SAN JOSE STATE UNIVERSITY ACADEMIC SENATE
2018/2019
Agenda
February 11, 2019, 2:00 pm – 5:00 pm
Engineering 285/287

I. Call to Order and Roll Call:

II. Approval of Minutes:
   Senate Minutes of December 10, 2018

III. Communications and Questions:
   A. From the Chair of the Senate
   B. From the President of the University

IV. Executive Committee Report:
   A. Minutes of the Executive Committee –
      EC Minutes of December 3, 2018
      EC Minutes of December 10, 2018
   B. Consent Calendar –
      Consent Calendar of February 11, 2019
   C. Senate Appointment Calendar 2019-2020 (Approved by the
      Executive Committee and for Senate Information.)
   D. Executive Committee Action Items –
      Senate Calendar 2019-2020

V. Unfinished Business:

VI. Policy Committee and University Library Board Action Items (In rotation)
   A. Curriculum and Research Committee (C&R):
      AS 1718, Policy Recommendation: Amendment C to S14-5,
      Modification to General Education Area D (Final Reading)
   B. Instruction and Student Affairs Committee (I&SA):
      AS 1725, Policy Recommendation: Rescinds S03-6 and
      S93-11, Campus Smoking Policies (Final Reading)
   C. Professional Standards Committee (PS):
      AS 1726, Amendment C to University Policy F12-6,
      Evaluation in Effectiveness in Teaching for all Faculty (First
      Reading)
D. Organization and Government Committee (O&G):

AS 1720, Senate Management Resolution, Amendment to Standing Rule 10 (Motions) (Final Reading)

AS 1719, Senate Management Resolution, Charge and Membership of Senate Policy Committees (Final Reading)

AS 1722, Policy Recommendation, Charge and Membership of University Committees (Final Reading)

AS 1656, Senate Management Resolution, Modification of Bylaw 1.10 (Final Reading)

AS 1717, Senate Management Resolution, Amendment of Bylaw 15a; Editorial Changes – Senate Documents (Final Reading)

AS 1721, Policy Recommendation, Amendment A to S13-9, Policy for Merging, Dividing, Transferring, and Eliminating Academic Units (Final Reading)

E. University Library Board (ULB):

VII. Special Committee Reports:

University Strategic Planning Update by the Co-Chairs of the Strategic Planning Steering Committee, Senate Chair Stefan Frazier and Dean Walt Jacobs, Time Certain: 2:30 p.m.

VIII. New Business:

IX. State of the University Announcements:

A. Vice President for Administration and Finance
B. Vice President for Student Affairs
C. Chief Diversity Officer
D. CSU Faculty Trustee (by standing invitation)
E. Statewide Academic Senators
F. Provost
G. Associated Students President

X. Adjournment
2018/2019 Academic Senate

MINUTES
December 10, 2018

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

Ex Officio:
Present: Frazier, Van Selst, Manzo, Lee, J., Rodan

CHHS Representatives:
Present: Schultz-Krohn, Shifflett, Grosvenor, Chin, Sen
Absent: None

Administrative Representatives:
Present: Day, Ficke, Wong(Lau)
Absent: Faas, Papazian

COB Representatives:
Present: He, Bullen, Khavul
Absent: None

Deans / AVPs:
Present: Olin, Ehrman, Elliott
Absent: Stacks

EDUC Representatives:
Present: Marachi, Mathur
Absent: None

Deans / AVPs:
Present: Fernandez-Rios, Gallo, Kethepalli, Pang, Rodriguez
Absent: Gill

ENGR Representatives:
Present: Ramasubramanian, Sullivan-Green
Absent: Kumar

Alumni Representative:
Present: Walters

H&A Representatives:
Present: Khan, Riley, Ormsbee, McKee
Absent: Mok

Emeritus Representative:
Present: Buzanski

SCI Representatives:
Present: Cargill, French, Kim, White
Absent: None

Honorary Representative:
Present: Lessow-Hurley

SOS Representatives:
Present: Peter, Wilson, Curry, Hart, Trulio
Absent: None

General Unit Representatives:
Present: Matoush, Trousdale, Hurtado, Higgins
Absent: Monday

II. Approval of Academic Senate Minutes— The Senate minutes of November 5, 2018 were approved as amended.

III. Communications and Questions –

A. From the Chair of the Senate –
Chair Frazier reminded Senators that the Senate Holiday Reception at the President’s House is December 11, 2018.

The Provost search is ongoing. Last Friday the last candidate was on campus. Please review the videos of the forums and submit feedback by this coming Wednesday.

A new position for a Vice President of Research and Innovation has been created and we are in the process of putting together a search committee to begin in the new calendar year.
The Faculty Trustee for the CSU Board of Trustees is our own Dr. Romey Sabalius. Dr. Sabalius’ term is up and he has submitted his paperwork to be considered for the position for another two years. The next step is to make the announcement in the Senate and then wait two weeks before forwarding to the ASCSU. Consider this that announcement.

B. From the President of the University – The President was not present.

IV. Executive Committee Report:
   A. Minutes of the Executive Committee:
      Executive Committee Minutes of October 29, 2018 – No Questions.
      Executive Committee Minutes of November 26, 2018 – No Questions.

   B. Consent Calendar:
      The consent calendar of December 10, 2018 was approved as amended to correct “Connel” to “Connell.”

   C. Executive Committee Action Items:
      Chair Frazier presented AS 1724, Sense of the Senate Resolution, Honoring and Thanking Senator Peter Buzanski for his Long Service to the Senate and the University (Again) and Wishing Him All the Best in his Retirement from the Senate (Final Reading). The Senate gave Senator Buzanski a standing ovation. The Senate voted and AS 1724 was approved unanimously.

V. Unfinished Business: None

VI. Policy Committee and University Library Board Action Items (In rotation)
   A. University Library Board (ULB): No report.

   B. Curriculum and Research Committee (C&R):
      Senator White presented AS 1718, Policy Recommendation, Modification to General Education Area D (First Reading).

      Questions:
      Q: Senator Peter requested that a full page of questions be attached to the minutes to be answered offline by Senator White (see attached questions). Would the committee consider adding a whereas that this was done under protest? Perhaps, the committee would consider also adding a reference to HEERA and the appropriate role of faculty to determine the most appropriate curriculum?
      A: The committee will definitely consider that.

      Q: American Institutions is not part of GE. If my reading is correct, it makes D2 and D3 overlay and require American Institutions. I would suggest to the committee that this is inappropriate.
      A: The committee will take that under advisement.
Q: Would the committee consider if this is a risk worth taking? Rejecting this policy change may result in the Chancellor’s Office going back to the strict interpretation of no subcategories in area D.
A: The committee will consider this.

Q: Is the committee aware that this move by the Chancellor’s Office is a continuation of the sweeping grab of control of curriculum across the CSU about which we have a document called the Tenets of Shared Governance that mentions established best practices and a recognition that consultation must allow both parties time to consider and debate both sides and that this is a violation of the Tenets of Shared Governance? Did the faculty in the departments give feedback about where the courses in those areas should go?
A: Yes, several of the chairs consulted with BOGS and AVP Anagnos received most of the feedback. It also went out over the Senate listserv. AVP Anagnos noted that a proposal was sent to all the chairs, but maybe Senator Lee was missed. It was also sent to all parties that had classes that would be affected. BOGS spoke with all the chairs as well. There was no dissent. All chairs felt the changes were acceptable. The committee will consider your first question.

Q: To what extent, if this proposal passes, will the D area changes be considered in the context of the whole package? I would ask that the committee consider the need for us to chart our own course. We don’t need to stand down because of the Chancellor’s Office.
A: We did put a sunset clause in this. We will consider this.

Q: There are few departments left in area D3. Can the remaining departments handle the capacity?
A: There are 4,200 seats in area D2 and D3. Of those, 3,300 are in American Institutions. That is about 900 seats not in AI. Less than half of these students are taking it for GE credit, most are taking it as part of their major. There are less than 500 seats moving from D2 and D3 to D1 that would be GE related.

Q: I think there is so much wrong with this policy. There is so much movement from D2 and D3 to D1 that I’m concerned departments may end up cannibalizing themselves. Can the committee consider this?
A: The committee will consider.

Q: I do not teach in the UG program, so I’m looking at this from a pedagogical place. A classes are taken before B classes, so how will this impact those classes?
A: There is no intent by the committee to split A and B classes. It would be up to the department if they wanted to keep them together or split them.

Q: On line 72, did the committee consider the three upper division units in area S? I’m concerned that there may be confusion around upper and lower division and some effort may be made to consolidate area D and Area S?
A: I will take that back to the committee to consider.
Q: I appreciate the hard work of the committee. Has the committee considered what the impact of hiring additional lecturers will be and has that discussion been held with relevant chairs in terms of their budgets?
A: The committee did not discuss, but GUP is already planning for the hiring that will be needed.

Q: Would the committee consider a different way of dividing area D up. I’m concerned the subcategories were given precedence or preference?
A: The committee will consider.

Q: My concern is the control of the curriculum and the more we see control from the Chancellor’s Office, even if it is a small thing right now, it opens the door for potentially more changes, particularly in general education. Has the committee considered what the impact will be by passing this policy recommendation forward in terms of sending the wrong message to the Chancellor’s Office in terms of control of the curriculum?
A: The committee will consider.

Q: Could you explain what the compromise was? I’m not sure I see that compromise. The sequences are under threat at this point.
A: The compromise was to not have the subcommittees broken down.

Q: You made a comment about this being about students being able to transfer between CSU campuses and have consistent GE. Has there been discussion in the committee, or in research, that there are not a significant number of students making this transition? They are looking at turning the curriculum upside down for a small number of students.
A: You are correct. The transition is a small number.

Q: What are the consequences if this policy is watered down in the Senate?
A: I wanted to end with a straw poll. My interpretation is that if the Senate votes this down, the Chancellor’s Office will ask the administration to enforce the change. That would then bypass the Senate.

