I. Call to Order and Roll Call –

II. Approval of Minutes –
   Senate Minutes of February 8, 2016

III. Communications and Questions
   A. From the Chair of the Senate
   B. From the President of the University

IV. State of the University Announcements:
   A. Vice President for Student Affairs
   B. Associated Students President
   C. Vice President for University Advancement
   D. Statewide Academic Senators
   E. Provost
   F. Vice President for Administration and Finance

V. Executive Committee Report
   A. Minutes of the Executive Committee –
      Exec. Minutes of February 1, 2016

   B. Consent Calendar –

   C. Executive Committee Action Items –

VI. Unfinished Business –

VII. Policy Committee and University Library Board Action Items (In rotation):
   A. Professional Standards Committee (PS):

   B. Organization and Government Committee (O&G):
      AS 1578, Policy Recommendation, Revision to SJSU Strategic Planning Policy (Final Reading)

      AS 1598, Policy Recommendation, Accreditation Review Committee (Final Reading), Time Certain of 3:15 p.m.

      AS 1599, Policy Recommendation, Committee Obligations and Senate Membership–Modification of bylaw 1.6.2 (Final Reading)
AS 1603, Policy Recommendation, Committee Obligations and Senate Membership—Modification of bylaw 6 (Final Reading)

AS 1600, Policy Recommendation, Expansion of Bylaw 15 – Updating Senate Documents (Final Reading)

AS 1604, Policy Recommendation, Correction to Faculty Athletics Representative Policy (S16-2) (Final Reading)

AS 1605, Policy Recommendation, Electronic Voting (First Reading)

C. University Library Board (ULB):

D. Curriculum and Research Committee (C&R):
   AS 1597, Policy Recommendation: Minimum Criteria for Undergraduate Minors (Final Reading)

   AS 1601, Policy Recommendation: Amendment to Physical Education Exemptions (Final Reading)

E. Instruction and Student Affairs Committee (I&SA):
   AS 1602, Greensheet Policy (First Reading)

VIII. Special Committee Reports:

   Athletics Board Presentation, Co-Chairs Annette Nellen and Pat Backer, Senior Associate Athletics Director for Academic and Student Services/SWA—Liz Jarnigan, and the FAR—Sen Chiao, Time Certain: 2:30 p.m.

IX. New Business:

X. Adjournment:
### Consent Calendar 2015-2016

**March 7, 2016**

#### Policy Committees

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<thead>
<tr>
<th>COMMITTEE</th>
<th>NAME</th>
<th>UNIT</th>
<th>TERM</th>
<th>NOTES</th>
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<tr>
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<td>Nadim Sarras</td>
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#### Operating Committees

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<td>Cindy Baer</td>
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<td>Undergraduate Studies</td>
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<tr>
<td>International Programs and Students</td>
<td>Alaric Trousdale</td>
<td>Study Abroad Director</td>
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#### Other Committees

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<td>Christa Bailey</td>
<td>Library Faculty</td>
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<td>Grecia Cuellar</td>
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<tr>
<td>University Library Board</td>
<td>Emily Chan</td>
<td>Library Faculty</td>
<td>2018</td>
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Policy Recommendation
Revision to SJSU Strategic Planning Policy

Legislative History: Rescinds S09-6 (our current strategic planning policy) and SM-S12-2 which expanded the membership of the Strategic Planning Board; Amends Senate Bylaw 10.1 which provides a listing of special agencies.

Whereas: Strategic planning is a collaborative process that enables us to create a shared university vision, and

Whereas: The recently endorsed statement (May 2015) on shared governance points out that ‘Whether formulating policy, issuing directives, or making decisions of less formal character, both the Senate and the Administration should consult widely with those affected by decisions’, and

Whereas: An update to existing policy on strategic planning at this time is needed to bring closure to the Vision 2017 strategic planning process and initiate the next cycle of strategic planning, therefore be it

Resolved: That S09-6 and SM-S12-2 be replaced by this policy, and be it further

Resolved: That senate bylaw 10.1 be amended to delete item E (strategic planning assessment agency), and be it further

Resolved: That the attached policy be adopted and a strategic planning steering committee be constituted by Fall 2016.

Rationale: Utilizing information from those involved in the last strategic planning cycle as well as those new to campus, this is an ideal time to revise the strategic planning policy in ways that bring closure to vision 2017, nurture collaboration across and within divisions, and act on the recommendations from the WASC visiting team with respect to engaging the campus community around strategic planning.

The specific amendment to bylaw 10.1 is needed since this policy recommendation provides for a strategic planning steering committee with responsibilities that include the evaluation functions of the former strategic planning assessment agency and are aligned with work related to the formation and implementation of a strategic plan for the university.
A range of perspectives exist regarding past challenges related to SJSU’s strategic planning policy and its implementation (e.g., change in leadership, unwieldy committee size, lack of clarity regarding the process and/or committee responsibilities). This policy recommendation seeks to provide a structure and guidelines that clarify roles and responsibilities, improves communication and campus engagement throughout the life cycle of strategic planning, and results in a process that is transparent, inclusive and leads to the outcomes identified in the strategic plan.

