

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

Students:

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.

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 Senate voted and 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 the Rodan amendment failed. **The Senate voted and AS 1714 passed as amended.**

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.

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).

The Senate voted and AS 1723 was approved as amended (16-12).

IX.

State of the University Announcements:

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

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.

These minutes were taken and transcribed by Dr. Roxana Marachi on December 3, 2018. The minutes were edited by Chair Frazier on December 4, 2018. The minutes were approved by the Executive Committee on December , 2018.

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.

Consent Calendar

11-Feb-19

Committee**Last Name/First Name****Zip****Term****Phone****College/Seat****ADD:**

Student Fairness Committee	Skovran, Elizabeth	0100	2020	44846	G/Sci
O&G	McClory, Susan		2019	408-483-3	K/ERFA Rep
Faculty Diversity Committee	Briceno, Allison	0074	2020	43730	E/CoED
Student Success	Heindl, Ranko		2020	45259	I/FAL
ULB	Roy, Manta	0028	2021	82039	C/Library Faculty

REMOVE:

Student Fairness Committee	Wang, Xiao	0101	2020		G/Sci
Student Success	Kress, Monika	0106	2020	45230	I/FAL
BOGS	Bremmer, Martina	0103	2019	41396	F/SCI
ULB	Kendall, Susan	0028	Dec. 2018		C/Library Faculty



SENATE APPOINTMENT CALENDAR

2019-2020

(IN ACCORDANCE WITH BYLAW 6.13A)

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

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

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

6
7
8 **POLICY**
9 **RECOMMENDATION**
10 **Amendment C to S14-5**
11 **“Guidelines for General Education (GE),**
12 **American Institutions (AI), and the Graduation Writing**
13 **Assessment Requirement (GWAR)”**

14
15 **Legislative History:**

16
17 **Whereas:** The Chancellor’s Office requires an immediate change to our General
18 Education Area D curriculum; and

19
20 **Whereas:** The Academic Senate endorses the long-standing principle that curricular
21 standards are the responsibility of faculty as noted in the Sense of the
22 Senate Resolution SS-F17-2; and

23
24 **Whereas:** The Academic Senate has endorsed an interim option to change our
25 General Education curriculum as outlined below to comply with Executive
26 Order 1100 while seeking potential alternative solutions to best serve our
27 students and the SJSU community; therefore, be it

28
29 **Resolved:** S14-5 be amended by the insertion of an additional three-part clause as
30 follows:

- 31
32 1) Students may choose any three General Education Social Sciences
33 [Area D] courses, regardless of subcategory, Human Behavior [D1],
34 Comparative Systems Cultures and Environments [D2], and Social
35 Issues [D3], thereby providing students a single category [D] for this GE
36 requirement. This provision overrides any language to the contrary
37 contained in the General Education guidelines, which otherwise remain
38 unchanged.
- 39
40 2) The Area D subcategories and the developed criteria associated with
41 them may continue for the purpose of approving and assessing
42 curriculum, i.e. all courses in the single Area D must meet one or another

43 of the three sets of goals, learning, and content contained in the
44 guidelines.

45
46 3) This provision will expire at the end of Academic Year 2023/24, and prior
47 to that time the Committee on Curriculum and Research is directed to
48 study the implementation of this change and propose either its
49 continuation or replacement with an alternative solution to best serve our
50 students and the SJSU community while meeting CSU requirements.

51
52 Approved: 02/04/2019

53
54 Vote: 7-0-0

55
56 Present: Thalia Anagnos, Susana Khavul, Cara Maffini, Winifred Schultz-Krohn,
57 Lynne Trulio, Cynthia Fernandez-Rios, Brandon White

58
59 Absent: Scott Heil, Anand Ramasubramanian, Pam Stacks, Gwendolyn Mok

60
61 Guests: Nicole Mendoza (GUP Staff), Marc d'Alarcao (Interim Dean, College of
62 Graduate Studies)

63
64 Workload impact: Temporary increase in workload for: (1) training GE and departmental
65 advisors, (2) staff to make changes to the online catalog, various websites, publications
66 and the online degree audit.

