SAN JOSE STATE UNIVERSITY ACADEMIC SENATE

2015/2016

Agenda

February 8, 2016, 2:00 pm – 5:00 pm

Engineering 285/287

I. Call to Order and Roll Call –

II. Approval of Minutes –

Senate Minutes of November 30, 2015

III. Communications and Questions

A. From the Chair of the Senate

B. From the President of the University

IV. State of the University Announcements:

A. Associated Students President

B. Vice President for University Advancement

C. Statewide Academic Senators

D. Provost

E. Vice President for Administration and Finance

F. Vice President for Student Affairs

V. Executive Committee Report

A. Minutes of the Executive Committee –

Exec. Minutes of November 16, 2015

Exec. Minutes of December 7, 2015

Exec. Minutes of January 25, 2016

B. Consent Calendar –

AVC Report on Senate Seat changes for 2016-2017

Approval of the Senate Calendar for 2016-2017

C. Executive Committee Action Items –

VI. Special Order of Business - Re-election of Senate Chair for 2016-2017

VII. Unfinished Business –

VIII. *Policy Committee and University Library Board Action Items (In rotation):*

A. Organization and Government Committee (O&G):

AS 1600, Policy Recommendation, Expansion of Bylaw 15 – Updating Senate Documents (First Reading)

AS 1593, Sense of the Senate Resolution, Assessment of Core Competencies (Final Reading)

AS 1588, Policy Recommendation, Faculty Athletics Representative Policy (Final Reading)

AS 1594, Policy Recommendation, Update of Policy on Selection and Review of Administrators (First Reading)

AS 1598, Policy Recommendation, WASC Accreditation Review Committee and Leadership Steering Committee (First Reading)

AS 1599, Policy Recommendation, Committee Obligations and Senate Membership (First Reading)

AS 1590, Policy Recommendation, Remote Attendance at Senate and Committee Meetings (First Reading)

B. University Library Board (ULB):

C. Curriculum and Research Committee (C&R):
AS 1597, Policy Recommendation: Minimum Criteria for Undergraduate Minors (First Reading)

D. Instruction and Student Affairs Committee (I&SA):

E. Professional Standards Committee (PS):
AS 1596, Policy Recommendation, Clarifying the Administrator Equivalent to a College Dean for Counseling Faculty in the RTP Process, Amends S15-7 (Final Reading)

IX. Special Committee Reports:

X. New Business:

Xl. Adjournment:

2015/2016 Academic Senate

MINUTES
November 30, 2015

I. The meeting was called to order at 2:00 p.m. and roll call was taken by the Senate Administrator. Forty-Seven Senators were present.

Ex Officio:
Present: Kimbarow, Sabalius, Amante, Van Selst, Lee
Absent: Heiden

Administrative Representatives:
Present: Martin, Blaylock, Feinstein, Larochelle, Lanning

Deans:
Present: Green, Hsu, Jacobs, Stacks

Students:
Present: El-Miaari, Abukhdeir, Romero, Medrano, Cuellar, Gay

Alumni Representative:
Present: Walters

Emeritus Representative:
Present: Buzanski

General Unit Representatives:
Present: Matoush, Medina, Kauppila

CASA Representatives:
Present: Schultz-Krohn, Lee, Shifflett, Sen
Absent: Grosvenor

COB Representatives:
Present: Virick, Campsey
Absent: Sibley

EDUC Representatives:
Present: Mathur, Laker

ENGR Representatives:
Present: Backer, Sullivan-Green

H&A Representatives:
Present: Frazier, Bacich, Grindstaff, Khan, Riley

SCI Representatives:
Present: Kaufman, Clements, White, Beyersdorf

SOS Representatives:
Present: Peter, Curry, Wilson
Absent: Coopman

II. Approval of Academic Senate Minutes–
The minutes of November 2, 2015 were approved as written (45-0-2).

III. Communications and Questions –

A. From the Chair of the Senate:

Chair Kimbarow welcomed Senators and announced that the Senate had acquired enough clickers to attempt to use them for test voting today. The Senate discussed the pros and cons of using the clickers and decided to vote with the clickers and by hand.

B. From the President of the University –

Interim President Martin announced there was a lively CSU Board meeting with hundreds of people that came to protest a variety of issues. The Presidential Compensation Resolution was a lively debate as well. Essentially, a resolution was enacted that limits any presidential salary increase to 10% above the current incumbent's salary. There are five presidential searches underway in the CSU at this time. Our search ends in January

2016 and several others end in March 2016.

Questions:

Q: Please try and ensure while you are here that we make room for debate for faculty, staff, and students so all are allowed to share what they need to share and voice their concerns.
A: The President will do her best and is open to suggestions.

IV. State of the University Announcements. Questions. In rotation.

A. Vice President for University Advancement –

Vice President Lanning has been working with a number of community groups, student groups, and the Tower Board on the divestment resolution. The Tower Board Executive Committee will consider it on Thursday of this week. The full Tower Board will then review it during its meeting on December 15, 2015.

Question:

Q: The donor report sent to various donors encourages them to donate to Athletics and says nothing about Academics. Why is this?
A: VP Lanning said he had not seen these reports and will check into this and report back to the Senate.

B. CSU Statewide Senators –

Senator Lee reported on the five resolutions passed by the CSU Statewide Senate at the last meeting. The first resolution was AS 3223 to suspend the background check policy and to study the effects of this policy. The second resolution was AS 3228 which asks to add a retired faculty member to the Board of Trustees. This is separate from the earlier request to add another faculty member to the Board of Trustees. Another resolution, AS 3229, was a resolution to support the Trustee's Budget Request from the state legislature. This resolution also asks that some of the additional revenue go to compensation for faculty at a rate higher than the current 2%. The fourth resolution was AS 3234. This resolution was support for transparent presidential searches that include campus visits for finalists. Twenty-two campuses now have resolutions that support this concept. The final resolution was AS 3235, this resolution expressed concern about the overall tone and phrasing of the Chancellor's response to AS 3230 that established the taskforce on requirements for General Education, Mathematics and Quantitative Reasoning credit. The Chancellor's response indicated that the CSU faculty voice was one among many. The resolution asks for a rephrase stating that the CSU Faculty voice should be the most important voice on matters of curriculum in the CSU.

There was activity on other matters coming in the future. One of the issues is support for the primacy of faculty on each campus in making articulation decisions and course transfer decisions. Another resolution will call for a taskforce to plan

for more robust tenure and tenure-track hiring. Although the current pace is stronger, it is not strong enough to grow the faculty in the CSU.

Senator Sabalius reported that the Chancellor made it very clear that the Board of Trustees will stick to the way the Presidential searches are conducted right now. Senator Van Selst clarified the Chancellor said if all of the presidential candidates agree to the campus visits then we can have it, but if one of the candidates does not agree then there will be no visits.

C. Provost –

Provost Feinstein announced that he did not have any updates today.

D. Vice President for Administration and Finance (VPAF) –

Interim Vice President Josee Larochelle announced that the Board of Trustees approved the 2016-2017 support budget on November 17, 2015. The support budget requests new state revenue totaling over $240 million and expects new tuition money of nearly $56 million for total new funding for the CSU of $297.6 million. This exceeds the Governor's original funding plan for the CSU by almost $140 million. Some of the highlights from the expenditure plan include 3% enrollment growth or $110 million, $50 million for student success initiatives, $70 million for a 2% compensation pool, $25 million for facilities and infrastructure needs, and another $43 million for mandatory costs such as health benefits and pension requirements.

This year the state legislator approved the entire CSU support budget as submitted which was $120 million over the Governor's budget. The revenues for the state are $11 billion greater than anticipated for this year. It is likely there will be some cash to fully fund the CSU next year.

There will be a Governor's January budget, then the May revise, and finally a new budget approved by the legislature in advance of the June 30, 2016 deadline.

The 2016-2017 five-year Capital Plan was approved and includes the new Science replacement building. The project is currently in the planning stage, but is expected to receive CSU funding for preliminary planning starting 2016-2017, and construction funds in 2017-2018.

The state no longer funds capital infrastructure and buildings for the CSU. The CSU is responsible for maintaining and building new buildings. The Board of Trustees keep looking for more funding from the state and the $25 million the CSU is getting is for infrastructure support.

E. Vice President for Student Affairs (VPSA) –

Vice President Blaylock announced that finals week resources for students flyer will be posted across campus. There is also a contest for students to submit pictures of themselves studying. There are also some study tips on the back of the

flyer. The flyer gives the location of resources for students during this stressful time such as Counseling Services. The Wellness Center will give massages for students as well. This will occur December 10-16, 2015.

There is a workshop this Friday called ***Strategies for Addressing and Avoiding Classroom Behavior Management Issues***. It is primarily for new faculty, but is available for all faculty on how to address classroom behavior issues.

F. Associated Students President (AS):

AS President Amante announced that AS sent a letter of support to the student government association at the University of Missouri in light of their campus climate issues.

The CSSA had a meeting in Long Beach and discussed the proposed student tuition increases.

The Board of Trustees will be looking for a new student trustee this year. Last year SJSU had the most applicants of any CSU Campus for the student trustee seat. AS is hoping for the same response this year and maybe one of our students will be selected.

CSSA passed a resolution on open course evaluations. This resolution calls for transparency in course evaluations and would allow course evaluations to be open to students.

AS is also preparing their legislative agenda to push for full funding for the CSU.

AS recently passed a resolution on divestment from three American companies benefiting from the occupation in Palestine.

AS awarded $83,000 in scholarships to students last Thursday. Two scholarships were awarded to Salzburg recipients.