Approved: 2/15/16
Vote: 7-0-0
Present: Grosvenor, Mathur, Laker, Curry, Shifflett, Beyersdorf, Becker
Absent: Romero, Gleixner
Financial Impact: Costs associated with the facilitation of meetings and materials related to a variety of communication strategies are expected.
Workload Impact: An increase is expected for the strategic planning support staff person and individuals and groups tasked with (a) the planning and implementation of meetings and events, (b) leadership responsibilities in the planning and implementation of initiatives associated with the strategic plan, and (c) evaluation and reporting responsibilities related to the strategic planning process and its outcomes.
1. Strategic Planning Steering Committee

The Strategic Planning Steering Committee (SPSC) will be a special agency of the Academic Senate. The SPSC will be advisory to the President and serve as a resource to solicit the views of the SJSU community as they pertain to the university’s strategic direction. This steering committee is also intended as a resource to the campus community to facilitate the healthy development, implementation and evaluation of the strategic plan throughout its life cycle. The strategic planning steering committee plays an important role in nurturing shared governance in ways that provide for an inclusive process that leads to the achievement of common goals.

1.1 Charge

Responsible for advising the President on all aspects of the development, implementation, evaluation, and revision of a strategic plan for SJSU. Ongoing review of the process along with communication and engagement with campus constituents will be central to the steering committee’s responsibilities as well as the plan’s legitimacy and efficacy. As a representative group, SPSC members are expected to convey information out to all constituent groups they have connections with and serve as a conduit for information into the SPSC throughout a strategic planning cycle.

1.2 Membership

- Academic Senate Chair (SPSC co-chair) (EXO)
- Provost (SPSC co-chair) (EXO)
- 2 representatives from the President’s cabinet (EXO)
- AS President or designee (EXO)
- 1 Graduate Student
- 1 Dean
- 1 Department Chair
- 2 Faculty-at-large
- 2 Staff
- 1 SJSU Alumni
- 1 Community Member

Support Staff (not SPSC members):

- President’s Chief of Staff: to provide logistical and administrative support for the SPSC.
- Director Institutional Effectiveness and Analytics: to provide support to the committee as needed with respect to data gathering and/or reporting.

1.2.1 Recruitment and Appointment of Members
Each member will initially serve a 3-year term renewable for one additional 3-year term. Recruitment of applicants to serve on the SPSC will be done through the normal Committee on Committees process for the seats designated for a dean, chair, faculty member, staff member and students. Recommendations for an alum member will be solicited from at least the Chairs, Deans, SJSU faculty and staff associations, and President’s Cabinet. Recommendations for a community member will be solicited from at least the chairs, Deans, SJSU faculty and staff associations, and President’s Cabinet. When filling initial appointments, the Associate Vice Chair of the Senate will stagger the terms to insure continuity over time for a majority of the committee. When there are multiple applications for a seat, the Executive Committee of the Academic Senate will select individuals to serve. In considering potential SPSC members, attention should focus on the person’s breadth of involvement with campus and community groups in addition to their skills and experience in these areas: strategic planning, assessment, communication, and engagement of individuals and groups. Serious consideration should also be given to constituting a Strategic Planning Steering Committee that represents and reflects our values regarding diversity and inclusivity.

1.2.2 Interim Appointments.

When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of absence) an interim appointment can be made following normal Committee on Committee processes. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

1.2.3 Replacing Members

If a member is absent from three regularly scheduled committee meetings in an academic year, the chairs of the SPSC may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement. If a member repeatedly does not perform assigned committee duties, the chairs of the SPSC may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement.

1.3 Responsibilities of the Strategic Planning Steering Committee

The co-chairs of the strategic planning steering committee will schedule and preside at meetings, prepare agendas, propose and maintain time-lines for its activities, assign responsibilities to members as needed, and take responsibility for the effective operation of the SPSC.

1.3.1 Plan, initiate and take part in conversations about strategic planning goals and priorities for the University with the campus, groups and individuals having a leadership role on campus (e.g., Academic Senate, Deans, Chairs, President, President’s Cabinet, Students), and external communities. Representatives are tasked with facilitating an inclusive dialogue among the entire SJSU community. While this clearly involves listening to groups and individuals actively engaged in leadership roles on campus, the strategic planning steering committee should especially seek input from those who are
not often consulted or involved in such processes. The task of engaging diverse voices in an ongoing manner is critical for establishing and implementing effective planning and evaluation processes.

1.3.2 Consider university resources in preparation of a draft strategic plan including, but not limited to: budget, space, human capital, technology, and other university assets.

1.3.3 Circulate a draft of the overall strategic plan and priorities to obtain input from the campus.

1.3.4 Prepare, for the President’s consideration, a draft strategic plan for SJSU which includes recommendations for a limited set of goals, strategies for achieving those goals, and performance measures to assess outcomes related to each goal. The strategic plan should be long-range with the length set to best meet the needs of the campus.

1.3.4.1 The president is responsible for finalizing the campus strategic plan.

1.3.5 Following consultation with the Budget Advisory Committee, advise the President regarding the alignment of campus resources with the strategic plan.

1.3.6 Provide suggestions with respect to communication plans related to strategic planning.

1.3.6.1 Individual SPSC members will communicate and promote the approved strategic plan and implementation strategies among the groups they represent.

1.3.7 Annually, collect a report detailing activities and accomplishments from the individuals assigned to lead initiatives related to each of the strategic planning goals.