67
68 Financial impact: None

1 **SAN JOSE STATE UNIVERSITY**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**
4 **February 4, 2019**
5 **Final Reading**
6
7

AS 1725

8
9 **POLICY RECOMMENDATION**
10 **Rescind S03-6 and S93-11, CAMPUS SMOKING POLICIES**

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

12
13 Rationale. Since the passage of policies S03-6 and S93-11, the campus and California State
14 University System have both been declared smoke-free through Presidential Directive 2014-01
15 and Executive Order 1108, respectively. S03-6 and S93-11 restrict smoking areas and tobacco
16 sales and advertising, which are covered through both the Presidential Directive and Executive
17 Order listed above.

18
19 Approved: February 4, 2019

20 Vote: 15-0-0

21 Present: Gill, Grindstaff, Hill, Hurtado, Kethepalli, Khan, Kim, Kinney, Manzo, Nash,
22 Sen, Simpson, Sullivan-Green, Walters, Wilson, Yao

23 Absent: Bullen, Ng, Pang

24 Financial Impact: None.

25 Workload Impact: None.

26

1 **SAN JOSE STATE UNIVERSITY**
2 **Academic Senate**
3 **Professional Standards Committee**
4 **February 11, 2019**
5 **First Reading**

AS 1726

6
7
8 **POLICY**
9 **RECOMMENDATION**
10 **Amendment C to University Policy F12-6**
11 **Evaluation in Effectiveness in Teaching for All Faculty**
12

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

15
16 *Rationale: F12-6 is a lengthy and complex policy organizing all aspects of the*
17 *evaluation of teaching by faculty. One portion of the policy concerns the administration*
18 *of SOTEs (surveys of student opinion about teaching effectiveness) and within that*
19 *segment there is a provision that allows faculty to exclude one course per year from*
20 *their evaluations. This provision is not in question. What IS in question is the language*
21 *that establishes how many courses a faculty member must teach before they are*
22 *eligible to exclude one. The existing language—specifically its reference to “double*
23 *sized courses”-- seems needlessly ambiguous and has resulted in confusion. This*
24 *amendment clarifies the language.*
25

26 *Approved: January 27, 2019*

27
28 *Vote: 9-0-0*

29
30 *Present: He, McKee, Cargill, Peter, Monday, Kumar, Kemnitz, Rodriguez,*
31 *Kemnitz*

32
33 *Absent: Mahendra*

34
35 *Financial Impact: No direct impacts*

36
37 *Workload Impact: No direct impacts*
38
39
40
41

42 **Policy Recommendation**
43 **Evaluation in Effectiveness in Teaching**
44 **For all Faculty**

45
46

47
48 E. Student Opinion of Teaching Effectiveness Surveys (SOTES);
49 both Qualitative and Quantitative

50
51

52
53 4. Other than those classes excluded in E3 (above), SOTES shall
54 be administered in all classes and the results placed in the faculty
55 personnel file. Faculty, however, under some circumstances may
56 exclude the results of an occasional course from their periodic
57 evaluations. Faculty may choose to exclude the survey results from
58 one course per Academic year (beginning in Fall and including special
59 sessions) from their periodic evaluation, provided that they teach at
60 least fifteen units of courses WTUs (equivalent of five three unit
61 courses) during that period Academic Year. ~~Faculty who are credited~~
62 ~~with teaching double sized courses will be credited with teaching twice~~
63 ~~the normal number of units.~~

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 February 11, 2019
5 Final Reading
6

AS 1720

7 **Senate Management Resolution**
8 **Amendment to Standing Rule 10 (Motions)**
9

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

13
14 Whereas: Greater clarity is needed regarding the use of Senate Management
15 Resolutions to amend the Senate bylaws, and

16
17 Whereas: Standing rule 10 contains the information pertinent to the use of Senate
18 Management Resolutions and motions to change bylaws, therefore be it

19
20 Resolved That Standing Rule 10a (2) be modified as follows:

21
22 Senate Management Resolutions -- motions ~~(other than motions to amend the bylaws)~~
23 affecting only the rules, procedures, committees or other internal affairs of the Senate.

