus brings junior and high school students to campus to showcase their knowledge and skill. Our History Department partners with our secondary education colleagues to serve as coordinators and judges. TBD

6. **Latino/a International Film Festival – March, 2020**

A celebration of international Latinx filmmakers in partnership with the College of the Redwoods at a local theatre.

7. **Toyon Launch Party – March, 2020**

This on campus celebration of the release of the new edition of Toyon highlights student writing and publication work.

8. **Humboldt International Film Festival – April, 2020**

This student-run film festival is a competitive festival featuring films and young filmmakers from HSU and internationally. It is held at the Minor Theatre and sold out last year.

9. **California Indian Big Time – April, 2020**

This is our annual pow wow style celebration of statewide indigenous peoples on campus.

10. **California Seal of Biliteracy Awards – May, 2020**

This is in partnership with the Humboldt Council on Education and is the annual off-campus celebration of language learning in high schools.

*Please also note, there are frequent theatre productions, gallery exhibitions, and music concerts/performances throughout the academic year. President Jackson will receive complementary tickets.

5. College of Extended Education and Global Engagement (CEEGE)

See: <https://extended.humboldt.edu/extended-education>

Mission/Primary Function:

The College of Extended Education and Global Engagement (CEEGE) is a self-supporting unit that provides diverse and innovative educational opportunities for a variety of learners. We are actively engaged on campus and within the community to promote regional connections and economic development. We support international cultural exchange opportunities for HSU students and welcome international students and faculty to our campus. We provide leadership training for managers of state and national agencies, a leadership network for women in higher education (in partnership with College of the Redwoods) and a thriving degree completion program in leadership studies. We enable individuals to achieve their academic, personal, and professional goals by offering quality instruction and transformational learning experiences.

Lead Division Administrator:

Carl Hansen, Dean, Student & Business Services Building, Suite 211, x-5877, hansen@humboldt.edu

Department's FTE/Staffing Structure:

Our College is staffed to provide full support to our diverse programs and our non-traditional learners. The 15 employees in CEEGE champion the work to connect the community to HSU. Their expertise includes program development, class scheduling, registration and cashiering services, academic advising, financial management, marketing, communications, web and graphic design, faculty recruitment and selection as well as the support of international students, faculty and programs. The College of Extended Education and Global Engagement also provides employment opportunities and ongoing professional development for student assistants.

Positions that provide this extensive range of services include: Dean (Carl Hansen), Director (Sheila Rocker Heppe), Registrar (Christian Guillen), Assistant Registrar (Summer Turner), Extension Coordinator (Julia Heatherwick), OLLI Coordinator (Kim Laney), eLearning Support Specialist (Laurel Watson), Program Support Specialist (Amelia Wright), Communications Specialist (Rhonda Stockwell), Graphic/Web Designer (Grace Kerr), Budget Analyst (Nate Cacciari-Roy), Administrative Assistant (Kenneth Rainey); The Center for International Programs staffing includes International Marketing and Recruitment Coordinator (Emily Kirsch), Coordinator of International Admissions and Immigration (Megan Mefford) and Coordinator of Faculty Immigration (Leslie Anderson).

See: <https://extended.humboldt.edu/extended-education/about-extended-education> and <https://extended.humboldt.edu/international-programs/about/directory-cip>

Special Commitments:

President Jackson is invited to join OLLI's President's Club. This is an important group of philanthropists and donors who support the work of OLLI at HSU.

The President is also final signatory for all official international agreements, after vetting by CSU legal counsel.

Quick Facts:

Innovative Academic Programs: For the 2018-19 AY, CEEGE offered nearly 900 courses (for credit and non-credit) and processed over 9,000 enrollments.

- Online programs: BA Degree Completion program in Leadership Studies (with over 100 majors), Masters in Social Work (MSW), MA in Applied Anthropology, Certificates in Geospatial, New Designs for Fundraising, and Faculty Preparation: Teaching in Higher Education.
- Community certificate programs: Digital Communications and Imaging, Wine Studies.
- Stackable certificates: In partnership with campus departments, developing certificate programs that are designed to offer career-based academic focus, and thus encourage transfer student enrollment.
- Summer Session is offered on a self-support basis, providing a cost-effective way for students to make progress toward graduation.
- Open University (or Concurrent Enrollment) allows students to enroll in HSU classes in the fall and spring, without being admitted; some students enroll for personal or professional reasons, but others plan to matriculate and pursue a degree.

Osher Lifelong Learning Institute (OLLI at HSU): An active regional outreach offering a myriad of classes and experiences for a vibrant community of over 1,000 learners aged 50 and better. OLLI creates opportunities for academic engagement, civic involvement, personal growth and fun. Partially supported by a \$2 million endowment from the Bernard Osher Foundation, HSU joins a network of 122 Osher Lifelong Learning Institutes across the nation.

Strategic Partnerships: Collaborations with local, State and Federal agencies, including California Commission on Peace Officer Standards and Training, California Department of Corrections and Rehabilitation, CalFire, US Forest Service, Northcoast Small Business Development Center, College of the Redwoods and Humboldt County Office of Education. Many local organizations partner with our Osher Lifelong Learning Institute: <https://extended.humboldt.edu/olli/friends-olli/olli-community-partners>.

Global Engagement: Providing a range of international opportunities, from sending students to study abroad (approx. 145 annually) to recruiting and supporting international students (approx. 55) and supporting international faculty (approx. 10).

Workforce and Economic Development: CEEGE is represented in a variety of local and regional workforce and economic development initiatives, including Prosperity (the Humboldt County Economic Development initiative) and the California Workforce Association.

AY 2019/20 Campus Events/Milestones:

President Jackson will be invited to participate in the following events that are affiliated with the College of Extended Education and Global Engagement.

International Programs:

- Welcome and Orientation of new international students in the fall
- Celebrating graduating international students in the spring
- International Education Week – promoting international awareness, each spring

OLLI at HSU:

- OLLI Open House for the community at the beginning of each academic session
- OLLI President’s Club Brunch (major donors to OLLI at HSU) - August 14th
- Friends of OLLI Appreciation Event (all donors) - each fall, 08/15/19 - 6pm

6. College of Natural Resources and Sciences (CNRS)

Mission:

In December of 2018, the CNRS concluded a two-year process resulting in the 2019 – 2024 CNRS [Strategic Plan](#).