1.3.8 Annually document and evaluate actions and outcomes of the strategic plan. Data from multiple sources and perspectives should be examined whenever possible. Evaluations should be made with respect to progress and effectiveness of implementation in the context of appropriate performance measures, timelines, and allocated resources. Included should be an evaluation of the strategic planning process overall and suggestions for any modifications that might be called for.

1.3.9 As identified in the strategic planning process (section 2) prepare reports as needed. In addition, the Academic Senate chair annually completes the summary report required of all special agencies and communicates that report to the Senate.

2. Strategic Planning Process

2.1 Review the University Mission with the President
The SPSC will meet with the president to discuss strategic planning in the context of SJSU’s mission and obtain information and guidance on his/her priorities and vision for the campus.

2.2 Internal & External Analyses Conducted by the SPSC

The SPSC will examine SJSU’s internal and external environment in a variety of ways to facilitate subsequent recommendations with respect to the strategic plan. The information evaluated should include, but not be limited to, recommendations from the most recent WASC review, campus-wide data, campus climate & diversity reports, National Survey of Student Engagement reports, and outcomes of the last strategic planning cycle.

2.3 Develop Goals and Draft Strategic Plan

The SPSC will plan and implement dialogues to guide the development of goals to be included in the strategic plan. Dialogs should be conducted in a thorough, collaborative, and inclusive manner. As the draft strategic plan is being developed discussions should be guided by examination of how proposed goals and wording supports inclusive excellence and engagement of the diversity represented in the campus and community constituents.

The SPSC will circulate widely a draft of the overall strategic plan to obtain further input from the campus.

The SPSC will seek the endorsement of the Academic Senate for their recommended draft strategic plan.

The SPSC will prepare and present to the President for his/her consideration a final draft strategic plan. The length of the strategic planning cycle should be set to best meet the needs of the campus. Recommendations should include a limited set of goals, strategies for addressing goals, and metrics to evaluate performance.

2.4 The President finalizes the strategic plan. A change in leadership at the President’s level would not necessarily void the existing strategic plan.

2.5 Communicate the Strategic Plan to Campus

The President will take the lead on communicating the strategic plan and its progress. Communication will be reinforced by the President’s Cabinet, the Academic Senate, the SPSC, and those serving as the lead for each goal in the strategic plan. The President’s area of the SJSU web site should maintain an updated record of the plan, its progress, and a mechanism to collect feedback throughout the strategic planning cycle.

2.6 Implementation of Strategic Plan
The President assigns responsibility for the implementation of each goal. One individual will be designated as the lead for each goal. That person will organize implementation efforts (e.g., establish task forces or working groups) as needed.

Each person taking the lead for a goal will be responsible for planning and implementing strategies, monitoring progress, and collecting performance measures related to their goal. Each lead can form working groups and engage the help of other units and individuals as needed. Each spring, leads will prepare a report for the strategic planning steering committee regarding activities and accomplishments for the previous year.

2.7 Monitoring the Strategic Plan

The SPSC will regularly review the University’s progress on established goals and the strategic planning process overall.

The SPSC will obtain information from the budget advisory committee so that advice can be conveyed to the President regarding the alignment of campus resources to the strategic plan.

Each year, the SPSC will prepare, in consultation with the president, a summary report that will be widely distributed. Recommendations could include specific actions designed to address problems that may have emerged with regard to implementation of the strategic plan.

In the final year of a strategic planning cycle, a summary report for the President from the SPSC will focus on the University’s cumulative achievements as well as an evaluation of the process.

2.8 Communicate outcomes at the conclusion of the strategic planning cycle to campus.

In alignment with an overall communications strategy that keeps the SJSU community informed throughout the process and reflects input provided by the SPSC, the President’s Cabinet, and the Academic Senate, outcomes of a completed strategic planning cycle will be conveyed to the campus by the President.
San José State University
Academic Senate
Curriculum and Research Committee
March 7, 2016
Final Reading

Policy Recommendation:
Minimum Criteria for Undergraduate Minors

Legislative History: Rescinds S75-4

Rationale: Since S75-4 was approved in May 1975, there have been several changes related to minors at SJSU. At one time, Title 5 of the CA Code of Regulations required that 6 of the 12 required minimum units be upper division. In addition, although the university has the basic rule of 12 units of coursework distinct from coursework in one’s major, there are no additional guidelines that help in review of new minor curricula. Therefore, committees that review these minors have very little guidance on how to review and provide feedback to new minors.

Resolved: The following policy be adopted as the criteria for the minor.
Resolved: These criteria will apply to all minor programs by Fall 2018.

1. The minor needs to have a well-defined purpose and justification as well as a coherent focus or survey of the field.
2. The minimum criterion for any minor must be 12 units of coursework completely distinct and separate from the coursework in one’s major (i.e., Requirements of the Major).
3. A minimum of 6 units of coursework must be upper-division.
4. The maximum number of units for any minor is 24 units of coursework.
5. Courses in preparation for the major may be included in the minor.
6. All prerequisite courses and expected proficiencies must be included in the course catalog description for the minor. Prerequisite courses will be included in the unit count. If there is level of proficiency required for a minor (e.g., language or math proficiency), any courses to achieve proficiency will not be included in the minor unit count.
7. For any minor with required units between 12-18, at least 3 units must be taken at SJSU. Minors with required units between 19-24 units, at least 6 units must be taken at SJSU.
8. The minimum aggregate GPA for all coursework required for the minor must be at least 2.0.

