I. POLICY COMMITTEES OF THE ACADEMIC SENATE

Appointed by the Academic Senate to act in the areas indicated by their titles. In general, they conduct studies and investigate problems at the request of the Academic Senate and prepare recommendations for official action:

**Executive Committee** -- Acts as an Ad Hoc Advisory Committee to the President on request; acts for the Academic Senate at such times when the members may not be available; formulates policy proposals; refers matters of business to the appropriate agencies; develops and approves the agenda for Senate meetings; helps prepare nominations to policy committees and special committees for Senate approval; and handles external relations with elected officials and their staff.

**Committee on Committees** -- Prepares nominations for operating committees and submits them to the Senate for its consideration. Coordinates charges and functions of Senate committees with the Organization and Government Committee. Acts as Election Committee.

**Curriculum and Research Committee** -- Responsible for all matters relating to curriculum and research and for development of an academic master plan.

**Instruction and Student Affairs Committee** -- Responsible for all matters relating to instruction and to student affairs, including recruitment, admission, retention, academic status, educational equity, rights and responsibilities. The Instruction and Student Affairs Committee may establish task forces in consultation with the Executive Committee of the Academic Senate to address specific matters that are beyond its ability or the ability of the Student Success Committee to address in a reasonable time period.

**Organization and Government Committee** -- Considers problems related to and prepares recommendations regarding governance of the University, including revisions of the Senate Constitution and By-Laws, and the structure and power of colleges and departments. This committee is also responsible for reviews and recommendations regarding the charges and functions and creation or abolishment of University and Senate committees (along with the Committee on Committees).

**Professional Standards Committee** -- Responsible for all areas pertaining to faculty affairs and professional standards.
II. OPERATING COMMITTEES

Members are recommended by the Committee on Committees and approved by the Academic Senate. Operating committees report and make recommendations for changes in policy to their designated policy committees.

**Faculty Diversity Committee [PS]** – The Faculty Diversity Committee promotes diversity through appropriate recruitment and retention strategies. It also conducts periodic forums and other activities directed at increased recruitment and retention of diverse faculty. It reviews effectiveness of such activities and may recommend appropriate strategies and policies.

**Graduate Studies and Research Committee [CR]** -- Recommends policies and policy changes pertaining to graduate studies and research (including issues relating to intellectual property); reviews proposals for new graduate degree programs and new organized research units; conducts reviews of existing organized research units; reviews entries for outstanding thesis awards, formulates or considers and makes recommendations on policy for awarding honors to graduate students, selects students to represent SJSU at the CSU Student Research Competition, and reviews applications for the Pre-Doctoral Program, Forgivable Loan Program, and any similar program; establishes guidelines for format and style for master theses and projects; and encourages and facilitates the development, administration, promotion, and recognition of research at San José State University.

**Institutional Review Board -- Human Subjects [CR]** -- Facilitates the responsible conduct of inquiry by reviewing all proposals for human subject research to be conducted under the direction of University personnel, including University students; ensures that, before data collection is begun, all appropriate measures have been taken to protect the safety, personal rights and dignity of all individuals and social groups involved as participants in the project. The Board may also provide information to the campus community on IRB-HS procedures and compliance with applicable rules and regulations.

**International Programs and Students Committee [ISA]** - Reviews and recommends policies and procedures on SJSU international programs and activities; studies matters related to international students and scholars, as well as faculty and student exchanges; promotes, and supports an international perspective throughout SJSU.

**Program Planning Committee [CR]** -- Responsible for the implementation of the academic program planning process, as provided in the program planning policy and guidelines, and recommends to the Curriculum and Research Committee on proposed changes in the policy and guidelines and other matters relating to program planning and review.
Student Evaluation Review Board [PS] -- In consultation with the appropriate disciplines, designs a minimum number of three-tier evaluation instruments to be used by all departments and colleges, and empirically tests these rating instruments before final adoption. Constructs appropriate norm groups and norms the rating instruments. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. Assists academic units in developing guidelines for the participation of present and former students in the evaluation of faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

Student Fairness Committee [ISA] -- Hears complaints of violations of student rights in instructional and curricular matters, including grade appeals, and hears and seeks redress of non-instructional student grievances concerning individual members of the faculty, administration or staff, and when appropriate makes recommendations for redress.