The mission of the CNRS is to provide high-quality education through student-centered, hands-on learning in inclusive environments, prepare students to be scientifically literate global citizens who incorporate diverse cultural and cross-disciplinary knowledge systems into their work, graduate STEM professionals to meet state and national needs, collaborate with campus and community partners, carry out transformative research that advances scientific understanding and benefits all members of society.

Lead Division Administrator:

Dr. Dale Oliver, Dean, College of Natural Resources and Sciences

Dale.Oliver@humboldt.edu / 707/826-4921 (office) 707/496-7253 (mobile)

Office Staffing Structure:

Dean: Dr. Dale Oliver

Associate Dean: Dr. Rick Zechman

Budget Analyst: Anthony Baker

Administrative Analyst: Julie Tucker

Office Administrative Support Coordinator: Cortney Koors

Organization:

The CNRS is 100 tenured/tenure-track faculty and organized into 12 academic departments offering 15 undergraduate degree programs and 3 graduate degree programs. Additional key programs and facilities supported by the college include the [Indian Natural Resource Science and Engineering Program](#), the [Schatz Energy Research Center](#), the [Dennis K. Walker Greenhouse](#), the [California Cooperative Fish & Wildlife Research Unit](#), the [R.V. Coral Sea](#) (Eureka), the [Telonicher Marine Lab](#) (Trinidad), and the [Natural History Museum](#) (Arcata). Click [here](#) to view the CNRS Organizational Chart.

Special Commitments:

The CNRS partners actively with the following CSU Multi-Campus Collaborations (Affinity Groups): Agricultural Research Institute ([ARI](#)), Council on Ocean Affairs, Science & Technology ([COAST](#)), and the CSU Program for Education and Research in Biotechnology ([CSUPERB](#)). The HSU President has participated on the Board of Governors of ARI for the past few years, and was instrumental in establishing HSU as an associate member of ARI. In addition, CNRS hosts one of 14 programs through the California Stem Cell Agency ([HSU CIRM](#)).

The CNRS faculty are embracing the opportunity to become a Hispanic Thriving Institution. A series of STEM grants have led to the development of first-year experiences that are welcoming and inclusive, and to faculty professional development through an ongoing collaboration with [ESCALA](#), a consortium of higher education consultants based in the U.S. Southwest who work with HSIs to close the gap in educational access and student success of underrepresented students in STEM fields.

Quick Facts:

- Approximately 40% of HSU students pursue majors in CNRS, putting HSU at the top of the CSU in terms of percentage of students with majors in the Sciences. HSU is the only campus in the CSU whose STEM Institutional 6-year Graduation Rate (students who start in STEM) is consistently at or above its overall 6-year graduation rate ([CSU Institutional Research and Analyses](#)).
- Through the third quarter of the 2018/19 academic year, CNRS faculty have a total awards portfolio through the HSU Sponsored Programs Foundation of \$42,448,615, representing 266 active projects. The total IDC contributed from these programs during this time is \$5,200,140, representing 2/3 of all IDC generated through SPF. (HSUSPF quarterly financial report, March 31, 2019).
- By Fall 2021, all incoming CNRS Students will have the opportunity to be in a first-year [Place-Based Learning Community](#). Participation in a Placed-Based Learning Community is linked to higher retention and greater progress toward degree.
- HSU ranks first in the CSU and eighth nationally among Master's Granting Institutions in Baccalaureate origin of STEM PhDs per 100 undergraduates. ([National Center for Science and Engineering Statistics](#)).
- CNRS faculty have recently been refining general education in two critical ways: a newly designed Area E (Lifelong learning) course, SCI 100, to prepare students to be successful in STEM, and a new set of entry-level math courses (some with additional learning supports) so that all student have opportunity to earn baccalaureate credit in quantitative reasoning in their first semester.

AY 2019/20 Campus Events/Milestones:

The CNRS will host an event to commemorate receipt of the 900-acre Jacoby Creek Forest during the 2019-20 academic year. The CNRS Dean's office will coordinate selection of the date for the event with the HSU President's office in late August, 2019.

7. College of Professional Studies (CPS)

Mission/Primary Function:

The College of Professional Studies is dedicated to providing our students an education that combines engaged scholarship with a professional presence in the community featuring hands-on learning both in and beyond the classroom walls. Our students benefit from opportunities for research, internships, professional conferences, and paid employment. These experiences will forever shape their lives and the lives of everyone they touch. In the end by helping our students achieve their goals, the College of Professional Studies is creating a better future for everyone.

Lead Division Administrator:

Gregg J Gold, Interim Dean/Associate Dean

gregg@humboldt.edu

(Beginning 7/31/2019) Shawna Young, Dean of the College of Professional Studies

shy4@humboldt.edu

Department's FTE/Staffing Structure:

Annette Troxel, Budget Analyst; Kevin Colando, Administrative Analyst; Lindsay Righter, Student Success and Community Initiatives Analyst; Jean Thompson, Administrative Support Coordinator.

Special Commitments:

Humboldt County Office of Education Teacher Shortage Task Force: Community members, the Superintendent for Humboldt County Schools, and representatives from the College of Professional Studies and HSU meet every two months to develop strategies and implement plans to address the K-12 teacher shortage in Humboldt Country.

College of Professional Studies Advisory Board: A distinguished group of business and community leaders that meets once a semester to: Advise on market informed strategic directions for new course and program offerings to meet the changing needs of organizations hiring our graduates; Provide expertise regarding content creation and quality improvement based upon Board members' experience in professional settings; Share career and professional advice as well as discuss latest developments in Board members' field of knowledge through guest speaking engagements; Work with career services to offer students advice on securing internships and guide students towards professional opportunities; Assist students in building and developing a professional network.

