

7 **Policy Recommendation**  
8 **Charge and Membership of University Committees**  
9

10 Legislative History: The charge and membership information for committees is widely  
11 dispersed across Senate Management Resolutions and University Policies. This  
12 proposal seeks to update the charge and/or membership of some committees and the  
13 Senate’s repository which documents the charge and membership of committees.  
14 Changes would supersede the charge and membership information in previous Senate  
15 Management Resolutions and University Policies.  
16

17  
18 Whereas: An updated resource regarding the charge and membership of policy  
19 committees, operating committees, special agencies, and other university  
20 committees is needed, and  
21

22 Whereas: The Senate’s Committee Descriptions document should continue to  
23 be the repository of all information on the charge and membership  
24 of committees, and  
25

26 Whereas: A comprehensive review of the charge and membership of committees  
27 with input from policy committees, operating committees, special  
28 agencies, and other university committees has been conducted,  
29 therefore be it  
30

31 Resolved: That the charge and membership of committees as noted in this proposal  
32 amends the charge and membership information contained in previous  
33 policies and Senate management resolutions in which charge and  
34 membership have been specified, and be it further  
35

36 Resolved: That henceforth, the charge and membership of committees should be  
37 contained in a Policy Recommendation or Senate Management  
38 Resolution exclusively dedicated to a committee’s charge and  
39 membership, and be it further  
40

41 Resolved: That policies and Senate management resolutions not specific to the  
42 charge or membership of committees should not contain charge and  
43 membership information but rather direct the reader to the appropriate  
44 policy or senate management resolution where such information resides,  
45 and be it further  
46

47  
48 Resolved: That the information in the attached Appendix A, documenting the charge  
49 and membership of policy committees, operating committees, special  
50 agencies, and other university committees, replaces the contents of the  
51 Senate's current Committee Descriptions document. The Committee  
52 Descriptions document will continue to be maintained by the Academic  
53 Senate office and be available on its website, and be it further  
54

55 Resolved: That for all committees, the following principle should be considered in the  
56 determination of seats and membership: Ideally, committees should be  
57 broadly diverse and inclusive of various backgrounds and perspectives,  
58 and be it further  
59

60 Resolved: That unless otherwise specified in a Policy Recommendation or Senate  
61 Management Resolution, appointments to committees are made following  
62 the normal Committee on Committees processes.  
63

64 Rationale: Beginning in January 2018, O&G invited all committees to review their  
65 charges and memberships. The thoughtful and reflective nature of the reviews have  
66 brought excellent recommendations to O&G which the committee now advances to the  
67 Senate.  
68

69 Where substantial changes were proposed, O&G brought separate recommendations to  
70 the Senate which are included in Appendix A where they have been approved by the  
71 Senate and the President. The changes in this proposal do not alter the functions of  
72 committees but rather clarify the charges. Where changes to the membership have  
73 been recommended, the relevant committee and members of Organization and  
74 Government concur on the need for the change.  
75

76 One document detailing the charge and membership of policy committees, operating  
77 committees, special agencies, and other SJSU committees will be of immense value to  
78 faculty, staff, administrators, students, and the Senate. The contents of Appendix A are  
79 intended to update the Senate's current Committee Descriptions document.  
80

81 The first section of the attached materials contains the proposed changes to committee  
82 charges and/or membership for consideration by the Senate. Following that is  
83 Appendix A with a complete listing of all committees including those where no changes  
84 have been proposed.  
85

86 The contents of the Appendix are intended to facilitate a one-time update of the  
87 Senate's repository of information on the charge and membership of committees.  
88 Future updates shall be made to that respository, not to this Appendix.  
89

90  
91 Approved: 2/4/19  
92 Vote: 8-0-1

93 Present: Curry, French, Gallo, Higgins, Grosvenor, Millora,  
94 Ormsbee, Rodan, Shifflett  
95 Absent: Capizzi, Saldamli  
96  
97 Financial Impact: None  
98 Workload Impact: Initially, considerable work needed to update/amend existing  
99 policies or Senate Management resolutions where charge and  
100 membership information resides. Following that, ongoing update to  
101 the contents of the Senate's Committee Descriptions document  
102 (updated based on Appendix A) will not require additional work  
103 since the Senate office already updates its committee descriptions  
104 document as changes are made.

Proposed Updates

105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150

**Faculty Diversity Committee** [reporting to PS] - Addition and updates to membership.

<http://www.sjsu.edu/senate/docs/S10-1.pdf>

<http://www.sjsu.edu/senate/docs/SM-S05-6.pdf>

Membership

Chief Diversity Officer [EXO]

~~AVP Human Resources~~ Senior AVP UP or designee [EXO]

~~AVP Faculty Affairs or designee~~ Deputy Provost Senior Vice Provost or designee [EXO]

1 Faculty, College of Business

1 Faculty, College of Education

1 Faculty, College of Engineering

1 Member, General Unit

1 Faculty, College of Health and Human Sciences

1 Faculty, College of Humanities & Arts

1 Faculty, College of Science

1 Faculty, College of Social Science

AS Director of Faculty Affairs

~~AS Director of Campus Climate Affairs~~ A.S. Director of Intercultural Affairs

**International Programs and Students Committee** [reporting to ISA] - Update to charge and membership.

<http://www.sjsu.edu/senate/docs/SM-S05-1.pdf>

<http://www.sjsu.edu/senate/docs/SM-F04-4.pdf>

<http://www.sjsu.edu/senate/docs/F90-5.pdf>

<http://www.sjsu.edu/senate/docs/F88-11.pdf>

Charge: Considers issues related to the experiences of international students & scholars and participants in SJSU study abroad programs. Advocates for the success of international and study abroad students through interactions with relevant SJSU offices and administrators. Partners with colleagues in various campus divisions to promote awareness of global opportunities for students, staff, and faculty. Reviews and recommends policies and procedures on SJSU international programs and activities including Faculty Led Programs (FLP).

Membership

Director International Programs & Services [EXO]

Student Affairs Office designee [EXO]

AVP, Enrollment & Academic Services or designee [EXO]

GUP Graduate Studies Office designee [EXO]

GUP Undergraduate Studies Office designee [EXO]

~~Study Abroad Director~~ Director of Study Abroad and Away [EXO]

CIES, Director Global Studies [EXO]

CIES, AVP Continuing Education Office [EXO]

151 ACIP Rep [EXO]  
152 1 Faculty, College of Business  
153 1 Faculty, College of Education  
154 1 Faculty, College of Engineering  
155 1 Member, General Unit  
156 1 Faculty, College of Health and Human Sciences  
157 1 Faculty, College of Humanities & Arts  
158 1 Faculty, College of Science  
159 1 Faculty, College of Social Science  
160 2 Students

161  
162 **Program Planning Committee** [reporting to CR]- Update to charge.

163 <http://www.sjsu.edu/senate/docs/S17-11.pdf>  
164 <http://www.sjsu.edu/senate/docs/SM-F08-6.pdf>  
165 <http://www.sjsu.edu/senate/docs/SM-F03-2.pdf>  
166 <http://www.sjsu.edu/senate/docs/SM-S96-4.pdf>

167  
168 Charge: Implements the academic program planning process, including the review of  
169 programs, as provided in the program planning policy and guidelines. Recommends  
170 changes in the policy and guidelines and other matters relating to program planning and  
171 review to the Curriculum and Research Committee.

172  
173 **Student Evaluation Review Board** [reporting to PS] - Update to charge.

174 <http://www.sjsu.edu/senate/docs/F10-2.pdf>  
175 <http://www.sjsu.edu/senate/docs/SM-S99-4.pdf>  
176 <http://www.sjsu.edu/senate/docs/SM-S94-1.pdf>  
177 <http://www.sjsu.edu/senate/docs/F87-6.pdf>

178  
179 Charge: In consultation with the appropriate disciplines, designs evaluation instruments  
180 to be used by all departments and colleges. In collaboration with IEA, establishes norm  
181 groups and norm ranges. Develops and makes available to the University community,  
182 information and guidelines for the effective interpretation of the rating instruments.  
183 Develops guidelines for the participation of students in the evaluation of faculty.  
184 Reviews proposals for matters concerned with rating instruments, norm grouping or any  
185 other variance to established policy.