V. Executive Committee Report –

A. Executive Committee Minutes –

Executive Committee Minutes of October 26, 2015 –

Questions:

Q: Regarding Item #5, when it talks about camera surveillance on campus it says there is a gap in surveillance. Does this mean the goal is to have camera surveillance all over campus? Is this on the outside or inside of the buildings? Finally, it says there is not centralized place for these cameras on campus why not?
A: They aren't really surveillance cameras. They are cameras that are stored for investigative purposes and there are a number of them on campus. Some are currently managed by departments and a preponderance are in housing areas. They meet all of UPD's needs. The long term vision is that they could be used during the time a crime is being reported. However, a mass notification system is

the priority right now.
Q: The ULB had a discussion about cameras in the MLK library. The lower level has been identified as a place where it is not safe and people tend not to use it. When we have asked about safety, we've been told that there are a number of cameras, but this isn't true. There is one camera trained on the door. It has not worked for quite awhile. Perhaps that issue could be resolved soon.

Executive Committee Minutes of November 9, 2015 –

Chair Kimbarow explained to the Senate that a Senate Management resolution was discussed in item #3 that dissolved the Heritage, Preservation, and Public History Committee. This Senate Management Resolution should have been a policy recommendation. The Heritage, Preservation, and Public History Committee was created by a University policy and should be disbanded by a policy. The Executive Committee voted to convert it to a policy on the Senate's behalf, since the Senate was not in session.

B. Consent Calendar –

A motion was made and seconded to approve the consent calendar. **The Senate voted and the consent calendar of November 2, 2015 was approved (47-0-0)**.

C. Executive Committee Action Items: None

VI. Unfinished Business - None

VII. Policy Committee and University Library Board Action Items. In rotation.

A. University Library Board (ULB) – No Report.

B. Curriculum and Research Committee (C&R) – No Report

Senator Mathur presented ***AS 1595, Policy Recommendation, Amending F15-5 (Final Reading).***

Senator Shifflett presented an amendment that was friendly to change the title to read, "Amend Credit by Exam Policy (F15-5)." Senator Mathur presented an amendment to the Shifflett Amendment to change the title to read, "Amend Credit by Exam for Challenge Examinations (F15-5) University Policy." The Senate voted and the Mathur amendment passed (43-2-2). **The Senate voted and AS 1595 was approved as amended (35-2-10)**.

C. Instruction and Student Affairs Committee (I&SA) –

Senator Kaufman presented ***AS 1589, Policy Recommendation, Attendance and Participation (Final Reading).***

Senator Van Selst presented an amendment to move line 25 (Resolved clause) to a Whereas clause. The amendment was seconded. The Senate voted and the Van Selst amendment failed.

Senator Peter presented an amendment to strike the second Resolved clause. The amendment was seconded. Senator Backer called the question on the Peter Amendment.

The Senate voted and the Backer motion passed (42-4-1). The Senate voted and the Peter amendment failed (14-20-13). Senator Abukhdeir called the question on AS 1589. The Abukhdeir motion was seconded. The Senate voted and the Abukhdeir motion passed (27-9-0). **The Senate voted and AS 1589 was approved as written (32-5-1)**.

D. Professional Standards Committee (PS) –

Senator Peter reported that the PS Committee has been working on getting materials ready for implementing the Retention-Tenure-Promotion (RTP) Policies. Faculty Affairs has a link on their website for RTP Transitions. There are documents under this link that Faculty Affairs and the PS Committee have prepared to assist faculty, including quick facts and questions and answers about Department RTP Guidelines. The PS Committee will be working on Dossier Preparation Guidelines and an Implementation Guide in Spring 2016.

E. Organization and Government Committee (O&G) –

Senator Shifflett presented ***AS 1585, Policy Recommendation, Updating the Board of General Studies Membership, Charge, and Responsibilities (Final Reading).***

Senator Peter presented several amendments that were friendly to change line 203 that reads, "… a GEAP will be…" to read, "a GEAP may be…" and to add a period instead of a comma on line 219 after "History departments."

Senator Sabalius presented an amendment that was friendly to close the open parenthesis on line 26.

Senator Walters presented an amendment that was friendly to change line 103 to read, "1 faculty Humanities & the Arts.

Senator Shifflett presented an amendment that was friendly to strike section 1.3.7. and renumber 1.3.8 to 1.3.7.

The Senate voted and AS 1585 was approved as amended (47-0-0).

Senator Shifflett presented ***AS 1588, Policy Recommendation, Revision: Faculty Athletics Representative Policy (FAR) (First Reading).***

Questions:

Q: Why is there a long list of duties for the FAR? Why is the Executive Committee involved in the reappointment process for the FAR?

A: These are the responsibilities of the FAR. If you look at the job description, they are included in the duties. The O&G Committee took those components along with the information in documents relating to the FAR from the NCAA and built out the responsibilities. As for the reappointment and involvement of the Executive Committee in the review, this draws in the input of the full Senate as well as the Executive Committee.

Q: I believe there is an unintended consequence of this policy to usurp Presidential authority. The FAR asked to come to the O&G Committee and give expert testimony, why didn't the committee take advantage of this offer?
A: The O&G Committee invited written input and this draft policy is the result of that input. This is a first reading and anyone can send their input to Senator Shifflett.

Q: I'm surprised by this policy. The FAR is the Senate's connection with data and a good academic environment for our students. When I read the policy I wondered about the emphasis in terms of the FAR's connection with students and academics and whether or not that is sufficiently emphasized. The other aspect that I wondered about is it appears there are some issues that talk about having opportunities available for faculty to become a FAR. I can understand that is something that might be very valued. However, given the complexity of the NCAA rules, do we actually need more continuity with respect to the FAR, and do term limits serve us well? Lastly, if we did want to have some mechanism for faculty to become more involved in this process might that particular need be better served by the Athletics Board? I'm concerned that the expertise and the learning curve needed might not serve us well.
A: With respect to emphasizing the language more, O&G will definitely take a look at this. There was no interest or motivation to scale that back by the O&G Committee. With respect to continuity, in the event there is a need for continuity there is a clause for the President to continue the appointment for continuity. The O&G Committee settled on what they thought would be an appropriate term and that was three years. Also included is the option for the president to extend that for a maximum of 2 years when deemed necessary. While many of the FARs are serving without term limits there is also a call for greater diversity in the FARs. One way to achieve this is by having term limits.

Q: The role of the FAR is to report to the President and keep the President informed through the eyes of a faculty member looking out for students in Athletics and making sure they are students first and athletes second and to balance that. In the NCAA rule book, operating principle 1.1 says the Chancellor or President must have clear and direct oversight over the Athletics program. While I under the need for continuity, there is a benefit to having a new appointee with a fresh set of eyes on behalf of the President and the Faculty. I see benefit in turnover of this position. There are also several references to the Chief of Staff in the policy and this is the President's responsibility and it should say so. Would the committee please consider changing this?
A: O&G will consider this.

Q: How does this draft policy recommendation differ from the one you originally drafted in October?
A: I don't have the match-up to speak to exact changes, but there are some changes that reference the President instead of the Chief of Staff. There was a change that pulls out the language regarding continuity with respect to national service. There is a change that drops the term to three years with the possibility of an extension of up to two years.

Q: A list of duties does not belong in a policy. The list of duties should be in a letter of appointment. Would the committee consider removing this and putting in a letter of

appointment?
A: Either these are the responsibilities of the FAR or they are not. When we craft a policy about a committee, we list the responsibilities. These are the responsibilities of the FAR. Speaking for the committee, the list is there as a result of discussion about the responsibilities of the FAR just as the committee discussed the responsibilities of BOGS.

Q: Did the committee consider appointing two FARs and they could have staggered terms? This worked well at a previous institution I worked for.
A: No, Thank you for the information.

Q: The idea about having your criteria for review on line 218 of AS 1594 would be a compromise to the list of duties in this policy. Would the committee consider having that as a model for this policy?
A: The committee will discuss this.

Q: Is it the purview of SJSU in concert with the NCAA, or the NCAA to determine the responsibilities of the FAR?
A: It is delegated to the institution.
Q: Is this typically done through a policy and not a letter of appointment?
A: That I don't know. Many sources spoke to the need for policy around the FAR.

Q: On the issue of term limits, 88% of the FARs do not have term limits and 6.9 years is the average length of service for FARs, so what is the benefit to SJSU of limiting the term of the FAR?
A: There is a clear indication from many sources that there is a need for greater diversity in the FARs. If you have unlimited terms you are decreasing the opportunity for changing the diversity of the FARs.

Q: Is it possible to list the general policy expectations and then attach guidelines?
A: Thank you for the suggestion.

Q: Here is another concern in terms of diversity, there will be a new FAR in 31 days. The concern I have is that there is a lot of rule and compliance training and a great deal of trust building between the FAR, Athletics, the NCAA, etc. There is also a competency based on experience that needs to be spoken to. There is a learning curve necessary for the FAR. Also, if you want a FAR that can bring national recognition to SJSU for their national service, then you need someone that does not have term limits. I would suggest instead of term limits let the FAR serve at the pleasure of the President?
A: The committee will discuss this.

Q: First and foremost I think the FAR focus should be looking at our Athletics program from the perspective of a faculty member and looking at students first as students and then as athletes. If the incumbent also does things outside the university for NCAA that is nice, but primacy has to be with what is happening with athletics on our campus.

VIII. Special Committee Reports –

IX. New Business – None

X. Adjournment – The meeting adjourned at 4:54 p.m.

Executive Committee Meeting Minutes
ADM 167, Noon to 1:30 p.m.
November 16, 2015

Present: Kimbarow, Martin, Peter, Frazier, Shifflett, Kaufman, Backer, Larochelle, Lee, Mathur, Heiden, Amante, Blaylock

Absent: Feinstein, Lanning

1. Updates from the Chair:

   a. A recent Sense of the Senate Resolution from Sonoma State was received in which their Senate supported conducting a court ordered independent asbestos study following the administration's request for a Stay.

   b. The President is in the process of developing a statement regarding the Paris terrorist attacks that will go out to the campus community. The Senate Exec will issue a statement following the release of the President's message. One of the victims was a CSU Long Beach student. One SJSU student was in Paris, but was not harmed.