Quick Facts:

- 2,046 majors of 6,992 total (29% of all HSU Majors)
- 1,881 FTES out of 7,053 (26.6%) for AY 18-19
- Budget of \$14,908,261 of \$61,307,609 (24.0% of the three College total) for AY 18-19
- 61% Minoritized Students (HSU = 57%) AY 18-19

- SFR of 22.8 (vs. HSU SFR = 20.1) for AY 18-19
- Eight Schools/Departments: Business Administration, Child Development, Economics, Education and Liberal Studies Elementary Education, Kinesiology & Recreation Administration, Leadership Studies (online), Nursing (Fall 2020), Psychology, Social Work.
- Over 400 paid student internships: <http://www2.humboldt.edu/cps/internships/placements/>

AY 2019/20 Campus Events/Milestones:

Winter 2019 CPS Newsletter, highlights some of the events that took place Fall 2018:

<http://online.fliphtml5.com/bvjq/dtox/#p=2>

March 2019 Newsletter:

<http://online.fliphtml5.com/bvjq/uwes/#p=12>

Year-End Commencement Newsletter:

<http://online.fliphtml5.com/bvjq/lxdl/>

8. Enrollment Management (EM)

Mission/Primary Function:

Provides campus wide leadership for implementation of the university's strategic enrollment management (SEM) plan. Supports the implementation of the plan through a variety of critical enrollment related activities including recruitment, admission, and registration of over 7000 students. Responsible for awarding \$65 million annually in financial aid to 85% of HSU student body.

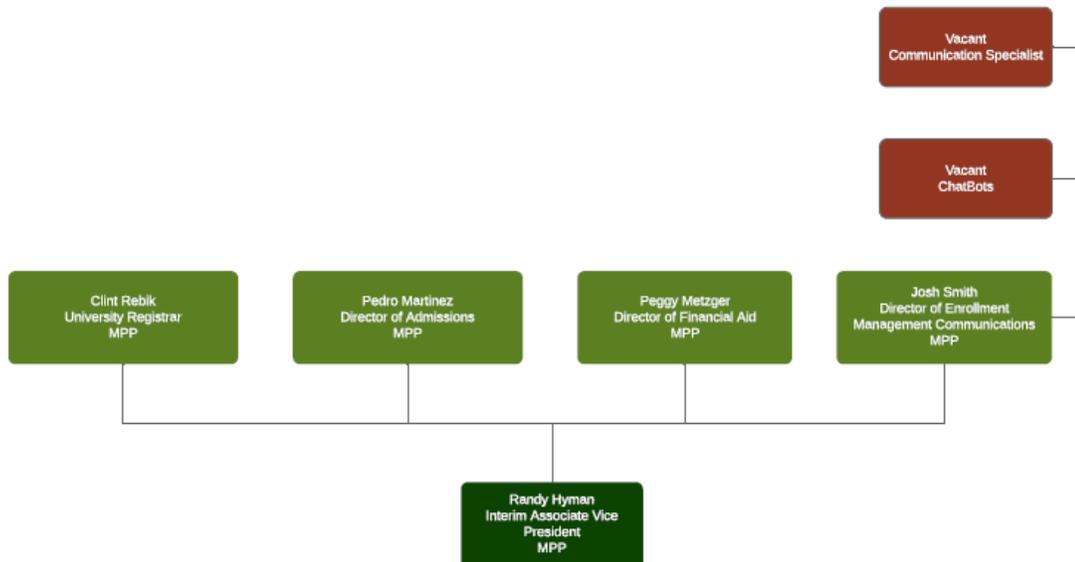
Lead Division Administrator:

Dr. Randy Hyman, Interim Associate VP for Enrollment Management, SBS 295, 707-826-5381, reh80@humboldt.edu

MBU FTE/Staffing Structure:

(See EM Organization Chart below)

HUMBOLDT
STATE UNIVERSITY
Enrollment Management
Organizational Chart



Special Commitments:

The Enrollment Management Implementation Team (EMIT), chaired by the interim AVP for Enrollment Management is comprised of 25 faculty and administrative staff. EMIT holds leadership responsibility for coordinating the implementation of the strategies and initiatives outlined in the SEM plan, serves as a clearinghouse for vetting new ideas about enrollment management related activities, and ensures that all campus constituencies receive clear communication about the University's progress toward attaining our enrollment objectives.

Recently, Enrollment Management contracted with SEM Works, a national firm that provides targeted support to address enrollment related challenges at post-secondary institutions. SEM Works has provided a comprehensive recruitment plan that reflects a thorough engagement with HSU faculty, staff, and students. This plan will serve to guide the implementation of immediate, short, and longer term recruiting and related marketing activities, designed to impact enrollment of new students.

Quick Facts:

- Leading institutional efforts to achieve and sustain appropriate enrollment.
- Supporting, engaging, and collaborating with campus partners to meet GI 2025 goals.
- Implementing the recruitment plan recommended by SEM Works.
- Leading the Enrollment Management Implementation Team toward achievement of the objectives outlined in HSU's strategic enrollment management plan

AY 2019/20 Campus Events/Milestones:

Fall Preview (Welcome)

Spring Admitted Student Day (Welcome)

9. Information Technology Services (ITS)

Mission/Primary Function:

ITS supports the learning, teaching, research/creative activities, service, and operational computing needs of HSU students, faculty, and staff. Our goal is to provide consistent, high-quality service in support of HSU's mission and strategic plan while ensuring prudent resource usage. ITS has a reputation for tackling problems head on and providing the structure and organization needed to successfully complete major projects.

Lead Division Administrator:

Bethany Rizzardi, Interim Chief Information Officer, Bethany.Rizzardi@humboldt.edu, x6101

Department's FTE/Staffing Structure:

ITS comprises 62 professional staff and 60 student employees. We operate as eight functional units: CIO Office and Administrative Support, Information Security, Telecommunications and Network Services, Information Systems, User Support Services, the ITS Project Office, and Enterprise and Client Technology. More detailed team descriptions at: <http://its.humboldt.edu/about/its-organization-contacts>

Special Commitments:

Accessible Technology Initiative (ATI): Each November, HSU reports on the status of the university's progress toward meeting the goals set out for the Accessible Technology Initiative. This year, an additional report outlining an "expedited plan" is due **from** the HSU President on September 6. Cabinet can expect to have a draft of this plan in early August. The work is co-directed by the CIO and the Director of Student Access Services (Student Affairs - Currently Vacant)

Technology Steering Committee (TSC): A subset of CSU Presidents meets regularly to share understanding of current technology issues and set directions. The past two HSU Presidents have been members of the TSC. If this is of interest to you, we can connect you.