Q: Has the committee considered that we are really losing five decades of sophisticated thinking? The CSU will be making a statement that looks very bad in the eyes of the world philosophically speaking.
A: The committee will consider.

Q: Would the committee consider the benefit of U.S. institutions embedded in GE areas?
A: The committee will consider.

Q: Can the committee consider including a statement to clarify what this is about? This isn’t about student learning. This is about graduation rates. We are sacrificing
the real education of our students.
A: The committee will take it under advisement.

Q: Would the committee consider rejecting the comment made earlier about having the area studies take the place of a concentration in American History and Government, because what has been demonstrated in the past several years is the ignorance of the general public of the basic fundamentals of American democracy? If democracy is lost here, we will be run by tyrants.
A: The committee will take it under advisement.

Q: In the past, I’ve spent eight years in a committee that revised GE. I hear tremendous sincerity about these issues and think it is important to give time to air it out. However, I have to ask if this is the issue you want to draw a line in the sand with the Chancellor’s Office over? I think it needs more conversation. I want to give a strong nod to AVP Anagnos. She worked very hard and diligently on this. What I really don’t want to have to do is impose curriculum changes on our faculty.
A: The committee will take it under advisement.

Senator White called for a straw poll to help determine if the Senate would support the resolution if the changes requested were brought back in a final reading. Several members commented that it would be hard to say without seeing the changes. The straw poll was not conducted.

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Senator White presented **AS 1714, Policy Recommendation, University Grading System Policy (Final Reading)**.

Senator White presented an amendment to insert “at a minimum” on lines 82/83 after “…C-” and “…B-.” **The Senate voted and the White amendment was approved.**

Senator Shifflett presented an amendment to line 45 to replace “is allowed” to read, “will be used.” Senator Peter called the question. The motion was seconded. The Senate voted and the question was called. The Shifflett amendment failed. Senator Rodan presented an amendment to line 55 to add, “c.” Where courses are offered in multiple section in a given semester, all sections will use the same grading scheme.” **The Senate voted and AS 1714 passed as amended.**

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**C. Instruction and Student Affairs Committee (I&SA): None**

**D. Professional Standards Committee (PS):**

Senator Peter presented **AS 1715, Sense of the Senate Resolution, Requesting the Appointment of a Presidential Task Force to Recommend Measures to Foster a Supportive Workplace and Calling Upon our Community to Preserve Civility and Combat Bullying at San José State University (Final Reading).**

Senator Peter presented a motion that was friendly to the body to change the first sentence of the last Resolved clause to read, “Resolved: That, in the meantime, faculty, staff, and students who have suffered from bullying be advised via the San José State University website that some limited services are
available. Senator Manzo presented an amendment that was friendly to the body to change line 96 where it reads, “and/or students” to say “and students.” The Senate voted and AS 1715 was approved unanimously as amended.

Senator Peter presented AS 1716, Policy Recommendation, Amendment of S96-2, Direct Instruction Obligations (Final Reading). The Senate voted and AS 1716 passed unanimously as written.

E. Organization and Government Committee (O&G):
Senator Shifflett presented AS 1721, Policy Recommendation, Amends S13-9, Merging, Dividing, Transferring and Eliminating Academic Units (First Reading).

Questions:
Q: This troubles me. We are taking the committee’s word that we are rescinding a policy that does nothing that isn’t in current policy, but sometimes there are slight differences left in the old policy. Has the committee done its due diligence in screening the old policy to ensure there aren’t differences that are missed, and could you report any differences to us?
A: I compared these two policies side-by-side and there are no differences missed. Even the content of S06-7 is in this policy as is the format.

Q: Has the committee considered whether this is a good time to consider this when people will be amending GE?
A: Yes, it is always a good time to rescind old policies and do clean-up.

Q: It looks like to me that S13-9 is only an amendment and the bulk of the policy is in an older policy. This was before we began incorporating amendments into the original policy and amendments looked like separate policies. I think S13-9 is only a fraction of the whole policy?
A: Unless I missed something, it is all there. The content of S06-7 is in S13-9.

Q: There are subtle differences between S06-7 and S13-9?
A: S13-9 was approved with the changes and that isn’t up for discussion today. Today all we are doing is amending S13-9 to rescind S06-7.

Senator Shifflett presented AS 1719, Senate Management Resolution, Charge and Membership of Policy Committees (First Reading).

Questions:
Q: Can you tell me why the Instruction and Student Affairs membership has non-voting members?
A: If the I&SA Committee would like to make that change between now and when we bring it back as a final reading, we would be happy to do so.
Q: Is the Past Chair automatically a member of the Executive Committee?
A: Yes, the Past Chair is a member of the Executive Committee, but if there is no Past Chair that year, then a Faculty-at-Large representative is elected by the Senate and serves in place of the Past Chair on the Executive Committee.

Q: Did O&G discuss with the President’s cabinet which of the President’s cabinet should sit on all the different committees to be sure our committee structures accurately reflect the needs of the university?
A: Yes, in fact very early on O&G discussed the new VPRI seat, but decided to wait to see what that VP might do to change the office, etc.

Senator Shifflett presented *AS 1722, Senate Management Resolution, Charge and Membership of University Committees (First Reading)*.

**Questions:**
Q: On page 15, the Graduate Studies and Research Committee does more than just establish guidelines for theses. They also review them. Should the charge be changed?
A: The GS&R Committee didn’t give us any changes to the charge.

Q: If we have suggested changes, who should we give them to?
A: Give to O&G and we will go to the committee to verify and get their feedback.

Senator Shifflett presented *AS 1656, Senate Management Resolution, Modification of Bylaw 1.10 (First Reading)*.

**Questions:**
None

Senator Shifflett presented *AS 1717, Policy Recommendation, Amendment of Bylaw 15a (First Reading)*.

**Questions:**
None

VII. Special Committee Reports:

VIII. New Business:
Senator Rodan presented *AS 1723, Sense of the Senate Resolution, Supporting Adoption of the Tenets of Shared Governance by the Academic Senate of the California State University (Final Reading)*.

Senator Peter presented an amendment that was friendly to the body to change line 33
where it reads, “adoption if the Tenets by the ASCSU” to read, “adoption of the Tenets by the ASCSU.”

Senator White presented an amendment that was friendly to the body to strike “spent” from line 44.

\[\text{Senator Peter presented a motion to extend the meeting by 10 minutes. The motion was seconded. The Senate voted and the motion passed.}\]

Senator Van Selst presented an amendment that was friendly to the body to strike the “Rationale” and to change line 31 where it reads, “approach shared governance,” to read, “approach to shared governance.”

Senator Buzanski called the question. The Senate voted and the question was called (16-8).

\[\text{The Senate voted and AS 1723 was approved as amended (16-12).}\]

\[\text{IX. State of the University Announcements:}\]
\[\text{A. Chief Diversity Officer: Moved to next meeting.}\]
\[\text{B. CSU Faculty Trustee (by standing invitation): Moved to next meeting.}\]
\[\text{C. Statewide Academic Senators: Moved to next meeting.}\]
\[\text{D. Provost: Moved to next meeting.}\]
\[\text{E. Associated Students President: Moved to next meeting.}\]
\[\text{F. Vice President for Administration and Finance: Moved to next meeting.}\]
\[\text{G. Vice President for Student Affairs: Moved to next meeting.}\]

\[\text{X. Adjournment: The meeting adjourned at 5:10 p.m.}\]
Executive Committee Minutes
December 3, 2018
ADM 167, 12:00 p.m. to 1:30 p.m.

Present: Faas, Ficke, Frazier, Lee, Manzo, Marachi, Mathur, Peter, Shifflett, Sullivan-Green, White, Wong(Lau)

Absent: Day, Papazian, Riley

1. The Executive Committee minutes of November 26, 2018 were approved as amended.

2. There was no consent calendar.

3. VPRI Search Committee:
   a. Several nominations were suggested but did not make it on the list of potential candidates to select from. The committee discussed the possibility of extending the nomination process. To ensure a fair process, a general message will go out to the campus community extending the call for nominations until the end of the business day on December 5, 2018. An additional Executive Committee meeting was scheduled for Noon-1pm on December 10, 2018 to finalize selection of search committee members.
   b. A question was asked about what positions would report to the Vice President of Research and Innovation (VPRI). The Associate Vice President for Research, the Research Foundation, and other positions yet to be determined (TBD) will report to the VPRI.

4. The Executive Committee discussed and unanimously approved a Sense of the Senate Resolution honoring Senator Peter Buzanski.

