

1 **San José State University**
2 **Academic Senate**
3 **Organization and Government Committee**
4 **March 4, 2019**
5 **Final Reading**

AS 1719

6
7 **Senate Management Resolution**
8 **Charge and Membership of Senate Policy Committees**
9

10 Legislative History: The charge and membership information for the Executive
11 Committee and Committee on Committees reside in Bylaws 4 and 5 respectively. The
12 charge and membership information for the Curriculum and Research Committee is
13 found in SM-S89-3.
14

15
16 **Whereas:** A comprehensive review of the charge and membership of committees
17 with input from policy committees, operating committees, special
18 agencies, and other university committees has been conducted, and
19

20 **Whereas:** Archived documents assumed to contain the charge and membership
21 of the Professional Standards Committee and the Organization and
22 Government Committee are not readily available, therefore be it
23

24 **Resolved** That the charge and membership of policy committees be as noted in this
25 proposal, and be it further
26

27 **Resolved** That SM-S89-3 be rescinded, and be it further
28

29 **Resolved:** That bylaws 4 and 5 be updated to reflect the changes in this proposal for
30 the Executive Committee and the Committee on Committees.
31

32
33 **Rationale:** Beginning in January 2018, O&G invited all committees to review their
34 charge and membership. A separate Senate Management Resolution containing all
35 policy committee charge and membership information is needed since in some cases
36 the original documentation is not readily available for reference or future updates.
37

38 **Approved:** 2/4/19

39 **Vote:** 8-0-1

40 **Present:** Curry, French, Gallo, Higgins, Grosvenor, Millora, Ormsbee,
41 Rodan, Shifflett

42 **Absent:** Capizzi, Saldamli

43 **Financial Impact:** None

44 **Workload Impact:** None

45 Charge and Membership of Senate Policy Committees

46

47 **Executive Committee** - Update to charge proposed.

48 See bylaw 4: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

49

50 **Charge:** Acts as an Ad Hoc Advisory Committee to the President on request; acts for the
51 Academic Senate at such times when the members may not be available; formulates
52 policy proposals; refers matters of business to the appropriate agencies; develops and
53 approves the agenda for Senate meetings; handles external relations with elected officials
54 and their staff, as appropriate; prepares nominations/appointments as needed to policy
55 committees, operating committees, special agencies, and other committees for Senate (or
56 administrator) approval.

57

58 **Membership**

59 Senate Chair (elected)

60 Vice Chair (elected)

61 Past Chair or faculty at Large – in years when there is no past chair (elected)

62 President (EXO)

63 Provost (EXO)

64 VP, Administration & Finance (EXO)

65 VP, Student Affairs (EXO)

66 Chief Diversity Officer (EXO)

67 Statewide Senator (elected)

68 AS President (EXO)

69 Chair Committee on Committees/Assoc. Vice Chair (elected)

70 Chair Curriculum & Research (elected)

71 Chair Instruction & Student Affairs (elected)

72 Chair Organization & Government (elected)

73 Chair Professional Standards (elected)

74

75

76 **Committee on Committees** - Update to charge proposed.

77 See bylaw 4: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

78

79 **Charge:** ~~Determine periodically the interests of faculty members in serving on operating~~
80 ~~committees.~~ Recruits faculty, staff, students, and administrators to serve on university
81 committees. Prepares nominations for policy committees, operating committees, special
82 agencies, and other committees as needed. In cooperation with the Organization and
83 Government Committee, makes recommendations for the improvement of the Senate's
84 committee operations and structure. Maintains a record of faculty, staff, students, and
85 administrators currently serving on University-level ~~administrative~~ committees, and at the
86 request of the President or other administrator, ~~making the appointments~~ may recruit

87 nominees and suggest names of faculty, staff, and students for service on such
88 committees as needed. Acts as Election Committee.

89

90 **Membership**

- 91 1 faculty, College of Business
- 92 1 faculty, College of Education
- 93 1 faculty, College of Engineering
- 94 1 Member, General Unit
- 95 1 faculty, College of Health and Human Sciences
- 96 1 faculty, College of Humanities & Arts
- 97 1 faculty, College of Science
- 98 1 faculty, College of Social Science
- 99 1 Student Senator

100

101

102 ***Curriculum and Research*** - No update proposed.