Security Briefing: The CSU Information Security policy requires that we brief you on the current state of campus information security annually. We typically do this in July but are flexible as you settle in.

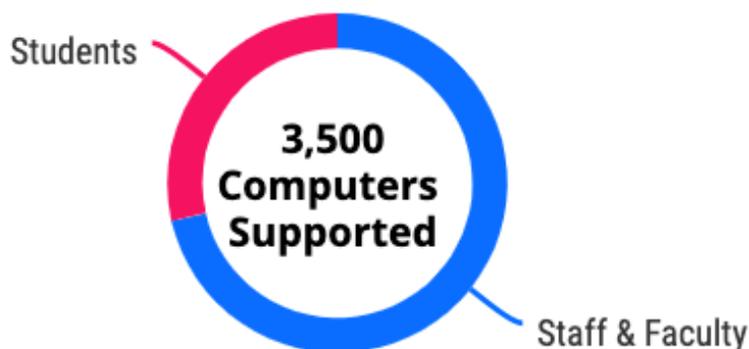
Information Security Data Breaches: In the event of a security incident that would require notification be issued to people that their data has been exposed, we will alert you at the same time we alert the Chancellor's Office.

Quick Facts: See Next Page

AY 2019/20 Campus Events/Milestones: *N/A*

Information Technology Services

A 2018/19 Snapshot



92.5%

Support Requests Solved On the First Call



Projects

ITS partners with the campus managing ~25-30 projects at a time to advance HSU initiatives. Project Prioritization aligns IT resources with campus priorities.



Accessibility

6500+ documents and 700+ videos have been made accessible since 2017, improving usability for all students.



Student Support

HSU leads the way in the CSU in allowing students to choose to display their gender pronouns on the class roster: one of many ways we support students.



Innovation

We've lowered the cost of technology for students by up to 75% for computers and 95% for storage.



Software Access

Students have access to 350+ applications on campus and off through our virtual lab.



Staffing

ITS is a family of 62 professional staff and provides over 60 student jobs each year.



Data Dashboards

OBI hosts over 70 data dashboards to people across campus. Topics include Finance, HR/APS, Degree Audits, Student Financials, and more.



Information Security

HSU operates a comprehensive information security program, resulting in audits that outshine those of our peers.



Networking

We connect the campus with WiFi access to over 23,000 devices each year and 460 miles of indoor cabling for phones and computers.

10. Humboldt State University Library

Mission/Primary Function:

The mission of the Library at Humboldt State University is to provide the information, collections, and services that are necessary to support the instructional programs, research, and outreach services of Humboldt State University. We support 3,000 - 5,000 learner visits each day during the semester.

Library Diversity & Social Justice Working Group [Vision & Values](#) (see “Purpose” below)

Our Purpose: We are advocates for change in identifying and addressing issues around diversity and equity as they affect HSU students, staff and faculty, as well as the local community. Our primary focus is ensuring that the University Library serves our diverse population of students, staff and faculty by embracing diversity, promoting equity, and helping to prepare our students to be responsible members of diverse societies. [Library Equity Gap Projects](#) - This list of Library activities was shared recently with ODEI for HSU’s interactive equity map

Lead Division Administrator:

Cyril Oberlander, Library Dean, 707-826-3441 Cyril.Oberlander@Humboldt.edu

Department’s FTE/Staffing Structure:

HSU Library’s outstanding students, staff, and faculty are dedicated to connecting people and ideas, enhancing learning and ensuring access to information, and facilitating community building, innovation, and knowledge creation. We provide an exceptionally welcoming and inclusive environment for learners. With a focus on community engagement and lifelong learning, Library personnel recently and effectively transformed the Library into the vibrant heart of the University, and central hub of the campus community. Empowering students, faculty, staff, and community with SkillShops and Lifelong Learning educational and community events are tremendous opportunities to connect and grow together, in fact, during the 2017/2018 academic year, the Library hosted 920 events. The Library’s innovative programs, outstanding personnel, resources, services, and space inspire learners, and well serves the campus strategic goals for student success. HSU Students are a crucial part of our organization and our innovation strategy; student employees have created software to automate data gathering to help us understand studying preferences at HSU Library, students have also volunteered to create a flight simulator that is now located in the library, and student internships are a platform for making real-world project-based learning a powerful experience that launches careers, business or research interests.

Special Commitments:

- Carly Marino, Special Collections Librarian, serves on the California Historical Records Advisory Board, through the California State Archives.
- Cyril Oberlander, Library Dean, serves on the Access Humboldt Board, as the HSU Liaison to this Community Media Station. The CR President is currently also on the Board.
- Library Dean also is currently under consideration to join the Board of the Arcata Chamber of Commerce, replacing Frank Whitlach, as the HSU representative.
- HSU Library just received a \$100K grant from the State Library for community engagement with digital literacies. Louis Knecht, Special Collections Instruction Librarian, will be serving as the Digital

Literacies Librarian for this program to support student and community technology and digital literacy needs, in partnership with; Arcata Chamber of Commerce, College of the Redwoods Library, Humboldt County Library, and Humboldt County Historical Society.

- [HSU Press](#) publishes scholarly, intellectual, and creative works by or in support of our campus community. HSU Press also provides powerful learning opportunities for student assistants and interns who help support hundreds of publications each year. HSU Press innovative services publishes works open access, available free online worldwide, strengthening the HSU brand, and real world application of class assignments. Journals such as; [CouRaGeouS Cuentos](#), [ideaFest Journal](#), [Toyon](#), and others, empower student voices and authorship. In addition, Library and Center for Teaching and Learning, collaboratively manage [Scholarship of Teaching and Learning](#), [Innovative Pedagogy](#), an interdisciplinary journal of discovery, reflection, and evidence-based higher education teaching & learning methods, and research.
- Library and Center for Teaching and Learning collaboratively manage the campus' CSU Affordable Learning Grant Program to help lower the cost of textbooks.