186  
187 **Student Fairness Committee** [reporting to ISA]- Update to charge; membership

188 clarifies one faculty from each college. S14-3 says 'preferably'  
189 <http://www.sjsu.edu/studentconduct/docs/S14-3.pdf>

190  
191 Charge: In accordance with S14-3, the student fairness committee adjudicates grade  
192 disputes and advises professors and departments on practices that will limit future  
193 problems. The committee also suggests ways to bring teaching practices and  
194 departmental practices in alignment with university policy. Based on the nature of the  
195 grievance, the student fairness committee also guides students to other institutional  
196 resources that are available to address various types of grievances.

- 197 Membership
- 198 Ombudsperson [EXO]
- 199 2 University administrators (management)
- 200 1 Faculty, College of Business
- 201 1 Faculty, College of Education
- 202 1 Faculty, College of Engineering
- 203 1 Faculty, College of Health and Human Sciences
- 204 1 Faculty, College of Humanities & Arts
- 205 1 Faculty, College of Science
- 206 1 Faculty, College of Social Science
- 207 2 Staff (non management)
- 208 7 Students

209

210 **Undergraduate Studies Committee** [reporting to CR] - Update to charge.

211 <http://www.sjsu.edu/senate/docs/SM-F16-1.pdf>

212 <http://www.sjsu.edu/senate/docs/SM-F15-2.pdf>

213 <http://www.sjsu.edu/senate/docs/SM-S98-2.pdf>

214

215 Charge: Reviews and coordinates the undergraduate curriculum and its development  
216 across all colleges; advises on policies relevant to undergraduate education;  
217 encourages and supports curricular innovation on campus; formulates or considers and  
218 makes recommendations on policy for awarding honors to undergraduate students;  
219 reviews and makes recommendations on proposed departmental honors programs; and  
220 members serve as liaisons to their respective units.

221

222 **Accreditation Review Committee** - Update to charge.

223 <http://www.sjsu.edu/senate/docs/S16-5.pdf>

224

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

229

230 **Athletics Board** - Update to charge; Update to membership.

231 <http://www.sjsu.edu/senate/docs/S13-7.pdf>

232 <http://www.sjsu.edu/senate/docs/F07-2.pdf>

233 <http://www.sjsu.edu/senate/docs/F79-4.pdf>

234

235 Charge: In alignment with SJSU's Athletics Policy (F07-2), the athletics board performs  
236 such functions as to enable it to carry out its responsibilities to ensure academic  
237 integrity of the athletic programs and compliance with NCAA and affiliated conference  
238 athletic rules. It shall recommend to the President and to the Executive Committee of  
239 the Academic Senate policies that promote a strong environment of rules compliance  
240 and provide a positive academic environment for all student-athletes; it shall act in an  
241 advisory capacity to the President and his/her designee and to the Director of Athletics;  
242 it shall have an overall awareness of the athletic programs of the University and the

243 rules, procedures and guidelines of the athletic organizations of which the University is  
244 a member, in order to make recommendations pertaining thereto and to act in an  
245 advisory capacity.

246  
247 Membership:  
248 Faculty Member-at-Large, tenured  
249 Faculty Member-at-Large, tenured  
250 Faculty Member-at-Large, tenured  
251 Faculty Member-at-Large  
252 Faculty Member-at-Large  
253 President, Associated Students, or Designee  
254 ~~Director, Extracurricular Affairs, Associated Students~~ Student-Athlete Advisory  
255 Committee President or designee  
256 Faculty Athletics Representative  
257 President, Spartan Foundation Athletic Fund, or Designee  
258 Director, Division of Athletics (non-voting member)  
259 ~~Associate Athletics Director for Student Services~~ Senior Athletics Administrator for  
260 Academic and Student Services (non-voting member)  
261 President's Designee (non-voting member)  
262 ~~Director of Compliance~~ Senior Athletics Administrator for Compliance (non-voting  
263 member)

264  
265 **Budget Advisory Committee** - Update to charge.  
266 <http://www.sjsu.edu/senate/docs/F15-9.pdf>

267  
268 Charge: ~~The Budget Advisory Committee is charged with~~ Advises the President of the  
269 University by providing input and recommendations ~~to the President~~ throughout the  
270 planning, implementation and subsequent review of budget expenditures including  
271 advice on key campus priorities.

272  
273 ~~The Budget Advisory Committee will~~ Assists with identifying challenges, ~~serve as an~~  
274 ~~advisory resource to the campus community, and provide a mechanism to communicate~~  
275 ~~financial issues across the campus in a timely fashion. and problem areas and proposes~~  
276 solutions.

277 ~~In addition, this committee will serve~~ Acts as a resource to enhance the campus  
278 community's in understanding of state-wide, CSU, and university-wide budgeting  
279 processes; ~~develop a broad and deep understanding of budget issues at all levels in~~  
280 ~~order to identify and analyze problem areas and propose solutions; and~~ Provides advice  
281 concerning the planning, development, and implementation of materials to communicate  
282 budget-related information to the campus community, ensuring alignment of campus  
283 resources with the strategic plan.

284  
285 **Campus Planning Board** - Update to charge and membership.  
286 <http://www.sjsu.edu/senate/docs/F15-10.pdf>  
287 <http://www.sjsu.edu/senate/docs/S08-4.pdf>

288

289 Charge: Advises the President of the University ~~in regard to~~ regarding long- range  
290 physical planning for the campus and the surrounding area, including preparation and  
291 review of the Campus Master Plan. For this purpose, the Board ~~is~~ serves as the  
292 Campus Planning Committee as described in ~~provided for by~~ Executive Order 672.

293

294 Membership

295 Provost or designee [EXO]

296 VP, Advancement or Designee [EXO]

297 VP, Student Affairs or Designee [EXO]

298 AVP, Facilities Development and Operations [EXO]

299 Chief of Staff [EXO]

300 Director Planning, Design & Construction [EXO] (non-voting)

301 1 faculty, College of Business

302 1 faculty, College of Education

303 1 faculty, College of Engineering

304 1 member, General Unit

305 1 faculty, College of Health and Human Sciences

306 1 faculty, College of Humanities & Arts

307 1 faculty, College of Science

308 1 faculty, College of Social Science

309 1 member of support staff

310 1 member of the community

311 AS Director of Business Affairs

312 ~~AS Director of Environmental Affairs~~ A.S. Director of Sustainability Affairs

313

314 **Strategic Planning Steering Committee** - Update to charge.

315 <http://www.sjsu.edu/senate/docs/S16-3.pdf>

316

317 Charge: The Strategic Planning Steering Committee (SPSC) is responsible for advising  
318 the President on all aspects of the development, implementation, evaluation, and  
319 revision of a strategic plan for SJSU. The committee is responsible for the ongoing  
320 review of the planning process, ~~along with~~ and for communication and engagement with  
321 campus constituents ~~will be central to the steering committee's responsibilities as well~~  
322 as to sustain the plan's legitimacy and efficacy. As a representative group, SPSC  
323 members are expected to convey information out to all constituent groups they have  
324 connections with and serve as a conduit for information into the SPSC throughout a  
325 strategic planning cycle.

326

327 **Sustainability Board** - Update of charge and membership.

328 <http://www.sjsu.edu/senate/docs/S10-5.pdf>

329

330 Charge: Working in conjunction with the University Director of Sustainability, the board  
331 functions as a special agency of the Academic Senate and advises and makes  
332 recommendations to the Academic Senate and the President in the following areas:  
333 setting and measuring progress towards meeting University-wide goals to promote  
334 sustainability across academic and non-academic divisions; and benchmarking SJSU

335 sustainability efforts relative to state and national leaders in university sustainability. The  
336 board serves as an advisory resource to academic departments on sustainability-related  
337 curriculum. The board also works with appropriate units in the university as a resource  
338 for centralizing and effectively communicating information, both internally and externally,  
339 about on SJSU's sustainability efforts; ~~both internally and externally~~ integrating  
340 sustainability into key planning documents and procedures; and educating and  
341 engaging with campus stakeholders and external partners on sustainability through  
342 research, projects, workshops, and other events.