Student Success Committee [ISA] -- Reviews and recommends changes to academic policies, practices and procedures, including instructional concerns, and their implementation as they relate to all aspects of student enrollment, retention, learning and success. This charge includes but is not limited to the following matters: integration into the University community; improvement of skills and competencies; time to degree; and implications of enrollment, registration, and academic renewal policies.

Undergraduate Studies Committee [CR] -- Reviews and coordinates the undergraduate curriculum and its development; advises on policies relevant to undergraduate education; encourages and supports curricular innovation on campus; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; reviews and makes recommendations on proposed departmental honors programs; and members serve as liaisons to their respective units.
III. SPECIAL AGENCIES of the Academic Senate are established and appointed as needed. All special agencies and committees shall report to the Academic Senate unless it is otherwise specified at the time of their establishment.

Accreditation Review Committee – The Accreditation Review Committee (ARC) is charged with leading the campus in preparation for its accreditation review in accordance with the most current WASC Senior College and University Commission (WSCUC) Handbook of Accreditation.

Membership:

1. A faculty member serving as chair of the review committee
2. Five Faculty-at-Large
3. 1 Department Chair
4. The Chair of the Academic Senate (or designee) – EXO
5. The faculty Director of Assessment – EXO
6. Program Planning Committee Chair – EXO
7. The Provost (or designee) – EXO
8. 2 Cabinet Members designated by the President
9. 1 staff member from Academic Affairs
10. 1 staff member from Student Affairs
11. 1 Dean from one of the seven academic colleges
12. AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison Officer) – EXO
13. Director, Office of Institutional Effectiveness and Analytics – EXO
14. The President of Associated Students or designee – EXO
15. A member of the community, appointed by the President

Each non-ex officio member serves an initial 3-year term with reappointment possible throughout the current accreditation cycle. The faculty chair for the ARC 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.
**Alcohol and Drug Abuse Prevention Committee** -- Serves as an advisory group to the University President, to the University community, and to the Prevention Education Program (PEP). The president shall consult with the Senate on all committee recommendations affecting policy. Membership: Members of the committee shall be appointed by the president for staggered three year terms as follows: the Coordinator of PEP (or designee), the Director of Student Health Services (or designee), the Director of University Housing Services or staff designee from Residential Life, the Director of Intercollegiate Athletics Division (or designee), the Director of the Student Life Center (or designee), the Director of Risk Management, the Chief Judicial Affairs Officer, the Executive Director of Spartan Shops (or designee), the Director of Counseling Services (or designee), the University Chief of Police (or designee), and a Faculty-at-large member (nominated by Committee on Committees), and a Member-at-Large from the off-campus community (to be selected by the university president in consultation with the Executive Committee of the Academic Senate.) Student members of the committee will be appointed by the university president for one year terms as follows: a student representative from PEP, a student representative from Associated Students, a student representative from Inter Residential Hall Association, a student representative selected by the Greek Life Coordinator in Student Life from among the memberships of Inter-Fraternity Council, Panhellenic Council, National Panhellenic Council, and Greek chapters not affiliated with any of these councils. The chair shall be designated by the president.

The committee shall report to the President who appoints all members for staggered three year terms except students who serve one year terms. The university president shall consult with the Academic Senate on all recommendations affecting policy.