Quick Facts: [Library Annual Reports](#)

- Textbooks on Reserve are vital to students, during the fall of 2017, there were 11 textbook titles that cost over \$300. The library made over 1,200 textbooks available for short term checkout, and working with faculty, and between 2016-2018, in collaboration with faculty, fostered open educational resources and lower cost resources saving to save students over \$1 million in textbook costs.
- Library hosts inspiring events that build community: 920 events during 2017/2018 academic year.
 - 508 Library Instruction/Presentations with over 8, 800 attendees
 - 155 SkillShops, workshops focusing on academic, professional, and personal growth; 1,366 attendees.
 - 42 Lifelong Learning Lounge workshops, 886 attendees.
- HSU Press published over 450 authors and 392 works in 2017/2018. Publications were viewed over 33,500 times by readers worldwide.
- Over 1,000 students practiced mindful activities in the Brain Booth.
- Special Collections Interns, in collaboration with classes, created six digital exhibits using Omeka, and the readership was over 11,700 views.
- ideaFest celebration in 2018 included over 400 posters, presentations, and performances, and during this campus celebration of creative and scholarly works, over 2,200 attended.

AY 2019/20 Campus Events/Milestones:

- Native Voices: Native People's Concepts of Health and Illness Traveling Exhibit Opening Reception, October 15, 2 - 3pm, Library Lobby (already on President's Calendar per Kay Libolt)
- Campus/Community Dialogue on Race (CDOR), Nov. 4 - Nov. 9, 2019 (campus wide collaboration) [2018 CDOR website](#)
- Fred Korematsu Day of Civil Liberties & the Constitution, January 30, 2020 in conjunction with Taiko Symposium (San Jose Taiko and HSU Music Dept.)
- HSU Authors Celebration, annual February 14, 2020 from 3-5pm
- ideaFest, a campus celebration and showcase of research & creative works annual: late spring.

11. Office of Diversity, Equity & Inclusion (ODEI)

Mission/Primary Function: The Office of Diversity, Equity and Inclusion (ODEI) is focused on systems change in support of equitable and inclusive learning and community spaces. Examples of this strategic approach to dismantling institutional and systemic racism include involvement with ongoing educational sessions for all faculty, staff, and administrators as well as implementing new policy and revising inequitable practices that create institutional racism. In addition to offering learning opportunities for the HSU community, ODEI supports the recruitment and retention of faculty and staff of color. Finally, ODEI's mission is to strive forward with asset-based equity, student success, and student-centered initiatives that create equity, value diversity and create a healthy campus and community.

Lead Division Administrator: Dr. Cheryl Johnson, Executive Director of ODEI. 707-826-4503. Email: clj26@humboldt.edu

Department's FTE/Staffing Structure: Executive Director (1.0 FTE), Associate Director (1.0 FTE), Community Development Specialist (1.0 FTE), Administrative Support Coordinator (1.0 FTE), (2) Student Assistants (.25 FTE).

Special Commitments: During the 2018-2019 academic year ODEI, in collaboration with key stakeholders on and off campus, successfully implemented several new initiatives and policies. ODEI staff provided professional development educational sessions for faculty, staff and administrators. Furthermore, ODEI worked closely with the surrounding community in a collective impact model through equity arcata to ensure a more inclusive and welcoming environment for people of color.

Quick Facts: Initiatives and Policies

Diversity, Equity and Inclusion Council (DEIC): A thirty member council, which includes faculty, staff and student representatives from the divisions of Academic Affairs, Student Affairs, Business and Finance, University Advancement, and Associated Students. The executive team includes two co-chairs and three subcommittee co-chairs. The three subcommittees focus on: 1) Faculty and staff development and professional opportunities; 2) What it means for HSU to be a Hispanic Serving Institution (HSI); and 3) Inclusive teaching strategies and culturally relevant pedagogy. Key accomplishments: presentations to the University Senate and rewriting HSU's Purpose, Vision and Values for the upcoming Diversity Strategic Action Plan. More information can be found under: [ODEI Initiatives](#)

Equity Advocate Initiative: Over sixteen Equity Advocates participated in faculty search committees. Twelve Equity Advocates participated in staff and administrative searches. With the ongoing collaboration with Human Resources to ensure hiring processes are equitable, Equity Advocates will be able to help search committees craft equity-minded job vacancy announcements.

Institutional Learning Outcomes (ILOs): In collaboration with key campus partners helped in the passing and adoption of an Equity and Social Justice ILO – HSU graduates will be able to identify and

evaluate systems of power and privilege and identify methods for creating diverse, inclusive, and racially just and equitable communities.

Retention, Tenure, and Promotion (RTP): In collaboration with key campus partners helped in the writing and passing of the: 1) Resolution on Amendment to Section XI of the Faculty Personnel Policies and Procedures for Retention, Tenure, and Promotion (Appendix J of the Faculty Handbook) and 2) Resolution on Amendment to Appendix J “Definitions of Terms and Abbreviations” & “Assessment of the Areas of Performance for RTP”

Diversity and Equity Fellowship Program: Three faculty Equity Fellows from three of the colleges will be part of the inaugural cohort working in collaboration with ODEI, DEIC and the Center for Teaching and Learning (CTL) to provide professional development to colleagues in their colleges and departments.

Diversity, Equity and Inclusion Grants: Allocation for HSU Diversity and Equity Awards: 3 faculty; 3 staff; and 2 students. For more information on the name of organizations that got awarded please visit: [ODEI Grants](#)

Diversity Mind Mapping: Student Assistant (SA), is working collaboratively with all departments and units on campus to map out the diversity and equity work being done at all levels of the institution.

AY 2019/20 Campus Events/Milestones:

 Professional Development and Community Engagement		
Name	Purpose	Impact
Avoiding Unconscious Bias in the Hiring Process	Developing strategies for avoiding the pitfalls of unconscious bias in hiring.	260 participants since ODEI staff began offering the session.
Whiteness and Microaggressions	Developing a common language and understanding systems of oppression.	215 participants have attended this two-day, two-hour workshop.
Cultural Humility	Learning about the four principles and understanding that it is a lifelong commitment to self-evaluation and self-critique.	25 faculty and staff members of the Place-Based Learning Communities.
equity arcata https://www.equityarcata.com/	Works through a collective impact model.	Has 8 working groups that include members of the HSU and the local community.
Humboldt – Del Norte TK-12 Equity Partnership	Provide professional development for racial equity	Formation of the first cohort of 12 facilitators. Participants include superintendents, principals, teachers, and support staff.