2. The committee approved the minutes of November 9, 2015 as amended removing late arrival times (12-0-0).

3. The committee approved the consent calendar of November 16, 2015 (12-0-0).

4. Updates from the policy committee chairs:
   a. From the Organization and Government Committee (O&G):
   O&G will be bringing several policy and/or Senate Management resolutions to the November 30, 2015 Senate meeting including; BOGS, FAR, Remote Attendance at Senate and Committee Meetings, Selection and Review of Administrators, and Core Competencies.

   b. From the Curriculum and Research Committee (C&R):
   C&R will a policy amendment to the Senate at the November 30, 2015 Senate meeting, an amendment to F15-5. Based on Executive Committee feedback, in Spring 2016 C&R will review an amendment to F13-2—Technology, Intensive, Hybrid, and Online Courses and Programs.

   c. From the Professional Standards Committee (PS):
   PS is working with Faculty Affairs on implementing the RTP policies. They have established a web page, and are working on a Dossier Prep Guide as well as a policy implementation manual. PS will be reviewing the Faculty Office Hours policy in Spring 2016.

   d. From the Instruction and Student Affairs Committee (I&SA):

I&SA will be bringing the policy resolution on Attendance and Participation back for a final reading at the November 30, 2015 Senate meeting. I&SA is also working on revising the Greensheet policy.

5. The committee discussed and selected two faculty members and one student to recommend to the Provost to serve on the Dean of the MLK Library Search Committee.

6. The committee discussed and selected nominees to recommend to the President for interviews for the FAR position.

7. Updates from the AS President and Administration:
   a. From the Associated Students (AS) President:
      AS has been working on several resolutions including; divestiture of companies that fund Israeli efforts, course evaluations, and campus climate. AS is also working on a white paper on adding additional students to the Presidential Advisory Selection Committees. The BOT will be looking for a new student trustee in January 2016.

   b. From the President:
      The agenda for the BOT meeting in Long Beach includes discussion about presidential compensation policy caps. Protestors are expected to be at the meeting. There are currently five President Searches underway in the CSU.

   c. From the Vice President of Student Affairs (VPSA):
      The “Coffee with Faculty” program is getting a lot of response from students and faculty.

      SA is working on a flyer on extended Library hours and will bring something to the Executive Committee to review shortly.

      Over 800 high school students and parents attended the College Readiness Summit last Friday. Over 60 of our students volunteered to help host the event.

      Mental Health Services has extended their hours into the evening to assist students.

   d. From the Chair of the Senate:
      There will be an informal faculty of the Executive Committee meeting this coming Monday, November 23, 2015 from noon to 1:30 p.m. in ADM 167.

8. The meeting adjourned at 1:41 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on November 16, 2015. The minutes were edited by Chair Kimbarow on November 19, 2015. The minutes were approved by the Executive Committee on December 7, 2015.

Executive Committee Meeting Minutes
ADM 167, Noon to 2:30 p.m.
December 7, 2015

Present: Kimbarow, Peter, Frazier, Shifflett, Kaufman, Backer, Larochelle, Lee, Mathur, Amante, Blaylock, Feinstein, Lanning

Absent: Martin, Heiden

1. The Executive Committee minutes of November 16, 2015 were approved as amended (12-0-1).
2. The Consent Calendar of December 7, 2015 was approved as written (13-0-0).
3. The committee discussed current bylaws that allow for the removal of a Senator from a policy committee, but do not allow for removal from the Senate for missing three or more meetings. A referral was made to the O&G Committee.
4. Updates from the Chair:
   a. Sunday's holiday party at President Martin's home was wonderful.
   b. The ASCSU is evaluating transfer courses. Send feedback to Chair Kimbarow.
   c. Four other CSU campuses are looking for presidents. SJSU is in the process of narrowing the candidates down to semi-finalists. The Chancellor would not consider allowing open campus visits during presidential searches.
   d. Executive Vice Chancellor (EVC) Blanchard noted that safety issues remain a concern across all campuses and he is committed to improving the quality of campus life. Chair Kimbarow reminded the EVC that a key element in student success is the faculty.
   e. SFSU implemented a new hiring plan that gives every new hire a three-year 2/2 course assignment to promote research. The committee discussed whether Department Chairs had any input in the decisions.
5. Updates from the Administrators and AS President:
   a. From the Provost:

      The President's Commission on Diversity conducted a Campus Climate survey last March and the data is now available. The results of the survey will be distributed to the campus on January 25, 2016. The Provost will meet with the UCCD and the Executive Committee to discuss what can be done. A suggestion was made to do some outreach to prior Ombudsmen at SJSU including; Gabe Reyes and St. Saffold.

Information Technology has been moved from under the Administration and Finance Division to the Provost.

b. From the Vice President for Administration and Finance (VPAF):

There was an issue with it taking up to 72 hours to heat all the buildings after they were shutdown for the Thanksgiving break. In order to avoid this in the future, FDO will come in on the weekend prior to January 4, 2016 to begin heating the buildings.

Regarding the NFL using SJSU Athletic facilities, while the NFL pays direct costs of the event, they aren't being charged rent. Interim VPAF Larochelle will defer to the President to distribute more information on this in the future.

The Guardian App is out. Interim VPAF Larochelle conducted a test of the Emergency Notification System last week and it did not go well. Interim VPAF Larochelle and her staff are continuing to work on the project.

c. From the AS President:

The AS Printshop Manager just passed away. AS will be working to raise funds for his family.

The next Town Hall meeting will be held in January 2016, and there will be a CSSA meeting in April 2016 at SJSU. All AS Presidents will be attending.

AS is still working on restructuring their AS Board and creating a student Senate. AS is considering a 20 member student Senate with a 12 to 16 member Board of Directors.

6. Deputy Provost Carl Kemnitz gave a presentation to the Executive Committee on Student Success. There are three main pillars and they include formal student success programs, infrastructure for Student Success from admission to graduation, and a student success environment. Forty-Two percent of SJSU students are in need of financial aid and the committee discussed whether our resources should be put into increasing financial aid. The VPSA just hired a financial aid person to market to students how to go about getting financial aid. In some cultures, it is considered shameful for students to take out student loans. Several members indicated it is often a "treasure hunt" trying to get assistance for our students.

   More students drop out of SJSU in their second year than their first year. If a student makes it through their sophomore year they are more likely to graduate from SJSU.

   The committee discussed infrastructure needs such as degree audits. Student admissions and programming have been a challenge. Transcripts also need to be evaluated as early as possible and prerequisites need to be enforced.

There are several reasons students are not graduating and they include budget dynamics and bottleneck classes. The committee discussed eliminating temporary college-based ceilings. Some classes may only have a few students in an evening class, but those students need that class to graduate and it is the only time they can take it. Colleges should be empowered to make this decision. The Provost explained this is up to the department whether to hold those classes or not.

Emails should be sent to Deputy Provost Kemnitz regarding what facets are being missed and what the highest priorities should be for student success.

7. Updates from the policy committee chairs and the CSU Statewide Senator:

   a. From the CSU Statewide Senate:

      The Chancellor recently responded negatively to four resolutions sent to him. The CSU Statewide Senate is focusing on what to do about one of the resolutions, the open presidential searches. There will be more action to come.

   b. From the Curriculum and Research Committee (C&R):

      C&R is working on the Internship and Service Learning referral and recently met with the deans and the College of Business faculty.

      C&R is revising the minor policy. Art and Design had a 42 unit minor. The maximum units for a minor will be 24 units with 25% taken at SJSU. The minimum minor will be 12 units.

      C&R is also working on referrals regarding the Certificate, Curricular Priorities, and RSCA policies.

   c. From the Organization and Government Committee (O&G):

      O&G has gathered information from the Academic Affairs Leadership Team (AALT) and the Student Affairs Leadership Team (SALT) on O&G's draft of the Strategic Planning Policy. In the spring O&G will prepare an updated draft, invite the new president to review it, then bring a final draft to the senate as soon as possible in spring.

   d. From the Professional Standards Committee (PS):

      The PS Committee received a referral from Chair Kimbarow to review the Faculty Office Hours policy in accordance with policy. A review was due in 2014 and was not conduced. PS will survey faculty and students to see how it is working. The current policy is also silent about advising.

8. Plenary meeting management:

   a. Pre-meeting notice of speakers for the spring 2016 will be sent out along with any materials they will be presenting.

b. The committee is looking at ways to allow input from constituents to the Senate. One thought was to have open forums where people can address the Senate. The committee will discuss this further in spring 2016.

c. The committee discussed the possibility of time limits for first readings of resolutions.

9. The meeting adjourned at 2:32 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on December 7, 2015. The minutes were edited by Chair Kimbarow on December 16, 2015. The minutes were approved by the Executive Committee on January 25, 2016.

Executive Committee Meeting Minutes
ADM 167, Noon to 1:30 p.m.
January 25, 2016

Present: Kimbarow, Peter, Frazier, Shifflett, Kaufman, Backer, Larochelle, Lee, Mathur, Blaylock, Heiden

Absent: Martin, Feinstein, Lanning, Amante

1. The Executive Committee minutes of December 7, 2015 were approved as amended (9-0-0).
2. The Consent Calendar of January 25, 2016 was approved as written (9-0-0).
3. Policy Committee Updates:
   a. Organization and Government Committee (O&G):
      Items highlighted that O&G is currently working on were:

      A referral regarding Technology Standards Policy Updates (Privacy of Electronic Information and Information Technology Responsible use Policies). O&G will send their work on to Professional Standards for final deliberations and subsequent presentation to the Senate.