5. University Updates:
   a. VP Student Affairs: Not Present (along with other Cabinet members, attending a meeting with a Provost candidate).

   b. Associated Students:
      i. AS has hired a student commission to start a search for the Executive Director of Associated Students. Student leaders are also getting ready to approve their bylaws. Next year AS will have graduate student representatives and will also have student representatives from each
college as well as the addition of the VP of Admin/Finance or designee on the AS board.

ii. Finals week programming is coming up. AS is having a Winter Wonderland event on December 4, 2018, and many other upcoming events (collecting items/donating to homeless.) There is a larger support network this year for finals week.

c. Statewide Senate:
   i. There has been difficulty getting people to evaluate courses for equivalencies. Some resolutions have been proposed to make process easier (such as colleagues who have retired may be invited back to help with the process).
   
   ii. There was a resolution for a search process for campus presidents and discussion about whether or not searches should be open or closed. The Chancellor’s Office indicated that the stakes are too high for open searches, so the four presidential searches will occur with existing procedures.
   
   iii. Discussions were held about amendments to the shared governance document. A position was taken and emphasized responsible curriculum development with faculty primarily in charge of the curriculum. There was discussion about a paper that was disseminated regarding approaches to graduation rate improvement and metrics related to the cost of graduating students in four years. One of the heavily referenced models (Georgia State) has been formally critiqued using questionable metrics and analyses (with critiques also made of the critiques). Among several issues raised related to validity of findings, was changing definitions of categories representing underrepresented minority students. Related reports will be forthcoming.
   
   iv. Statewide Senators met with Chairs and Directors of the College of Social Sciences (at SJSU) to discuss the impact of Area D. There is concern that pending policies may lead to lower enrollments.

d. Provost: (comments delivered during discussion above on VPRI search): The Report recently completed by the Council of Graduate Schools will be distributed to the campus.

e. Chief Diversity Officer (CDO):
   i. The CDO is preparing to hire Rankin and Associates to conduct a comprehensive Campus Climate Survey starting with focus groups this Spring followed by surveys of students, faculty, and staff Fall 2019. Campus Climate issues to be discussed would include bullying, Title IX, and
diversity topics with mental health integration. There is a concerted effort to get information that will be meaningful and eventually a report will be put online. The process will include IRB review with the survey to be launched in Fall 2019.

f. VP Administration and Finance (VPAF):
   i. Faculty and staff are encouraged to join for lunch on Fridays in the Dining Commons for $5 to $6 low-cost meals. The atmosphere has greatly improved and being there helps build community across the campus.
   ii. We are continuing to work on policies for scooters. SJSU will follow the same procedures as what has been done at CSU Long Beach. There will be a spot for people to drop off scooters outside of campus. There will also be a “geo-fence” that will not allow for scooters to be operated on campus. These initiatives will be in place after January 2019, and the campus will work with Lime and Bird to ensure they understand that this is a non-motorized vehicle zone.
   iii. A question was asked regarding progress on the firearms policy. There will be follow-up.
   iv. A comment was made that improvements are needed to the way calls for UPD Safety Rides are being handled. There was agreement that this is a service that we want to encourage, not dissuade students from using.
   v. Several questions were raised about the Finance move (i.e. why are we paying for space off campus? How much are we spending for that space?) Currently what we have is more expensive, smaller, and outdated. We’ll be able to be downtown for less without the need for tenant improvements.
   vi. There were questions about the FD&O search, which continues to be a difficult one to fulfill. The VPAF is currently in the process of changing search firms from a local one to RH Perry.
   vii. There was discussion about the impact the loss of ~100 parking spaces will have with construction of the new Science building. There will not be many spots left next to the building. Parking availability will depend on your time of arrival to campus and other factors. Issues regarding mobility challenges were raised regarding the 7th Street parking garage. There was discussion of putting an elevator in the 7th Street lot. There are efforts being made to ensure lighting improves and that there is UPD presence during the 9pm window.
6. Policy Committee updates:
   a. Instruction & Student Affairs Committee (I&SA):
      i. I&SA is working on a policy related to Instructor drops and deadlines
         (replaces University Policy S99-12). Situations were discussed regarding
         when drops would or would not be allowed and what protections might exist
         to ensure that students would not be arbitrarily dropped from enrollment (or
         removed from a course without their knowledge). It was suggested that
         more detailed specifications would clarify the policy. The number 11 clause
         in the policy is what would be revised.

   b. Professional Standards Committee (PS):
      i. Proposals included a final reading of the Direct Instructional Obligations
         Policy and the Anti-Bullying Sense of the Senate Resolution.
      ii. A rewrite of the Anti-Bullying resolution was based on concerns that were
         raised at the previous Executive Committee meeting. A response was
         provided to those concerns, but feedback to the response has not yet
         arrived. Timing may still allow for amendments before the Senate meeting
         on December 10, 2018. The language was revised to recommend a
         Presidential Task Force rather than a Senate Task Force.

   c. Organization & Government Committee (O&G):
      i. O&G will be bringing two first reading items to the Senate related to
         updating the charge and membership of committees. O&G will also bring
         the modification to Bylaw 15A which will allow the Senate Office to make
         editorial changes to documents for a final reading at the December 10, 2018
         Senate meeting. O&G is working on a proposal to amend S13-9 which is
         related to department mergers. The Executive Committee discussed
         whether there should be a first or final reading of a proposal to standing rule
         10A to clarify use of Senate Management resolutions. Given the timing, it
         was recommended that this be a first reading.

   d. Curriculum & Research Committee (C&R):
      i. Area D will be discussed. There will likely be modifications to Area D of the
         GE policy. The compromise is that the policy recommendation will have a
         sunset clause. The Chancellor’s Office has indicated we must be in
         compliance for Fall 2019. Catalog changes are due in February 2019. C&R
         is considering modeling after SFSU where area D1 will be Sociology, D2 will
         be US History, and D3 will be World Government. If you come in as a
         freshman and complete these series of courses, it should fulfill the
         requirement. Mexican American Studies and African American Studies
classes will be split. A/B will count for history/government so this would be a barrier to interdisciplinarity. The sunset clause would put us in compliance and still allow us an opportunity to figure out an alternate plan. Changes are significant. We should be as transparent as possible. We are proposing a policy, but not adding courses. C&R will send out an email with updates, but they will not necessarily be part of the policy.

ii. C&R will also have a final reading of Grading System policies and the University Writing Committee policy.

iii. Discussions have included the impacts of passing resolutions that would bring campus into compliance with Chancellor’s policy. Questions arose regarding the impacts on humanities classes.

7. The meeting adjourned 1:34 pm.
Executive Committee Minutes  
December 10, 2018  
ADM 167, 12:00 p.m. to 1:30 p.m.

Present: Ficke, Frazier, Lee, Manzo, Marachi, Mathur, Peter, Riley, Sullivan-Green, White, Wong(Lau)

Absent: Day, Faas, Papazian, Shifflett

1. The Executive Committee discussed the search committee for the Vice President for Research and Innovation (a new position). A motion was made to limit the search committee to 13 members. The motion was seconded. The Executive Committee voted and the motion was approved unanimously. The committee selected faculty members from each college including one from the Executive Committee, one dean, two administrators, and two students. The committee recommended not adding a staff member in order to keep faculty representation from each college. One member expressed concern that a staff member was needed. The committee decided to recommend the above composition to the President with the extra note that if the President felt that representation by Student Affairs or staff was needed, the search committee could be expanded to 15 to keep faculty representation from each college.

2. The meeting adjourned 1:30 pm.

These minutes were taken and transcribed by Eva Joice, Senate Administrator on December 10, 2018. The minutes were edited by Chair Frazier on December 18, 2018. The minutes were approved by the Executive Committee on January  , 2019.
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<td>41396</td>
<td>F/SCI</td>
</tr>
<tr>
<td>ULB</td>
<td>Kendall, Susan</td>
<td>0028</td>
<td>Dec. 2018</td>
<td></td>
<td>C/Library Faculty</td>
</tr>
</tbody>
</table>
# SENATE APPOINTMENT CALENDAR

## 2019-2020

(IN ACCORDANCE WITH BYLAW 6.13A)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2019</td>
<td>Committee Preference Forms due</td>
</tr>
<tr>
<td>April 8-April 9, 2019</td>
<td>AVC/Committee on Committees places nominees on committees</td>
</tr>
<tr>
<td>April 22-April 26, 2019</td>
<td>CC members announce/recruit for vacancies for their colleges</td>
</tr>
<tr>
<td>May 13, 2019</td>
<td>AVC brings initial Consent Calendar to the Senate for 2019-2020</td>
</tr>
<tr>
<td>July 22, 2019</td>
<td>AVC provides all Colleges, AS, etc. a list of vacant seats</td>
</tr>
<tr>
<td>August 26, 2019</td>
<td>Vacant Faculty Committee seats not filled by the colleges go at-large</td>
</tr>
<tr>
<td>August 27-September 6, 2019</td>
<td>AVC/CC places faculty into vacant seats and puts out a campus-wide call for any remaining vacancies</td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>AVC brings Consent Calendar to Senate with at-large faculty members placed on committees.</td>
</tr>
</tbody>
</table>

**January 28, 2019** Approved by the Executive Committee
# Academic Senate
## 2019-2020 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

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aug. 26</strong> Executive Committee Meeting (12:1-30 p.m.)</td>
<td><strong>Jan. 27</strong> Executive Committee Meeting (12:1-30 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td>Policy Committee Meetings (2-4 p.m.)</td>
</tr>
<tr>
<td><strong>Sept. 9</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td><strong>Feb. 3</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td>Policy Committee Meetings (2-4 p.m.)</td>
</tr>
<tr>
<td><strong>Sept. 16</strong> Senate Meeting (2-5 p.m.)</td>
<td><strong>Feb. 10</strong> Senate Meeting (2-5 p.m.)</td>
</tr>
<tr>
<td><strong>Sept. 23</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td><strong>Feb. 17</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td>Policy Committee Meetings (2-4pm)</td>
</tr>
<tr>
<td><strong>Oct. 7</strong> Senate Meeting (2-5 p.m.)</td>
<td><strong>Feb. 24</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td><strong>Oct. 14</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td><strong>Mar. 2</strong> Senate Meeting (2-5 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td><strong>Mar. 9</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td><strong>Oct. 21</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td><strong>Mar. 16</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td>Policy Committee Meetings (2-4 p.m.)</td>
</tr>
<tr>
<td><strong>Oct. 28</strong> Senate Meeting (2-4 p.m.) (AA and University Budget)</td>
<td><strong>Mar. 23</strong> Senate Meeting (2-5 p.m.)</td>
</tr>
<tr>
<td><strong>Nov. 4</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td><strong>Apr. 6</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td>Policy Committee Meetings (2-4pm)</td>
</tr>
<tr>
<td><strong>Nov. 18</strong> Senate Meeting (2-5 p.m.)</td>
<td><strong>Apr. 13</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td><strong>Nov. 25</strong> Policy Committee Meeting (2-4 p.m.)</td>
<td>Policy Committee Meetings (2-4 p.m.)</td>
</tr>
<tr>
<td><strong>Dec. 2</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td><strong>Apr. 20</strong> Senate Meeting (2-5 p.m.)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td><strong>Apr. 27</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td><strong>Dec. 9</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
<td>Policy Committee Meetings (2-4pm)</td>
</tr>
<tr>
<td>Policy Committee Meeting (2-4 p.m.)</td>
<td><strong>May 4</strong> Executive Committee Meeting (12-1:30 p.m.)</td>
</tr>
<tr>
<td><strong>Dec. 16</strong> Senate Meeting (2-5 p.m.)</td>
<td>Policy Committee Meetings (2-4pm)</td>
</tr>
<tr>
<td><strong>May 11</strong> Senate Meeting (2-4 p.m) Last of 2019-2020</td>
<td><strong>May 11</strong> Senate Meeting (2-4 p.m) First of 2020-2021</td>
</tr>
<tr>
<td>Senate Retreat: TBD</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:** Jan. 1 New Years Day, Jan. 20 MLK Day, Mar. 30 – Apr. 3—Spring Recess, Mar. 31 Cesar Chavez Day-Campus closed. May 11—Last day classes. May 13 –Finals begin.