12. Office of Institutional Effectiveness (OIE)

Mission/Primary Function:

At OIE, we cover data in all its forms. In doing so, we provide a broad spectrum of services to all internal departments and external bodies, which covers six distinct but interdependent areas: data management, institutional research, institutional assessment, academic assessment, data visualization, and change management. We collect, analyze, and report institutional data on topics such as applicants, enrollment, retention and graduation rates and time to degree, faculty and staff characteristics, instructional and programmatic costs and productivity, and financial peer comparisons -- all for the purpose of providing accurate information to support transparent, evidence-based planning and decision making while fostering a culture of assessment.

We also provide decision support and guidance to many entities on campus with the goal of evaluating the success of academic and co-curricular student-support programs and their roles in retention, learning outcomes, and overall student success. We respond to data requests from the campus community for compliance, for comparisons, for assessment of current strategies, and for help with formulating goals and objectives, analyzing data, planning and designing processes, and establishing performance metrics and benchmarks.

We use predictive modeling and post-hoc analyses combined with robust visualizations to assist decision makers in following paths of inquiry, and we have begun exploring career-based analytics, including labor-force projection needs for California and the nation to assist in aligning recruitment with program planning and marketing. Overall, our goal is simple: We provide analytics that help HSU honor its mission to offer an affordable, high-quality education that is responsive to the needs of a rapidly evolving world. This work finds us closely partnered with academic departments, enrollment management, the budget office, and marketing and communications. For more details, please see ie.humboldt.edu

Lead Division Administrator:

Lisa Castellino, Ph.D., Associate Vice President OIE
(707) 826-5339
lisa.castellino@humboldt.edu

Quick Facts & Points of Pride:

OIE team members have won numerous *Best Presentation* and *Best First-Time Presenter* awards at the California Association of Institutional Research (CAIR) annual meeting; Dr. Castellino was co-chair of the system-wide Data Decision-Making Workgroup, one of six subcommittees created to support the CSU Graduation Initiative 2025; we have facilitated professional development activities like the CSU's Middle Leadership Academy; and we regularly connect strategic data with storytelling to inform campus stakeholders. See <http://ie.humboldt.edu/diduknow> for an example of such storytelling, and see <https://ie.humboldt.edu/IR-Present> for a sample of presentations we have offered.

We are also the architects behind the [HSU Environmental Scan](#), a first-of-its-kind document providing the context and data necessary to understand statewide trends that influence enrollment. To see a complete list of presentations, workshops, publications, and awards, visit <https://ie.humboldt.edu/content/oie-points-pride>.

Special Commitments:

In the closing commendations of their 2018 report reaffirming HSU's accreditation, the WSCUC team praised the university for building "a robust institutional research capacity consistent with its purposes and characteristics." They went on to recommend that HSU implement a comprehensive university assessment plan developed by faculty, and they highlighted the need for alignment of institution-wide learning outcomes across curricula. OIE played a significant role in leading the university's response during the 2018-2019 academic year, and we will continue to do so moving forward. We have worked with faculty to write new institutional learning outcomes (ILOs), align program learning outcomes with those new ILOs, and design new assessment plans specifying where and how student achievement of learning outcomes is measured. As this work continues, we are also working with faculty to adjust our GE learning outcomes and curricular structure in light of the new ILOs -- and to design innovative methods to assess student learning in GE courses.

WSCUC also recognized OIE in noting that data at HSU are efficiently disseminated to inform planning and decision-making, which is moving the campus toward its goal of being a true data-driven institution. In their recommendations, the team stated that as an institution, we must show that we are engaging in realistic budgeting, enrollment management and revenue diversification while countering current trends to reach targets for enrollment, graduation, retention, and equity gaps. OIE is helping the university respond to this charge by taking a lead role in efforts to integrate assessment, planning, and budgeting. We are leading the campus drive to build a disciplined, transparent, and principled strategic budgeting and assessment process to collectively move HSU plans and initiatives forward: <https://integration.humboldt.edu/>.

Campus Initiatives OIE is supporting in 2019-2020:

- Assisting academic programs in their response to spring senate resolution calling for ILO-PLO alignment, assessment planning, and curriculum mapping
- Working with GEAR committee, CTL, and faculty across campus to examine possible curricular changes necessary for university-wide coverage of ILOs
- Overseeing rollout of newly revamped academic program review process
- Implementation of Burning Glass
- Outcome tracking supporting the Strategic Enrollment Management Plan
- Outcome tracking supporting SEMWorks recommendations supporting student recruitment
- Analysis of *Great Colleges to Work For* survey results
- Analysis of *Beginning Student Survey of Engagement* survey results
- Facilitating pilot of new Integrated Assessment, Planning, and Budget process with the College of Natural Resources and Sciences and Information Technology Services

Department's FTE/Staffing Structure: See more at: <https://ie.humboldt.edu/meet-team>

13. Office of Research & Sponsored Programs (ORSP) – University
Humboldt State University Sponsored Programs Foundation (HSU SPF) – Auxiliary

Mission/Primary Function: Our primary mission is to promote and facilitate research, service, scholarly, and creative activity throughout the HSU community by providing professional and accessible Pre- and Post-Award services. We strive to advance HSU research and economic development efforts in collaboration with our regional and global partners. We aim to work closely with the faculty and staff to help HSU further gain recognition as a destination for research opportunities.

The Sponsored Programs Foundation acknowledges that Humboldt State University researchers and program directors seek innovative answers to the world’s toughest challenges. These top scholars bridge disciplines and build industry, non-profit, and government partnerships to bring solutions to life. In an economy nurtured by innovation, their leadership and discoveries drive success throughout the state and beyond. This is the inspiration behind the Sponsored Programs Foundation motto:

“Local Research. Global Reach.”



