SENATE MANAGEMENT RESOLUTION

Update of the Standing Rules of the Academic Senate

Rationale:
In Spring 2020 the Academic Senate, like most SJSU units, suspended its in-person activities and, with the ongoing support of its members, began conducting its business remotely. Now, as the SJSU community emerges from the disruption caused by the global COVID-19 pandemic, the Academic Senate must engage in the important work of considering its post-pandemic operations.

The topic of Senate meeting modalities, which was discussed at the Spring 2022 Senate Retreat, has surfaced these key tenets:

- It is important to honor the Academic Senate’s cherished traditions and;
- It is important that the Academic Senate be forward-looking, innovative, and adaptable in its efforts to build capacity now and into the future.

In considering how the Senate Standing Rules handle meeting modality, there are many complex implications, not simply for attendance by the current cohort of Senate members, but also for the Senate’s potential expansion; ongoing recruitment of new members; furthering the efforts to increase diverse representation and inclusion of SJSU’s constituents and communities; the accessibility of Senate activities; and, very importantly, supporting future Senators’ active participation in and deep engagement with the work of the Senate as carried out through its meetings.

In careful consideration of these implications, and in keeping with the Senate’s mission to provide for effective participation and deliberation by the academic community in the formulation of governing policies for our university, we therefore recommend that Item 17 Section g of the Standing Rules be updated and that the updates contained herein be adopted once passed by the Senate.
Senate Management Resolution

Recommended Updates to Senate Standing Rules

Item 17 Committee Meetings and Minutes, Section g Remote Attendance

1) Full Academic Senate:

The modality of the full Academic Senate meetings (i.e. meetings convening the entire membership of the Academic Senate) shall be decided by the Senate’s current members through ranked choice voting on these three modalities: in person; online; and hybrid, defined here as a simultaneous combination of modalities, whereby some members attend in person while some members attend synchronously online. The ranked choice vote shall be conducted sometime shortly after the first meeting of the new Academic Senate year in May, using an electronic survey instrument. The outcome of members’ votes shall be determined as per the guidelines for ranked choice vote tabulation.1

Additionally, full Academic Senate meetings should provide live observer access to all interested members of the SJSU community. Whether this access is provided through physical seats or space in a meeting room; telephone or internet enabled audio or video conferencing; and/or other technological means; and/or any combination of these, and whether observer attendance requires pre-registration or some other form of RSVP; the Senate should enable all interested observers from the SJSU community to follow the proceedings of full Senate meetings in real time.

2) Executive Committee of the Senate:

The modality of the Executive Committee of the Senate shall be decided by that committee’s current members through ranked choice voting on these three modalities: in person; online; and hybrid, defined here as a simultaneous combination of modalities, whereby some members attend in person while some members attend synchronously online. The ranked choice vote shall be conducted sometime shortly after the first meeting of the new Academic Senate year in May, using an electronic survey.

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1 See the RCV Tabulator provided by the Ranked Choice Voting Resource Center at https://www.rcvresources.org/rctab
instrument. The outcome of members’ votes shall be determined as per the guidelines for ranked choice vote tabulation\(^2\).

3) **Senate Policy Committees:**

The modality of each Senate Policy Committee shall be decided by each committee’s current members through ranked choice voting on these three modalities: in person; online; and hybrid, defined here as a simultaneous combination of modalities, whereby some members attend in person while some members attend synchronously online. The ranked choice vote shall be conducted sometime shortly after the first meeting of the new Academic Senate year in May, using an electronic survey instrument. The outcome of members’ votes shall be determined as per the guidelines for ranked choice vote tabulation.

4) **Other Senate Committees:**

The modality of other Senate Committees shall be decided by each committee’s current members through ranked choice voting on these three modalities: in person; online; and hybrid, defined here as a simultaneous combination of modalities, whereby some members attend in person while some members attend synchronously online. The ranked choice vote shall be conducted sometime shortly after the first meeting of the new Academic Senate year in May, using an electronic survey instrument. The outcome of members’ votes shall be determined as per the guidelines for ranked choice vote tabulation.

Approved: DATE

Vote: 9-0-0

Present: Andreopoulos, Baur, Han, Hart, Herrlin, Higgins, Lee, Muñoz-Muñoz, Tian

Absent: Jochim, Tan

Financial impact:

Regardless of modality, the Senate will continue to require tools (projectors, microphones), and technologies (reliable Internet access) to successfully run its meetings.

If hybrid meetings are held, then the Senate will need access to rooms that are properly fitted out to adequately support attendees who are physically present in the room and

\(^2\) See the RCV Tabulator provided by the Ranked Choice Voting Resource Center at https://www.rcvresources.org/rctab
attendees who are joining remotely using videoconferencing services; such rooms typically have cameras, multiple microphones (ideally drop down), and multiple screens.

SJSU meeting rooms that have been enhanced with a version of this technology include BBC 205, ENG 336 and WSQ 207, all of which have technology for lecture capture as well as additional screens.

Both MLK Library and the Student Union have rooms and tech teams supporting hybrid meetings.

SJSU’s Instructional and Meeting Spaces (IMS), which provides audio visual classroom equipment support, provides a detailed display of its adopted classrooms, features, and equipment on its website at https://www.sjsu.edu/it/support/classroom/supported-classrooms/index.php

If extant resources are insufficient, the Senate may require rooms to be retrofitted for hybrid meetings, and/or it may need a new room to be built out to accommodate large hybrid meetings.

**Workload impact:**

The electronic survey instrument will need to be developed and updated as appropriate. It will need to be run once per academic year; the resulting ranked choice votes will need to be tabulated.

The task of locating and booking appropriate meeting rooms, which has historically been managed by the Senate Office with the support of committee chairs, could be impacted. For in-person or hybrid Senate meetings, this work would continue; for online Senate meetings, it would decrease.

The work of organizing and running Senate meetings is considerable regardless of modality. For any type of meeting modality — whether in person, hybrid, or online — chairs and other meeting organizers and hosts need support, training, and resources so that they can run their meetings smoothly and successfully. The larger and the more complex the meetings, and the more technology is integrated into them, the more support will be required. Hybrid meetings will likely require additional staff to manage a simultaneous in-person and online synchronous meeting format (e.g., managing Zoom chats, technical glitches, recording, managing speakers etc.).