- 343  
344 Membership:
- 345 Director, Sustainability [EXO]
  - 346 ~~Provost or designee [EXO]~~
  - 347 ~~VP for Advancement or designee [EXO]~~
  - 348 ~~VP for Student Affairs or designee [EXO]~~
  - 349 AVP of FDO (or designee) [EXO]
  - 350 Executive Director Spartan Shops ~~Eats~~ or designee [EXO]
  - 351 ~~AS Director of Comm. & Envr. Affairs.~~ ~~AS Director of community and sustainability~~ A.S.
  - 352 Director of Sustainability Affairs [EXO]
  - 353 ~~Rep of Deans (selected by Deans Council)~~
  - 354 1 faculty, Business
  - 355 1 faculty, Education
  - 356 1 faculty, Engineering
  - 357 1 faculty, Health and Human Sciences
  - 358 1 faculty, Humanities and the Arts
  - 359 ~~2~~ 1 faculty, Science, ~~including one from Biology~~
  - 360 1 faculty, Social Science
  - 361 1 faculty, General Unit (excluding library)
  - 362 1 member of staff
  - 363 1 student
  - 364 1 Representative from Transportation Solutions
  - 365 1 Representative from MLK Library

366  
367 **University Library Board** - Update to charge.  
368 <http://www.sjsu.edu/senate/docs/S15-10.pdf>

369  
370 Charge: The University Library Board advises and assists the Dean of the University  
371 Library on matters concerning the academic role of the library. The board serves as  
372 liaison between faculty and students and the Library administration, faculty, and staff;  
373 examines the relationships between the Library and the general faculty, the various  
374 colleges and the programs of the University, for the purpose of recommending  
375 improvements in Library services and policy, as well as the stature of the Library. The  
376 board recommends ways of assuring the stewardship of the library's various collections  
377 of materials in all formats. The board recommends ways of assuring that the library  
378 provide an atmosphere appropriate to quiet study and research, collaboration, student  
379 academic success, and thoughtful reading. The board widely consults representatives

380 from all groups and disciplines who use the library's resources for curriculum and  
381 research, so as to advise the Dean of the University Library on campus needs for the  
382 Library's collections and academic services, and receives periodic reports on the  
383 library's progress and expenditures toward meeting those needs. Receives reports from  
384 the library Dean regarding any issues raised at the King Library Management Team  
385 meetings that affect the management of the King Library. The University Library Board  
386 may, in cooperation with the library, co-sponsor events within the library that bring  
387 members of the university community together with other citizens of the region for  
388 discourse on subjects of common scholarly and literary interest. The board conducts  
389 periodic reviews of this policy and makes recommendations to the Academic Senate for  
390 appropriate revisions.

391  
392 **Academic Disqualification and Reinstatement Review Committee** - Updates to  
393 charge and membership.

394 <http://www.sjsu.edu/senate/docs/S16-16.pdf>

395 <http://www.sjsu.edu/senate/docs/S10-6.pdf>

396 <http://www.sjsu.edu/senate/docs/SM-F09-2.pdf>

397

398 Note: Information from S16-6: Establishing and evaluating the procedure for the appeal  
399 process will be the charge of the ADRRC. Establishing and evaluating the guidelines for  
400 reinstatement will be the charge of the ADRRC.

401

402 Charge: Enforces and reviews academic regulations governing disqualification and  
403 reinstatement to the University. Serves as the review committee for students whose  
404 petitions have been denied for Change of Major/Adding a second major/or minor for  
405 students with more than 90 units, per PD 2009-05.

406

407 Membership:

408 ~~AVP Graduate and Undergraduate Programs or designee~~

409 Associate Dean of Undergraduate Studies [EXO]

410 Associate Dean of Graduate Studies [EXO]

411 ~~AVP Enrollment Services or designee~~

412 ~~AVP Research or designee~~

413 Director or designee Advising and Retention Services [EXO]

414 ~~Director or designee EOP [EXO]~~ AVP, Student Affairs

415 AVP Faculty & Student Success or Designee [EXO]

416 Director or designee Counseling Services [EXO]

417 Associate Dean Business [EXO]

418 Associate Dean Education [EXO]

419 Associate Dean Engineering [EXO]

420 Associate Dean Health and Human Sciences [EXO]

421 Associate Dean Humanities and the Arts [EXO]

422 Associate Dean Science [EXO]

423 Associate Dean Social Sciences [EXO]

424 College of International and Extended Studies (CIES) Associate Dean [EXO]

425

426 **Award Committees:** - Charge (new) based on contents of S13-6.

427 <http://www.sjsu.edu/senate/docs/S13-6.pdf>

428

429 Charge: In accordance with S13-6, the purpose of the Outstanding Professor,  
430 President's Scholar, Distinguished Service Award, and the Outstanding Lecturer  
431 Awards committees is to recommend for recognition ~~recognize~~ faculty members who  
432 have excelled in the areas of teaching and advising, scholarship or creative activity,  
433 service to the university or profession, and a lecturer's excellence in teaching  
434 effectiveness and service, respectively.

435

436 Writing Requirements Committee - No update to charge; clarification in membership.

437 <http://www.sjsu.edu/senate/docs/F15-6.pdf>

438 <http://www.sjsu.edu/senate/docs/S95-5.pdf>

439

440 Membership:

441 College Dean/WRC Chair; Appointed by the Provost [EXO]

442 SJSU Writing Programs Administrator (WPA) [EXO]

443 SJSU Writing Across the Curriculum (WAC) [EXO]

444 AVP GUP or Designee [EXO]

445 Director Testing (EXO, non voting)

446 Writing Skills Coordinator (WSC) (EXO, non voting)

447 AVP Student Academic Success Services or Designee (EXO, non voting)

448 Faculty - University Library

449 1 Faculty, College of Business

450 1 Faculty, College of Education

451 1 Faculty, College of Engineering

452 1 Member, General Unit

453 1 Faculty, College of Health and Human Sciences

454 1 Faculty, College of Humanities & Arts

455 1 Faculty, College of Humanities & Arts; LLD

456 1 Faculty, College of Science

457 1 Faculty, College of Social Science

458 1 Student - UG or Grad; (has satisfied WC II requirement)

459 1 Student - UG or Grad (satisfied WC II requirement and preferably has experience with  
460 ESL Learning)

461

462 **Board of General Studies:** - **Update title in membership.**

463 <http://www.sjsu.edu/senate/docs/F15-13.pdf>

464

465 Membership

466 AVP, ~~Graduate and~~ Undergraduate **Education** or designee (EXO, Non Voting)

467 Director of Assessment (EXO, Non Voting)

468 1 Faculty, College of Business

469 1 Faculty, College of Education

470 1 Faculty, College of Engineering

471 1 Faculty, College of Health and Human Sciences

472 1 Faculty, College of Humanities & Arts  
473 1 Faculty, College of Science  
474 1 Faculty, College of Social Science  
475 1 student  
476

477  
478  
479  
480  
481  
482  
483  
484  
485  
486  
487  
488  
489  
490  
491  
492  
493  
494  
495  
496  
497  
498  
499  
500  
501  
502  
503  
504  
505  
506  
507  
508  
509  
510  
511  
512  
513  
514  
515

Appendix A  
Charge & Membership of Committees

Policy Committees: In general, these committees study policy issues and investigate policy problems in their areas at the request of the Academic Senate and prepare policy recommendations for official action.

**Executive Committee** - Note: Update to charge proposed in AS 1719.  
See bylaw 4: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Charge: 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; handles external relations with elected officials and their staff, as appropriate; prepares nominations/appointments as needed to policy committees, operating committees, special agencies, and other committees for Senate (or administrator) approval; and handles external relations with elected officials and their staff.

- Membership
- Senate Chair (elected)
  - Vice Chair (elected)
  - President [EXO]
  - Provost [EXO]
  - VP Administration & Finance [EXO]
  - VP Student Affairs [EXO]
  - Chief Diversity Officer [EXO]
  - Past Chair or Faculty at Large (elected)
  - Statewide Senator (elected)
  - AS President [EXO]
  - Chair Committee on Committees/Assoc. Vice Chair (elected)
  - Chair Curriculum & Research (elected)
  - Chair Instruction & Student Affairs (elected)
  - Chair Organization & Government (elected)
  - Chair Professional Standards (elected)

516 **Committee on Committees** - Note: Update to charge proposed in AS 1719.

517 <http://www.sjsu.edu/senate/docs/F05-1.pdf>

518 <http://www.sjsu.edu/senate/docs/S98-3.pdf>

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

520

521 Charge: Charge: Prepares nominations for policy committees, operating committees,  
522 special agencies, and other committees as needed. In cooperation with the  
523 Organization and Government Committee, makes recommendations for the  
524 improvement of the Senate's committee operations and structure. Maintains a record of  
525 faculty, staff, students, and administrators currently serving on University-level  
526 ~~administrative~~ committees, and at the request of the President or other administrator,  
527 ~~making the appointments~~ may recruit nominees and suggest names of faculty, staff, and  
528 students for service on ~~such~~ committees as needed. Acts as Election Committee.