Lead Division Administrator: Kacie Flynn, CRA | Interim Executive Director

Office: [707.826.5159](tel:707.826.5159) | Cell: [661.858.4440](tel:661.858.4440) | Email: kacie.flynn@humboldt.edu

Department’s FTE/Staffing Structure: [ORSP Organization Chart](#)

ORSP/HSU SPF currently employs 13 full time staff and 3 part time student assistant employees. There are four major components to our staffing structure: Pre-Award, Post-Award, Compliance, and Front Office (Administrative Support).

Pre-Award Specialists provide comprehensive services that Principal Investigators (PI’s) need to apply for available grants. They work with them to help locate funding opportunities, determine eligibility for grants and awards, and develop the proposals needed to compete for them. They also oversee budget development, help prepare any documentation required by a proposal, and review & negotiate contracts for successful proposals.

Post-Award Grant Analysts manage the deployment of university and sponsor policies and procedures pertinent to the administration of a sponsored program throughout the life cycle of an award. Grant Analysts provide sound administration of sponsored programs, which is critical in maintaining the public trust in research outcomes, and ensuring funds are appropriately spent.

Special Commitments: The [HSU SPF Board of Directors'](#) governs the HSU Sponsored Programs Foundation, a non-profit auxiliary corporation. The board meets quarterly to provide financial oversight and programmatic direction to HSU SPF management. The University President serves as the ‘President’ of the HSU SPF Board of Directors.

The [Agricultural Research Institute](#) (ARI) is a system-wide affinity group. Humboldt is one of the six CSU’s that participate with ARI. As an ‘Associate Campus’ HSU receives \$250K annually for agricultural research funding. The University President serves on the ARI’s [Board of Governors](#).

Quick Facts: For easy reference, HSU SPF maintains a ‘[Quick Facts](#)’ sheet for our Board Members that offers a snapshot of the types of activity the research foundation engages in. This outlines key speaking points that Board Members can reference or distribute when discussing the role of research, service, and creative activity at Humboldt State University.

Student Support: Last fiscal year HSU SPF brought in \$6.8M in academic grants to support the educational mission of the campus, including \$2.3 million in direct scholarships and stipends to our students.

Employment: HSU SPF is considered a large employer in Humboldt County, offering job opportunities to over 1064 employees annually. Students benefit from both the learning experience of working on research projects as well as receiving a steady income. Faculty and staff benefit by being able to do research in their specialty field while receiving additional pay.

2017/2018 SPF RESEARCH EMPLOYEES BY TYPE			
	HEADCOUNT	SALARY	HOURS
STUDENTS	342	\$ 843,710	59,081
FACULTY/STAFF	722	\$ 8,130,245	316,369
TOTAL	1064	\$ 8,973,955	375,450

Strategic Planning: Humboldt State University’s 2015-2020 [Strategic Plan](#) outlined three main goals for the research community:

Objective 1.4 Expand Opportunities for students to participate in undergraduate research - *achieved*

Object 4.3 Develop a campus-wide focus on externally funded research & foster supportive collaborations for grant writing & research:

- Increase external funding for scholarly work 25% - *achieved*
- Increase grant proposal submissions by 25%
- Increase grants over \$25,000 by 30% - *achieved*
- Streamline routing processes & paperwork - *achieved*

Object 4.3

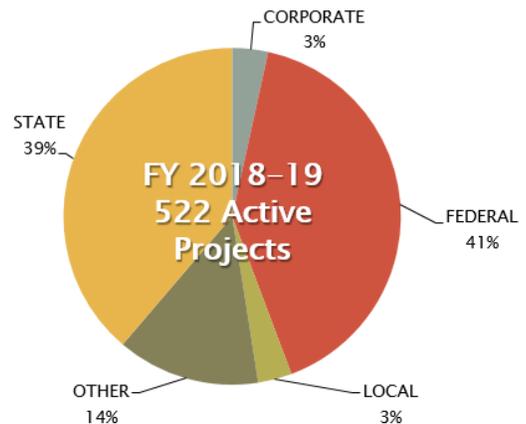
Identify and pursue potential sources of revenue - *achieved*

AY 2019/20 Campus Events/Milestones: This fall HSU’s Northern California Small Business Development Center ([Norcal SBDC](#)) will be moving into a new campus run facility located in Old Town Eureka. This exciting move will enhance HSU’s footprint in the local community, and will be celebrated with a ribbon cutting and grand re-opening of ‘SBDC 3rd Street.’

HSU ideaFest - This is an annual campus-wide event celebrating research, scholarly, and creative activities. Last year hosted over 400 student, faculty, & staff presenting research posters, live dance & musical performances, digital projects, and more.

In addition, there are two other annual events hosted by HSU SPF to celebrate campus researchers in which the President gives introductory remarks: PI Celebration (fall) and McCrone Honors Reception (spring).

**Current Value of Award Portfolio
\$80,822,858**



University Senate

Prepared by University Senate Chair, Stephanie Burkhalter

The University Senate of Humboldt State University is the primary organization of shared governance on the campus. In AY 2011-2012 the Academic Senate transitioned to a University Senate, based on San Diego State's model (most CSU's have Academic Senates with more restricted memberships; each campus determines the scope of its Senate's policymaking authority). Perhaps due to our relatively small size in the CSU and our history of attracting long-term faculty and staff members invested in the health and future of what they see as a very special university, the Senate plays an important role in policymaking and in collective conversations about the values, mission, and priorities of the campus. The Senate meets every other Tuesday 3-5pm during the academic year (there are 7 regular meetings scheduled per semester). The organization of the University Senate and its rules can be found in the [Constitution](#), the [Bylaws and Rules of Procedure](#), and the [Standing Rules](#).

The University Senate's membership includes tenure-track faculty representatives from each of the colleges (CAHSS, CNRS, CPS) and the Library, at-large faculty representatives, lecturer faculty representatives, faculty representatives from the Academic Senate of the CSU (the statewide Senate which on which faculty from each campus serve), an emeritus faculty member, non-MPP staff representatives, administration (MPP) representatives, such as the Provost and the vice president of Administrative Affairs, and student representatives appointed by Associated Students. In addition, there are seats for a staff labor union representative and a faculty labor union representative, and a seat for the Executive Director of Office of Diversity, Equity and Inclusion. The University President serves as a non-voting member (seek this [link](#) for the current membership).