Approved (C&R): February 22, 2016

Vote: 10-0-0

Present: Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur, Matoush, Schultz-Krohn, Sibley

Absent: Stacks

Curricular Impact: Some programs will need to adjust their curriculum to meet the requirements of this new policy. Departments may also need to discuss the curricular coherence of their minor(s).

Financial Impact: None anticipated.

Workload Impact: Additional workload to departments and the Office of Graduate and Undergraduate Programs for the first year of implementation.
Policy Recommendation
Accreditation Review Committee

Legislative History: SS-S12-1 (WASC Review Steering Committee) endorsed a WASC steering committee to serve through the accreditation cycle concluded in spring 2015. This policy recommendation would formalize the establishment of an accreditation review committee and a steering committee.

Whereas: SS-S12-1 endorsed a WASC steering committee to serve through the accreditation cycle concluding in spring 2015; and
Whereas: The previously endorsed WASC steering committee played a vital role in our recent accreditation review, and
Whereas: WSCUC (WASC Senior College and University Commission) accreditation is a campus-wide responsibility, requiring broad participation, that must be led by the faculty; and
Whereas: Faculty leadership for WSCUC accreditation should come from the Academic Senate; therefore be it
Resolved: That the SJSU Academic Senate endorse the establishment of a special agency (Accreditation Review Committee) with the charge, responsibilities, and composition outlined in the attached guidelines; and be it further
Resolved: That following approval by the president, this policy be implemented and an accreditation review committee established as soon as possible.

Background and Rationale: The institutional review process in recent years has evolved in a way that calls for an extended period of engagement in a process focused on meeting student learning goals. In the short term, the review committee is needed to develop the campus response to concerns that emerged from the 2015 accreditation review and to prepare for the Fall 2017 WSCUC Special Visit. The special visit and a newly-required mid-term review are part of the next review cycle. Since the previous Senate resolution that established a steering committee expired with the recent completion of the accreditation review last spring, action is needed to establish a permanent special agency (accreditation review committee) to provide leadership to facilitate campus engagement in re-accreditation activities. In the longer term an accreditation review committee will be needed to meet interim WSCUC obligations including:
- Fall 2018 - Mid-cycle review preparation
- Spring 2019 - Mid-cycle review by Commission
- Summer 2021 - Submission of Institutional Report (Self-Study)
- Fall 2021 - Offsite review by Accreditation Team
- Spring 2022 - Accreditation visit by Visiting Team

Approved: 2/22/16
Vote: 8-0-0
Present: Laker, Shifflett, Beyersdorf, Becker, Gleixner, Grosvenor, Mathur, Romero
Absent: Curry
Financial Impact: Likely to include assigned time for the accreditation review committee chair; clerical and administrative support (e.g., for meetings, communication, preparation and distribution of materials); and costs associated with sending accreditation review committee members to relevant WSCUC training workshops and/or conferences.
Workload Impact: Increase in workload for members of the review committee and steering committee related to meetings, preparation of WSCUC reports, and support for WSCUC team visits.
Accreditation Review Committee and Steering Committee

1.0 Accreditation Review Committee

The accreditation review committee will be a special agency of the Academic senate. It is intended to serve a key role in meeting our WSCUC obligations and to provide leadership that fosters engagement in a review process focused on student learning and continuous improvement prior to, during, and after each review period.

1.1 Charge

The Accreditation Review Committee (hereafter the Review Committee) is charged with leading the campus in preparation for its accreditation review in accordance with the most current WSCUC Handbook of Accreditation.

1.2 Membership

The membership of the Review Committee shall be comprised of persons representing the following offices, units, and positions responsible for specific initiatives and programs relevant to the WSCUS accreditation process, including those who are in a position to implement approved institutional changes and initiatives, and who have knowledge of institutional needs, resources, and history, and who will serve as ambassadors to their units for accreditation activities.

- A faculty member serving as chair of the review committee
- Five at-large faculty
- 1 Department Chair
- The Chair of the Academic Senate (or designee) – EXO
- The faculty Director of Assessment - EXO
- Program Planning Committee Chair - EXO
- The Provost (or designee) – EXO
- 2 Cabinet Members designated by the President
- 1 staff member from Academic Affairs
- 1 staff member from Student Affairs
- 1 Dean from one of the seven academic colleges
- AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison Officer) - EXO
- Director, Office of Institutional Effectiveness and Analytics - EXO
- The President of Associated Students or designee - EXO
- A member of the community, appointed by the President
1.2.1 Recruitment and Appointment of Members

Each non-ex officio member serves an initial 3-year term with reappointment possible throughout the current accreditation cycle. Recruitment of applicants to serve on the Review Committee will be done through the normal Committee on Committees process for the seats designated for an academic dean, chair, faculty at large members, and staff members. For administrator-designated seats, the Senate will request from the appropriate administrator their appointee. The faculty chair for the Review Committee will be selected by the Provost in consultation with the Senate Executive Committee and will serve a 3-year term with re-appointment possible for the duration of the accreditation review period to provide continuity in leadership. When there are multiple applications for other seats the Executive Committee of the Academic Senate will select individuals to serve. In considering potential Review Committee members, attention should focus on the person’s prior experience with institutional and/or program accreditation, assessment, program planning, related campus leadership, and commitment to representing the diversity of the campus.