- 24
25 i. Senate Management Resolutions (other than those amending bylaws as
26 noted below in section ii) need a simple majority to pass.
27
28 ii. When a Senate Management Resolution seeks to change bylaws, a 2/3
29 majority is required and the Senate Management Resolution must conform
30 to Article III, Section 5 of the Senate's Constitution.
31

32 Rationale: Standing Rule 10.a.2 appears to exclude changes to bylaws through Senate
33 Management Resolution; However, Standing Rule 10.d specifically notes that "The
34 Academic Senate may adopt bylaws consistent with this Constitution" where there is no
35 restriction pertaining to the use of Senate Management Resolutions to amend bylaws.
36 In addition, Standing Rule 10.a.2 clearly identifies Senate Management Resolutions as
37 the appropriate vehicle to address 'rules, procedures, committees or other internal
38 affairs of the Senate' and our bylaws contain, in this case, information related to
39 committees that needs to be updated. Thus, it will be helpful to amend Standing Rule
40 10.a.2 to clarify the use of Senate Management Resolutions in a way that reinforces the
41 connection to the constitution (and section 10.d).
42

43 Approved: 1/28/19

44 Vote: 10-0-0

45 Present: Capizzi, Curry, French, Gallo, Higgins, Grosvenor, Ormsbee,
46 Rodan, Saldamli, Shifflett

47 Absent:

48

49 Financial Impact: None

50 Workload Impact: None

51

52

53 Below is reference information for the Senate

54

55 **Standing Rule 10**

56

57 10. Motions

58

59

a) Substantive motions are of three kinds:

60

61

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;

62

63

64

65

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;

66

67

68

69

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

70

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72

73

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.

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c) Motions from the Floor

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Motions not proposed by a policy committee:

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86

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

87

88

89

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

90

91

92

92 notice is given, such notice shall include the general sense of the
93 proposed motion, and may be given either orally or in writing. Upon
94 giving of notice, the presiding officer will enter the mover's name on the
95 agenda for the next meeting and will recognize him or her at the time for
96 New Business for the purpose of introducing the motion. Any motion from
97 the floor may be referred to a committee on the day when first
98 introduced.
99

100 d) Motions to change the bylaws are governed by Article III, Section 5 of the
101 constitution.
102

103 e) Any motion referred by the Senate to a policy committee must be reported
104 back to the Senate with the committee's recommendation.
105
106

107 **Article III — Organization**

108
109 Section 5. The Academic Senate may adopt bylaws consistent with this Constitution.
110 Bylaws may be enacted only by a two-thirds (2/3) majority at a regular meeting
111 subsequent to the meeting at which such bylaws are introduced.
112

113 Section 6. The Academic Senate may establish its own rules of procedure consistent
114 with this Constitution. A standing rule may be established, amended or rescinded by a
115 majority vote at any meeting.
116

117 **Bylaw 12 – Approval of Policies**

118
119 2.1 Measures adopted by the Academic Senate intended to have binding effect
120 on the university generally or on persons or matters external to the Senate itself
121 are policy recommendations and are submitted to the President for approval
122 under Article IV, Section 2, of the Senate constitution. Bylaws adopted under
123 Article III, Section 5, of the constitution are also submitted to the President for
124 approval. Measures affecting only the rules, procedures, committees or other
125 internal affairs of the Senate, or expressing only the opinion of the Senate, are
126 not policy recommendations and do not require approval of the President.
127

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 February 11, 2019
5 Final Reading
6

AS 1719

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

10 Legislative History: The charge and membership information for the Executive
11 Committee and Committee on Committees reside in Bylaws 4 and 5 respectively. The
12 charge and membership information for the Curriculum and Research Committee is
13 found in SM-S89-3.
14
15

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

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

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

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

29 Resolved: That bylaws 4 and 5 be updated to reflect the changes in this proposal for
30 the Executive Committee and the Committee on Committees.
31
32