There are two more Executive Committee Meetings/policy committee meetings in the Spring than in the Fall. This is due to there being more Monday holidays in Fall than Spring each year. Additional meetings are scheduled as needed.

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Approved by Executive Committee: January 28, 2019
Approved by Senate: __________________________

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**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. 2 (Labor Day), Nov. 11 (Veteran’s Day), Nov. 27 (non-instruction day), Nov. 28-29 (Thanksgiving); Dec. 9 last day of classes. Dec. 11—Finals begin.
POLICY

RECOMMENDATION

Amendment C to S14-5

“Guidelines for General Education (GE),
American Institutions (AI), and the Graduation Writing
Assessment Requirement (GWAR)”

Legislative History:

Whereas: The Chancellor’s Office requires an immediate change to our General Education Area D curriculum; and

Whereas: The Academic Senate endorses the long-standing principle that curricular standards are the responsibility of faculty as noted in the Sense of the Senate Resolution SS-F17-2; and

Whereas: The Academic Senate has endorsed an interim option to change our General Education curriculum as outlined below to comply with Executive Order 1100 while seeking potential alternative solutions to best serve our students and the SJSU community; therefore, be it

Resolved: S14-5 be amended by the insertion of an additional three-part clause as follows:

1) Students may choose any three General Education Social Sciences [Area D] courses, regardless of subcategory, Human Behavior [D1], Comparative Systems Cultures and Environments [D2], and Social Issues [D3], thereby providing students a single category [D] for this GE requirement. This provision overrides any language to the contrary contained in the General Education guidelines, which otherwise remain unchanged.

2) The Area D subcategories and the developed criteria associated with them may continue for the purpose of approving and assessing curriculum, i.e. all courses in the single Area D must meet one or another
of the three sets of goals, learning, and content contained in the guidelines.

3) This provision will expire at the end of Academic Year 2023/24, and prior to that time the Committee on Curriculum and Research is directed to study the implementation of this change and propose either its continuation or replacement with an alternative solution to best serve our students and the SJSU community while meeting CSU requirements.

Approved: 02/04/2019

Vote: 7-0-0

Present: Thalia Anagnos, Susana Khavul, Cara Maffini, Winifred Schultz-Krohn, Lynne Trulio, Cynthia Fernandez-Rios, Brandon White

Absent: Scott Heil, Anand Ramasubramanian, Pam Stacks, Gwendolyn Mok

Guests: Nicole Mendoza (GUP Staff), Marc d’Alarcao (Interim Dean, College of Graduate Studies)

Workload impact: Temporary increase in workload for: (1) training GE and departmental advisors, (2) staff to make changes to the online catalog, various websites, publications and the online degree audit.

Financial impact: None
POLICY RECOMMENDATION
Rescind S03-6 and S93-11, CAMPUS SMOKING POLICIES

Resolved, that S03-6 and S93-11 be rescinded.

Rationale. Since the passage of policies S03-6 and S93-11, the campus and California State University System have both been declared smoke-free through Presidential Directive 2014-01 and Executive Order 1108, respectively. S03-6 and S93-11 restrict smoking areas and tobacco sales and advertising, which are covered through both the Presidential Directive and Executive Order listed above.

Approved: February 4, 2019
Vote: 15-0-0
Present: Gill, Grindstaff, Hill, Hurtado, Kethepalli, Khan, Kim, Kinney, Manzo, Nash, Sen, Simpson, Sullivan-Green, Walters, Wilson, Yao
Absent: Bullen, Ng, Pang
Financial Impact: None.
Workload Impact: None.
SAN JOSE STATE UNIVERSITY
Academic Senate
Professional Standards Committee
February 11, 2019
First Reading

POLICY
RECOMMENDATION
Amendment C to University Policy F12-6
Evaluation in Effectiveness in Teaching for All Faculty

Resolved: That University Policy F12-6 be amended as shown in the strikeout and underline below.

Rationale: F12-6 is a lengthy and complex policy organizing all aspects of the evaluation of teaching by faculty. One portion of the policy concerns the administration of SOTEs (surveys of student opinion about teaching effectiveness) and within that segment there is a provision that allows faculty to exclude one course per year from their evaluations. This provision is not in question. What IS in question is the language that establishes how many courses a faculty member must teach before they are eligible to exclude one. The existing language—specifically its reference to “double sized courses”-- seems needlessly ambiguous and has resulted in confusion. This amendment clarifies the language.

Approved: January 27, 2019

Vote: 9-0-0

Present: He, McKee, Cargill, Peter, Monday, Kumar, Kemnitz, Rodriguez, Kemnitz

Absent: Mahendra

Financial Impact: No direct impacts

Workload Impact: No direct impacts
Policy Recommendation
Evaluation in Effectiveness in Teaching
For all Faculty

....

E. Student Opinion of Teaching Effectiveness Surveys (SOTES); both Qualitative and Quantitative

....

4. Other than those classes excluded in E3 (above), SOTES shall be administered in all classes and the results placed in the faculty personnel file. Faculty, however, under some circumstances may exclude the results of an occasional course from their periodic evaluations. Faculty may choose to exclude the survey results from one course per Academic-year (beginning in Fall and including special sessions) from their periodic evaluation, provided that they teach at least fifteen units of courses WTUs (equivalent of five three unit courses) during that period Academic Year. Faculty who are credited with teaching double sized courses will be credited with teaching twice the normal number of units.
Senate Management Resolution
Amendment to Standing Rule 10 (Motions)

Whereas: Charge and membership information for the Executive Committee and
Committee on Committees are contained in Senate bylaws (bylaw 4 and 5), and

Whereas: Greater clarity is needed regarding the use of Senate Management
Resolutions to amend the Senate bylaws, and

Whereas: Standing rule 10 contains the information pertinent to the use of Senate
Management Resolutions and motions to change bylaws, therefore be it

Resolved That Standing Rule 10a (2) be modified as follows:

Senate Management Resolutions -- motions (other than motions to amend the bylaws)
affecting only the rules, procedures, committees or other internal affairs of the Senate.

i. Senate Management Resolutions (other than those amending bylaws as
noted below in section ii) need a simple majority to pass.

ii. When a Senate Management Resolution seeks to change bylaws, a 2/3
majority is required and the Senate Management Resolution must conform
to Article III, Section 5 of the Senate’s Constitution.

Rationale: Standing Rule 10.a.2 appears to exclude changes to bylaws through Senate
Management Resolution; However, Standing Rule 10.d specifically notes that “The
Academic Senate may adopt bylaws consistent with this Constitution” where there is no
restriction pertaining to the use of Senate Management Resolutions to amend bylaws.
In addition, Standing Rule 10.a.2 clearly identifies Senate Management Resolutions as
the appropriate vehicle to address ‘rules, procedures, committees or other internal
affairs of the Senate’ and our bylaws contain, in this case, information related to
committees that needs to be updated. Thus, it will be helpful to amend Standing Rule
10.a.2 to clarify the use of Senate Management Resolutions in a way that reinforces the
connection to the constitution (and section 10.d).

Approved: 1/28/19
Vote: 10-0-0
Present: Capizzi, Curry, French, Gallo, Higgins, Grosvenor, Ormsbee, Rodan, Saldamli, Shifflett
Absent:

Financial Impact: None
Workload Impact: None

Below is reference information for the Senate

**Standing Rule 10**

10. Motions

a) Substantive motions are of three kinds:

1) Sense of the Senate Resolutions -- motions which would express the sense or opinion of the Senate, but would not propose new or modified policy or procedure specifically for this University;

2) Senate Management Resolutions -- motions (other than motions to amend the bylaws) affecting only the rules, procedures, committees or other internal affairs of the Senate;

3) Policy Resolutions -- motions which, if approved by the Senate and the President of the University, would create or modify university policy or procedure.

b) Recommendations from standing committees, whether or not they affect any university policy, may be acted upon at the meeting of the Academic Senate at which they are introduced, provided they have been distributed to members of the Senate at least twenty-four (24) hours in advance of the meeting. However, a recommendation which a committee considers of unusual importance or complexity may be designated by the committee as a "first reading" item, for final action at the meeting following that at which it was first reported by the committee.

c) Motions from the Floor

Motions not proposed by a policy committee:

1) Described in a.1) and 2) above may be introduced and acted on at any meeting under the appropriate agenda item.

2) Described in a.3) above may be acted upon only at a meeting subsequent to the meeting in which it is introduced or in which notice is given to the Senate of intention to introduce such a motion. If only a
notice is given, such notice shall include the general sense of the proposed motion, and may be given either orally or in writing. Upon giving of notice, the presiding officer will enter the mover's name on the agenda for the next meeting and will recognize him or her at the time for New Business for the purpose of introducing the motion. Any motion from the floor may be referred to a committee on the day when first introduced.

d) Motions to change the bylaws are governed by Article III, Section 5 of the constitution.

e) Any motion referred by the Senate to a policy committee must be reported back to the Senate with the committee's recommendation.