103 <http://www.sjsu.edu/senate/docs/SM-S89-3.pdf>

104

105 **Charge:** Responsible for all matters relating to curriculum and research and for
106 development of an academic master plan.

107

108 **Membership**

- 109 AVP, Research (EXO)
- 110 AVP, GUP (EXO)
- 111 AVP, IEA (EXO)
- 112 Emeritus faculty Rep (EXO)
- 113 1 faculty, College of Business
- 114 1 faculty, College of Education
- 115 1 faculty, College of Engineering
- 116 1 Member, General Unit
- 117 1 faculty, College of Health and Human Sciences
- 118 1 faculty, College of Humanities & Arts
- 119 1 faculty, College of Science
- 120 1 faculty, College of Social Science
- 121 1 Student Senator

122

123 ***Instruction and Student Affairs*** – Update membership

124 <http://www.sjsu.edu/senate/docs/SM-F13-1.pdf>

125 <http://www.sjsu.edu/senate/docs/SM-F04-2.pdf>

126 <http://www.sjsu.edu/senate/docs/SM-S04-2.pdf>

127

128 **Charge:** Responsible for all matters relating to instruction and to student affairs,
129 including recruitment, admission, retention, academic status, educational equity, rights

130 and responsibilities. The Instruction and Student Affairs Committee may establish task
131 forces in consultation with the Executive Committee of the Academic Senate to address
132 specific matters that are beyond its ability or the ability of the Student Success
133 Committee to address in a reasonable time period.

134

135 **Membership**

136 AVP, Student Affairs or Designee (EXO)

137 AVP, Enrollment Services or Designee (EXO)

138 Associate Dean for Undergraduate Studies (EXO - non voting)

139 Associate Dean for Graduate Studies (EXO - non voting)

140 Director, Student Involvement (EXO)

141 Director, University Housing Services (EXO)

142 Alumni Representative

143 1 faculty, College of Business

144 1 faculty, College of Education

145 1 faculty, College of Engineering

146 1 Member, General Unit

147 1 faculty, College of Health and Human Sciences

148 1 faculty, College of Humanities & Arts

149 1 faculty, College of Science

150 1 faculty, College of Social Science

151 AS President

152 ~~AS Director Student Resource Affairs~~

153 ~~2- 3 Student Senators~~

154 1 Graduate Student

155

156

157 **Organization and Government** - Update to charge proposed.

158 Note: original charge and membership (archived) will be superseded with the passage of
159 this Senate Management Resolution.

160

161 **Charge:** Considers problems related to and prepares recommendations regarding
162 governance of the University, including revisions of the Senate Constitution and By-
163 Laws, and the structure and ~~power~~ purview of colleges and departments. This committee
164 is also responsible for reviews and recommendations regarding the charges, functions and
165 creation or abolishment of University and Senate committees ~~along~~ in consultation with
166 the committee on committees where appropriate.

167

168 **Membership**

169 President's Designee (EXO)

170 1 faculty, College of Business

171 1 faculty, College of Education

172 1 faculty, College of Engineering

- 173 1 Member, General Unit
174 1 faculty, College of Health and Human Sciences
175 1 faculty, College of Humanities & Arts
176 1 faculty, College of Science
177 1 faculty, College of Social Science
178 1 Student Senator
179
180 **Professional Standards – Update to membership.**
181 Note: original charge and membership (archived) will be superseded with the passage of
182 this Senate Management Resolution.
183
184 **Charge:** Responsible for all areas pertaining to faculty affairs and professional standards.
185
186 **Membership**
187 ~~Deputy Provost~~ **Senior Vice Provost (EXO)**
188 1 faculty, College of Business
189 1 faculty, College of Education
190 1 faculty, College of Engineering
191 1 Member, General Unit
192 1 faculty, College of Health and Human Sciences
193 1 faculty, College of Humanities & Arts
194 1 faculty, College of Science
195 1 faculty, College of Social Science
196 1 Student Senator