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

38 Approved: 2/4/19

39 Vote: 8-0-1

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

42 Absent: Capizzi, Saldamli

43 Financial Impact: None

44 Workload Impact: None

45 Charge and Membership of Senate Policy Committees

46

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

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

49

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

57

58 **Membership**

59 Senate Chair (elected)

60 Vice Chair (elected)

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

62 President (EXO)

63 Provost (EXO)

64 VP, Administration & Finance (EXO)

65 VP, Student Affairs (EXO)

66 Chief Diversity Officer (EXO)

67 Statewide Senator (elected)

68 AS President (EXO)

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

70 Chair Curriculum & Research (elected)

71 Chair Instruction & Student Affairs (elected)

72 Chair Organization & Government (elected)

73 Chair Professional Standards (elected)

74

75

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

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

78

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

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

89

90 **Membership**

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

100

101

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

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

104

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

107

108 **Membership**

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

122

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

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

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

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

127

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

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

134

135 **Membership**

136 AVP, Student Affairs or Designee (EXO)

137 AVP, Enrollment Services or Designee (EXO)

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

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

140 Director, Student Involvement (EXO)

141 Director, University Housing Services (EXO)

142 Alumni Representative

143 1 faculty, College of Business

144 1 faculty, College of Education

145 1 faculty, College of Engineering

146 1 Member, General Unit

147 1 faculty, College of Health and Human Sciences

148 1 faculty, College of Humanities & Arts

149 1 faculty, College of Science

150 1 faculty, College of Social Science

151 AS President

152 ~~AS Director Student Resource Affairs~~

153 ~~2- 3 Student Senators~~

154 1 Graduate Student

155

156

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

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

160

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

167

168 **Membership**

169 President's Designee (EXO)

170 1 faculty, College of Business

171 1 faculty, College of Education

172 1 faculty, College of Engineering

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Proposed Updates

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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.

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

152 <http://www.sjsu.edu/senate/docs/F10-2.pdf>

153 <http://www.sjsu.edu/senate/docs/SM-S99-4.pdf>

154 <http://www.sjsu.edu/senate/docs/SM-S94-1.pdf>

155 <http://www.sjsu.edu/senate/docs/F87-6.pdf>

156

157 Charge: In consultation with the appropriate disciplines, designs evaluation instruments
158 to be used by all departments and colleges. In collaboration with IEA, establishes norm
159 groups and norm ranges. Develops and makes available to the University community,
160 information and guidelines for the effective interpretation of the rating instruments.
161 Develops guidelines for the participation of students in the evaluation of faculty.

162 Reviews proposals for matters concerned with rating instruments, norm grouping or any
163 other variance to established policy.

164

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

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

168

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

175

176 Membership

177 Ombudsperson [EXO]

178 2 University administrators (management)

179 1 Faculty, College of Business

180 1 Faculty, College of Education

181 1 Faculty, College of Engineering

182 1 Faculty, College of Health and Human Sciences

183 1 Faculty, College of Humanities & Arts

184 1 Faculty, College of Science

185 1 Faculty, College of Social Science

186 2 Staff (non management)

187 7 Students

188

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

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

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

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

193

194 Charge: Reviews and coordinates the undergraduate curriculum and its development
195 across all colleges; advises on policies relevant to undergraduate education;
196 encourages and supports curricular innovation on campus; formulates or considers and

197 makes recommendations on policy for awarding honors to undergraduate students;
198 reviews and makes recommendations on proposed departmental honors programs; and
199 members serve as liaisons to their respective units.

200
201 **Accreditation Review Committee** - Update to charge.
202 <http://www.sjsu.edu/senate/docs/S16-5.pdf>

203
204 Charge: The Accreditation Review Committee (ARC) is charged with leading the
205 campus in preparation for its accreditation review in accordance with the most current
206 WASC Senior College and University Commission (WSCUC) Handbook of
207 Accreditation.

