

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 Final Reading
6

AS 1600

7 **Policy Recommendation**
8 **Expansion of Bylaw 15 – Updating Senate Documents**
9

10 Legislative History: Modification of Bylaws 15a and 15b to expand the scope of the
11 Chair’s authorization to update existing documents with editorial changes.
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13 Whereas: Bylaw 15b currently allows the Senate Chair to authorize specific editorial
14 changes in Senate documents, and
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16 Whereas: The examples of editorial changes that can be made are currently limited
17 to whenever there is a change in the number, title, or designation of a law,
18 regulation, executive order, or Senate document, and
19

20 Whereas: Expanding the language of Bylaw 15 to allow the Senate Chair to make
21 editorial changes to a Senate document whenever there is an outdated
22 reference to a law, regulation, executive order or Senate document, may
23 improve the efficiency of a full Senate meeting, therefore be it
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25 Resolved: That the language of Bylaw 15 be changed to include a wider range of
26 circumstances for editorial changes, and be it further
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28 Resolved: That these changes become effective with approval of this policy
29 recommendation.
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31 Rationale: Presently under Bylaw 15 the Senate Chair can approve changes to existing
32 Senate documents (policies, constitution, by-laws, resolutions) with regard to a) title of a
33 university official or of an agency or unit of the university, or b) numbers, titles or
34 abbreviations relating to a law, regulation, executive order, or Senate document.
35 Recent experience has been that there are additional editorial oversights (e.g.,
36 rescinding outdated policies) that might be more effectively handled by the Senate Chair
37 rather than bringing them through the full Academic Senate. This resolution would still
38 require that such editorial changes be reported to the Senate (via the minutes of the
39 Executive Committee), and remain limited to circumstances when no other change
40 affecting university policy is involved, but expand the language to any outdated/obsolete
41 reference to a law, regulation, executive order, policy, or Senate document in an
42 existing Senate document.
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44 Approved: 2/15/16

45 Vote: 8-0-0

46 Present: Laker, Shifflett, Beyersdorf, Becker, Curry, Grosvenor, Mathur,
47 Romero
48 Absent: Gleixner
49 Financial Impact: None
50 Workload Impact: Reduced workload for the senate with regard to handling
51 essentially technical or routine changes rather than substantive
52 changes.
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54 Proposed changes to Bylaw 15. Editorial Changes - Senate Documents
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56 a) When the title of a university official or of an agency or unit of the university
57 appearing in Academic Senate documents (including the constitution, bylaws, university
58 policies, and resolutions providing for committee membership) is changed, but the
59 functions and responsibilities of the office or agency remain
60 the same, the Senate Chair may approve replacement in the Senate documents of the
61 old title or designation by the new one, as an editorial change. Such changes shall be
62 reported to the Executive Committee of the Senate and recorded in the meeting
63 minutes.
64

65 b) When a law, regulation, executive order, **policy**, or Senate document is referred to in
66 a Senate document by number, title or other official abbreviated designation, and the
67 number, title or designation is changed **or rescinded** by competent authority, but no
68 other change affecting university policy is involved, the Senate Chair may authorize
69 replacement **or removal** of the old number, title or designation by the new one, as an
70 editorial change. Such changes shall be reported to the Executive Committee of the
71 Senate, and recorded in the meeting minutes.
72

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