Article III — Organization

Section 5. The Academic Senate may adopt bylaws consistent with this Constitution. Bylaws may be enacted only by a two-thirds (2/3) majority at a regular meeting subsequent to the meeting at which such bylaws are introduced.

Section 6. The Academic Senate may establish its own rules of procedure consistent with this Constitution. A standing rule may be established, amended or rescinded by a majority vote at any meeting.

Bylaw 12 – Approval of Policies

2.1 Measures adopted by the Academic Senate intended to have binding effect on the university generally or on persons or matters external to the Senate itself are policy recommendations and are submitted to the President for approval under Article IV, Section 2, of the Senate constitution. Bylaws adopted under Article III, Section 5, of the constitution are also submitted to the President for approval. Measures affecting only the rules, procedures, committees or other internal affairs of the Senate, or expressing only the opinion of the Senate, are not policy recommendations and do not require approval of the President.
Senate Management Resolution
Charge and Membership of Senate Policy Committees

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

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

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

Resolved: That the charge and membership of policy committees be as noted in this proposal, and be it further

Resolved: That SM-S89-3 be rescinded, and be it further

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

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

Approved: 2/4/19

Vote: 8-0-1

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

Absent: Capizzi, Saldamli

Financial Impact: None

Workload Impact: None
Charge and Membership of Senate Policy Committees

Executive Committee - Update to charge proposed.
See bylaw 4: http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf

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

Membership
Senate Chair (elected)
Vice Chair (elected)
Past Chair or faculty at Large – in years when there is no past chair (elected)
President (EXO)
Provost (EXO)
VP, Administration & Finance (EXO)
VP, Student Affairs (EXO)
Chief Diversity Officer (EXO)
Statewide Senator (elected)
AS President (EXO)
Chair Committee on Committees/Assoc. Vice Chair (elected)
Chair Curriculum & Research (elected)
Chair Instruction & Student Affairs (elected)
Chair Organization & Government (elected)
Chair Professional Standards (elected)

Committee on Committees - Update to charge proposed.
See bylaw 4: http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf

Charge: Determine periodically the interests of faculty members in serving on operating committees. Recruits faculty, staff, students, and administrators to serve on university committees. Prepares nominations for policy committees, operating committees, special agencies, and other committees as needed. In cooperation with the Organization and Government Committee, makes recommendations for the improvement of the Senate's committee operations and structure. Maintains a record of faculty, staff, students, and administrators currently serving on University-level administrative committees, and at the request of the President or other administrator, making the appointments may recruit
nominees and suggest names of faculty, staff, and students for service on such 
committees as needed. Acts as Election Committee.

Membership
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 Student Senator

Curriculum and Research - No update proposed.
http://www.sjsu.edu/senate/docs/SM-S89-3.pdf

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

Membership
AVP, Research (EXO)
AVP, GUP (EXO)
AVP, IEA (EXO)
Emeritus faculty Rep (EXO)
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 Student Senator

Instruction and Student Affairs – Update membership
http://www.sjsu.edu/senate/docs/SM-F13-1.pdf
http://www.sjsu.edu/senate/docs/SM-F04-2.pdf
http://www.sjsu.edu/senate/docs/SM-S04-2.pdf

Charge: Responsible for all matters relating to instruction and to student affairs, 
including recruitment, admission, retention, academic status, educational equity, rights
and responsibilities. The Instruction and Student Affairs Committee may establish task forces in consultation with the Executive Committee of the Academic Senate to address specific matters that are beyond its ability or the ability of the Student Success Committee to address in a reasonable time period.

**Membership**

AVP, Student Affairs or Designee (EXO)
AVP, Enrollment Services or Designee (EXO)
Associate Dean for Undergraduate Studies (EXO - non voting)
Associate Dean for Graduate Studies (EXO - non voting)
Director, Student Involvement (EXO)
Director, University Housing Services (EXO)
Alumni Representative
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
AS President
AS Director Student Resource Affairs
2-3 Student Senators

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

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

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

**Membership**

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

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

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

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

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

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

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

Resolved: That policies and Senate management resolutions not specific to the charge or membership of committees should not contain charge and membership information but rather direct the reader to the appropriate policy or senate management resolution where such information resides, and be it further
Resolved: That the information in the attached Appendix A, documenting the charge and membership of policy committees, operating committees, special agencies, and other university committees, replaces the contents of the Senate’s current Committee Descriptions document. The Committee Descriptions document will continue to be maintained by the Academic Senate office and be available on its website, and be it further

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

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

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

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

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

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

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

Approved: 2/4/19
Vote: 8-0-1
Present: Curry, French, Gallo, Higgins, Grosvenor, Millora, Ormsbee, Rodan, Shifflett
Absent: Capizzi, Saldamli

Financial Impact: None
Workload Impact: Initially, considerable work needed to update/amend existing policies or Senate Management resolutions where charge and membership information resides. Following that, ongoing update to the contents of the Senate’s Committee Descriptions document (updated based on Appendix A) will not require additional work since the Senate office already updates its committee descriptions document as changes are made.
Proposed Updates

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

Membership
Chief Diversity Officer [EXO]
AVP Human Resources Senior AVP UP or designee [EXO]
AVP Faculty Affairs or designee Deputy Provost [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
AS Director of Faculty Affairs
**AS-Director of Campus Climate Affairs** A.S. Director of Intercultural Affairs

**International Programs and Students Committee** [reporting to ISA] - Update to charge.
http://www.sjsu.edu/senate/docs/SM-F04-4.pdf
http://www.sjsu.edu/senate/docs/F90-5.pdf
http://www.sjsu.edu/senate/docs/F88-11.pdf

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

**Program Planning Committee** [reporting to CR]- Update to charge.
http://www.sjsu.edu/senate/docs/S17-11.pdf
http://www.sjsu.edu/senate/docs/SM-F08-6.pdf
http://www.sjsu.edu/senate/docs/SM-F03-2.pdf
http://www.sjsu.edu/senate/docs/SM-S96-4.pdf

Charge: Implements the academic program planning process, including the review of programs, as provided in the program planning policy and guidelines. Recommends changes in the policy and guidelines and other matters relating to program planning and review to the Curriculum and Research Committee.
**Student Evaluation Review Board** [reporting to PS] - Update to charge.

[link to PDF]

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

**Student Fairness Committee** [reporting to ISA] - Update to charge; membership clarifies one faculty from each college. S14-3 says ‘preferably’

[link to PDF]

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

Membership

Ombudsperson [EXO]

- 2 University administrators (management)
- 1 Faculty, College of Business
- 1 Faculty, College of Education
- 1 Faculty, College of Engineering
- 1 Faculty, College of Health and Human Sciences
- 1 Faculty, College of Humanities & Arts
- 1 Faculty, College of Science
- 1 Faculty, College of Social Science
- 2 Staff (non management)
- 7 Students

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

[link to PDF]

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

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

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

**Athletics Board** - Update to charge; Update to membership.
http://www.sjsu.edu/senate/docs/F07-2.pdf
http://www.sjsu.edu/senate/docs/F79-4.pdf

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

Membership:
Faculty Member-at-Large, tenured
Faculty Member-at-Large, tenured
Faculty Member-at-Large, tenured
Faculty Member-at-Large
Faculty Member-at-Large
President, Associated Students, or Designee
Director, Extracurricular Affairs, Associated Students-Student-Athlete Advisory Committee President or designee
Faculty Athletics Representative
President, Spartan Foundation-Athletic Fund, or Designee
Director, Division of Athletics (non-voting member)
Associate Athletics Director for Student Services (non-voting member)
President's Designee (non-voting member)
Director of Compliance (non-voting member)

**Budget Advisory Committee** - Update to charge.

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

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

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

Campus Planning Board - Update to charge and membership.
http://www.sjsu.edu/senate/docs/F15-10.pdf
http://www.sjsu.edu/senate/docs/S08-4.pdf

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

Strategic Planning Steering Committee - Update to charge.
http://www.sjsu.edu/senate/docs/S16-3.pdf

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

Membership
Provost or designee [EXO]
VP, Advancement or Designee [EXO]
VP, Student Affairs or Designee [EXO]
Sustainability Board - Update of charge and membership.
http://www.sjsu.edu/senate/docs/S10-5.pdf

Charge: Working in conjunction with the University Director of Sustainability, the board functions as a special agency of the Academic Senate and advises and makes recommendations to the Academic Senate and the President in the following areas: setting and measuring progress towards meeting University-wide goals to promote sustainability across academic and non-academic divisions; and benchmarking SJSU sustainability efforts relative to state and national leaders in university sustainability. The board serves as an advisory resource to academic departments on sustainability-related curriculum. The board also works with appropriate units in the university as a resource for centralizing and effectively communicating information, both internally and externally, about on SJSU's sustainability efforts; both internally and externally integrating sustainability into key planning documents and procedures; and educating and engaging with campus stakeholders and external partners on sustainability through research, projects, workshops, and other events.