529

530 Membership

531 1 Faculty, College of Business

532 1 Faculty, College of Education

533 1 Faculty, College of Engineering

534 1 Member, General Unit

535 1 Faculty, College of Health and Human Sciences

536 1 Faculty, College of Humanities & Arts

537 1 Faculty, College of Science

538 1 Faculty, College of Social Science

539 Student Senator

540

541

542 **Curriculum and Research** - No updates.

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

544

545 Charge: Responsible for all matters relating to curriculum and research and for  
546 development of an academic master plan.

547

548 Membership

549 AVP, Research [EXO]

550 AVP, GUP [EXO]

551 AVP, IEA [EXO]

552 Emeritus Faculty Rep [EXO]

553 1 Faculty, College of Business

554 1 Faculty, College of Education

555 1 Faculty, College of Engineering

556 1 Member, General Unit

557 1 Faculty, College of Health and Human Sciences

558 1 Faculty, College of Humanities & Arts

559 1 Faculty, College of Science

560 1 Faculty, College of Social Science

561 1 Student Senator

562  
563 **Instruction and Student Affairs** – Update to membership proposed in AS 1719.  
564 <http://www.sjsu.edu/senate/docs/SM-F13-1.pdf>  
565 <http://www.sjsu.edu/senate/docs/SM-F04-2.pdf>  
566 <http://www.sjsu.edu/senate/docs/SM-S04-2.pdf>  
567  
568 Charge: Responsible for all matters relating to instruction and to student affairs,  
569 including recruitment, admission, retention, academic status, educational equity, rights  
570 and responsibilities. The Instruction and Student Affairs Committee may establish task  
571 forces in consultation with the Executive Committee of the Academic Senate to address  
572 specific matters that are beyond its ability or the ability of the Student Success  
573 Committee to address in a reasonable time period.

574  
575 **Membership**

576 AVP, Student Affairs or Designee (EXO)  
577 AVP, Enrollment Services or Designee (EXO)  
578 Associate Dean for Undergraduate Studies (EXO - non voting)  
579 Associate Dean for Graduate Studies (EXO - non voting)  
580 Director, Student Involvement (EXO)  
581 Director, University Housing Services (EXO)  
582 Alumni Representative  
583 1 faculty, College of Business  
584 1 faculty, College of Education  
585 1 faculty, College of Engineering  
586 1 Member, General Unit  
587 1 faculty, College of Health and Human Sciences  
588 1 faculty, College of Humanities & Arts  
589 1 faculty, College of Science  
590 1 faculty, College of Social Science  
591 AS President  
592 ~~AS Director Student Resource Affairs~~  
593 ~~2-3~~ Student Senators  
594 1 Graduate Student

595  
596 **Organization and Government** - Update to charge proposed in AS 1719.  
597 Note: original charge and membership (archived) will be superseded with the passage  
598 of AS 1719.

599  
600 Charge: Considers problems related to and prepares recommendations regarding  
601 governance of the University, including revisions of the Senate Constitution and By-  
602 Laws, and the structure and ~~power~~ purview of colleges and departments. This  
603 committee is also responsible for reviews and recommendations regarding the charges  
604 and functions and creation or abolishment of University and Senate committees ~~along in~~  
605 consultation with the committee on committees where appropriate.  
606

607  
608 Membership  
609 President's Designee [EXO]  
610 1 Faculty, College of Business  
611 1 Faculty, College of Education  
612 1 Faculty, College of Engineering  
613 1 Member, General Unit  
614 1 Faculty, College of Health and Human Sciences  
615 1 Faculty, College of Humanities & Arts  
616 1 Faculty, College of Science  
617 1 Faculty, College of Social Science  
618 1 Student Senator  
619  
620  
621 **Professional Standards - Update to membership.**  
622 Note: original charge and membership (archived) will be superseded with the passage  
623 of AS 1719.  
624  
625 Charge: Responsible for all areas pertaining to faculty affairs and professional  
626 standards.  
627  
628 Membership  
629 ~~Deputy Provost~~ **Senior Vice Provost** (EXO)  
630 1 Faculty, College of Business  
631 1 Faculty, College of Education  
632 1 Faculty, College of Engineering  
633 1 Member, General Unit  
634 1 Faculty, College of Health and Human Sciences  
635 1 Faculty, College of Humanities & Arts  
636 1 Faculty, College of Science  
637 1 Faculty, College of Social Science  
638 1 Student Senator

639 Operating Committees: In the context of their charge, operating committees serve a  
640 range of functions including the preparation of reports and making recommendations for  
641 changes in policy to their designated policy committees.

642  
643

644 **Faculty Diversity Committee** [reporting to PS] - Addition and updates to membership.  
645 <http://www.sjsu.edu/senate/docs/S10-1.pdf>  
646 <http://www.sjsu.edu/senate/docs/SM-S05-6.pdf>

647

648 Charge: The Faculty Diversity Committee promotes diversity through appropriate  
649 recruitment and retention strategies. It also conducts periodic forums and other activities  
650 directed at increased recruitment and retention of diverse faculty. It reviews  
651 effectiveness of such activities and may recommend appropriate strategies and policies.

652

653 Membership

654 Chief Diversity Officer [EXO]

655 AVP Human Resources Senior AVP UP or designee [EXO]

656 ~~AVP Faculty Affairs or designee~~ Deputy Provost Senior Vice Provost or designee[EXO]

657 1 Faculty, College of Business

658 1 Faculty, College of Education

659 1 Faculty, College of Engineering

660 1 Member, General Unit

661 1 Faculty, College of Health and Human Sciences

662 1 Faculty, College of Humanities & Arts

663 1 Faculty, College of Science

664 1 Faculty, College of Social Science

665 AS Director of Faculty Affairs

666 ~~AS Director of Campus Climate Affairs~~ A.S. Director of Intercultural Affairs

667

668

669 **Graduate Studies and Research Committee** [reporting to CR] - No update.

670 <http://www.sjsu.edu/senate/docs/SM-F15-4.pdf>

671 <http://www.sjsu.edu/senate/docs/SM-F08-3.pdf>

672 <http://www.sjsu.edu/senate/docs/SM-S98-2.pdf>

673 <http://www.sjsu.edu/senate/docs/SM-S96-5.pdf>

674

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

- 685 Membership
- 686 Coordinator, Library Collection [EXO]
- 687 Associate Dean Graduate Studies [EXO]
- 688 Associate Dean Research [EXO]
- 689 Director Sponsored Programs or designee [EXO]
- 690 1 Faculty, College of Business
- 691 1 Faculty, College of Education
- 692 1 Faculty, College of Engineering
- 693 1 Member, General Unit
- 694 1 Faculty, College of Health and Human Sciences
- 695 1 Faculty, College of Humanities & Arts
- 696 1 Faculty, College of Science
- 697 1 Faculty, College of Social Science
- 698 2 Graduate Students

699  
700

**Institutional Review Board** - Human Subjects [reporting to CR] - No update.

- 702 <http://www.sjsu.edu/senate/docs/F18-3.pdf>
- 703 <http://www.sjsu.edu/senate/docs/F17-1.pdf>
- 704 <http://www.sjsu.edu/senate/docs/SM-F05-2.pdf>
- 705 <http://www.sjsu.edu/senate/docs/SM-S05-3.pdf>
- 706 <http://www.sjsu.edu/senate/docs/SM-S00-1.pdf>
- 707 <http://www.sjsu.edu/senate/docs/F90-4.pdf>

708

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

716

Membership

- 718 IRB Coordinator [EXO]
- 719 1 Faculty, College of Business
- 720 2 Faculty, College of Education
- 721 1 Faculty, College of Engineering
- 722 1 Member, General Unit
- 723 2 Faculty, College of Health and Human Sciences
- 724 1 Faculty, College of Humanities & Arts
- 725 1 Faculty, College of Science
- 726 2 Faculty, College of Social Science
- 727 1 student
- 728 Community-at-large
- 729 Physician or licensed health professional
- 730 Physician (Kinesiological Consultant) - as needed

731 Prisoner Advocate - as needed

732

733 **International Programs and Students Committee** [reporting to ISA] - Update to  
734 charge and membership.