      A referral regarding the WASC Review Steering committee.

   b. Curriculum and Research Committee (C&R):
      C&R has 10 pending referrals.

      The most recent referral C&R received is on Research Scholarship and Creative Activity (RSCA) and asks for changes to the policy as required by the Chancellor's Office.

      C&R also continues to work on the Internship in Service Learning referral and is evaluating practices at other campuses. The next step will involve meeting with critical stakeholders.

      C&R has a referral on the Certificate Policy. Currently, the Provost will not sign off on any certificate that is granted through Open University. C&R is considering options for matriculated students.

   c. Professional Standards Committee (PS):
      PS will be bringing an amendment to the Retention-Tenure-Promotion (RTP) Policy regarding the Dean equivalent for counseling faculty.

The Student Evaluation Review Board (SERB) has revised the SOTES. According to policy, only SERB can revise SOTES and SOLATES. The Senate may only vote up or down on the revisions.

The PS Committee has received several sets of RTP Guidelines. One set was particularly lengthy.

An issue has occurred with regard to the selection of an Electronic Dossier Vendor. The cheapest vendor is not the vendor with the most extensive tools. However, the initial call for quotes did not ask for bids based on the more extensive criteria. The Provost and AVP of Faculty Affairs have decided to reopen the bidding with more extensive criteria.

d. Instruction and Student Affairs Committee (I&SA):
I&SA is working on the last draft of two policies regarding Student Rights and Responsibilities and Greensheet Modifications. These new policies will have language that specifies who controls the templates and will allow I&SA to review and modify them yearly.

I&SA is working on two taskforces related to honors and wait lists after the semester begins.

I&SA has also received a referral from Graduate and Undergraduate Programs (GUP) related to keeping repeaters from registering.

4. The committee discussed a confidential naming opportunity presented by Barry Shiller on behalf of VP Lanning and University Advancement.

5. Chair Kimbarow moved the following items to the agenda for the next meeting:

   a. The 2016-2017 Senate Calendar

   b. AB 798 CSU Initiative

   c. The selection of Budget Advisory Committee (BAC) members

6. Chair Kimbarow informed the committee that the Chancellor will announce the selection of the new SJSU President on Wednesday, January 27, 2016 at 8:30 a.m.

7. The meeting adjourned at 1:35 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on January 26, 2016. The minutes were edited by Chair Kimbarow on January 26, 2016. The minutes were approved by the Executive Committee on February 1, 2016.

Academic Senate
2016-2017 Calendar of Meetings
Senate, Executive Committee,
and Policy Committees

Office of the Academic Senate
Administration Building 176, 0024
Office: 4-2440 Fax: 4-2451
http://www.sjsu.edu/senate
eva.joice@sjsu.edu

Fall 2016		Spring 2017	
Aug. 29	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Jan. 30	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Sept. 12	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)	Feb. 6	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Sept. 19	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)	**Feb. 13**	**Senate Meeting (2-5 p.m.)**
Sept. 26	**Senate Meeting (2-5 p.m.)**	Feb. 20	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
Oct. 3	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Mar. 6	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
Oct. 10	**Senate Meeting (2-5 p.m.) (AA and University Budget)**	**Mar. 13**	**Senate Meeting (2-5 p.m.)**
Oct. 17	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Mar. 20	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Oct. 24	**Senate Meeting (2-5 p.m.)**	Apr. 3	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)
Oct. 31	Executive Committee Meeting (12-2:30 p.m.)	**Apr. 10**	**Senate Meeting (2-5 p.m.)**
Nov. 7	Policy Committee Meetings (2-4 p.m.)	Apr. 17	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Nov. 14	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Apr. 24	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Nov. 21	**Senate Meeting (2-5 p.m.)**		
Nov. 28	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)	**May 1**	**Senate Meeting (2-5 p.m.)**
Dec. 5	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)	May 8	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)
Dec. 12	**Senate Meeting (2-5 p.m.)** **Meeting Locations:** All Senate meetings held in Engr. 285/287; Exec. Meetings held in ADM 167; Policy Committees – check with Senate Office ***Notes:*** Campus closed Sept. 5 (Labor Day), Nov. 11 (Veteran's Day), Nov. 23 non-instruction day, Nov. 24-25 (Thanksgiving); Dec. 12 last day of classes. Finals begin Dec. 14.	**May 15**	**Senate Meeting (2-4 p.m. Last of 2016-17)** **Senate Meeting (4-5 p.m. First of 2017-18)** Senate Retreat: TBD ***Notes:*** Jan. 1 New Years Day, Jan. 16 MLK Day, Mar. 27-Mar. 31. Spring Recess, Mar. 31 Cesar Chavez Day-Campus closed. Last day classes May 16. Finals begin May 18.

Approved by Executive Committee February 1, 2016

Approved by Senate

C&R meets ??, PS meets ??, I&SA meets CLK 412,
O&G meets ??, ULB meets MLK Boardroom

San Jose State University
Academic Senate
Organization and Government Committee **AS 1588**
February 8, 2016
Final Reading

Policy Recommendation
Revision: Faculty Athletics Representative Policy

Legislative History: Rescinds F05-2 which is our current policy regarding the Faculty Athletics Representative.

Articles 4, 5 and 6 of the NCAA Constitution recognize the involvement of faculty athletics representatives in the organization, legislative authority and legislative process of the NCAA and the important role of faculty athletics representatives in the local institutional control of intercollegiate athletics programs. Specifically, the NCAA Manual indicates the following:

- Each member institution is required to appoint a faculty athletics representative. [Constitution 6.1.3]

- Qualifications of those who may serve as faculty athletics representatives are described in Constitution 6.1.3: A member institution shall elect an individual to serve as faculty athletics representative. An individual so designated after January 12, 1989, shall be a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. Duties of the faculty athletics representative shall be determined by the member institution.

- A faculty athletics representative is a member of an institution's faculty or administrative staff who is designated by the institution's president or chancellor or other appropriate entity to represent the institution and its faculty in the institution's relationships with the NCAA and its conference(s), if any. [Constitution 4.02.2]

Whereas: The NCAA Constitution requires that all member institutions designate a Faculty Athletics Representative (FAR), and

Whereas: The Coalition on Intercollegiate Athletics (COIA), in addressing the faculty role in campus athletics governance, noted that 'faculty must engage their academic perspective to help ensure that the institutional investment in athletics remains in the interest of the primary academic mission of the institution', and

Whereas: There is a need to clarify provisions in F05-2, therefore be it

Resolved: That F05-2 be replaced by this policy, and be it further

Resolved: That the attached policy be adopted and implemented as soon as it is approved by the President, and be it further

Resolved: That the Senate Chair, the President, and Athletics Board Chair review and update the FAR position description as needed at least once every three years.

Rationale: Revisions are needed to clarify implementation language in the current policy. For example, existing policy states that "The term of the office shall be three years and may be renewed once with approval of the President in consultation with the Academic Senate Executive Committee." Although this seems to establish an explicit term limit, the current policy also states that "Additional years of service may be added if service on national committees result in a significant benefit to the University." There is a need to clarify the open-ended nature of this provision. Term limits provide the opportunity for a greater diversity of faculty to serve in this capacity and performance reviews provide a valuable check and balance to automatic reappointments and/or inadequate reviews. This policy revision also seeks to provide more information, not included in F05-2, with regard to the charge and responsibilities of the FAR.

Approved:	2/1/16
Vote:	8-0-0
Present:	Mathur, Shifflett, Beyersdorf, Becker, Gleixner, Laker, Curry, Grosvenor
Absent:	El-Miaari
Financial Impact:	None expected.
Workload Impact:	No change from current situation.

1. Faculty Athletics Representative Charge

To ensure the academic integrity of the athletics program, to serve as an advocate for student-athlete well-being, represent faculty perspectives on all aspects of our intercollegiate athletics program, and to play a part in maintaining institutional control of the athletics program. Particularly important components of this charge include informing the athletics department of faculty concerns and conferring on academic/athletic matters with administrators, faculty, students and/or alumni. The FAR will also be actively engaged in the four domains identified in the NCCA FAR report: academics, compliance/rules interpretation, student-athlete well-being, and administrative responsibilities (http://www.ncaa.org/sites/default/files/FAR_STUDY_Report_final.pdf; pg. 15).

2. Faculty Athletics Representative Responsibilities

2.1 Take an active role in assuring the academic integrity of the athletics program and welfare of the student-athlete.

2.1.1 The FAR must avoid both the reality and appearance of any conflict of interest, particularly in relationship to accepting perks or other fringe benefits from any individual, group, or agency connected to intercollegiate athletics.

2.2 Review proposed competition schedules in order to monitor student-athlete time demands and bring concerns to the Athletics Board.

2.3 Monitor the academic performance of student athletes and teams. Report results to the President. Work cooperatively and constructively with coaches, faculty, and students to assist student athletes in their academic pursuits.

2.4 Take an active role in assuring that appropriate academic services and university resources are available to student athletes.

2.5 Provide advice to the President that reflects the 'values of the faculty and which is rooted in the academic ethic of the institution' (NCAA FAR handbook).

2.6 Update the President on all matters and incidents involving compliance.

2.7 Work closely with the Athletic Director, the AVP for Student Academic Success Services, and the Student-Athlete Success Services unit to review and evaluate the academic and general support services for student athletes.

2.8 Work with the AVP for Student Academic Success Services, the Student-Athlete Success Services unit, faculty, and coaches to facilitate nominations for all academic awards and scholarships available through our athletic conference, the NCAA, and other organizations.