**Athletics Board** -- Performs such functions as to enable it to carry out its responsibilities to ensure academic integrity of the athletic programs and compliance with NCAA and affiliated conference athletic rules. It shall recommend to the President and to the Executive Committee of the Academic Senate policies that promote a strong environment of rules compliance and provide a positive academic environment for all student-athletes; it shall act in an advisory capacity to the President and his/her designee and to the Director of Athletics; it shall have an overall awareness of the athletic programs of the University and the rules, procedures and guidelines of the athletic organizations of which the University is a member, in order to make recommendations pertaining thereto and to act in an advisory capacity.
Membership:

1. Faculty Member-at-Large, tenured
2. Faculty Member-at-Large, tenured
3. Faculty Member-at-Large, tenured
4. Faculty Member-at-Large
5. Faculty Member-at-Large
6. President, Associated Students, or Designee
7. Director, Extracurricular Affairs, Associated Students
8. Faculty Athletics Representative
9. President, Spartan Foundation, or Designee
10. Director, Division of Athletics (non-voting member)
11. Associate Athletics Director for Student Services (non-voting member)
12. President’s Designee (non-voting member)
13. Director of Compliance (non-voting member)

The officers of the Board shall be a Chair (tenured faculty) and a Vice Chair (faculty). The Chair and Vice Chair shall be elected at the last meeting of the academic year.

The faculty members-at-large shall be appointed by the President after recommendation of the Academic Senate. Nominees for the Faculty Members-at-Large seats must submit a one-page statement to the Academic Senate Executive Committee indicating their qualifications and interest in serving. The majority (voting) membership shall be full-time faculty. The faculty shall serve three-year staggered terms and be eligible for reappointment.

The Associated Students President will submit recommendations to the Committee on Committees following appropriate Associated Students appointment procedures, for appointment by the President.

**Budget Advisory Committee**—Advises the President of the University by providing input and recommendations throughout the planning, implementation and subsequent review of budget expenditures including advice on key campus priorities. Assists with identifying challenges and problem areas and proposes solutions. Acts as a resource for the campus community in understanding university-wide budgeting processes. Provides advice concerning the planning, development, and implementation of materials to communicate budget-related information to the campus community. Provides information to the Strategic Planning Steering Committee regarding the alignment of campus resources with the strategic plan.
Membership:

1. Senate Vice Chair (Co-chair)
2. VP Administration & Finance/CFO (Co-chair)
3. AVP Academic Budgets & Planning (EXO)
4. Dean
5. Department Chair
6. Faculty Senator
7. Faculty Senator
8. Faculty-at-large
9. Faculty-at-large
10. AS President or designee
11. Academic Affairs Staff member (finance/budget responsibilities)

Members (other than ex-officio) shall serve staggered 3-year terms renewable for one additional 3-year term. The AVC/Chair of the Committee on Committees will stagger the initial appointments. Students will serve one-year terms and can be re-appointed. Members of the BAC should not serve concurrently on the Strategic Planning Steering Committee. When multiple applications are submitted for a seat, the Executive Committee shall select individuals to serve.

**Campus Planning Board** – Advises the President of the University in regard to long-range physical planning for the campus and the surrounding area, including preparation and review of the Campus Master Plan. For this purpose, the Board is the Campus Planning Committee provided for by Executive Order 672.

The board advises the President (subject to applicable CSU regulations and University policies) in regard to the planning, location, construction and operation of lesser physical structures, facilities and equipment on or near the campus; to review plans for installation of art in external areas and common internal areas; to recommend plans to enhance and maintain the plant and animal life of the campus with emphasis on both the aesthetics and the instructional value of the campus plantings; to review and make recommendations on all proposed plantings and landscape design on campus; to monitor use of pesticides and herbicides on campus; and to educate all members of the campus community about the campus landscape.

Membership:
1. Ex Officio: Provost or designee, Vice President of University Advancement or Designee, Vice President for Student Affairs or designee, Associate Vice President for Facilities Development and Operations, Director of Planning, Design and Construction (non-voting), Executive Assistant to the President.

2. Faculty: One faculty member from each representative unit of the Senate and one from the Biological Sciences Department, recommended by the department. Faculty members of the Board shall be appointed by the Academic Senate on nomination of the Executive Committee for three-year staggered terms.

3. Students: AS Director of Business Affairs, AS Director of Community and Environmental Affairs.

4. Staff and Community: One member of the support staff and one community representative member (not otherwise connected with the University) appointed by the President in consultation with the Executive Committee for three-year terms.