735 <http://www.sjsu.edu/senate/docs/SM-S05-1.pdf>

736 <http://www.sjsu.edu/senate/docs/SM-F04-4.pdf>

737 <http://www.sjsu.edu/senate/docs/F90-5.pdf>

738 <http://www.sjsu.edu/senate/docs/F88-11.pdf>

739

740 Charge: Considers issues related to the experiences of international students &  
741 scholars and participants in SJSU study abroad programs. Advocates for the success of  
742 international and study abroad students through interactions with relevant SJSU offices  
743 and administrators. Partners with colleagues in various campus divisions to promote  
744 awareness of global opportunities for students, staff, and faculty. Reviews and  
745 recommends policies and procedures on SJSU international programs and activities  
746 including Faculty Led Programs (FLP).

747

748 Membership

749 Director International Programs & Services [EXO]

750 Student Affairs Office designee [EXO]

751 AVP, Enrollment & Academic Services or designee [EXO]

752 GUP Graduate Studies Office designee [EXO]

753 GUP Undergraduate Studies Office designee [EXO]

754 ~~Study Abroad Director~~ Director of Study Abroad and Away [EXO]

755 CIES, Director Global Studies [EXO]

756 CIES, AVP Continuing Education Office [EXO]

757 ACIP Rep [EXO]

758 1 Faculty, College of Business

759 1 Faculty, College of Education

760 1 Faculty, College of Engineering

761 1 Member, General Unit

762 1 Faculty, College of Health and Human Sciences

763 1 Faculty, College of Humanities & Arts

764 1 Faculty, College of Science

765 1 Faculty, College of Social Science

766 2 Students

767

768 **Program Planning Committee** [reporting to CR] - Update to charge.

769 <http://www.sjsu.edu/senate/docs/S17-11.pdf>

770 <http://www.sjsu.edu/senate/docs/SM-F08-6.pdf>

771 <http://www.sjsu.edu/senate/docs/SM-F03-2.pdf>

772 <http://www.sjsu.edu/senate/docs/SM-S96-4.pdf>

773

774 Charge: Implements the academic program planning process, including the review of  
775 programs, as provided in the program planning policy and guidelines. Recommends

776 changes in the policy and guidelines and other matters relating to program planning and  
777 review to the Curriculum and Research Committee.

778  
779 Membership  
780 Office of the Provost  
781 Office of AVP Grad and Undergrad Studies  
782 Office of AVP Research  
783 Office of Dir IEA or designee  
784 Director of Assessment  
785 2 Faculty, Business  
786 2 Faculty, Education  
787 2 Faculty, Engineering  
788 2 Faculty, Health and Human Sciences  
789 2 Faculty, Humanities and the Arts  
790 2 Faculty, Science  
791 2 Faculty, Social Science  
792 2 Members, General Unit  
793 Staff member (Non-Voting)  
794 1 Graduate Student  
795 1 Undergraduate Student

796  
797 **Student Evaluation Review Board** [reporting to PS] - Update to charge.

798 <http://www.sjsu.edu/senate/docs/F10-2.pdf>  
799 <http://www.sjsu.edu/senate/docs/SM-S99-4.pdf>  
800 <http://www.sjsu.edu/senate/docs/F87-6.pdf>

801  
802 Informational Note: Two recommendations modified F87-6 in conflicting ways:  
803 F10-2 modified F87-6 (no testing director seat) - and should have also  
804 addressed SM-S99-4  
805 SM-S99-4 modified F87-6 (director of testing seat, but no IEA or CFD seat).

806  
807 Text of F10-2: The Board shall consist of one faculty member from each college,  
808 one student, the Director of the Center for Faculty Development and Support or  
809 designee, ex officio, and the Associate Vice President for Institutional Research  
810 or designee, ex officio.

811  
812 Charge: In consultation with the appropriate disciplines, designs evaluation instruments  
813 to be used by all departments and colleges. In collaboration with IEA, establishes norm  
814 groups and norm ranges. Develops and makes available to the University community,  
815 information and guidelines for the effective interpretation of the rating instruments.  
816 Develops guidelines for the participation of students in the evaluation of faculty.  
817 Reviews proposals for matters concerned with rating instruments, norm grouping or any  
818 other variance to established policy.

819  
820 Membership  
821 Director, IEA or designee [EXO]

822 Director, Center for Faculty Development & Support or designee [EXO]  
823 1 Faculty, College of Business  
824 1 Faculty, College of Education  
825 1 Faculty, College of Engineering  
826 1 Member, General Unit  
827 1 Faculty, College of Health and Human Sciences  
828 1 Faculty, College of Humanities & Arts  
829 1 Faculty, College of Science  
830 1 Faculty, College of Social Science  
831 1 Student

832  
833 **Student Fairness Committee** [reporting to ISA]- Update to charge; membership  
834 clarifies one faculty from each college.  
835 <http://www.sjsu.edu/studentconduct/docs/S14-3.pdf>

836  
837 Charge: In accordance with S14-3, the student fairness committee adjudicates grade  
838 disputes and advises professors and departments on practices that will limit future  
839 problems. The committee also suggests ways to bring teaching practices and  
840 departmental practices in alignment with university policy. Based on the nature of the  
841 grievance, the student fairness committee also guides students to other institutional  
842 resources that are available to address various types of grievances.

843  
844 Membership  
845 Ombudsperson [EXO]  
846 2 University administrators (management)  
847 1 Faculty, College of Business  
848 1 Faculty, College of Education  
849 1 Faculty, College of Engineering  
850 1 Faculty, College of Health and Human Sciences  
851 1 Faculty, College of Humanities & Arts  
852 1 Faculty, College of Science  
853 1 Faculty, College of Social Science  
854 2 Staff (non-management)  
855 7 Students

856  
857 **Undergraduate Studies Committee** [reporting to CR] - Update to charge.  
858 <http://www.sjsu.edu/senate/docs/SM-F16-1.pdf>  
859 <http://www.sjsu.edu/senate/docs/SM-F15-2.pdf>  
860 <http://www.sjsu.edu/senate/docs/SM-S98-2.pdf>

861  
862 Charge: Reviews and coordinates the undergraduate curriculum and its development  
863 across all colleges; advises on policies relevant to undergraduate education;  
864 encourages and supports curricular innovation on campus; formulates or considers and  
865 makes recommendations on policy for awarding honors to undergraduate students;  
866 reviews and makes recommendations on proposed departmental honors programs; and  
867 members serve as liaisons to their respective units.

868  
869 Membership  
870 AVP, GUP or designee  
871 1 Faculty, College of Business  
872 1 Faculty, College of Education  
873 1 Faculty, College of Engineering  
874 1 Member, General Unit  
875 1 Faculty, College of Health and Human Sciences  
876 1 Faculty, College of Humanities & Arts  
877 1 Faculty, College of Science  
878 1 Faculty, College of Social Science  
879 2 Students  
880  
881

882 Special Agencies: Special agencies are created as needed. All special agencies report  
883 to the Academic Senate unless otherwise specified at the time of their establishment.

884  
885 **Accreditation Review Committee** - Update to charge.  
886 <http://www.sjsu.edu/senate/docs/S16-5.pdf>

887  
888 Charge: The Accreditation Review Committee (ARC) is charged with leading the  
889 campus in preparation for its accreditation review in accordance with the most current  
890 WASC Senior College and University Commission (WSCUC) Handbook of  
891 Accreditation.

892  
893 Membership:

894 A faculty member serving as chair of the review committee

895 5 faculty-at-Large

896 1 Department Chair

897 Chair of the Academic Senate (or designee) [EXO]

898 Faculty Director of Assessment [EXO]

899 Program Planning Committee Chair [EXO]

900 Provost (or designee) [EXO]

901 2 members of the President's cabinet

902 1 staff member from Academic Affairs

903 1 staff member from Student Affairs

904 1 dean from one of the seven academic colleges

905 AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison  
906 Officer) [EXO]

907 Director, Office of Institutional Effectiveness and Analytics [EXO]

908 The President of Associated Students or designee – [EXO]

909 A member of the community, appointed by the President

910

911

912 **Alcohol & Drug Abuse Committee** - No update.