2.9 Participate in student-athlete orientation meetings and exit interviews.

2.10 Assess, understand, and address faculty concerns regarding student athletes and our Intercollegiate Athletics Program.

2.11 Assess, understand, and address student-athlete concerns regarding academic issues.

2.12 Participate in the investigation and reporting of possible violations of Conference, NCAA, and institutional policies and rules.

2.13 Facilitate adherence to eligibility requirements.

2.14 Meet with the Student-Athlete Advisory Committee at least once a semester.

2.15 Work cooperatively with and support the work of the Associate Athletic Director for Compliance and contribute to the development of appeals, reports, and other correspondence to our Conference and the NCAA as outlined in NCAA and Conference Manuals. Faculty athletics representatives should play a central role in any major institutional inquiries into alleged or suspected rules violations. They should be involved in the preparation of written reports of infractions that are made to our conference or to the NCAA.

2.16 Serve as an ex officio non-voting member of the University Athletics Board.

2.17 Represent SJSU as a delegate to NCAA Conventions and Conference meetings. Work cooperatively with the President, Athletic Director, Associate Athletic Director for Compliance, the faculty and others in developing the institution's position on proposals at NCAA Conventions and Conference meetings.

2.18 Annually administer the NCAA Division 1 Coaches exam.

2.19 Annually review the institution's Graduation Rates Report and Academic Progress Rates Report for each sport.

2.20 Prepare an annual report for the Academic Senate with information including, but not limited to, FAR activities, academic performance statistics, including graduation rates, for student-athletes, academic services for student-athletes, compliance/rules concerns, and responses to faculty concerns related to our intercollegiate athletics program.

2.21 Be a knowledgeable resource for the campus community with respect to NCAA and conference rules.

2.22 Play an active role "in the preparation of the institution's NCAA self-study report in each of the four basic areas, and play a leading role in the areas of academic integrity, governance and commitment to rules compliance, and commitment to equity, which includes student-athlete welfare." [FARA Handbook]

2.23 Work closely with the FAR-elect to prepare that person to effectively transition into their FAR role.

2.24 Fulfill any additional duties assigned by the President.

3. Recruitment and Appointment of the Faculty Athletics Representative

3.1 The Senate Chair, Chair of the Athletics Board and the President are responsible for establishing, regularly reviewing, and updating as needed, the position description for the FAR.

3.2 The FAR will serve a 3-year term. In extraordinary circumstances the FAR could be re-appointed for up to 2 years by the President. An example of a situation when an extension might be appropriate would be where an NCAA investigation begins during the FAR's last semester but extends into the following year. Recruitment of applicants to serve as the Faculty Athletics Representative will be done through the President's Office. All full time tenured faculty interested in the FAR position will be required to submit a 1-page application detailing their experiences and qualifications to serve as SJSU's FAR. All applications will be forwarded to the Executive Committee of the Senate and the Athletics Board for review. In review of applicants considerations should include (a) the candidate must be a tenured full professor, (b) the candidate should have prior successful faculty leadership experience, unrelated to intercollegiate athletics, (c) there should be no conflict of interest, and (d) the candidate should have experiences and skills likely to enhance their effectiveness as SJSU's FAR.

Each group will forward its recommendations to the President who will arrange for the individuals nominated to be interviewed by the Chair of the Academic Senate, Chair of the Athletics Board, and the President. The President shall appoint a FAR following the interview process.

3.2.1 Reappointment of a FAR. Reappointment should not be automatic. Reappointment for up to 2 years would be appropriate in special cases where continuity is needed.

3.2.1.1 Timeline for re-appointments: At the conclusion of the second year of an initial 3-year term, the President would consult with the faculty members of the Executive Committee of the Academic Senate and the Athletics Board if considering the re-appointment of an incumbent FAR.

3.2.1.2 Review process. Following a decision to consider re-appointment of a FAR, the Chief of Staff would initiate and complete a review of the performance of the FAR in sufficient time to identify a FAR-elect if the incumbent is not re-appointed. Review of the performance of the FAR includes a review by the Athletics Board and faculty members of the Executive Committee of the Academic Senate, and input from other members of the Senate.

3.2.1.3 Reappointment. The president makes the final decision on re-appointment.

3.2.2 Interim appointments. When a FAR will be unable to serve for just one semester (e.g., sabbatical) an interim appointment can be made by the President in consultation with the Executive Committee of the Academic Senate. If a FAR will be unable to serve for a year or more, recruitment of a new FAR will be needed.

4. Recruitment and appointment of the FAR-elect.

At the start of the last year of a FAR's term, the President's Office will put out a call for applicants to serve as FAR-elect in the final semester of the FAR's term and subsequently assume the FAR role. The selection and appointment process followed is that noted above in section 3.2.

4.1 FAR-elect responsibilities. Confer and work with the outgoing FAR the semester before assuming their role as FAR. To facilitate a smooth transition, efforts should be directed toward gaining a solid understanding of and ability to assume their FAR responsibilities.

4.2 FAR-elect term. A FAR-elect serves for one semester as FAR-elect followed by a 3-year term as SJSU's FAR.

Resources used in development of this policy:

- NCAA FARA Handbook: http://farawebsite.org/what-is-an-far/fara-handbook/
- FAR Association Website: http://farawebsite.org/welcome-to-farawebsite-org/about-fara/about-fars/
- COIA Report: Campus Athletics Governance: The Faculty Role (2004): http://sites.comm.psu.edu/thecoia/wp-content/uploads/sites/6/2014/07/Campus-Athletics-Governance-2004.pdf

San Jose State University
Academic Senate
Organization and Government Committee **AS 1590**
February 8, 2016
First Reading

Policy Recommendation: Remote Attendance at Senate and Committee Meetings

Legislative History: New By-law proposals and modification of existing By-law 4.2.

Whereas: Requests have been received from members of the Executive Committee and members of policy and operating committees to participate in meetings via teleconferencing, and

Whereas: Senate by-laws clearly establish expectations and standards for attendance at Senate and committee meetings but is silent on whether participating via teleconferencing or web-based conferencing fulfills the attendance requirements, and

Whereas: Guidance is needed on the issue for members and committee chairs, and

Whereas: Viewpoints and needs associated with in-person requirements vary, but equity, access, and participation are shared values, therefore be it

Resolved That additions be made to Senate by-laws to provide guidelines regarding remote attendance at Senate and committee meetings as follows:

Modify by-law 4.2 to read: Any action taken by the Executive Committee requires the presence of a quorum of the elected members. At the discretion of the Senate Chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised.

Add by-law 6.14: Members of policy committees are expected to attend meetings in person. At the discretion of the policy committee chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised.

Add by-law 7.2; d: Members of special committees are expected to attend meetings in person. At the discretion of the committee chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised.

Add by-law 9.5: Any action taken by the Senate requires the presence of a quorum of the elected members. At the discretion of the Senate chair remote attendance may be

permitted when appropriate and reliable resources are available and the work of the Senate will not be compromised.

Add by-law 10.3; g: Members of special agencies are expected to attend meetings in person. At the discretion of the chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised.

Rationale: The option to attend meetings from a remote location is potentially beneficial in terms of morale and equity (e.g., balance domestic and work obligations, commuting distance). Given the expansion of technological tools that facilitate remote communication some amount of flexibility should be available regarding meeting attendance. However, at the same time, campus resources may not be robust or reliable enough, depending on the location, to make remote attendance feasible. In addition, the availability of technical support, or lack thereof, for committee chairs will likely influence the viability of remote attendance. Of utmost importance is the quality of the exchange of ideas and information among members thus in-person attendance should be the norm while allowing for exceptions in cases where it is clear that the work of the group will not be compromised.

Approved:	10/26/15
Vote:	6-1-0
Present:	Laker, Shifflett, Beyersdorf, Becker, Gleixner, Curry, Grosvenor
Absent:	El-Miaari, Mathur
Financial Impact:	None expected.
Workload Impact:	Potential increase for committee chairs with regard to planning, organization, and management of meetings.

San José State University
Academic Senate
Organization and Government Committee **AS 1593**
February 8, 2016
Final Reading

Sense of the Senate Resolution
Assessment of Core Competencies

Whereas: Assessing each core competency identified and required by WASC at the university level is needed, and

Whereas: SJSU needs to develop methods and procedures for assessing each of the core competencies, and

Whereas: The assessment facilitators group has the experience necessary to facilitate wide-ranging dialogues with faculty regarding methods, procedures, and the infrastructure needed to develop and implement strategies to evaluate core competencies, therefore be it

Resolved The senate recommends that the AVP for Graduate and Undergraduate programs utilize the assessment facilitators group, under the leadership of the Director of Assessment, to gather input on potential strategies to assess core competencies from a wide range of campus groups (e.g., UCCD, BOGS, Associated Students), and be it further

Resolved That the senate urges the Director of Assessment to develop a proposal to present to the Curriculum and Research Committee regarding plans for the periodic assessment of the following core competencies: Information Literacy, Written Communication, Oral Communication, Critical Thinking, and Quantitative Reasoning.

Rationale: Wide ranging dialogue will be important so that all stakeholders have input into the core competencies assessment process. The assessment facilitators have direct connections to college faculty who have been focused on assessment of department and university learning outcomes. If there are policy or senate management implications that emerge, the Curriculum and Research Committee can bring appropriate recommendations to the senate.

Approved:	2/1/16
Vote:	8-0-0
Present:	Grosvenor, Mathur, Laker, Curry, Gleixner, ,Shifflett, Beyersdorf, Becker
Absent:	El-Miaari

Financial Impact:	None expected
Workload Impact:	Additional workload for the Director of Assessment and members of assessment facilitators engaged in campus-wide discussions and subsequent work to develop recommendations for the assessment of core competencies.