208
209 **Athletics Board** - Update to charge; Update to membership.
210 <http://www.sjsu.edu/senate/docs/S13-7.pdf>
211 <http://www.sjsu.edu/senate/docs/F07-2.pdf>
212 <http://www.sjsu.edu/senate/docs/F79-4.pdf>

213
214 Charge: In alignment with SJSU's Athletics Policy (F07-2), the athletics board performs
215 such functions as to enable it to carry out its responsibilities to ensure academic
216 integrity of the athletic programs and compliance with NCAA and affiliated conference
217 athletic rules. It shall recommend to the President and to the Executive Committee of
218 the Academic Senate policies that promote a strong environment of rules compliance
219 and provide a positive academic environment for all student-athletes; it shall act in an
220 advisory capacity to the President and his/her designee and to the Director of Athletics;
221 it shall have an overall awareness of the athletic programs of the University and the
222 rules, procedures and guidelines of the athletic organizations of which the University is
223 a member, in order to make recommendations pertaining thereto and to act in an
224 advisory capacity.

225
226 Membership:
227 Faculty Member-at-Large, tenured
228 Faculty Member-at-Large, tenured
229 Faculty Member-at-Large, tenured
230 Faculty Member-at-Large
231 Faculty Member-at-Large
232 President, Associated Students, or Designee
233 ~~Director, Extracurricular Affairs, Associated Students~~ Student-Athlete Advisory
234 Committee President or designee
235 Faculty Athletics Representative
236 President, Spartan Foundation ~~Athletic Fund~~, or Designee
237 Director, Division of Athletics (non-voting member)
238 Associate Athletics Director for Student Services (non-voting member)
239 President's Designee (non-voting member)
240 Director of Compliance (non-voting member)

241
242 **Budget Advisory Committee** - Update to charge.

243 <http://www.sjsu.edu/senate/docs/F15-9.pdf>

244

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

249

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

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

261

262

263 **Campus Planning Board** - Update to charge and membership.

264 <http://www.sjsu.edu/senate/docs/F15-10.pdf>

265 <http://www.sjsu.edu/senate/docs/S08-4.pdf>

266

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

271 Strategic Planning Steering Committee - Update to charge.

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

273

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

283

284

285 Membership

286 Provost or designee [EXO]

287 VP, Advancement or Designee [EXO]

288 VP, Student Affairs or Designee [EXO]

289 AVP, Facilities Development and Operations [EXO]
 290 Chief of Staff [EXO]
 291 Director Planning, Design & Construction [EXO] (non-voting)
 292 1 faculty, College of Business
 293 1 faculty, College of Education
 294 1 faculty, College of Engineering
 295 1 member, General Unit
 296 1 faculty, College of Health and Human Sciences
 297 1 faculty, College of Humanities & Arts
 298 1 faculty, College of Science
 299 1 faculty, College of Social Science
 300 1 member of support staff
 301 1 member of the community
 302 AS Director of Business Affairs
 303 ~~AS Director of Environmental Affairs~~ A.S. Director of Sustainability Affairs
 304
 305 **Sustainability Board** - Update of charge and membership.
 306 <http://www.sjsu.edu/senate/docs/S10-5.pdf>
 307
 308 Charge: Working in conjunction with the University Director of Sustainability, the board
 309 functions as a special agency of the Academic Senate and advises and makes
 310 recommendations to the Academic Senate and the President in the following areas:
 311 setting and measuring progress towards meeting University-wide goals to promote
 312 sustainability across academic and non-academic divisions; and benchmarking SJSU
 313 sustainability efforts relative to state and national leaders in university sustainability. The
 314 board serves as an advisory resource to academic departments on sustainability-related
 315 curriculum. The board also works with appropriate units in the university as a resource
 316 for centralizing and effectively communicating information, both internally and externally,
 317 about on SJSU's sustainability efforts; ~~both internally and externally~~ integrating
 318 sustainability into key planning documents and procedures; and educating and
 319 engaging with campus stakeholders and external partners on sustainability through
 320 research, projects, workshops, and other events.
 321
 322 Membership:
 323 Director, Sustainability [EXO]
 324 ~~Provost or designee [EXO]~~
 325 ~~VP for Advancement or designee [EXO]~~
 326 ~~VP for Student Affairs or designee [EXO]~~
 327 AVP of FDO (or designee) [EXO]
 328 Executive Director Spartan ~~Shops~~ Eats or designee [EXO]
 329 ~~AS Director of Comm. & Envr. Affairs.~~ AS Director of community and sustainability A.S.
 330 Director of Sustainability Affairs [EXO]
 331 ~~Rep of Deans (selected by Deans Council)~~
 332 1 faculty, Business
 333 1 faculty, Education