913 <http://www.sjsu.edu/senate/docs/S18-15.pdf>

914 <http://www.sjsu.edu/senate/docs/F01-1.pdf>

915 <http://www.sjsu.edu/senate/docs/S01-2.pdf>

916

917 Charge: ADAPC serves as a campus resource and advisory group to the University  
918 President. The committee will help in facilitating educational awareness and  
919 communication on the topics of alcohol and drug abuse, intervention, and prevention  
920 through various engagement and outreach activities and events across SJSU  
921 departments, organizations, and divisions.

922

923 ADAPC will identify and assist in promoting current and relevant university policies,  
924 Presidential Directives, best practices, and research-informed practices in its  
925 committee, coordination, and collaboration efforts.

926 ADAPC will collaborate with various departments, organizations, and divisions at SJSU  
927 to utilize the expertise available around the topics of alcohol and drug abuse,  
928 intervention and prevention.

929  
930 Membership  
931 Associate Director, Wellness and Health Promotion or designee [EXO]  
932 Director, Student Conduct & Ethical Development or designee [EXO]  
933 Director, Counseling & Psychological Services or designee [EXO]  
934 Chief of Police or designee [EXO]  
935 Executive Director for Associated Students or staff designee [EXO]  
936 Associate Director for Residence Life [EXO]  
937 Student Engagement Coordinator (Greek Life) from Student Involvement [EXO]  
938 Senior Associate for Academics and Student Services (athletics) [EXO]  
939 Assistant Director, International Student & Scholar Advising (CIES) [EXO]  
940 2 faculty-at-large (1 preferably from a health-related discipline)  
941 1 staff-at-large (non MPP from academic affairs division)  
942 AS Board of Directors student designee  
943 Residential Advisor designated by RHA  
944 Greek Life Student Representative  
945 Student from Peer Health Education Program

946  
947  
948 **Athletics Board** - Update to charge; updates to membership.

949 <http://www.sjsu.edu/senate/docs/S13-7.pdf>

950 <http://www.sjsu.edu/senate/docs/F07-2.pdf>

951 <http://www.sjsu.edu/senate/docs/F79-4.pdf>

952  
953 Charge: In alignment with SJSU's Athletics Policy (F07-2), the athletics board performs  
954 such functions as to enable it to carry out its responsibilities to ensure academic  
955 integrity of the athletic programs and compliance with NCAA and affiliated conference  
956 athletic rules. It shall recommend to the President and to the Executive Committee of  
957 the Academic Senate policies that promote a strong environment of rules compliance  
958 and provide a positive academic environment for all student-athletes; it shall act in an  
959 advisory capacity to the President and his/her designee and to the Director of Athletics;  
960 and it shall have an overall awareness of the athletic programs of the University and the  
961 rules, procedures and guidelines of the athletic organizations of which the University is  
962 a member, in order to make recommendations pertaining thereto and to act in an  
963 advisory capacity.

964  
965 Membership:  
966 3 faculty-at-large, tenured  
967 2 faculty-at-large  
968 President, Associated Students, or Designee [EXO]  
969 ~~Director, Extracurricular Affairs, Associated Students~~ Student-Athlete Advisory  
970 Committee President or designee [EXO]  
971 Faculty Athletics Representative

972 President, Spartan ~~Foundation Athletic Fund~~, or designee [EXO]  
973 Director, Division of Athletics (non-voting member) [EXO]  
974 ~~Associate Athletics Director for Student Services~~ Senior Athletics Administrator for  
975 Academic and Student Services (non-voting member)  
976 President's Designee (non-voting member)  
977 ~~Director of Compliance~~ Senior Athletics Administrator for Compliance (non-voting  
978 member)

979  
980 **Budget Advisory Committee** - Update to charge.  
981 <http://www.sjsu.edu/senate/docs/F15-9.pdf>  
982

983 Charge: ~~The Budget Advisory Committee is charged with~~ Advises the President of the  
984 University by providing input and recommendations ~~to the President throughout the~~  
985 planning, implementation and subsequent review of budget expenditures including  
986 advice on key campus priorities.

987  
988 ~~The Budget Advisory Committee will~~ Assists with identifying challenges, ~~serve as an~~  
989 ~~advisory resource to the campus community, and provide a mechanism to communicate~~  
990 ~~financial issues across the campus in a timely fashion. and problem areas and proposes~~  
991 solutions.  
992 ~~In addition, this committee will serve~~ Acts as a resource to enhance the campus  
993 community's in understanding of state-wide, CSU, and university-wide budgeting  
994 processes; develop a broad and deep understanding of budget issues at all levels in  
995 order to identify and analyze problem areas and propose solutions; and Provides advice  
996 concerning the planning, development, and implementation of materials to communicate  
997 budget-related information to the campus community, ensuring alignment of campus  
998 resources with the strategic plan.

999  
1000 Membership:  
1001 Presidential appointee from outside Academic Affairs  
1002 Senate Vice Chair, Co-chair  
1003 VP, Administration & Finance, Co-chair  
1004 AVP, Academic Budgets & Planning  
1005 1 dean  
1006 1 department chair  
1007 2 faculty senators  
1008 2 faculty-at-large  
1009 AS President or designee  
1010 1 staff member from Academic Affairs, with budget responsibility  
1011

1012 **Campus Planning Board** - Update to charge **and membership.**  
1013 <http://www.sjsu.edu/senate/docs/F15-10.pdf>  
1014 <http://www.sjsu.edu/senate/docs/S08-4.pdf>  
1015

1016 Charge: Advises the President of the University ~~in regard to~~ regarding long- range  
1017 physical planning for the campus and the surrounding area, including preparation and

1018 review of the Campus Master Plan. For this purpose, the Board ~~is~~ serves as the  
1019 Campus Planning Committee as described in ~~provided for by~~ Executive Order 672.

1020  
1021 The board advises the President (subject to applicable CSU regulations and University  
1022 policies) ~~in regard to~~ about the planning, location, construction and operation of lesser  
1023 physical structures, facilities and equipment on or near the campus. The board ~~to~~  
1024 reviews plans for installation of art in external areas and common internal areas; ~~to~~  
1025 recommends plans to enhance and maintain the plant and animal life of the campus  
1026 with emphasis on both the aesthetics and the instructional value of the campus  
1027 plantings; ~~to~~ reviews and makes recommendations on all proposed plantings and  
1028 landscape design on campus; ~~to~~ monitors the use of pesticides and herbicides on  
1029 campus; and ~~to~~ educates all members of the campus community about the campus  
1030 landscape. In addition, as needed, the board provides advice to the President on  
1031 matters related to historical buildings and grounds.

1032  
1033 Membership

1034 Provost or designee [EXO]  
1035 VP, Advancement or Designee [EXO]  
1036 VP, Student Affairs or Designee [EXO]  
1037 AVP, Facilities Development and Operations [EXO]  
1038 Chief of Staff [EXO]  
1039 Director Planning, Design & Construction [EXO] (non-voting)  
1040 1 faculty, College of Business  
1041 1 faculty, College of Education  
1042 1 faculty, College of Engineering  
1043 1 member, General Unit  
1044 1 faculty, College of Health and Human Sciences  
1045 1 faculty, College of Humanities & Arts  
1046 1 faculty, College of Science  
1047 1 faculty, College of Social Science  
1048 1 member of support staff  
1049 1 member of the community  
1050 AS Director of Business Affairs

1051 ~~AS Director of Environmental Affairs~~ A.S. Director of Sustainability Affairs

1052

1053

1054 **Strategic Planning Steering Committee** - Update to charge.

1055 <http://www.sjsu.edu/senate/docs/S16-3.pdf>

1056

1057 Charge: The Strategic Planning Steering Committee (SPSC) is responsible for advising  
1058 the President on all aspects of the development, implementation, evaluation, and  
1059 revision of a strategic plan for SJSU. The committee is responsible for the ongoing  
1060 review of the planning process, ~~along with~~ and for communication and engagement  
1061 with campus constituents ~~will be central to the steering committee's responsibilities as~~  
1062 well as to sustain the plan's legitimacy and efficacy. As a representative group, SPSC  
1063 members are expected to convey information out to all constituent groups they have

1064 connections with and serve as a conduit for information into the SPSC throughout a  
1065 strategic planning cycle.

1066  
1067 Membership  
1068 Provost, Co-chair of SPSC [EXO]  
1069 Senate Chair, Co-chair of SPSC [EXO]  
1070 2 members of the President's Cabinet [EXO]  
1071 AS President or designee [EXO]  
1072 1 graduate Student  
1073 1 dean  
1074 1 department chair  
1075 2 faculty-at-large  
1076 2 members of staff  
1077 1 alumnus/a  
1078 1 community member

1079  
1080 **Student Success Committee** [reports to ISA] - No update.