San José State University
Academic Senate
Organization and Government Committee **AS 1594**
February 8, 2016
First Reading

Policy Recommendation
Update of Policy on Selection and Review of Administrators

Legislative History: Rescinds F10-5 and S06-3. S06-3 superseded F98-2 related to the Selection and Review of Administrators to provide a rearrangement of responsibilities and a clearer definition of the scope of the policy in the context of a need for broader participation of staff and community representatives. F10-5 modified S06-3 to clarify the procedure for submitting faculty and staff nominations to serve on search and review committees.

Whereas: Combining past and current changes into one policy makes it easier to locate information pertaining to the selection and review of administrators, and

Whereas: A good case exists for including a Dean on decanal search committees; and

Whereas: Recent application of S06-3 has revealed a need for clarification in the composition section of the policy; therefore be it

Resolved: That F10-5 and S06-3 be rescinded and replaced with the updated policy presented below.

Rationale: The request for a review of S06-3 originated with the Executive Committee of the Academic Senate as a result of its recent experiences applying the policy to determine the composition of decanal search committees. Particular difficulty was encountered with the section on the composition of search committees. In addition, discussions led to interest in having the policy updated to include a Dean on decanal searches.

Approved:	11/9/15
Vote:	9-0-0
Present:	Grosvenor, Sibley, Laker, Beyersdorf, Muller, Curry, Gleixner, Shifflett, Becker
Absent:	Mathur, El-Miaari
Financial Impact:	None expected
Workload Impact:	No change from current situation.

Selection and Review of Administrators

1. Academic Administrator and Vice President Searches and Appointments

1.1 Applicability

This policy applies to searches for and reviews of Management Personnel Plan (MPP) administrators who serve university-wide as vice presidents and those within the Academic Division including the Provost and all other associate vice president or equivalent positions such as Vice Provosts, and Associate Vice Presidents of Faculty Affairs, Graduate and Undergraduate Programs, International and Extended Studies, the college deans, and the Dean of the University Library. Where not otherwise specified, the words 'academic administrators' as used in this policy means all those listed in the Academic Division listed above.

1.2. Vacancies and Initiation of Procedures

As soon as practical after it is known that a vacancy has occurred or will occur in any of these positions, the President (for all vice presidents) or the Provost (for all other offices) shall cause a selection committee to be formed in accordance with these procedures.

1.3 Composition of Search Committees

Committees shall be large enough to allow for sufficiently broad representation, yet small enough so as not to be unwieldy. When feasible, an odd number of voting members will be appointed to eliminate the possibility of tied votes. Faculty, students, staff, and administrators shall be represented. Consideration should be given to breadth of representation, with respect to lower as well as upper faculty ranks, area of management responsibility, and with respect to gender and ethnicity. Regular (tenured and tenure-track) faculty shall comprise a majority on all search committees for administrators in the academic affairs division and at least one-third of other committees. If appropriate, alumni and community representatives may serve on search committees.

1.3.1 Special Procedures for Deans of Academic Colleges: The search committees for college deans shall be composed of ten members: three tenured faculty who are not department chairs, elected by and from the college faculty (but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one faculty member from another college, one student, one Dean (non voting), and one member of the community, each designated by the Provost.

Elections for the three faculty representatives from the college shall be arranged and conducted by ad hoc election committees comprised of all department chairs in that college. Each department in the college shall nominate one student from its majors, and

the Provost shall designate one student as a committee member from the departmental nominees. The community member should have experience or expertise relevant to one or more of the programs in the college.

1.3.2 Special Procedures for the Dean of the University Library. The search committee shall include three faculty librarians selected by and from the faculty librarians; two staff member, selected by the staff of the university library; two departments chairs from outside the library, one student, one Dean (non voting), and one member of the community, each designated by the Provost.

Recruitment of the two department chairs shall be arranged and conducted by the Associate Vice Chair of the Senate through normal committee on committees processes. Interested chairs will submit written statements reflecting their interest and qualifications.

1.3.3 Special Procedures for the Dean of International & Extended Studies (IES). The search committee shall include five faculty (inclusive of two department chairs); two IES staff members, selected by the staff of IES; one Dean (non voting), one student, and one member of the community, each designated by the Provost.

Recruitment of the faculty shall be arranged and conducted by the Associate Vice Chair of the Senate through normal committee on committees processes. Interested faculty will submit written statements reflecting their interest and qualifications.

1.4 Recruitment and Selection of Committee Members

1.4.1 *Recruitment.* Except as provided in 1.3.1, 1.3.2, and 1.3.3 above, an open nomination process for potential members for search and review committees shall be used. The Academic Senate shall publish notice of intention to appoint a search committee and shall solicit written statements either in hard copy or electronically for membership on the committee from the University community. Nominations (including self nominations) must include a statement of interest and qualifications and include the nominee's signed or electronic consent to serve by the published nomination deadline.

1.4.2 Selection. Except as provided in 1.3.1, 1.3.2, and 1.3.3 above, committee members shall be selected from among those nominated by mutual consent of the President and the Senate Executive Committee. If the President and the Executive Committee cannot arrive at mutual agreement, the President (or Provost, if the search is not for a vice president) shall confer with the chair of the Senate to attempt to arrive at a mutually satisfactory course of action. Failing that, the President or Provost shall appoint the membership. The President or Provost shall select the committee chair from the committee membership.

1.5. Scope and Procedures

The President or Provost shall determine the scope and procedures of the search process in consultation with the committee. The scope and procedures of the search,

the target date for the report, the funds and clerical assistance available, the minimum requirements for candidates, the qualifications of the expected finalists, and other matters relating to the selection process should be discussed. The scope of the search shall always be as wide as feasible under the circumstances and shall be conducted in accordance with the University's policies and procedures on equal opportunity and diversity. Likely candidates must be interviewed. Provisions should be made for the campus community to meet the candidates. The deliberations and recommendations of the committee shall be confidential.

1.6. Committee Recommendations

At the conclusion of its search, the committee shall report to the President or Provost, without ranking, the names of the best-qualified candidates. The President or Provost shall meet with the committee to discuss its recommendations. Members of the committee shall not take part in negotiations with a candidate unless requested to do so by the President or Provost. The search committee's records shall be turned over to the President or Provost with its report. Upon delivery of the committee's report to the President or Provost all committee records shall be destroyed.

1.7. Action by the President

The President or Provost may appoint any person recommended by the committee. If the President or Provost decides not to appoint, or is unable to appoint, any of the recommended candidates, the President or Provost may ask the committee to extend the search, or the President or Provost may consult with the Senate Executive Committee regarding appointment of a new selection committee for a new search, consistent with the provisions of this policy.

1.8. Interim Appointments

An interim appointment occurs when a position covered by this policy has or will be vacated and there is insufficient time or it is otherwise impractical to complete the normal search process explained above. The President or Provost, in consultation with the elected members of the Senate Executive Committee, may make interim appointments.

Alternatively, at the discretion of the President or Provost, the selection process for an interim appointee may utilize a selection committee wherein the interim position is announced campus-wide and interviews are held. While there is no requirement to announce the position off-campus, such announcement is not prohibited. The search committee must be no smaller than three people and will be selected by the President or Provost in consultation with the elected members of the Senate Executive Committee. Interim appointments usually are for a period of one year, unless a different period is specified at the time of the appointment. An interim appointment may be renewed or extended by the President or Provost as needed in consultation with the elected members of the Senate Executive Committee.

1.9. Acting Appointments

The title “acting” (e.g., acting dean) shall be applied to an individual who is designated to act on behalf of an administrator covered by this policy, who is on a short-term absence (illness, vacation, etc.), on leave, or has left his/her position on extremely short notice. The President or designee in consultation with the elected members of the Senate Executive Committee may make an acting appointment. In an emergency, acting appointments may be made by the President or Provost (in consultation with the Chair of the Academic Senate if possible). Acting appointments usually are of short duration, lasting until either the incumbent returns or an interim appointment can be made according to the procedure described in this policy. In unusual circumstances, an acting appointment may be renewed or extended by the President or Provost in consultation with the elected members of the Senate Executive Committee.

2. Reviews of Administrators

2.1. Timing of Review.

If the incumbent wishes to continue in his or her position beyond the sixth year, a review of the incumbent shall be initiated according to the provisions of this policy in the second semester of the fifth year of an incumbent's term. The review shall be concluded by the beginning of the sixth year of the incumbent's term. The President may at any time initiate an interim review.

2.2. Appointment and Composition of Review Committee.

For all offices covered by this policy, a review committee shall be appointed and constituted in accordance with the procedures specified in Part 1, Sections 1.3 and 1.4 of this policy. The Provost shall not be eligible to serve on committees to review academic administrators.

2.3 Criteria for Review.

The review committee, in consultation with the President (for vice presidents) or the Provost (for all other offices), shall specify the criteria for evaluating the incumbent's job performance, based upon the incumbent’s job description and the function of the particular administrative office. The incumbent shall be asked to examine the criteria developed and to make such comments or suggestions as may seem advisable.

2.4 Procedures for Review.

The review committee, in consultation with the President (for all Vice Presidents) or the Provost (for all other offices), shall develop procedures for conducting the review. The procedures shall be designed to secure appropriate information and appraisals of performance from as many persons as may be feasible who are knowledgeable of the

incumbent's performance. If he/she so desires, the incumbent shall be given an opportunity to provide the review committee with a self- evaluation based upon the criteria developed by the committee. The opinions and judgments received by review committees, the deliberations and reports of such committees, and any accompanying materials, shall be confidential.