- 334 1 faculty, Engineering
- 335 1 faculty, Health and Human Sciences
- 336 1 faculty, Humanities and the Arts
- 337 ~~2~~ 1 faculty, Science, ~~including one from Biology~~
- 338 1 faculty, Social Science
- 339 1 faculty, General Unit (excluding library)
- 340 1 member of staff
- 341 1 student
- 342 1 Representative from Transportation Solutions
- 343 1 Representative from MLK Library

344

345 **University Library Board** - Update to charge.

346 <http://www.sjsu.edu/senate/docs/S15-10.pdf>

347

348 Charge: The University Library Board advises and assists the Dean of the University

349 Library on matters concerning the academic role of the library. The board serves as

350 liaison between faculty and students and the Library administration, faculty, and staff;

351 examines the relationships between the Library and the general faculty, the various

352 colleges and the programs of the University, for the purpose of recommending

353 improvements in Library services and policy, as well as the stature of the Library. The

354 board recommends ways of assuring the stewardship of the library's various collections

355 of materials in all formats. The board recommends ways of assuring that the library

356 provide an atmosphere appropriate to quiet study and research, collaboration, student

357 academic success, and thoughtful reading. The board widely consults representatives

358 from all groups and disciplines who use the library's resources for curriculum and

359 research, so as to advise the Dean of the University Library on campus needs for the

360 Library's collections and academic services, and receives periodic reports on the

361 library's progress and expenditures toward meeting those needs. Receives reports from

362 the library Dean regarding any issues raised at the King Library Management Team

363 meetings that affect the management of the King Library. The University Library Board

364 may, in cooperation with the library, co-sponsor events within the library that bring

365 members of the university community together with other citizens of the region for

366 discourse on subjects of common scholarly and literary interest. The board conducts

367 periodic reviews of this policy and makes recommendations to the Academic Senate for

368 appropriate revisions.

369

370 **Academic Disqualification and Reinstatement Review Committee** - Updates to

371 charge and membership.

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

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

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

375

376 Note: Information from S16-6: Establishing and evaluating the procedure for the appeal

377 process will be the charge of the ADRRC. Establishing and evaluating the guidelines for

378 reinstatement will be the charge of the ADRRC.

379

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

384
385 Membership:

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

387 Associate Dean of Undergraduate Studies [EXO]

388 Associate Dean of Graduate Studies [EXO]

389 ~~AVP Enrollment Services or designee~~

390 ~~AVP Research or designee~~

391 Director or designee Advising and Retention Services [EXO]

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

393 AVP Faculty & Student Success or Designee [EXO]

394 Director or designee Counseling Services [EXO]

395 Associate Dean Business [EXO]

396 Associate Dean Education [EXO]

397 Associate Dean Engineering [EXO]

398 Associate Dean Health and Human Sciences [EXO]

399 Associate Dean Humanities and the Arts [EXO]

400 Associate Dean Science [EXO]

401 Associate Dean Social Sciences [EXO]

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

403

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

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

406

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

413

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

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

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

417

418 Membership:

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

420 SJSU Writing Programs Administrator (WPA) [EXO]

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

422 AVP GUP or Designee [EXO]

423 Director Testing (EXO, non voting)

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

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

- 426 Faculty - University Library
- 427 1 Faculty, College of Business
- 428 1 Faculty, College of Education
- 429 1 Faculty, College of Engineering
- 430 1 Member, General Unit
- 431 1 Faculty, College of Health and Human Sciences
- 432 1 Faculty, College of Humanities & Arts
- 433 1 Faculty, College of Humanities & Arts; LLD
- 434 1 Faculty, College of Science
- 435 1 Faculty, College of Social Science
- 436 1 Student - UG or Grad; (has satisfied WC II requirement)
- 437 1 Student - UG or Grad (satisfied WC II requirement and preferably has experience with
- 438 ESL Learning)

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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)

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

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

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

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

482
483 Charge: Charge: Prepares nominations for policy committees, operating committees,
484 special agencies, and other committees as needed. In cooperation with the
485 Organization and Government Committee, makes recommendations for the
486 improvement of the Senate's committee operations and structure. Maintains a record of
487 faculty, staff, students, and administrators currently serving on University-level
488 ~~administrative~~ committees, and at the request of the President or other administrator,
489 ~~making the appointments~~ may recruit nominees and suggest names of faculty, staff, and
490 students for service on ~~such~~ committees as needed. Acts as Election Committee.