1081 <http://www.sjsu.edu/senate/docs/S17-4.pdf>

1082 <http://www.sjsu.edu/senate/docs/F14-1.pdf>

1083  
1084 Charge: Reviews and recommends changes to academic policies, practices, and  
1085 procedures as they relate to all aspects of student success. This ~~would~~ includes, but is  
1086 not limited to, student enrollment, financial aid, retention, engagement, academic skills  
1087 and competencies, and time to degree. The committee will assist in identifying  
1088 challenges, serve as a central information resource to gather recommendations, and  
1089 disseminate information on student success policies and goals and provide advice  
1090 regarding the planning, development, and implementation of initiatives designed to  
1091 facilitate student success. Individual members are charged with the responsibility of  
1092 maintaining robust communications with the groups they are affiliated with.

1093  
1094 Membership:  
1095 AVP Faculty and Student Success  
1096 AVP Transition & Retention Services  
1097 1 representative from Academic Affairs  
1098 1 representative from Student Affairs  
1099 2 undergraduate Students  
1100 5 faculty-at-large

1101  
1102 **Sustainability Board** - Update of charge and membership.

1103 <http://www.sjsu.edu/senate/docs/S10-5.pdf>

1104  
1105 Charge: Working in conjunction with the University Director of Sustainability, the board  
1106 functions as a special agency of the Academic Senate and advises and makes  
1107 recommendations to the Academic Senate and the President in the following areas:  
1108 setting and measuring progress towards meeting University-wide goals to promote

1109 sustainability across academic and non-academic divisions; and benchmarking SJSU  
1110 sustainability efforts relative to state and national leaders in university sustainability. The  
1111 board serves as an advisory resource to academic departments on sustainability-related  
1112 curriculum. The board also works with appropriate units in the university as a resource  
1113 for centralizing and effectively communicating information, both internally and externally,  
1114 about on SJSU's sustainability efforts; ~~both internally and externally~~ integrating  
1115 sustainability into key planning documents and procedures; and educating and  
1116 engaging with campus stakeholders and external partners on sustainability through  
1117 research, projects, workshops, and other events.

- 1118  
1119 Membership:  
1120 Director, Sustainability [EXO]  
1121 ~~Provost or designee [EXO]~~  
1122 ~~VP for Advancement or designee [EXO]~~  
1123 ~~VP for Student Affairs or designee [EXO]~~  
1124 AVP of FDO (or designee) [EXO]  
1125 Executive Director Spartan Shops Eats or designee [EXO]  
1126 ~~AS Director of Comm. & Envr. Affairs.~~ ~~AS Director of community and sustainability~~ A.S.  
1127 Director of Sustainability Affairs [EXO]  
1128 ~~Rep of Deans (selected by Deans Council)~~  
1129 1 faculty, Business  
1130 1 faculty, Education  
1131 1 faculty, Engineering  
1132 1 faculty, Health and Human Sciences  
1133 1 faculty, Humanities and the Arts  
1134 ~~2~~ 1 faculty, Science, ~~including one from Biology~~  
1135 1 faculty, Social Science  
1136 1 faculty, General Unit (excluding library)  
1137 1 member of staff  
1138 1 student  
1139 1 Representative from Transportation Solutions  
1140 1 Representative from MLK Library

1141  
1142 **University Library Board** - Update to charge.  
1143 <http://www.sjsu.edu/senate/docs/S15-10.pdf>  
1144

1145 Charge: The University Library Board advises and assists the Dean of the University  
1146 Library on matters concerning the academic role of the library. The board serves as  
1147 liaison between faculty and students and the Library administration, faculty, and staff;  
1148 examines the relationships between the Library and the general faculty, the various  
1149 colleges and the programs of the University, for the purpose of recommending  
1150 improvements in Library services and policy, as well as the stature of the Library. The  
1151 board recommends ways of assuring the stewardship of the library's various collections  
1152 of materials in all formats. The board recommends ways of assuring that the library  
1153 provide an atmosphere appropriate to quiet study and research, collaboration, student

1154 academic success, and thoughtful reading. The board widely consults representatives  
1155 from all groups and disciplines who use the library's resources for curriculum and  
1156 research, so as to advise the Dean of the University Library on campus needs for the  
1157 Library's collections and academic services, and receives periodic reports on the  
1158 library's progress and expenditures toward meeting those needs. Receives reports from  
1159 the library Dean regarding any issues raised at the King Library Management Team  
1160 meetings that affect the management of the King Library. The University Library Board  
1161 may, in cooperation with the library, co-sponsor events within the library that bring  
1162 members of the university community together with other citizens of the region for  
1163 discourse on subjects of common scholarly and literary interest. The board conducts  
1164 periodic reviews of this policy and makes recommendations to the Academic Senate for  
1165 appropriate revisions.

1166

1167 Membership:

1168 Library Dean, ex officio, non-voting

1169 Past Chair of the Academic Senate or FAL to the Executive Committee,

1170 3 regular university library faculty (tenured or tenure-track) who represent different  
1171 professional specializations.

1172 1 faculty, Business

1173 1 faculty, Education

1174 1 faculty, Engineering

1175 1 faculty, Health and Human Sciences

1176 1 faculty, Humanities and the Arts

1177 1 faculty, Science

1178 1 faculty, Social Science

1179 1 faculty member from the School of Library and Information Science

1180 AS President or designee [EXO]

1181 1 undergraduate student

1182 1 graduate student

1183

1184

1185

1186 Other Committees: The following are committees authorized by the Senate with their  
1187 work specified in the policy that established them.

1188 **Academic Disqualification and Reinstatement Review Committee** - Update to  
1189 charge and membership.

1190 <http://www.sjsu.edu/senate/docs/S16-16.pdf>

1191 <http://www.sjsu.edu/senate/docs/S10-6.pdf>

1192

1193 Charge: Enforces and reviews academic regulations governing disqualification and  
1194 reinstatement to the University. Serves as the review committee for students whose  
1195 petitions have been denied for Change of Major/Adding a second major/or minor for  
1196 students with more than 90 units, per PD 2009-05.

1197

1198 Membership:

1199 ~~AVP Graduate and Undergraduate Programs or designee~~

1200 Associate Dean of Undergraduate Studies [EXO]

1201 Associate Dean of Graduate Studies [EXO]

1202 ~~AVP Enrollment Services or designee~~

1203 ~~AVP Research or designee~~

1204 Director or designee Advising and Retention Services [EXO]

1205 ~~Director or designee EOP [EXO]~~ AVP, Student Affairs

1206 AVP Faculty & Student Success or Designee [EXO]

1207 Director or designee Counseling Services [EXO]

1208 Associate Dean Business [EXO]

1209 Associate Dean Education [EXO]

1210 Associate Dean Engineering [EXO]

1211 Associate Dean Health and Human Sciences [EXO]

1212 Associate Dean Humanities and the Arts [EXO]

1213 Associate Dean Science [EXO]

1214 Associate Dean Social Sciences [EXO]

1215 College of International and Extended Studies (CIES) Associate Dean [EXO]

1216

1217

1218 **Board of Academic Freedom and Professional Standards** - No update.

1219 <http://www.sjsu.edu/senate/docs/S99-9.pdf>

1220 <http://www.sjsu.edu/senate/docs/S99-8.pdf>

1221 <http://www.sjsu.edu/senate/docs/S94-5.pdf>

1222

1223 Charge: Implements University Policy on Academic Freedom and Professional  
1224 Responsibility. Monitors the state of academic freedom and professional responsibility  
1225 at the University, making reports and recommendations (including revisions of all  
1226 documents relating to academic freedom and responsibility) to the Academic Senate  
1227 and the University community as it deems necessary; works in concert with the Office of  
1228 Faculty Affairs to advise and orient new faculty in the areas of academic freedom and  
1229 professional responsibility; educates the academic community about academic freedom  
1230 and professional responsibility by disseminating Academic Freedom and Professional

1231 Responsibility policy and holding workshops and forums as necessary; remains  
1232 available to consult confidentially with members of the University on issues related to  
1233 academic freedom and professional responsibility; addresses complaints of  
1234 infringements of academic freedom brought by members of the University, issuing  
1235 findings as appropriate; advises and assists the Office of Faculty Affairs on the handling  
1236 of all complaints of breaches of faculty responsibility, including complaints of scientific  
1237 misconduct.