2.5. Report of the Review Committee.

2.5.1 The review committee shall consult with the President (for all vice presidents) or the Provost (for all other offices) before drafting its report. Following that consultation, and at the conclusion of its evaluative activities, the review committee shall prepare a written report embodying findings and conclusions. The report of the review committee shall include a statement of strengths found and improvements desired in the incumbent's performance with respect to the evaluative criteria. All raw data collected for review shall accompany, but not be part of, the review committee's report.

2.5.2 The report shall normally contain a specific recommendation by the review committee that the incumbent be reappointed or not be reappointed, with or without qualification. A majority vote of the review committee shall be sufficient to approve the report; the numerical vote shall be stated in the report. A minority report or reports shall be appended if requested by any member of the committee. Minority reports shall be seen by all members of a review committee.

2.5.3 Before forwarding the report, the review committee shall:

- provide a draft copy of the proposed report to the incumbent
- provide the incumbent with an opportunity to meet with the review committee in order to discuss the report
- provide the incumbent with the opportunity to submit to the committee a written statement which shall become part of the report to the President

2.5.4 The President (for all vice presidents) or the Provost (for all other offices) shall again consult with the review committee to share his or her inclination and the reasons therefore.

2.6. Action of the President.

Ultimate responsibility for the retention of administrators belongs solely to the President. If, after discussion with the review committee, the incumbent, and other appropriate sources of information, the President is inclined to believe a decision other than that recommended by the committee would best serve the interests of the University, before acting on that inclination the President shall:

- Consult with the Executive Committee of the Academic Senate, at which time both the report of the review committee and the reasons why the President is inclined to a decision other than that recommended would be revealed to and shared with the Executive Committee. The purpose of such a meeting would be to ascertain if some

mutually agreeable course of action or decision can be found upon which the President could act. Failing that, the President shall

- Make such decision as he or she considers best for the welfare of the University.

SAN JOSE STATE UNIVERSITY
Academic Senate
Professional Standards Committee
February 8, 2016 **AS 1596**
Final Reading

POLICY RECOMMENDATION

Clarifying the Administrator Equivalent to a College Dean For Counseling Faculty in the RTP Process Amends S15-7 (RTP Procedures)

Resolved: That the following change be made to clarify who serves in place of a college dean when counseling faculty undergo the RTP process, to become effective at the same time as S15-7 becomes effective, with the shown amendment edited into the public copies of S15-7.

3.2.9.3 Regardless of the method chosen, the administrative head of the academic unit (Dean of the Library, ~~Director of Counseling~~ Associate Vice President for Student Services) shall function as the college Dean in the review process.

Rationale: The Director of Counseling has always served as the Chair equivalent, and the AVP for Student Services has always served as the Dean equivalent. This language unambiguously confirms the status quo.

Approved: **February 2, 2016**

Vote: **7-0-0**

Present: **Peter, Green, White, Lee, Cuellar, Virick, Riley**

Absent: **Kauppila**

Financial Impact: **No changes over the previous policy**

Workload Impact: **No changes over the previous policy**

San José State University
Academic Senate **AS 1597**
Curriculum and Research Committee
First Reading

Policy Recommendation: Minimum Criteria for Undergraduate Minors

Legislative History: Rescinds S75-4

Rationale: Since S75-4 was approved in May 1975, there have been several changes related to minors at SJSU. At one time, Title 5 required that 6 of the 12 required minimum units be upper division. In addition, although the university has the basic rule of 12 units of coursework distinct from coursework in one's major, there are no additional guidelines that help in review of new minor curricula. Therefore, committees that review these minors have very little guidance on how to review and provide feedback to new minors.

Resolved: The following policy be adopted as the criteria for the minor.
Resolved: These criteria will apply to all minor programs by Fall 2018.

1. The minor needs to have a well-defined purpose and justification as well as a coherent focus or survey of the field.

2. The minimum criterion for any minor must be 12 units of coursework completely distinct and separate from the course work in one's major (i.e., Requirements of the Major).

3. A minimum of 6 units of coursework must be upper-division.

4. The maximum number of units for any minor is 24 units of coursework.

5. Courses in preparation for the major may be included in the minor.

6. At least 25% of the units for the minor must be taken in residence at SJSU; a higher percentage may be specified by the department.

7. The GPA for all coursework required for the minor must be at least 2.0.

Approved (C&R):	February 1, 2016
Vote:	7-0-0
Present:	Anagnos, Buzanski, Clements, Heil, Mathur, Schultz-Krohn, Sibley
Absent:	Bacich, Backer, Matoush, Stacks
Curricular Impact:	Some programs will need to decide how to adjust their curriculum to either accommodate the maximum unit or upper-division requirement. Departments may also need to discuss the curricular coherence of their minor(s).
Financial Impact:	None anticipated.
Workload Impact:	Additional workload to departments and the Office of Graduate and Undergraduate Programs for the first year of implementation.

San José State University
Academic Senate
Organization and Government Committee AS 1598
February 8, 2016
First Reading

Policy Recommendation
WASC Accreditation Review Committee and Leadership Steering Committee

Legislative History: SS-S12-1 (WASC Review Steering Committee) endorsed a WASC steering committee to serve through the accreditation cycle concluding in spring 2015. This policy recommendation would formalize the establishment of a WASC accreditation review committee and a leadership steering committee.

Whereas: SS-S12-1 endorsed a WASC steering committee to serve through the accreditation cycle concluding in spring 2015; and

Whereas: The previously endorsed WASC steering committee played a vital role in our recent accreditation review, and

Whereas: WASC accreditation is a campus-wide responsibility, requiring broad participation, that must be led by the faculty; and

Whereas: Faculty leadership for WASC accreditation should come from the Academic Senate; therefore be it

Resolved: That the SJSU Academic Senate endorse the establishment of a special agency (WASC Accreditation Review Committee) with the charge, responsibilities, and composition outlined in the attached guidelines; and be it further

Resolved: That following approval by the president, this policy be implemented and an accreditation review committee established as soon as possible.

Background and Rationale: The institutional review process in recent years has evolved in a way that calls for an extended period of engagement of the campus and reporting. In the short term, the review committee is needed to develop special visit documentation addressing issues of leadership stability, shared governance, and diversity by Fall 2016 and to prepare for the Spring 2017 WASC Special Visit. The special visit and mid-term review are part of the next review cycle; thus, the senate resolution that established a steering committee expired with the recent completion of the accreditation review last spring and action is needed to establish a permanent body to remain engaged in re-accreditation activities. In the longer term a WASC accreditation review committee will be needed to meet interim WASC obligations including:

- Fall 2018 -Submission of routine mid-cycle review data to WSCUC

- Spring 2019- Mid-cycle review by Commission
- Summer 2021- Submission of Institutional Report (Self-Study)
- Fall 2021 - Offsite review by Accreditation Team
- Spring 2022 -Accreditation visit by Visiting Team; and

Approved:	2/1/16
Vote:	8-0-0
Present:	Laker, Shifflett, Beyersdorf, Becker, Gleixner, Curry, Grosvenor, Mathur
Absent:	El-Miaari
Financial Impact:	Likely to include assigned time for the review committee chair; clerical and administrative support (e.g., for meetings, communication, preparation and distribution of materials); and costs associated with sending review committee members to relevant WASC training workshops and/or conferences.
Workload Impact:	Increase in workload for members of the review committee and leadership steering committee related to meetings, preparation of WASC reports, and support for WASC team visits.

WASC Accreditation Review Committee and Leadership Steering Committee

1.0 WASC Accreditation Review Committee

The accreditation review committee will be a special agency of the Academic senate. It is intended to serve a key role in meeting our WASC obligations and engaging the campus community in accreditation activities prior to, during, and after each review period.

1.1 Charge:

The WASC Accreditation Review Committee (hereafter the Review Committee) is charged with leading the campus in preparation for its accreditation review and facilitating the institutional review in accordance with the most current WASC Handbook of Accreditation.

1.2 Membership

The membership of the Review Committee shall be comprised of persons representing the following offices, units, and positions responsible for specific initiatives and programs relevant to the WASC accreditation process, including those who are in a position to implement approved institutional changes and initiatives, and who have knowledge of institutional needs, resources, and history, and who will serve as ambassadors to their units for accreditation activities.

- A faculty chair
- Nine at-large faculty, with one representative from each of the seven academic colleges, the Library, and Counseling Services
- The Chair of the Academic Senate (or designee) - EXO
- The Provost - EXO
- A staff member from Academic Affairs
- A Dean from one of the seven academic colleges
- Dean, International and Extended Studies (or designee) - EXO
- A Department Chair
- The Faculty Director of Assessment - EXO
- The Faculty Chair of Program Planning - EXO
- The Faculty Chair of the Board of General Studies - EXO
- The Associate Dean for Graduate Studies - EXO
- The Associate Dean for Undergraduate Studies - EXO

- AVP, Center for Faculty Development - EXO
- AVP, Graduate and Undergraduate Programs (WASC Accreditation Liaison Officer) - EXO
- AVP, Student Academic Success Services - EXO
- The Director;, Office of Institutional Effectiveness and Analytics - EXO
- AVP, Office of Research - EXO
- A staff member from Student Affairs
- President or administrator serving as designee
- Vice President of Student Affairs or administrator serving as designee
- Vice President of Administration and Finance or administrator serving as designee
- Vice President of University Advancement or administrator serving as designee
- The President of Associated Students or designee - EXO
- A member of the community, appointed by the President

1.2.1 Recruitment and Appointment of Members

Each non-exoficio member serves an initial 3-year term with reappointment possible throughout the current accreditation cycle. Recruitment of applicants to serve on the Review Committee will be done through the normal Committee on Committees process for the seats designated for an academic dean, chair, faculty at large members, and staff members. For administrator-designated seats, the Senate will request from the appropriate administrator their appointee. The faculty chair will be selected by the Provost in consultation with the Senate Executive Committee and will serve for the duration of the accreditation review period to provide continuity in leadership. When there are multiple applications for other seats the Executive Committee of the Academic Senate will select individuals to serve. In considering potential Review Committee members, attention should focus on the person's prior experience with institutional and/or program accreditation, assessment, program planning, related campus leadership, and commitment to representing the diversity of the campus.