All applicants/nominees for positions other than those designated ex-officio or those that are administrative appointees shall submit a brief statement of interest which highlights relevant skills and experiences.

1.2.2 Interim Appointments.

When a seat will be vacant for no more than one semester (e.g., sabbatical or leave of absence) an interim appointment can be made following the guidelines in 1.2.1. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

1.2.3 Replacing Members

Replacement of committee members shall follow the procedures provided in Senate bylaw 6.12.

1.3 Responsibilities of the Accreditation Review Committee

- Develop a campus preparation and implementation plan that responds to the directions given to the campus in previous WSCUC Commission letters and WSCUC accreditation review reports.
- Oversee campus preparations to meet the requirements of WSCUC review committee site visits (including special visits).
- Oversee campus preparations to meet the requirements of the Institutional Review process as specified by WSCUC.
- Generate institutional reports and materials needed to meet WSCUC
requirements and respond to questions from WSCUC regarding written reports.

- Establish a steering committee in accordance with the guidelines in section 2.0.
- Create task forces and/or sub-committees as it deems appropriate to facilitate broad participation and engagement in the accreditation review process.
- Engage diverse voices in the reflection and analysis of information collected and reported to WSCUC.
- Participate in periodic meetings each semester to set meeting schedules, task force compositions and assignments, milestones, and related planning and preparation goals and processes.
- Communicate to all campus constituents' information regarding accreditation activities and priorities.
- The Review Committee chair will annually prepare the summary report required of all special agencies and submit that report to the Senate.
- Following each site visit, the Review Committee chair will prepare a report summarizing the feedback from the WSCUC review team and make the report widely available.

2.0 Steering Committee

A steering committee is needed to (a) provide guidance and direction to the larger review committee, (b) to insure that steady progress is made toward established goals, and (c) to insure that WSCUC-established deadlines are met.

2.1 Charge

The Steering Committee will guide the timeline and work of the Review Committee. This committee will also be responsible for facilitating communication among the various campus groups that will need to both receive and provide accreditation-related information during an accreditation review period. These groups will include, but are not limited to the Budget Advisory Committee, Strategic Planning Steering Committee, and Academic Senate.

2.2. Membership

The membership of the Steering Committee shall be comprised of representatives from the review committee and individuals in positions relevant to the accreditation review process, including those who are in a position to implement approved institutional changes and initiatives, and have knowledge of institutional needs, resources, and history.

- Steering Committee members:
  - The faculty chair of the Accreditation Review Committee
  - The Provost
The AVP of Graduate and Undergraduate Programs (WSCUC Accreditation Liaison Officer)

- The Director of Office of Institutional Effectiveness and Analytics
- Program Planning Committee Chair
- The Chair of the Academic Senate (or designee)

- President or administrator serving as designee

2.2.1 Appointment of Members

The faculty chair of the Accreditation Review Committee will chair the Steering Committee. Review committee members serving on the steering committee have the same appointment terms as that associated with their review committee membership and can be reappointed to serve throughout the current accreditation cycle. Administrative appointees shall serve for the duration of the accreditation review period.

2.2.2 Interim Appointments.

When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of absence) an interim appointment can be made following the guidelines in 1.2.1. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

2.2.3 Replacing Members

Replacement of committee members shall follow the procedures provided in Senate bylaw 6.12.
Policy Recommendation
Committee Obligations & Senate Membership
(modification of bylaw 1.6.2)

Legislative History: Modification of existing By-law 1.6.2

Whereas: The full engagement of senators in committee assignments is inextricably linked to their participation on the senate, and

Whereas: Senate by-laws clearly establish expectations and standards for attendance, and

Whereas: The primary responsibilities of the senate have been and remain the development of policy recommendations which requires the participation of senators on assigned committees, and

Whereas: Clarification regarding the connection between committee responsibilities and senate service is needed, therefore be it

Resolved: That Senate bylaw 1.6.2 be modified as noted in this policy recommendation.

Rationale: Upon election to the senate, each senator is assigned to a policy committee. In fact, by senate bylaws (6.10) the senate seeks to make appointments so that at least half of the members are members of the Senate. Without the full participation of senators on senate-assigned committees, the senate cannot effectively fulfill its primary responsibility which is the consideration and development of policy recommendations. Senators not meeting their committee obligations are neglecting their Senate responsibilities and replacement of a senator in such circumstances is in the best interests of the Senate.

Approved: 3/1/16
Vote: 9-0-0
Present: Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry, Grosvenor, Romero, Gleixner
Absent: None
Financial Impact: None expected
Workload Impact: No changes

Recommended changes:

1.6.2

a) Vacancies are created by
   1) resignation or recall from the Senate,
   2) termination of employment,
   3) removal from the senate as a result of being absent from 3 Senate meetings in an academic year,
   4) removal from a policy committee as a result of being absent from 3 regularly scheduled policy committee meetings,
   5) removal from a policy committee due to failure to perform assigned policy committee duties as determined by the Executive Committee of the Senate in consultation with the policy committee chair,
   6) leave, with or without pay, which covers more than one semester,
   7) appointment to a full-time administrative (Management Personnel Plan) position,
   8) assumption of the role of Academic Senate Chair, or
   9) no candidate files for a vacant seat

b) When a Senate seat is vacated, the associated seat on that senator's assigned policy committee would become vacant.
Policy Recommendation
Expansion of Bylaw 15 – Updating Senate Documents

Legislative History: Modification of Bylaws 15a and 15b to expand the scope of the Chair’s authorization to update existing documents with editorial changes.