Membership:
Director, Sustainability [EXO]
Provost or designee [EXO]
VP for Advancement or designee [EXO]
VP for Student Affairs or designee [EXO]
AVP of FDO (or designee) [EXO]
Executive Director Spartan Shops Eats or designee [EXO]
AS Director of Comm. & Env. Affairs, Director of Sustainability Affairs [EXO]
Rep of Deans (selected by Deans Council)
1 faculty, Business
1 faculty, Education
University Library Board - Update to charge.  
http://www.sjsu.edu/senate/docs/S15-10.pdf

Charge: The University Library Board advises and assists the Dean of the University Library on matters concerning the academic role of the library. The board serves as liaison between faculty and students and the Library administration, faculty, and staff; examines the relationships between the Library and the general faculty, the various colleges and the programs of the University, for the purpose of recommending improvements in Library services and policy, as well as the stature of the Library. The board recommends ways of assuring the stewardship of the library’s various collections of materials in all formats. The board recommends ways of assuring that the library provide an atmosphere appropriate to quiet study and research, collaboration, student academic success, and thoughtful reading. The board widely consults representatives from all groups and disciplines who use the library’s resources for curriculum and research, so as to advise the Dean of the University Library on campus needs for the Library’s collections and academic services, and receives periodic reports on the library’s progress and expenditures toward meeting those needs. Receives reports from the library Dean regarding any issues raised at the King Library Management Team meetings that affect the management of the King Library. The University Library Board may, in cooperation with the library, co-sponsor events within the library that bring members of the university community together with other citizens of the region for discourse on subjects of common scholarly and literary interest. The board conducts periodic reviews of this policy and makes recommendations to the Academic Senate for appropriate revisions.

Academic Disqualification and Reinstatement Review Committee - Updates to charge and membership.  
http://www.sjsu.edu/senate/docs/S16-16.pdf
http://www.sjsu.edu/senate/docs/S10-6.pdf
http://www.sjsu.edu/senate/docs/SM-F09-2.pdf

Note: Information from S16-6: Establishing and evaluating the procedure for the appeal process will be the charge of the ADRRC. Establishing and evaluating the guidelines for reinstatement will be the charge of the ADRRC.
Charge: Enforces and reviews academic regulations governing disqualification and reinstatement to the University. Serves as the review committee for students whose petitions have been denied for Change of Major/Adding a second major/minor for students with more than 90 units, per PD 2009-05.

Membership:
AVP Graduate and Undergraduate Programs or designee
Associate Dean of Undergraduate Studies [EXO]
Associate Dean of Graduate Studies [EXO]
AVP Enrollment Services or designee
AVP Research or designee
Director or designee Advising and Retention Services [EXO]
Director or designee EOP [EXO] AVP, Student Affairs
AVP Faculty & Student Success or Designee [EXO]
Director or designee Counseling Services [EXO]
Associate Dean Business [EXO]
Associate Dean Education [EXO]
Associate Dean Engineering [EXO]
Associate Dean Health and Human Sciences [EXO]
Associate Dean Humanities and the Arts [EXO]
Associate Dean Science [EXO]
Associate Dean Social Sciences [EXO]
College of International and Extended Studies (CIES) Associate Dean [EXO]

Award Committees: - Charge (new) based on contents of S13-6.
http://www.sjsu.edu/senate/docs/S13-6.pdf

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

Writing Requirements Committee - No update to charge; clarification in membership.
http://www.sjsu.edu/senate/docs/F15-6.pdf
http://www.sjsu.edu/senate/docs/S95-5.pdf

Membership:
College Dean/WRC Chair; Appointed by the Provost [EXO]
SJSU Writing Programs Administrator (WPA) [EXO]
SJSU Writing Across the Curriculum (WAC) [EXO]
AVP GUP or Designee [EXO]
Director Testing (EXO, non voting)
Writing Skills Coordinator (WSC) (EXO, non voting)
AVP Student Academic Success Services or Designee (EXO, non voting)
Faculty - University Library
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Humanities & Arts; LLD
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student - UG or Grad; (has satisfied WC II requirement)
1 Student - UG or Grad (satisfied WC II requirement and preferably has experience with ESL Learning)
Appendix A

Charge & Membership of Committees

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

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

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

Membership

Senate Chair (elected)
Vice Chair (elected)
President [EXO]
Provost [EXO]
VP Administration & Finance [EXO]
VP Student Affairs [EXO]
Chief Diversity Officer [EXO]
Past Chair or Faculty at Large (elected)
Statewide Senator (elected)
AS President [EXO]
Chair Committee on Committees/Assoc. Vice Chair (elected)
Chair Curriculum & Research (elected)
Chair Instruction & Student Affairs (elected)
Chair Organization & Government (elected)
Chair Professional Standards (elected)
Committee on Committees - Note: Update to charge proposed in AS 1719.

http://www.sjsu.edu/senate/docs/F05-1.pdf
See bylaw 4: http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf

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

Membership
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
Student Senator

Curriculum and Research - No updates.

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

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

Membership
AVP, Research [EXO]
AVP, GUP [EXO]
AVP, IEA [EXO]
Emeritus Faculty Rep [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student Senator
Instruction and Student Affairs – Update to membership proposed in AS 1719.

http://www.sjsu.edu/senate/docs/SM-F13-1.pdf
http://www.sjsu.edu/senate/docs/SM-F04-2.pdf
http://www.sjsu.edu/senate/docs/SM-S04-2.pdf

Charge: Responsible for all matters relating to instruction and to student affairs, including recruitment, admission, retention, academic status, educational equity, rights and responsibilities. The Instruction and Student Affairs Committee may establish task forces in consultation with the Executive Committee of the Academic Senate to address specific matters that are beyond its ability or the ability of the Student Success Committee to address in a reasonable time period.

Membership
AVP, Student Affairs or Designee (EXO)
AVP, Enrollment Services or Designee (EXO)
Associate Dean for Undergraduate Studies (EXO - non voting) – change to voting
Associate Dean for Graduate Studies (EXO - non voting) – change to voting
Director, Student Involvement (EXO)
Director, University Housing Services (EXO)
Alumni Representative
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
AS President
AS Director Student Resource Affairs
2-3 Student Senators
1 Graduate Student

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

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

President’s Designee [EXO]

1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student Senator

Professional Standards - No update.

Note: original charge and membership (archived) will be superseded with the passage of AS 1719.

Charge: Responsible for all areas pertaining to faculty affairs and professional standards.

Membership

Deputy Provost [EXO]

1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student Senator
Operating Committees: In the context of their charge, operating committees serve a range of functions including the preparation of reports and making recommendations for changes in policy to their designated policy committees.

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

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

Membership
Chief Diversity Officer [EXO]
AVP Human Resources Senior AVP UP or designee [EXO]
AVP Faculty Affairs or designee Deputy Provost [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
AS Director of Faculty Affairs
AS Director of Campus Climate Affairs A.S. Director of Intercultural Affairs

Graduate Studies and Research Committee [reporting to CR] - No update.
http://www.sjsu.edu/senate/docs/SM-F08-3.pdf
http://www.sjsu.edu/senate/docs/SM-S98-2.pdf
http://www.sjsu.edu/senate/docs/SM-S96-5.pdf

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

IRB Coordinator [EXO]

Associate Dean Graduate Studies [EXO]

Associate Dean Research [EXO]

Director Sponsored Programs or designee [EXO]

1 Faculty, College of Business

1 Faculty, College of Education

1 Faculty, College of Engineering

1 Member, General Unit

1 Faculty, College of Health and Human Sciences

1 Faculty, College of Humanities & Arts

1 Faculty, College of Science

1 Faculty, College of Social Science

2 Graduate Students


http://www.sjsu.edu/senate/docs/F18-3.pdf

http://www.sjsu.edu/senate/docs/F17-1.pdf

http://www.sjsu.edu/senate/docs/SM-F05-2.pdf

http://www.sjsu.edu/senate/docs/SM-S05-3.pdf

http://www.sjsu.edu/senate/docs/SM-S00-1.pdf

http://www.sjsu.edu/senate/docs/F90-4.pdf

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

Membership

IRB Coordinator [EXO]

1 Faculty, College of Business

2 Faculty, College of Education

1 Faculty, College of Engineering

1 Member, General Unit

2 Faculty, College of Health and Human Sciences

1 Faculty, College of Humanities & Arts

1 Faculty, College of Science

2 Faculty, College of Social Science

1 student

Community-at-large

Physician or licensed health professional
Physician (Kinesiological Consultant) - as needed
Prisoner Advocate - as needed

International Programs and Students Committee [reporting to ISA] - Update to charge.
http://www.sjsu.edu/senate/docs/SM-F04-4.pdf
http://www.sjsu.edu/senate/docs/F90-5.pdf
http://www.sjsu.edu/senate/docs/F88-11.pdf

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

Membership
Director International Programs & Services [EXO]
Student Affairs Office designee [EXO]
AVP, Enrollment & Academic Services or designee [EXO]
GUP Graduate Studies Office designee [EXO]
GUP Undergraduate Studies Office designee [EXO]
Study Abroad Director [EXO]
CIES, Director Global Studies [EXO]
CIES, AVP Continuing Education Office [EXO]
ACIP Rep [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
2 Students

Program Planning Committee [reporting to CR] - Update to charge.
http://www.sjsu.edu/senate/docs/S17-11.pdf
http://www.sjsu.edu/senate/docs/SM-F08-6.pdf
http://www.sjsu.edu/senate/docs/SM-F03-2.pdf
http://www.sjsu.edu/senate/docs/SM-S96-4.pdf

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

Membership

Office of the Provost
Office of AVP Grad and Undergrad Studies
Office of AVP Research
Office of Dir IEA or designee
Director of Assessment
2 Faculty, Business
2 Faculty, Education
2 Faculty, Engineering
2 Faculty, Health and Human Sciences
2 Faculty, Humanities and the Arts
2 Faculty, Science
2 Faculty, Social Science
2 Members, General Unit
Staff member (Non-Voting)
1 Graduate Student
1 Undergraduate Student

Student Evaluation Review Board [reporting to PS] - Update to charge.
http://www.sjsu.edu/senate/docs/F10-2.pdf
http://www.sjsu.edu/senate/docs/F87-6.pdf

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

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

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

Membership
Director, IEA or designee [EXO]
Director, Center for Faculty Development & Support or designee [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student

**Student Fairness Committee** [reporting to ISA] - Update to charge; membership clarifies one faculty from each college.

http://www.sjsu.edu/studentconduct/docs/S14-3.pdf

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

Membership
Ombudsperson [EXO]
2 University administrators (management)
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
2 Staff (non-management)
7 Students

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

http://www.sjsu.edu/senate/docs/SM-F16-1.pdf
http://www.sjsu.edu/senate/docs/SM-F15-2.pdf
http://www.sjsu.edu/senate/docs/SM-S98-2.pdf

Charge: Reviews and coordinates the undergraduate curriculum and its development across all colleges; advises on policies relevant to undergraduate education; encourages and supports curricular innovation on campus; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; reviews and makes recommendations on proposed departmental honors programs; and members serve as liaisons to their respective units.
Membership
AVP, GUP or designee
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
2 Students
Special Agencies: Special agencies are created as needed. All special agencies report to the Academic Senate unless otherwise specified at the time of their establishment.