Vacancies in appointive seats shall be filled for the balance of the term in the manner prescribed for the original appointments. The Board shall elect its own chair in the Spring by those members with continuing appointments. Where Board recommendations involve matters of serious concern to the campus community, the President will normally consult with appropriate Academic Senate committees before implementation.

**Strategic Planning Steering Committee**—The Strategic Planning Steering Committee (SPSC) is 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.

**Membership:**

1. Academic Senate Chair (SPSC co-chair) (EXO)
2. Provost (SPSC co-chair) (EXO)
3. 2 representatives from the President’s cabinet (EXO)
4. AS President or designee (EXO)
5. 1 Graduate Student
6. 1 Dean
7. 1 Department Chair
8. Two faculty at large
9. 2 Staff
10. 1 SJSU Alumni
11. 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.

Each non-ex officio member will serve a 3-year term renewable for one additional 3-year term. The Associate Vice Chair of the Senate shall stagger the terms to ensure continuity over time for a majority of the committee.

**Sustainability Board** – Advises and makes recommendations to the Academic Senate and the President in the following areas: setting and measuring progress towards meeting University-wide goals to promote sustainability across academic and non-academic divisions; and benchmarking SJSU sustainability efforts relative to state and national leaders in university sustainability. The Board also works with appropriate units in the university as a resource for centralizing and effectively communicating information on SJSU’s sustainability efforts, both internally and externally; integrating sustainability into key planning documents and procedures; and educating and engaging with campus stakeholders and external partners on sustainability through research, projects, workshops, and other events.

**Board Membership:**

- Ex-Officio: Director Sustainability, VP of University Advancement or designee, VP of Student Affairs or designee, AVP of FDO, Executive Director of Spartan Shops or designee, AS Director of Community and Environmental Affairs.
- ♦ 1 Dean (selected for a 2-year term by the Council of Deans)
- ♦ 1 faculty member from each college selected for 3-year terms
- ♦ 1 student selected by the VP of Student Affairs from among the membership of officially recognized student organizations focused on sustainability for a 1-year term.
- ♦ 1 Staff member appointed by the President in consultation with the Executive Committee

**University Library Board** -- The University Library Board is a special agency of the Senate authorized both to formulate and recommend policy related to the Library, and also to advise the Dean of the University Library on the implementation of University policies and generally on Library operations, combining the traditionally separate roles of policy and operating committees. When the Board formulates new policies or modifies the existing policy for consideration, it shall report directly to the Academic Senate. The chair of the University Library Board shall present policy recommendations to the Senate.
Board Membership:

- The Library Dean, ex officio, non-voting
- The Past Chair of the Academic Senate or FAL to the Executive Committee, voting
- Three regular university library faculty (tenured or tenure-track) who represent different professional specializations. These faculty will serve for staggered three-year terms.
- One regular faculty member from each college (tenured or tenure-track), as well as one faculty member from the School of Library and Information Science. These faculty will serve for staggered three-year terms.
- Three students apportioned as follows: the President of Associated Students or designee, ex officio, voting; and one undergraduate and one graduate student. The students shall serve one-year terms, but may serve more than one term.

The University Library Board shall meet regularly according to the same schedule as Senate Policy Committees.

Relationship of the University Library Board to Internal Library Governance:

Nothing in this policy should be construed to limit the University Library Dean's prerogative to solicit advice from any or all library faculty and staff, or to organize the internal advisory capacity of the Library in any manner suitable to the Library, e.g., use of the University Library Leadership Team.

Nothing in this policy should be construed to limit the Dean or the Library faculty and staff from constructing internal Library policies on the details of Library operations as appropriate, provided such policies are consistent with University Policy.

On matters related to the academic role of the Library, the Dean of the University Library should consult with library faculty and staff, with the University Library Board, and, as needed, with the university community, so as to ensure that multiple views and perspectives are considered in decision making.
IV. OTHER COMMITTEES - The following are administrative agencies authorized by the Senate but not reporting to any Senate committee. They are listed here simply for information.