1238

1239 **Membership**

1240 1 Faculty, College of Business

1241 1 Faculty, College of Education

1242 1 Faculty, College of Engineering

1243 1 Member, General Unit

1244 1 Faculty, College of Health and Human Sciences

1245 1 Faculty, College of Humanities & Arts

1246 1 Faculty, College of Science

1247 1 Faculty, College of Social Science

1248

1249 **Board of General Studies: - Update title in membership.**

1250 <http://www.sjsu.edu/senate/docs/F15-13.pdf>

1251

1252 Charge: Receives and solicits courses and curricular proposals designed to satisfy  
1253 General Education (GE), American Institutions (AI), and Graduation Writing Assessment  
1254 Requirement (GWAR) requirements from all colleges and departments of the University;  
1255 reviews, approves, and authorizes courses and curricular proposals for purposes of GE,  
1256 AI, and GWAR; and evaluates the courses and curricula it has approved according to  
1257 procedures described in the 2014 Guidelines. The Board evaluates modifications  
1258 requested by degree programs in accordance with the 2014 Guidelines.

1259

1260 **Membership**

1261 AVP, ~~Graduate and~~ Undergraduate **Education** or designee (EXO, Non Voting)

1262 Director of Assessment (EXO, Non Voting)

1263 1 Faculty, College of Business

1264 1 Faculty, College of Education

1265 1 Faculty, College of Engineering

1266 1 Faculty, College of Health and Human Sciences

1267 1 Faculty, College of Humanities & Arts

1268 1 Faculty, College of Science

1269 1 Faculty, College of Social Science

1270 1 student

1271

1272 **Traffic Transit and Parking Advisory Committee** - No update. NOTE: recommended  
1273 update to charge has been proposed to the President.

1274 <http://www.sjsu.edu/president/directives/current/pd0705revised.html>

1275 <http://www.sjsu.edu/president/directives/current/pd0705.html>

1276 [http://www.sjsu.edu/president/docs/directives/PD\\_99-02.pdf](http://www.sjsu.edu/president/docs/directives/PD_99-02.pdf)

1277  
1278 Charge: To advise, directly, the University Police Department and, indirectly (through  
1279 the Vice President for Administration and Finance) the President and the President's  
1280 staff, about policies, processes, and practices regarding parking, traffic and transit at  
1281 SJSU. The committee's purpose is to be an important conduit of information to and from  
1282 UPD (including the Office of Traffic and Parking Operations) and the campus  
1283 community. The committee is not authorized to formulate policy, or negotiate or receive  
1284 input or make determinations concerning matters within the scope of bargaining, nor  
1285 shall it be a review board for individual cases. However, it should devise methods for  
1286 keeping the campus community informed of its activities and provide a venue for open  
1287 dialogue regarding current and planned operations, possible solutions and suggestions,  
1288 as well as discussion of problems and concerns, from all campus constituents.

1289  
1290 **Membership**

1291 3 students

1292 3 faculty

1293 1 non-bargaining unit staff employee

1294 1 representative of the University Police Department who has line responsibility for  
1295 traffic and parking operations (e.g., the Support Services Commander);

1296 The manager of Transportation Solutions (or the duly designated campus  
1297 Transportation Demand Management (TDM) program).

1298 1 representative from the Disability Resource Center (DRC) selected by the Director of  
1299 the DRC;

1300 1 representative from Housing selected by the Director of Housing;

1301 1 representative of the surrounding campus neighborhood associations, selected by the  
1302 other voting committee members from a list of nominees and self-nominees.

1303 A minimum of one ex officio, non-voting member from the staff of UPD

1304 An ex officio, non-voting member of the University Public Affairs Office

1305 A staff member from the TDM program

1306

1307

1308 **Award Committees:**

1309 <http://www.sjsu.edu/senate/docs/S13-6.pdf>

1310 Note: Overall charge (new) based on contents of S13-6

1311

1312 Charge: In accordance with S13-6, the purpose of the Outstanding Professor,  
1313 President's Scholar, Distinguished Service Award, and the Outstanding Lecturer  
1314 Awards committees is to recommend for recognition ~~recognize~~ faculty members who  
1315 have excelled in the areas of teaching and advising, scholarship or creative activity,  
1316 service to the university or profession, and a lecturer's excellence in teaching  
1317 effectiveness and service, respectively.

1318

1319 Distinguished service award selection committee Membership:

1320 Administrator (Committee Chair)

1321 3 Prior Faculty Award Recipients

1322 Community Member

- 1323
- 1324 Outstanding lecturer award selection committee Membership:
- 1325 Administrator (Committee Chair)
- 1326 3 Prior Faculty Award Recipients
- 1327 1 Student
- 1328
- 1329 Outstanding professor award selection committee Membership:
- 1330 Administrator (Committee Chair)
- 1331 3 Prior Faculty Award Recipients
- 1332 1 Student
- 1333 President's scholar award selection committee Membership:
- 1334 Administrator (Committee Chair)
- 1335 4 Prior Faculty Award Recipients
- 1336
- 1337
- 1338 **Writing Requirements Committee** - No update to charge; clarification in membership.
- 1339 <http://www.sjsu.edu/senate/docs/F15-6.pdf>
- 1340 <http://www.sjsu.edu/senate/docs/S95-5.pdf>
- 1341
- 1342 Charge: The University Writing Requirements Committee shall set standards to be met
- 1343 by instructors of approved courses, may sponsor workshops and training programs for
- 1344 instructors of approved courses and shall use these and other appropriate means to
- 1345 maintain uniformity of composition standards throughout the University. In addition to
- 1346 its other powers and responsibilities, the University Writing Requirements Committee
- 1347 may make such recommendations as it deems desirable in regard to policies,
- 1348 procedures and examinations for completion or satisfaction of all University written
- 1349 communication requirements and for establishment and maintenance of satisfactory
- 1350 standards of writing proficiency for all students. It shall make such recommendations,
- 1351 through the Board of General Studies, to the appropriate policy committee of the
- 1352 Academic Senate. It may also recommend to the Associate Academic Vice President
- 1353 for Undergraduate Studies guidelines for decisions on student petitions and appeals in
- 1354 regard to University writing requirements.
- 1355
- 1356 Membership:
- 1357 College Dean/WRC Chair; Appointed by the Provost [EXO]
- 1358 SJSU Writing Programs Administrator (WPA) [EXO]
- 1359 SJSU Writing Across the Curriculum (WAC) [EXO]
- 1360 AVP GUP or Designee [EXO]
- 1361 Director Testing (EXO, non voting)
- 1362 Writing Skills Coordinator (WSC) (EXO, non voting)
- 1363 AVP Student Academic Success Services or Designee (EXO, non voting)
- 1364 Faculty - University Library
- 1365 1 Faculty, College of Business
- 1366 1 Faculty, College of Education
- 1367 1 Faculty, College of Engineering
- 1368 1 Member, General Unit

- 1369 1 Faculty, College of Health and Human Sciences
- 1370 1 Faculty, College of Humanities & Arts
- 1371 1 Faculty, College of Humanities & Arts; LLD
- 1372 1 Faculty, College of Science
- 1373 1 Faculty, College of Social Science
- 1374 1 Student - UG or Grad; (has satisfied WC II requirement)
- 1375 1 Student - UG or Grad (satisfied WC II requirement and preferably has experience with
- 1376 ESL Learning)

1377

1378

1379 **Forum of Senate Chairs and Officers** - No update.

1380 <http://www.sjsu.edu/senate/docs/SM-F00-1.pdf>

1381

1382 Charge: (Per SM-F00-1) The Council of Senate Chairs and Officers will meet at least  
1383 once per semester to discuss issues pertaining to the operation of the Senate and its  
1384 committees, to allow for an exchange of ideas, to discuss any issues before the Senate  
1385 that affect a number of the committees, and to work on improvement of communications  
1386 among the committee chairs. The Forum will be chaired by the Senate Chair or his or  
1387 her designee. The Forum members will be invited to all Senate retreats; members will  
1388 be invited to other events as deemed appropriate by the Executive Committee.

1389

1390 Membership: The Forum will consist of the chairs of all Senate policy, operating and  
1391 special committees and boards, and the remaining Senate Officers.