Whereas: Bylaw 15b currently allows the Senate Chair to authorize specific editorial changes in Senate documents, and

Whereas: The examples of editorial changes that can be made are currently limited to whenever there is a change in the number, title, or designation of a law, regulation, executive order, or Senate document, and

Whereas: Expanding the language of Bylaw 15 to allow the Senate Chair to make editorial changes to a Senate document whenever there is an outdated reference to a law, regulation, executive order or Senate document, may improve the efficiency of a full Senate meeting, therefore be it

Resolved: That the language of Bylaw 15 be changed to include a wider range of circumstances for editorial changes, and be it further

Resolved: That these changes become effective with approval of this policy recommendation.

Rationale: Presently under Bylaw 15 the Senate Chair can approve changes to existing Senate documents (policies, constitution, by-laws, resolutions) with regard to a) title of a university official or of an agency or unit of the university, or b) numbers, titles or abbreviations relating to a law, regulation, executive order, or Senate document. Recent experience has been that there are additional editorial oversights (e.g., rescinding outdated policies) that might be more effectively handled by the Senate Chair rather than bringing them through the full Academic Senate. This resolution would still require that such editorial changes be reported to the Senate (via the minutes of the Executive Committee), and remain limited to circumstances when no other change affecting university policy is involved, but expand the language to any outdated/obsolete reference to a law, regulation, executive order, policy, or Senate document in an existing Senate document.

Approved: 2/15/16
Vote: 8-0-0
Present: Laker, Shifflett, Beyersdorf, Becker, Curry, Grosvenor, Mathur, Romero

Absent: Gleixner

Financial Impact: None

Workload Impact: Reduced workload for the senate with regard to handling essentially technical or routine changes rather than substantive changes.

Proposed changes to Bylaw 15. Editorial Changes - Senate Documents

a) When the title of a university official or of an agency or unit of the university appearing in Academic Senate documents (including the constitution, bylaws, university policies, and resolutions providing for committee membership) is changed, but the functions and responsibilities of the office or agency remain the same, the Senate Chair may approve replacement in the Senate documents of the old title or designation by the new one, as an editorial change. Such changes shall be reported to the Executive Committee of the Senate and recorded in the meeting minutes.

b) When a law, regulation, executive order, policy, or Senate document is referred to in a Senate document by number, title or other official abbreviated designation, and the number, title or designation is changed or rescinded by competent authority, but no other change affecting university policy is involved, the Senate Chair may authorize replacement or removal of the old number, title or designation by the new one, as an editorial change. Such changes shall be reported to the Executive Committee of the Senate, and recorded in the meeting minutes.

c) When a policy recommendation or senate management resolution is found to contain errors, that when corrected would not change the intent of the policy recommendation or resolution, the Senate chair, following consultation with and consent from, the executive committee can correct the error(s) prior to forwarding the policy recommendation to the President or implementation of a senate management resolution. Such editorial corrections shall be recorded in the Senate Executive Committee meeting minutes.
San José State University

Academic Senate

Curriculum and Research Committee

March 7, 2016

Final Reading

Policy Recommendation:

Amendment to Physical Education Exemptions

Amends: S14-11

Rationale: One of the provisions of the Physical Education (PE) Requirement policy (S14-11) requiring 2.0 units of PE as a SJSU graduation requirement is that the policy allowed for exemptions for certain programs that are not able to accommodate the additional two units in their degree programs. This provision is particularly a problem for degree programs that have an SB1440 Associate Degree for Transfer with a required 60-unit guarantee for students transferring in (i.e., Transfer Model Curriculum, TMC programs). The current policy permits the Curriculum & Research (C&R) Committee to grant these temporary exemptions after review. However, TMC/SB1440 programs may need to be reviewed quickly when C&R is not available to meet to evaluate PE exemption requests.

Resolved: That when these TMC/SB1440 PE exemption requests are received during times when C&R is not available to meet (e.g. during winter or summer breaks), the AVP for Graduate and Undergraduate Programs or designee be given the authority to review and approve these exemptions.

Approved (C&R): February 22, 2016

Vote: 10-0-0

Present: Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur, Matoush, Schultz-Krohn, Sibley

Absent: Stacks

Curricular Impact: None anticipated.

Financial Impact: None anticipated.

Workload Impact: Increased workload for AVP of Graduate and Undergraduate Programs or designee.
Background: University Policy F06-2 was the last comprehensive revision of the greensheet policy. Since that time, the size and scope of greensheets have expanded significantly to include a variety of information of use to students. Much of the language applies university-wide and thus is more appropriately hosted and presented centrally rather than being included in every class greensheet. This policy revision creates a clear separation between course-specific and university-wide language. It also provides a mechanism for Senate review of material to be added to course-specific or university-wide materials.