**Academic Disqualification and Reinstatement Review Committee** - Enforces academic regulations governing disqualification and reinstatement to the University. Membership: AVP Undergraduate and Graduate Programs or designee; AVP Enrollment Services or designee; AVP Research or designee; Director or designee, Advising and Retention Services; Director or designee EOP; Director or designee Counseling Services, Dean or designee from Colleges of Applied Sciences and Arts, Business, Engineering, Humanities and the Arts, Science, and Social Sciences as Ex Officio members.

**Board of Academic Freedom and Professional Responsibility** - Implements University Policy on Academic Freedom and Professional Responsibility. Monitors the state of academic freedom and professional responsibility at the University, making reports and recommendations (including revisions of all documents relating to academic freedom and responsibility) to the Academic Senate and the University community as it deems necessary; works in concert with the Office of Faculty Affairs to advise and orient new faculty in the areas of academic freedom and professional responsibility; educates the academic community about academic freedom and professional responsibility by disseminating Academic Freedom and Professional Responsibility policy and holding workshops and forums as necessary; remains available to consult confidentially with members of the University on issues related to academic freedom and professional responsibility; addresses complaints of infringements of academic freedom brought by members of the University, issuing findings as appropriate; advises and assists the Office of Faculty Affairs on the handling of all complaints of breaches of faculty responsibility, including complaints of scientific misconduct. Membership: Nine members, one full-time tenured full professor from each of the Colleges and one from the Unit 3 General Unit membership, elected by the faculty of their respective College or Unit for staggered terms of four years.

**Board of General Studies** – BOGS receives and solicits courses and curricular proposals designed to satisfy General Education (GE), American Institutions (AI), and Graduation Writing Assessment Requirement (GWAR) requirements from all colleges and departments of the University; reviews, approves, and authorizes courses and curricular proposals for purposes of GE, AI, and GWAR; and evaluates the courses and curricula it has approved according to procedures described in the 2014 Guidelines. The Board evaluates modifications requested by degree programs in accordance with the 2014 Guidelines.
Membership:

AVP Graduate & Undergraduate Programs or designee (EXO, Non voting)
Director of Assessment (EXO, non voting)
1 faculty member College of Applied Sciences & Arts
1 faculty member College of Business
1 faculty member College of Education
1 faculty member College of Engineering
1 faculty member College of Humanities and the Arts
1 faculty member College of Science
1 faculty member College of Social Sciences
1 Student

Process for formation of Selection Committee's for Distinguished Service Award, Outstanding Professor Award, and President’s Scholar Award (Per S13-6).
Separate selection committees will be formed annually for each award by October 31. The Executive Committee of the Senate will work with the President in forming each of the three committees. In this selection process, effort should be made to ensure that at least one member also served on the selection committee in the prior year in order to provide continuity for the committees. In addition, the Executive Committee and the President should strive for broad representation of the colleges.

Traffic, Transit, and Parking Advisory Committee: (Presidential Directive 2007-05)
Serves to advise directly, the University Police Department and, indirectly (through the Vice President of Administration and Finance) the President and the President’s staff, about policies, processes, and practices regarding parking, traffic and transit at SJSU. The committee’s purpose is to be an important conduit of information to and from UPD (including the Office of Traffic and Parking Operations) and the campus community. It provides a venue for open dialogue regarding current and planned operations, possible solutions and suggestions, as well as discussion of problems and concerns, from all campus constituents. It should devise methods for keeping the campus community informed of its activities.

The goal of the committee is to assist the University in continuously improving parking, traffic, and transit conditions on and around campus to facilitate communication between all concerned parties. The committee will advise on plans and policies concerning parking, traffic and transit. It is not authorized to formulate policy, nor shall it be a review board for individual cases. However, open discussion and communication in this sensitive area is in the best interest of the entire university. This committee should be as representative as possible of the many affected segments of our community, and also may wish to set up various mechanisms for receiving suggestions and comments from others, including open hearings, as appropriate.

