

1 **San José State University**
2 **Academic Senate**
3 **Organization and Government Committee**
4 **March 2, 2020**
5 **Final Reading**
6

AS 1763

7 **Senate Management Resolution**
8 **Update of Senate Standing Rules**
9

10
11 **Whereas:** The Organization and Government Committee has completed its review of
12 Senate Standing Rules; and
13

14 **Whereas:** Areas in need of update were found; therefore be it
15

16 **Resolved:** That the attached updates be adopted once passed by the Senate.
17
18
19

20 **Rationale:** The updates proposed address areas where issues related to compliance
21 had been noted and where the work of the Senate could be facilitated.
22
23
24
25

26 **Approved:** 2/17/20

27 **Vote:** 12-0-0

28 **Present:** Altura, Grosvenor, Okamoto, Shifflett, Gallo, McClory,
29 Higgins, French, Kao, Skinnell, Sasikumar, Millora

30 **Absent:**

31 **Financial Impact:** Potentially a reduction in costs with predominantly electronic
32 communications.
33

34 **Workload Impact:** Additional coordination between the Senate Chair and policy
35 committee chairs to facilitate communication on outstanding items.
36
37
38

Recommended Updates to Senate Standing Rules

4. Senate communications to all individuals and groups will typically be electronic unless an accommodation is requested. Communications addressed to the Academic Senate will be channeled through the Senate office. As appropriate, the Executive Committee or chair shall determine proper referral and notify originators of action taken.

Section 5: Whenever possible, each member of the Academic Senate shall be supplied with an electronic copy of any item presented to the Senate for action. On each such item, the date and source shall be indicated.

Section 6: Submission of agenda items:

- a) Items for inclusion on the agenda should ~~must~~ be presented ~~in writing~~ to the Academic Senate office ~~at least one week by the Tuesday~~ prior to a scheduled meeting.
- b) During Senate meetings, senators are encouraged to submit particularly lengthy amendments ~~in writing~~ electronically to the AVC. ~~The Academic Senate office shall make a form available for this purpose at each meeting.~~

Section 7, a, I: Call to Order and Roll Call (as needed)

Section 7, a, IX: State of the University Announcements. Questions. In rotation. ~~(Detailed Reports/announcements, if necessary, are encouraged to be submitted in writing or by email~~ electronically and included with the agenda when possible.)

- A. Provost
- B. Vice President for Administration and Finance
- C. Vice President for Student Affairs
- D. Chief Diversity Officer
- E. ~~CSU Senators~~ Senate Liaison
- F. Associated Students President

Section 10, b: Recommendations from policy ~~standing~~ committees, whether or not they affect any university policy, may be acted upon at the meeting of the Academic Senate at which they are introduced, provided they have been distributed to members of the Senate at least twenty-four (24) hours in advance of the meeting. However, a recommendation which a committee considers of unusual importance or complexity may be designated by the committee as a "first reading" item, for final action at the meeting following that at which it was first reported by the committee.

Section 12: Minutes

- a) Draft minutes of the Academic Senate should ~~will~~ be distributed to senators for review within one week following a Senate meeting. ~~are available to anyone in the academic community upon request.~~ Official minutes of the Academic Senate should

85 will be posted electronically within one week of the Senate meeting during which
86 they were approved.

87
88 Section 17, f: When possible, voting in Senate committees should be done in person
89 during committee meetings. However, at the discretion of the chair, Senate committees
90 shall be permitted to conduct votes electronically ~~via electronic mail~~, unless at least one
91 committee member objects to ~~email-electronic~~ voting on a particular issue. ~~Email~~
92 Electronic voting shall not be used as a substitute for in-person deliberation and debate,
93 and shall only be conducted after a proposal has been discussed in committee. If no
94 member objects to ~~email-electronic~~ voting, the committee chair shall be responsible for
95 transmitting the proposal to be voted on and for establishing a reasonable voting
96 deadline. The committee chair must also tabulate and report the results of voting to the
97 committee members in a timely fashion. ~~indicating the votes of individual members.~~
98 ~~Committee members who do not have access to email shall be notified of all votes and~~
99 ~~shall be permitted to cast a vote in some other fashion.~~ At least a majority of the entire
100 committee membership must vote before a vote can be considered valid. If a vote is
101 taken electronically ~~via email~~, that fact should be noted in any committee documentation
102 that results from the vote (e.g. meeting minutes, annual reports, policy
103 recommendations, etc.).

104
105 Section 17, g, 4: ~~Operating Committees, Special Committees, All Other committees:~~
106 Members of all other operating committees, special agencies, 'other,' and special
107 committees are expected to attend meetings in person. At the discretion of the
108 committee chair, remote attendance may be permitted when appropriate and reliable
109 resources are available and the work of the committee will not be compromised. The
110 individual requesting remote attendance is responsible for making all necessary
111 arrangement needed to facilitate remote attendance.

112
113 Section 18, a: The Chair shall oversee the Senate's policy formulation process; shall
114 ensure that Senate policies are periodically reviewed and that appropriate revisions are
115 initiated; shall, prior to the conclusion of the academic year, provide each policy
116 committee chair with a record of all outstanding items to facilitate preparation of
117 committee year-end reports; shall cooperate with the incoming Chair to assure an
118 orderly transition; shall be the Senate's principal spokesperson; and, shall supervise the
119 operations and activities of the Senate office.