Whereas: Greensheets provide an opportunity for faculty to openly communicate with students so that students more thoroughly understand the course requirements; and

Whereas: Greensheets uphold professional responsibility by providing full information to students to increase student success in the classroom; and

Whereas: As stated in University Policy S99-8 Academic Freedom and Professional Responsibility, "Professional responsibility is the natural complement of the academic freedom essential to the university's mission. Through their responsible professional conduct, faculty members promote and protect academic freedom;"

Whereas: Responsible professional conduct includes announcing course requirements in a timely fashion, explaining how course grades are determined, assigning marks based only on criteria providing dependable evaluation of academic performance, and prohibiting the belated imposing of requirements not originally made clear; and

Whereas: Much of the information that is currently included in greensheets applies university-wide and/or is in response to external mandates, and is more appropriately published and maintained centrally; and

Whereas: Regular review of the information required in the greensheet is a Senate responsibility; and
Whereas: Maintaining a central repository for university-wide information will allow curriculum review committees to focus on course-specific information; and

Whereas: Maintaining a central repository for university-wide information will ensure that this information is kept up to date; therefore be it

Resolved: That University Policies F06-2 and S12-3 be rescinded and replaced with the attached policy.

Approved: February 22, 2016

Vote: 19-0-0

Present: Brooks, Bruck (non-voting), Rees, Sen, Campsey, Walters, Medina, Branz (non-voting), Kaufman, Sullivan-Green, Sofish, Medrano, Khan, Wilson, Simpson, Nash, Amante, Abukhdeir, Gay

Absent: None

Financial Impact: Potential savings from shorter printed greensheets and less faculty and curriculum committee time spent on compliance.

Workload impact: Slight increase for I&SA committee in reviewing changes up to twice per year, more than offset by the reduction in general faculty time spent ensuring that they meet the requirements of the latest greensheet template. One-time modification of the greensheet template.
Introduction: Course syllabi, known colloquially at SJSU as “greensheets,” enable students to better understand and fulfill their responsibilities as learners in courses. They are a necessary tool in higher education to enable students to take part in the learning process through knowing what is expected of them and what they can expect from the course. Student success is aided by students knowing in advance as much as possible about the course requirements so that they can plan their study time and coordinate work on assignments from multiple courses. Student success is also aided by encouraging students to contact their professors and providing information about key university policies to which they are subject. In addition, greensheets provide an opportunity to model thorough, clear, professional communication. Some of the modifications in this new policy are designed to separate overarching university-level policies and other requirements (e.g., federal law) that transcend particular courses from course-specific information. As such, university-wide policy language should be maintained in a central location (i.e., a university-managed web page), with modifications reviewed and approved periodically by the appropriate Senate committee. See Section 2 below.

A. General greensheet procedures

- Each member of the faculty at San José State University shall provide a greensheet to each student in every class, to be available no later than the first class meeting. If the faculty member chooses to make the greensheet available only online and not distribute hard copies to students, it must be available online no later than the first scheduled day of class. The faculty member shall provide an electronic or hard copy of the greensheet to the department office for department files on or before the first day of class.

- The greensheet shall include statements about learning goals, grading, expectations, content and other course-related information. While the greensheet may be changed as the semester develops, any changes shall be communicated to the students in writing. In general, changes to the greensheet should be made by the last day to add classes; if changes must be made later in the semester, timely notice and due consideration shall be given to students.

B. Each greensheet shall include, at a minimum, the following items.

1. Course Information
a) Basic information

- San José State University
- Course title, number, and section; days and times taught, location of class
- Semester and year course is being taught
- Professor’s name, office number and location
- Professor’s contact information, including as much information as possible and at least one direct way for students to reach the professor, i.e., phone number(s) or email

NOTE: While not required, it is strongly recommended in the spirit of encouraging interaction with students, that faculty members include a statement of the method by which they prefer students to contact them to maximize successful communication between faculty and student.

b) Office hours: location, days and times

c) Course or section information

- Description of the course from the university catalog augmented by section-specific information.
  - Prerequisites

- Required and recommended texts, readers, or other reading materials
- Any other necessary equipment/materials/fees

d) Student learning objectives for the course and, if the course is GE, GE area student learning objectives

e) Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation.

- Course calendar including assignment due dates, exam dates., final exam date and time.

NOTE: University Policy S06-4 states “There shall be an appropriate final examination or evaluation at the scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course.”

f) Grading information

- A statement of how grades will be determined for the course, including
  - +/- grades if they are used.
- Extra credit options, if available.
• List of the percentage weight assigned to various class assignments.
• Penalty (if any) for late or missed work.

NOTE: According to University Policy F15-12, “Students are expected to attend all meetings for the courses in which they are enrolled as they are responsible for material discussed therein and active participation is frequently essential to ensure maximum benefit to all class members. In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class. Attendance is the responsibility of the student. Participation may be used as a criterion for grading when the parameters and their evaluation are clearly defined in the course syllabus and the percentage of the overall grade is stated.”

• Since attendance per se may not be used as a criterion for grading, if grading is done on the basis of participation, which is permitted, an indication of how participation will be assessed must be included.

2. University, College, and Department Policy Information

a) Each greensheet shall contain a link to the university-level policy language, presented in accessible format, regarding such topics as academic integrity, accommodations, and services available to all students (e.g. learning assistance, counseling, and other resources). The precise contents of this page shall be reviewed each semester by the members of the Instruction and Student Affairs Committee (I&SA) of the Academic Senate. The review shall be completed in November for changes to take effect the following spring, and April for changes to take effect the following fall; this will allow faculty and students time to become familiar with upcoming changes to the required language. Authority for approving these changes rests only with I&SA which shall work with Graduate and Undergraduate Programs (GUP) to communicate any changes to faculty in a timely manner. GUP shall be responsible for hosting the link. Efforts shall be made through appropriate student communication channels to emphasize that the policies and services compiled on this link apply to all students in all university courses.

b) If applicable, the greensheet shall also include links to department and college-level policies, requirements and services. These links, presented in accessible format, shall be maintained by the appropriate office.
Policy Recommendation
Committee Obligations & Senate Membership
(modification of bylaw 6)

Legislative History: Modification of existing By-law 6.