Membership: The committee shall be composed of 12 voting members (excluding non-voting, ex officio members):
Voting: 3 students: selected by the Associated Students in accordance with its established procedures;
3 faculty: selected by the Academic Senate in accordance with its established procedures;
1 non-bargaining unit staff employee selected by the Human Resources Coordinating Council, from a list of nominees and self-nominees from each of the divisions across the University;
1 representative of the surrounding campus neighborhood associations, selected by the other voting committee members from a list of nominees and self-nominees;
1 representative of the University Police Department who has line responsibility of traffic and parking operations (e.g., the Support Services Commander);
1 representative from the Disability Resource Center (DRC) selected by the Director of the DRC;
1 representative from Housing selected by the Director of Housing;
1 Manager of Transportation Solutions; (or the duly designated campus Transportation Demand Management (TDM) program) as a voting member;
1 Staff member of the Transportation Demand Management Program to be selected by the Manager of Transportation Solutions (Non-Voting).
Ex Officio: A minimum of one ex officio, non-voting member from the staff of UPD, selected by the chief of University Police;
An ex officio, non voting member of the University Public Affairs Office, selected by the Vice President for University Advancement.

Chair: One year term, with full voting rights retained;
Elected from the voting membership by the voting membership;
Reappointments are permitted.

Term: Members of the committee will serve two year terms, effective October 1;
Re appointments are permitted;
Terms of office are to be staggered as much as possible.

Meetings: The committee shall meet at least twice a semester, and may be asked to meet during academic breaks, if necessary. Generally, the meetings will be closed; however, the committee may choose to open all or part of the meetings to invited guests.
Forum of Senate Chairs and Officers  
(Per SM-F00-1)

The Forum of Senate Chairs and Officers will meet at least once per semester to discuss issues pertaining to the operation of the Senate and its committees, to allow for an exchange of ideas, to discuss any issues before the Senate that affect a number of the committees, and to work on improvement of communications among the committee chairs. The Forum will be chaired by the Senate Chair or his or her designee. The Forum members will be invited to all Senate retreats; members will be invited to other events as deemed appropriate by the Executive Committee.

Membership: The Forum will consist of the chairs of all Senate policy, operating and special committees and boards, and the remaining Senate Officers.

Award Committees

Distinguished Service Award Selection Committee -- The committee will review the nominations to select the nominees for whom further information is desired. The selection committee will determine the type of information needed to make its selection, but such information at a minimum will include the nominee’s curriculum vitae and self-verification of their eligibility (as described in S13-6). The selection committee will set their own process and schedule for receiving and reviewing information, but will forward their recommendations to the President no later than March 1.

Membership: The Selection Committee shall consist of three prior recipients of the award, an administrator and a member of the community. The administrator shall serve as chair of the committee.

Outstanding Lecturer Award Selection Committee -- The committee will review the nominations to select the nominees for whom further information is desired. The selection committee will determine the type of information needed to make its selection, but such information at a minimum will include the nominee’s curriculum vitae and self-verification of their eligibility (as described in S13-6). The selection committee will set their own process and schedule for receiving and reviewing information, but will forward their recommendations to the President no later than March 1.

Membership: The Selection Committee shall consist of three prior recipients of the award, one student, and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.
**Outstanding Professor Award Selection Committee** -- The committee will review the nominations to select the nominees for whom further information is desired. The selection committee will determine the type of information needed to make its selection, but such information at a minimum will include the nominee’s curriculum vitae and self-verification of their eligibility (as described in S13-6). The selection committee will set their own process and schedule for receiving and reviewing information, but will forward their recommendations to the President no later than March 1.

Membership: The Selection Committee shall consist of three prior recipients of the award, one student, and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

**President’s Scholar Award Selection Committee** -- The committee will review the nominations to select the nominees for whom further information is desired. The selection committee will determine the type of information needed to make its selection, but such information at a minimum will include the nominee’s curriculum vitae and self-verification of their eligibility (as described in S13-6). The selection committee will set their own process and schedule for receiving and reviewing information, but will forward their recommendations to the President no later than March 1.

Membership: The Selection Committee shall consist of four prior recipients of the award and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.