The University Senate [Website](#) is the central source of information on Senate membership, committees, meeting schedules, agendas and minutes, and resolutions. The Senate administrative support coordinator (ASC), currently Mary Watson, maintains the Senate Website and archives, and provides agendas and materials for each Senate and Senate Executive Committee meeting. The Office of Academic Affairs provides the Senate operating budget and the ASC position.

The University Senate Chair is a faculty member elected by the General Faculty (the faculty electorate as defined in the [Constitution of the General Faculty](#)) and simultaneously serves as General Faculty President. It has been the practice of the University Senate Chair to take a broad view of the university, considering the range of interests of its diverse constituencies and working with members of the university community as partners. As General Faculty president, the Senate Chair also represents faculty views in various settings and oversees elections in which the General Faculty vote. The term of Senate Chair is two years and a Chair can serve a maximum of two consecutive terms. The election for Senate Chair, senators and membership on committees occurs early in the Spring semester (other seats are filled as needed via appointment or election depending on the type).

The University Senate [Bylaws and Rules of Procedure](#) describes the membership of the standing committees and their jurisdictions. The chairs of these committees, except for Appointments and Elections and Integrated Curriculum Committee (ICC), are elected for one-year terms from the body of currently serving senators (the chair of the ICC is elected by the General Faculty according to the [ICC Constitution](#)). The chairs of Faculty Affairs Committee (FAC), Academic Policies Committee (APC), and

Information about the University Senate is available online at: www.humboldt.edu/senate. Agendas, Packet Materials, Formal (Approved) Minutes, and approved Resolutions are available on the website. Questions? Contact the University Senate Office (x3657 or senate@humboldt.edu) the co-chair of the University Resources and Planning Committee (URPC) must be faculty senators. The chairs of the Constitution and Bylaws

Committee (CBC) and the University Policies Committee (UPC) may be faculty or staff senators. The chairs of the standing committees serve on the Senate Executive Committee (SenEx) and the University Senate Chair is the chair of the Senate Executive Committee.

The [Senate Executive Committee](#) is charged with reviewing information pertinent to Senate business, requests for Senate agenda time, and draft resolutions, and crafts the Senate meeting agendas. For example, if an administrative unit such as the University Budget Office would like a “time certain” on a Senate meeting agenda to present information, a representative would first approach the Senate Chair to be placed on a SenEx meeting agenda so that the committee can consider their request. The VP for Academic Affairs (Provost) represents the administration on the SenEx committee, but it has also been the practice for the VP of Administrative Affairs, the VP of Student Affairs and the Executive Director of the Office of Diversity, Equity and Inclusion to regularly participate in meetings, which has facilitated communication between faculty, staff, students and administration. According to the Senate Bylaws section 11.14.ii: “The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.” The SenEx Committee meets on Tuesdays 3-5pm in weeks that the Senate does not meet.

Senate resolutions are introduced during Senate meetings typically by a motion made by the chair of the standing committee that has written the resolution and accompanying policy; if the resolution does not originate in a standing committee the sponsoring senator will move to bring it to the floor. Resolutions concerning policies are given a first reading at one Senate meeting and then a second reading at a subsequent Senate meeting (according to Senate [standing rules](#), the second reading may be waived by a vote of 2/3 of senators present during the first reading if the resolution does not concern a change to the Constitution or to the Bylaws). After the second reading (or first reading if the second reading is waived), a resolution passes when the votes in support outnumber the vote in opposition (abstentions do not count). After a policy resolution is passed, it is sent by the Senate Office to the University President (per section 9.0 of the Senate Bylaws and Rules of Procedure). After review, the President informs the Senate Chair in writing of his/her decision to approve, ask for revision or further clarification before approval, or reject a resolution, supported by a rationale. The Senate Chair shares the President’s decision in her/his regular report during the subsequent Senate meeting. Resolutions and other actions concerning purely curricular matters passed by the Senate are sent to the Provost for review.

The Senate foremost seeks to have a good working relationship of shared governance with the President that includes understanding of and respect for the President’s vision, perspective and ideas. The President’s travel schedule means that s/he will not be present at some Senate meetings, and it is important that the President inform the Senate office when s/he will not be present. The President is encouraged to submit a written report for the meeting whether or not s/he will be present (reports from past Senate meetings can be found on the University Senate site under “Senate agendas and minutes”). It has been a practice for the President to liaise with the University Senate Chair in one-on-one meetings scheduled approximately every three weeks. Some senators have asked that the incoming President make the Senate Chair a regular member of the President’s Cabinet.

Usually after the last regular Senate meeting of the year, the President’s office hosts the annual Senate reception at the Baywood Country Club in Arcata. Faculty who receive a university award or Emeritus and Retired Faculty Association (ERFA) grant are honored individually and the work of the Senate as a whole is recognized. If the President decides to continue this tradition, before Spring Break, the President’s Office and the Senate Office will work together to determine the details of the reception.

Academic Affairs Leadership/Office Telephone Numbers

Name	Office	Office Phone	Cell Phone
Alex Enyedi	Provost's Office	3780	269-365-8027
Bethany Rizzardi	ITS	6101	707-496-7285
Carl Hansen	CEECE	5877	707-267-5877
Cheryl Johnson	ODEI	4502	510-326-7261
Cyril Oberlander	Library	5593	707-845-1885
Dale Oliver	CNRS	4921	707-496-7253
Gregg Gold	CPS	3740	707-601-5819
Holly Martel	Provost's Office	4143	707-845-6031
Kacie Flynn	SPF	5169	661-858-4440
Lisa Bond-Maupin	CAHSS	4492	575-496-8628
Lisa Castellino	OIE	5339	707-499-1142
Mary Oling-Sisay	Vice Provost's Office	TBD	920-619-4335
Paula Petersen	Provost's Office	5083	707-834-0316
Rick Zechman	CNRS	3546	559-355-7681
Rosamel Benavides-Garb	CAHSS	4491	707-496-5970
Shawna Young	CPS	3961	209-620-9444
Simone Aloisio	APS	TBD	805-328-1292
Taylor Sorrels	Provost's Office	3722	707-616-5958