Whereas: The full engagement of senators in committee assignments is inextricably linked to their participation on the senate, and

Whereas: Senate by-laws clearly establish expectations and standards for attendance, and

Whereas: The primary responsibilities of the senate have been and remain the development of policy recommendations which requires the participation of senators on assigned committees, and

Whereas: Clarification regarding the connection between committee responsibilities and senate service is needed, therefore be it

Resolved: That Senate bylaws 6.12, and 6.13 be modified as noted in this policy recommendation.

Rationale: This policy recommendation is designed to match the changes proposed to bylaw 1.6.2, clarify the connection between policy committee membership and senate membership, and clarify that operating committees, special agencies and special committees are specifically included in bylaw 6.

Approved: 3/1/16
Vote: 9-0-0
Present: Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry, Grosvenor, Romero, Gleixner
Absent: None
Financial Impact: None expected
Workload Impact: No changes
Recommended changes:

6.12 a) If a member of an Academic Senate committee cannot complete the term for any reason, or is absent from three regularly scheduled committee meetings, the chair of the committee may request the Committee on Committees (if an operating committee, special agency, or special committee) or the Executive Committee (if a policy committee) to nominate a replacement.

b) If a member of an Academic Senate committee repeatedly does not perform assigned committee duties, the chair may ask the Committee on Committees (if an operating committee, special agency, or special committee) or the Executive Committee (if a policy committee) to nominate a replacement.

c) Removal of a senator from their assigned policy committee will result in removal from the Senate.

6.13 a) Notwithstanding the provisions of bylaw 6.10.1, college seats on policy committees, operating committees, special agencies, or special committees for which no faculty from that college willing to serve have been found and which remain vacant after the fourth week of instruction in the fall semester shall become faculty-at-large seats for the balance of the academic year.
Policy Recommendation
Correction to Faculty Athletics Representative Policy (S16-2)

Legislative History: Modifies S16-2 which was approved by the Senate at its meeting on 2/8/16.

Whereas: An error related to consistency in S16-2 when referring to the Faculty Athletics Representative’s (FAR) status exists, and

Whereas: The correction is needed, therefore, be it

Resolved: That section 3.2 be modified as follows:

In review of applicants considerations should include (a) the candidate must be a full time tenured faculty member, (b) the candidate should have prior successful faculty leadership experience, unrelated to intercollegiate athletics, (c) there should be no conflict of interest, and (d) the candidate should have experiences and skills likely to enhance their effectiveness as SJSU’s FAR.

Rationale: The original FAR policy specified that the FAR needed to be a full time tenured faculty member. There was no intent to change this when the FAR policy was updated. In section 3.2 of S16-2 there is a discrepancy that needs to be corrected. The section first says “All full time tenured faculty interested in the FAR position will be required to submit a 1-page application detailing their experiences and qualifications to serve as SJSU’s FAR.” Then further down in the same paragraph, S16-2 notes “In review of applicants considerations should include (a) the candidate must be a tenured full professor.” That second statement is incorrect and should read: the candidate must be a full time tenured faculty member.

Approved: 2/22/16
Vote: 8-0-0
Present: Grosvenor, Mathur, Laker, Beyersdorf, Becker, Gleixner, Romero, Shifflett
Absent: Curry
Financial Impact: None expected
Workload Impact: No change from current situation.
Policy Recommendation

Electronic Voting

Legislative History: Modification of Senate Bylaw 9 to allow for electronic voting and clarify the voting procedure.

Whereas: Depending on the issue, voting by the academic senate has been known to take a considerable amount of time, and

Whereas: Recently the senate acquired electronic devices that could record and display votes as they occur, and

Whereas: Clarification is needed regarding the allowed methods of voting, therefore be it

Resolved: That Senate bylaw 9 be amended with item 9.5 as suggested in this resolution, and be it further

Resolved: That on sensitive matters, or matters when undue administrative pressure might be brought to bear, the chair of the senate shall declare a vote to be by secret ballot, and be it further

Resolved: That except in circumstances where a secret ballot is necessary, the use of electronic devices for official voting shall be done in parallel with an unofficial show of hands, and be it further

Resolved: That secret ballots may be cast electronically without a show of hands.

Rationale: The use of electronic devices has the potential to streamline certain elections, such as those where secret ballots are required, and/or multiple run-off elections are expected, however, other times a show-of-hands is expected to be more efficient.

Approved: 2/22/16
Vote: 8-0-0
Present: Laker, Shifflett, Beyersdorf, Becker, Curry, Grosvenor, Mathur, Romero
Absent: Gleixner
Financial Impact: None expected
Workload Impact: Increased work for senate administration to administer electronic devices, slightly offset by the reduced work in tallying votes.

Bylaw modification recommended:

9.5 The senate chair shall determine on a case-by-case basis if official voting will be offered by a show of hands, or through the use of electronic devices. The decision shall be guided by the expected efficiency of each method.