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

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

Membership:
- A faculty member serving as chair of the review committee
- 5 faculty-at-Large
- 1 Department Chair
- Chair of the Academic Senate (or designee) [EXO]
- Faculty Director of Assessment [EXO]
- Program Planning Committee Chair [EXO]
- Provost (or designee) [EXO]
- 2 members of the President’s cabinet
- 1 staff member from Academic Affairs
- 1 staff member from Student Affairs
- 1 dean from one of the seven academic colleges
- AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison Officer) [EXO]
- Director, Office of Institutional Effectiveness and Analytics [EXO]
- The President of Associated Students or designee – [EXO]
- A member of the community, appointed by the President

**Alcohol & Drug Abuse Committee** - No update.
http://www.sjsu.edu/senate/docs/F01-1.pdf
http://www.sjsu.edu/senate/docs/S01-2.pdf

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

ADAPC will identify and assist in promoting current and relevant university policies, Presidential Directives, best practices, and research-informed practices in its committee, coordination, and collaboration efforts.
ADAPC will collaborate with various departments, organizations, and divisions at SJSU to utilize the expertise available around the topics of alcohol and drug abuse, intervention and prevention.

Membership

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

Athletics Board - Update to charge; updates to membership.

http://www.sjsu.edu/senate/docs/F07-2.pdf
http://www.sjsu.edu/senate/docs/F79-4.pdf

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

Membership:

3 faculty-at-large, tenured
2 faculty-at-large
President, Associated Students, or Designee [EXO]
Director, Extracurricular Affairs, Associated Students-Student-Athlete Advisory Committee President or designee [EXO]
Faculty Athletics Representative
Budget Advisory Committee - Update to charge.

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

The Budget Advisory Committee will assists with identifying challenges, serve as an advisory resource to the campus community, and provide a mechanism to communicate financial issues across the campus in a timely fashion, and propose solutions.

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

Membership:
Presidential appointee from outside Academic Affairs
Senate Vice Chair, Co-chair
VP, Administration & Finance, Co-chair
AVP, Academic Budgets & Planning
1 dean
1 department chair
2 faculty senators
2 faculty-at-large
AS President or designee
1 staff member from Academic Affairs, with budget responsibility

Campus Planning Board - Update to charge and membership.
http://www.sjsu.edu/senate/docs/F15-10.pdf
http://www.sjsu.edu/senate/docs/S08-4.pdf

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

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

Membership
Provostr or designee [EXO]
VP, Advancement or Designee [EXO]
VP, Student Affairs or Designee [EXO]
AVP, Facilities Development and Operations [EXO]
Chief of Staff [EXO]
Director Planning, Design & Construction [EXO] (non-voting)
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 member of support staff
1 member of the community
AS Director of Business Affairs
AS Director of Environmental Affairs, A.S. Director of Sustainability Affairs

Strategic Planning Steering Committee - Update to charge.
http://www.sjsu.edu/senate/docs/S16-3.pdf

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

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

Membership

- Provost, Co-chair of SPSC [EXO]
- Senate Chair, Co-chair of SPSC [EXO]
- 2 members of the President’s Cabinet [EXO]
- AS President or designee [EXO]
- 1 graduate Student
- 1 dean
- 1 department chair
- 2 faculty-at-large
- 2 members of staff
- 1 alumnus/a
- 1 community member

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

http://www.sjsu.edu/senate/docs/S17-4.pdf
http://www.sjsu.edu/senate/docs/F14-1.pdf

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

Membership:

- AVP Faculty and Student Success
- AVP Transition & Retention Services
- 1 representative from Academic Affairs
- 1 representative from Student Affairs
- 2 undergraduate Students
- 5 faculty-at-large

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

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

Charge: Working in conjunction with the University Director of Sustainability, the board functions as a special agency of the Academic Senate and advises and makes recommendations to the Academic Senate and the President in the following areas: setting and measuring progress towards meeting University-wide goals to promote
sustainability across academic and non-academic divisions; and benchmarking SJSU sustainability efforts relative to state and national leaders in university sustainability. The board serves as an advisory resource to academic departments on sustainability-related curriculum. The board also works with appropriate units in the university as a resource for centralizing and effectively communicating information, both internally and externally, about SJSU’s sustainability efforts; both internally and externally integrating sustainability into key planning documents and procedures; and educating and engaging with campus stakeholders and external partners on sustainability through research, projects, workshops, and other events.

Membership:

- Director, Sustainability [EXO]
- Provost or designee [EXO]
- VP for Advancement or designee [EXO]
- VP for Student Affairs or designee [EXO]
- AVP of FDO (or designee) [EXO]
- Executive Director Spartan Shops Eats or designee [EXO]
- AS Director of Comm. & Envr. Affairs... AS Director of community and sustainability A.S.
- Director of Sustainability Affairs [EXO]
- Rep of Deans (selected by Deans-Council)

1 faculty, Business
1 faculty, Education
1 faculty, Engineering
1 faculty, Health and Human Sciences
1 faculty, Humanities and the Arts
2 1 faculty, Science, including one from Biology
1 faculty, Social Science
1 faculty, General Unit (excluding library)
1 member of staff
1 student
1 Representative from Transportation Solutions
1 Representative from MLK Library

University Library Board - Update to charge.
http://www.sjsu.edu/senate/docs/S15-10.pdf

Charge: The University Library Board advises and assists the Dean of the University Library on matters concerning the academic role of the library. The board serves as liaison between faculty and students and the Library administration, faculty, and staff; examines the relationships between the Library and the general faculty, the various colleges and the programs of the University, for the purpose of recommending improvements in Library services and policy, as well as the stature of the Library. The board recommends ways of assuring the stewardship of the library's various collections of materials in all formats. The board recommends ways of assuring that the library provide an atmosphere appropriate to quiet study and research, collaboration, student
academic success, and thoughtful reading. The board widely consults representatives from all groups and disciplines who use the library’s resources for curriculum and research, so as to advise the Dean of the University Library on campus needs for the Library’s collections and academic services, and receives periodic reports on the library’s progress and expenditures toward meeting those needs. Receives reports from the library Dean regarding any issues raised at the King Library Management Team meetings that affect the management of the King Library. The University Library Board may, in cooperation with the library, co-sponsor events within the library that bring members of the university community together with other citizens of the region for discourse on subjects of common scholarly and literary interest. The board conducts periodic reviews of this policy and makes recommendations to the Academic Senate for appropriate revisions.

Membership:
Library Dean, ex officio, non-voting
Past Chair of the Academic Senate or FAL to the Executive Committee,
3 regular university library faculty (tenured or tenure-track) who represent different professional specializations.
1 faculty, Business
1 faculty, Education
1 faculty, Engineering
1 faculty, Health and Human Sciences
1 faculty, Humanities and the Arts
1 faculty, Science
1 faculty, Social Science
1 faculty member from the School of Library and Information Science
AS President or designee [EXO]
1 undergraduate student
1 graduate student
Other Committees: The following are committees authorized by the Senate with their work specified in the policy that established them.

**Academic Disqualification and Reinstatement Review Committee** - Update to charge and membership.
- [http://www.sjsu.edu/senate/docs/S16-16.pdf](http://www.sjsu.edu/senate/docs/S16-16.pdf)
- [http://www.sjsu.edu/senate/docs/S10-6.pdf](http://www.sjsu.edu/senate/docs/S10-6.pdf)

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

Membership:
- AVP Graduate and Undergraduate Programs or designee
- Associate Dean of Undergraduate Studies [EXO]
- Associate Dean of Graduate Studies [EXO]
- AVP Enrollment Services or designee
- AVP Research or designee
- Director or designee Advising and Retention Services [EXO]
- Director or designee EOP [EXO] AVP Student Affairs
- AVP Faculty & Student Success or Designee [EXO]
- Director or designee Counseling Services [EXO]
- Associate Dean Business [EXO]
- Associate Dean Education [EXO]
- Associate Dean Engineering [EXO]
- Associate Dean Health and Human Sciences [EXO]
- Associate Dean Humanities and the Arts [EXO]
- Associate Dean Science [EXO]
- Associate Dean Social Sciences [EXO]
- College of International and Extended Studies (CIES) Associate Dean [EXO]

**Board of Academic Freedom and Professional Standards** - No update.
- [http://www.sjsu.edu/senate/docs/S94-5.pdf](http://www.sjsu.edu/senate/docs/S94-5.pdf)

Charge: Implements University Policy on Academic Freedom and Professional Responsibility. Monitors the state of academic freedom and professional responsibility at the University, making reports and recommendations (including revisions of all documents relating to academic freedom and responsibility) to the Academic Senate and the University community as it deems necessary; works in concert with the Office of Faculty Affairs to advise and orient new faculty in the areas of academic freedom and professional responsibility; educates the academic community about academic freedom and professional responsibility by disseminating Academic Freedom and Professional
Responsibility policy and holding workshops and forums as necessary; remains available to consult confidentially with members of the University on issues related to academic freedom and professional responsibility; addresses complaints of infringements of academic freedom brought by members of the University, issuing findings as appropriate; advises and assists the Office of Faculty Affairs on the handling of all complaints of breaches of faculty responsibility, including complaints of scientific misconduct.