All applicants/nominees for positions other than those designated exofficio or those that are administrative appointees shall submit a brief statement of interest which highlights relevant skills and experiences.

1.2.2 Interim Appointments.

When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of absence) an interim appointment can be made following the guidelines in 1.2.1. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

1.2.3 Replacing Members

If a member is absent from three regularly scheduled committee meetings in an academic year, the chairs of the Review Committee may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement. If a member repeatedly does not perform assigned committee duties, the chairs of the Review Committee may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement.

1.3 Responsibilities of the Accreditation Review Committee

- Develop a campus preparation and implementation plan that responds to the directions given to the campus in previous WASC Commission letters and WASC accreditation review reports.
- Oversee campus preparations to meet the requirements of WASC review committee site visits (including special visits).
- Oversee campus preparations to meet the requirements of the Institutional Review process as specified by WASC.
- Generate institutional reports and materials needed to meet WASC requirements and respond to questions from WASC regarding written reports.
- Preparing the campus for WASC site visits.
- Establish a leadership steering committee in accordance with the guidelines in section 2.0.
- Create task forces as it deems appropriate.
- Engage diverse voices in the reflection and analysis of information collected and reported to WASC.
- Participate in periodic meetings each semester to set meeting schedules, task force compositions and assignments, milestones, and related planning and preparation goals and processes.
- Communicate to all campus constituents information regarding accreditation activities and priorities.
- The Review Committee chair will annually prepare the summary report required of all special agencies and submit that report to the Senate.
- Following each site visit, the Review Committee chair will prepare a report summarizing the feedback from the WASC review team and make the report widely available.

2.0 Leadership Steering Committee

A leadership team is needed to (a) provide guidance and direction to the larger review committee, (b) to insure that steady progress is made toward established goals, and (c) to insure that WASC-established deadlines are met.

2.1 Charge:

The Leadership Steering Committee will guide the timeline and work of the Review Committee. This team will also be responsible for facilitating communication among the various campus groups that will need to both receive and provide accreditation-related information during an accreditation review period. These groups will include, but are not limited to the Budget Advisory Committee, Strategic Planning Steering Committee, and Academic Senate.

2.2. Membership

The membership of the Leadership Steering Committee shall be comprised of representatives from the review committee and individuals in positions relevant to the accreditation review process, including those who are in a position to implement approved institutional changes and initiatives, and have knowledge of institutional needs, resources, and history.

- Review Committee members:
  - The faculty chair of the Accreditation Review Committee
  - The Provost
  - The AVP of Graduate and Undergraduate Programs (as WSCUC ALO)
  - The Director of Office of Institutional Effectiveness and Analytics
  - The Faculty Director of Assessment
  - The Faculty Chair of Program Planning
  - AVP, Student Academic Success Services
  - Department Chair
- The Chair of the Academic Senate (or designee)
- President or administrator serving as designee
- Vice President of Student Affairs or administrator serving as designee
- Vice President of Administration and Finance or administrator serving as designee
- Vice President of University Advancement or administrator serving as designee

2.2.1 Appointment of Members

The Provost, in consultation with the Executive Committee, appoints members. Review committee members serving on the leadership team have the same appointment terms as that associated with their review committee membership and can be reappointed to serve throughout the current accreditation cycle. Administrative appointees shall serve for the duration of the accreditation review period.

2.2.2 Interim Appointments.

When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of absence) an interim appointment can be made following the guidelines in 1.2.1. Any seat that will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

2.2.3 Replacing Members

If a member is absent from three regularly scheduled committee meetings in an academic year, the chair of the Review Committee may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement. If a member repeatedly does not perform assigned committee duties, the chair of the Review Committee may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement.

San Jose State University
Academic Senate
Organization and Government Committee **AS 1599**
February 8, 2016
First Reading

Policy Recommendation:
Committee Obligations & Senate Membership

Legislative History: New By-law proposals and modification of existing By-laws 1.61 and 1.6.2.a.

Whereas: The full engagement of senators in committee assignments is inextricably linked to their participation on the senate, and

Whereas: Senate by-laws clearly establish expectations and standards for attendance, and

Whereas: The primary responsibilities of the senate have been and remain the development of policy recommendations which requires the participation of senators on assigned committees, and

Whereas: Clarification regarding the connection between committee responsibilities and senate service is needed, therefore be it

Resolved: That Senate bylaws 1.6.1 and 1.6.2.a be modified as follows

1.6.1 If a senator will be unable to perform his/her duties as senator (including attendance at assigned committee meetings) for one semester or less, a temporary replacement will be selected in accordance with the following procedures:

1.6.2; a) Vacancies are created by
1) resignation or recall from the Senate,
2) termination of employment,
3) repeated failure to attend Senate meetings as determined by the Executive Committee.
4) repeated failure to attend assigned committee meetings or perform assigned committee duties as determined by the Executive Committee.
5) leave, with or without pay, which covers more than one semester, or
6) appointment to a full-time administrative (Management Personnel Plan) position.
7) assumption of the role of Academic Senate Chair
8) no candidate files for a vacant seat

and be it further,

Resolved: that additions to Senate bylaw 6.1.2 (section b) and 6.1.3 (section c) be made as follows:

6.12 a) If a member of an Academic Senate committee cannot complete the term for any reason, or is absent from three regularly scheduled committee meetings, the chair of the committee may request the Committee on Committees (if an operating committee) or the Executive Committee (if a policy committee) to nominate a replacement.

b) In accordance with bylaw 1.6.2 removal of a senator from their assigned committee will result in removal from the Senate.

6.13 a) Notwithstanding the provisions of bylaw 6.10.1, college seats on both policy and operating committees for which no faculty from that college willing to serve have been found and which remain vacant after the fourth week of instruction in the fall semester shall become faculty-at-large seats for the balance of the academic year.

b) If a member of an Academic Senate committee repeatedly does not perform assigned committee duties, the chair or any member of the committee may ask the committee to request, by vote, the Committee on Committees (if an operating committee) or the Executive Committee (if a policy committee) to nominate a replacement.

c) In accordance with bylaw 1.6.2 removal of a senator from their assigned committee will result in removal from the Senate.

Rationale: Upon election to the senate, each senator is assigned to a policy committee. In fact, by senate bylaws (6.10) the senate seeks to make appointments so that at least half of the members are members of the Senate. Without the full participation of senators on senate-assigned committees, the senate cannot effectively fulfill its primary responsibility which is the consideration and development of policy recommendations. Senators not meeting their committee obligations are neglecting their Senate responsibilities and replacement of a senator in such circumstances is in the best interests of the Senate.

Approved:	2/1/16
Vote:	8-0-0
Present:	Mathur, Shifflett, Beyersdorf, Becker, Gleixner, Laker, Curry, Grosvenor
Absent:	El-Miaari
Financial Impact:	None expected
Workload Impact:	No changes

San José State University
Academic Senate
Organization and Government Committee **AS 1600**
February 8, 2016
First Reading

Policy Recommendation
Expansion of Bylaw 15 – Updating Senate Documents

Legislative History: Modification of Bylaw 15b to expand the scope of the Chair's authorization to update existing documents with editorial changes.

Whereas: Bylaw 15b currently allows the Senate Chair to authorize specific editorial changes in Senate documents, and

Whereas: The examples of editorial changes that can be made are currently limited to whenever there is a change in the number, title, or designation of a law, regulation, executive order, or Senate document, and

Whereas: Expanding the language of Bylaw 15 to allow the Senate Chair to make editorial changes to a Senate document whenever there is an outdated reference to a law, regulation, executive order or Senate document, may improve the efficiency of a full Senate meeting, therefore be it

Resolved: That the language of Bylaw 15(b) be changed to include a wider range of circumstances for editorial changes, and be it further

Resolved: That this change become effective with the passage of this Senate Management Resolution.

Rationale: Presently under Bylaw 15 the Senate Chair can approve changes to existing Senate documents (policies, constitution, by-laws, resolutions) with regard to a) title of a university official or of an agency or unit of the university, or b) numbers, titles or abbreviations relating to a law, regulation, executive order, or Senate document. Recent experience has been that there are additional editorial oversights (e.g., rescinding outdated policies) that might be more effectively handled by the Senate Chair rather than bringing them through the full Academic Senate. This resolution would still require that such editorial changes be reported to the Senate, and remain limited to circumstances when no other change affecting university policy is involved, but expand the language to any outdated/obsolete reference to a law, regulation, executive order, policy, or Senate document in an existing Senate document.

Approved: 2/1/16
Vote: 8-0-0
Present: Laker, Shifflett, Beyersdorf, Becker, Gleixner, Curry, Grosvenor, Mathur

Absent:	El-Miaari
Financial Impact:	None
Workload Impact:	Reduced workload for the senate with regard to handling essentially technical or routine changes rather than substantive changes.

Expansion of Bylaw 15. Editorial Changes - Senate Documents

a) When the title of a university official or of an agency or unit of the university appearing in Academic Senate documents (including the constitution, bylaws, university policies, and resolutions providing for committee membership) is changed, but the functions and responsibilities of the office or agency remain the same, the Senate Chair may approve replacement in the Senate documents of the old title or designation by the new one, as an editorial change. Such changes shall be reported to the Senate.

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