Membership

1. Faculty, College of Business
2. Faculty, College of Education
3. Faculty, College of Engineering
4. Member, General Unit
5. Faculty, College of Health and Human Sciences
6. Faculty, College of Humanities & Arts
7. Faculty, College of Science
8. Faculty, College of Social Science

Board of General Studies: - No update.

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

Membership

1. AVP, Graduate and Undergraduate Pgm or designee (EXO, Non Voting)
2. Director of Assessment (EXO, Non Voting)
3. Faculty, College of Business
4. Faculty, College of Education
5. Faculty, College of Engineering
6. Faculty, College of Health and Human Sciences
7. Faculty, College of Humanities & Arts
8. Faculty, College of Science
9. Faculty, College of Social Science
10. Student

Traffic Transit and Parking Advisory Committee - No update. NOTE: recommended update to charge has been proposed to the President.
http://www.sjsu.edu/president/directives/current/pd0705revised.html
http://www.sjsu.edu/president/directives/current/pd0705.html
Charge: To advise, directly, the University Police Department and, indirectly (through the Vice President for Administration and Finance) the President and the President's staff, about policies, processes, and practices regarding parking, traffic and transit at SJSU. The committee's purpose is to be an important conduit of information to and from UPD (including the Office of Traffic and Parking Operations) and the campus community. The committee is not authorized to formulate policy, or negotiate or receive input or make determinations concerning matters within the scope of bargaining, nor shall it be a review board for individual cases. However, it should devise methods for keeping the campus community informed of its activities and provide a venue for open dialogue regarding current and planned operations, possible solutions and suggestions, as well as discussion of problems and concerns, from all campus constituents.

Membership
3 students
3 faculty
1 non-bargaining unit staff employee
1 representative of the University Police Department who has line responsibility for traffic and parking operations (e.g., the Support Services Commander);
The manager of Transportation Solutions (or the duly designated campus Transportation Demand Management (TDM) program).
1 representative from the Disability Resource Center (DRC) selected by the Director of the DRC;
1 representative from Housing selected by the Director of Housing;
1 representative of the surrounding campus neighborhood associations, selected by the other voting committee members from a list of nominees and self-nominees.
A minimum of one ex officio, non-voting member from the staff of UPD
An ex officio, non-voting member of the University Public Affairs Office
A staff member from the TDM program

Award Committees:
http://www.sjsu.edu/senate/docs/S13-6.pdf
Note: Overall charge (new) based on contents of S13-6

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

Distinguished service award selection committee Membership:
Administrator (Committee Chair)
3 Prior Faculty Award Recipients
Community Member

Outstanding lecturer award selection committee Membership:
Administrator (Committee Chair)
3 Prior Faculty Award Recipients
1 Student

Outstanding professor award selection committee Membership:
Administrator (Committee Chair)
3 Prior Faculty Award Recipients
1 Student

President’s scholar award selection committee Membership:
Administrator (Committee Chair)
4 Prior Faculty Award Recipients

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

http://www.sjsu.edu/senate/docs/F15-6.pdf
http://www.sjsu.edu/senate/docs/S95-5.pdf

Charge: The University Writing Requirements Committee shall set standards to be met by instructors of approved courses, may sponsor workshops and training programs for instructors of approved courses and shall use these and other appropriate means to maintain uniformity of composition standards throughout the University. In addition to its other powers and responsibilities, the University Writing Requirements Committee may make such recommendations as it deems desirable in regard to policies, procedures and examinations for completion or satisfaction of all University written communication requirements and for establishment and maintenance of satisfactory standards of writing proficiency for all students. It shall make such recommendations, through the Board of General Studies, to the appropriate policy committee of the Academic Senate. It may also recommend to the Associate Academic Vice President for Undergraduate Studies guidelines for decisions on student petitions and appeals in regard to University writing requirements.

Membership:
College Dean/WRC Chair; Appointed by the Provost [EXO]
SJSU Writing Programs Administrator (WPA) [EXO]
SJSU Writing Across the Curriculum (WAC) [EXO]
AVP GUP or Designee [EXO]
Director Testing (EXO, non voting)
Writing Skills Coordinator (WSC) (EXO, non voting)
AVP Student Academic Success Services or Designee (EXO, non voting)
Faculty - University Library
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Humanities & Arts; LLD
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student - UG or Grad; (has satisfied WC II requirement)
1 Student - UG or Grad (satisfied WC II requirement and preferably has experience with ESL Learning)

Forum of Senate Chairs and Officers - No update.
http://www.sjsu.edu/senate/docs/SM-F00-1.pdf

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

Membership: The Forum will consist of the chairs of all Senate policy, operating and special committees and boards, and the remaining Senate Officers.
Senate Management Resolution
Modification of Bylaw 1.10

Legislative History: This proposal would Modify bylaw 1.10 so as to update it to reflect structural administrative changes.

Whereas: Administrative changes and reporting lines have changed in the academic affairs division with the appointment of a deputy provost, and

Whereas: The language in bylaw 1.10 presently conveys that AVPs report directly to the provost, which is no longer the case, therefore be it

Resolved That bylaw 1.10 be modified as follows:

1.10 The phrase "academic deans" as used in Article II, Section 2 of the constitution means deans, and associate vice presidents in the academic affairs division reporting directly to the Provost. Elections of representative deans shall be conducted and reported by the Provost, and vacancies shall be filled by special elections for the balance of unexpired terms.

Rationale: When the position of Deputy Provost was established changes were made to the reporting structure. This update eliminates the specific reporting line as it has changed. Identifying the reporting line is not necessary to implement this bylaw.

Approved: 11/26/18
Vote: 9-0-0
Present: Bailey, French, Gallo, Higgins, Ormsbee, Rodan, Shifflett, Curry, Grosvenor
Absent: Capizzi, Saldamli

Financial Impact: None
Workload Impact: None
Senate Management Resolution
Amendment of Bylaw 15a; Editorial Changes - Senate Documents

Legislative History: F16-3 which modified bylaw 15c provided for the correction of editorial errors and S16-7 expanded 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. This proposal, modifying bylaw 15a, expands editorial changes that can be made by the Senate Chair to include more generally changes in designations provided the function, responsibilities, purpose, or content remain the same.

Whereas: University designations sometimes change; and

Whereas: Changing University policy to reflect such changes requires: a referral to a policy committee; the drafting of a Senate resolution; and its consideration by the Senate; therefore be it

Resolved That section a of bylaw 15 be modified as follows:

a) When identifiers such as the title of related to a university official of an agency, or course designations, or unit of the university appearing in Academic Senate documents (including the constitution, bylaws, university policies, and resolutions providing for committee membership) are changed, but the function, responsibilities, purpose, or content 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 identifier by the new one, as an editorial change. Such changes shall be reported to the Executive Committee of the Senate and recorded in the meeting minutes.

Rationale: Designations change or evolve. This proposal emerged as the result of references in some policies to “200-level courses” (e.g. F08-2) which at the time meant “graduate courses.” But with SJSU’s new doctoral programs, the university now has 500-level courses. Providing the Senate Office with the flexibility to make changes without needing to refer such changes to policy committee and then to involve the Senate will help keep
information up to date, reduce service workload for faculty members
serving on committees, and enable the Senate to attend to weightier
matters.

Approved: 11/26/18
Vote: 10-0-0
Present: Bailey, Capizzi, Curry, Gallo, Higgins, Rodan, Shifflett
Ormsbee, French, Grosvenor
Absent: Saldamli

Financial Impact: None

Workload Impact: The proposed change will not alter the workload of the Senate
Office which would ultimately be making the changes, but will
reduce the workload of policy committees and the Senate which
would otherwise have to approve such changes.
Policy Recommendation
Amendment A to S13-9
Policy for Merging, Dividing, Transferring, Eliminating
Academic Units

Legislative History: At its meeting of May 8, 2006 the Academic Senate passed S06-7, a policy recommendation from the Organization and Government Committee to address the need for a university policy prescribing procedures to merge, divide, transfer or eliminate academic departments. Approved and signed by President Don Kassing on May 15, 2006.

Subsequently, on March 14, 2011, the Academic Senate approved the Sense of the Senate Resolution SS-S11-3 to provide voting guidelines to be used when implementing S06-7. Endorsed by the Executive Committee on March 7, 2011.

And finally, at its meeting of May 6, 2013, the Academic Senate approved S13-9 to amend S06-7 which provided an operational roadmap to ensure transparency and to facilitate full participation of affected academic units and programs subject to proposed mergers, division, transfer or elimination. Approved and signed by President Mohammad Qayoumi on June 11, 2013.

Whereas: S13-9 preserves the intent of S06-07 by carrying forward the resolved points regarding merging, dividing, transferring or eliminating academic units, and

Whereas: S13-9 provides a clear operational roadmap including steps to limit the potential need for conflict resolution, which was not part of S06-7, and

Whereas: S13-9 provides voting guidelines aligned with the CBA and SS-S11-3 which continue to stand, therefore, be it

Resolved That S13-9 be amended to rescind S06-07 by adding this resolved statement:

Resolved that this proposal replace S06-7 and S06-7 be rescinded.
Rationale: S13-06 amended S06-7, but in fact, should have rescinded the older policy. S13-9 can and should replace S06-07 since it contained the key provisions of the original policy while adding a clear operational process to (a) ensure that all parties adhered to the principle of meaningful consultation with all academic units affected by a proposed merger, department division, transfer, or elimination and (b) minimize the likelihood of the need for conflict resolution. Additionally, procedures that address voting within the departments to be consistent with the voting rights afforded by the CBA and consistent with SS-S11-3 were included.

Approved: 11/26/18
Vote: 10-0-0
Present: Bailey, Capizzi, Curry, French, Gallo, Higgins, Grosvenor, Ormsbee, Rodan, Shifflett
Absent: Saldamli

Financial Impact: None
Workload Impact: None