491

492 Membership

493 1 Faculty, College of Business

494 1 Faculty, College of Education

495 1 Faculty, College of Engineering

496 1 Member, General Unit

497 1 Faculty, College of Health and Human Sciences

498 1 Faculty, College of Humanities & Arts

499 1 Faculty, College of Science

500 1 Faculty, College of Social Science

501 Student Senator

502

503

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

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

506

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

509

510 Membership

511 AVP, Research [EXO]

512 AVP, GUP [EXO]

513 AVP, IEA [EXO]

514 Emeritus Faculty Rep [EXO]

515 1 Faculty, College of Business

516 1 Faculty, College of Education

517 1 Faculty, College of Engineering

518 1 Member, General Unit

519 1 Faculty, College of Health and Human Sciences

520 1 Faculty, College of Humanities & Arts

521 1 Faculty, College of Science

522 1 Faculty, College of Social Science

523 1 Student Senator

524
525 **Instruction and Student Affairs** – Update to membership proposed in AS 1719.
526 <http://www.sjsu.edu/senate/docs/SM-F13-1.pdf>
527 <http://www.sjsu.edu/senate/docs/SM-F04-2.pdf>
528 <http://www.sjsu.edu/senate/docs/SM-S04-2.pdf>
529
530 Charge: Responsible for all matters relating to instruction and to student affairs,
531 including recruitment, admission, retention, academic status, educational equity, rights
532 and responsibilities. The Instruction and Student Affairs Committee may establish task
533 forces in consultation with the Executive Committee of the Academic Senate to address
534 specific matters that are beyond its ability or the ability of the Student Success
535 Committee to address in a reasonable time period.

536
537 **Membership**
538 AVP, Student Affairs or Designee (EXO)
539 AVP, Enrollment Services or Designee (EXO)
540 **Associate Dean for Undergraduate Studies (EXO - non voting) – change to voting**
541 **Associate Dean for Graduate Studies (EXO - non voting) – change to voting**
542 Director, Student Involvement (EXO)
543 Director, University Housing Services (EXO)
544 Alumni Representative
545 1 faculty, College of Business
546 1 faculty, College of Education
547 1 faculty, College of Engineering
548 1 Member, General Unit
549 1 faculty, College of Health and Human Sciences
550 1 faculty, College of Humanities & Arts
551 1 faculty, College of Science
552 1 faculty, College of Social Science
553 AS President
554 ~~AS Director Student Resource Affairs~~
555 ~~2-3~~ Student Senators
556 1 Graduate Student

557
558 **Organization and Government** - Update to charge proposed in AS 1719.
559 Note: original charge and membership (archived) will be superseded with the passage
560 of AS 1719.
561
562 Charge: Considers problems related to and prepares recommendations regarding
563 governance of the University, including revisions of the Senate Constitution and By-
564 Laws, and the structure and power purview of colleges and departments. This
565 committee is also responsible for reviews and recommendations regarding the charges
566 and functions and creation or abolishment of University and Senate committees along in
567 consultation with the committee on committees where appropriate.
568

569
570 Membership
571 President's Designee [EXO]
572 1 Faculty, College of Business
573 1 Faculty, College of Education
574 1 Faculty, College of Engineering
575 1 Member, General Unit
576 1 Faculty, College of Health and Human Sciences
577 1 Faculty, College of Humanities & Arts
578 1 Faculty, College of Science
579 1 Faculty, College of Social Science
580 1 Student Senator
581
582
583 **Professional Standards** - No update.
584 Note: original charge and membership (archived) will be superseded with the passage
585 of AS 1719.
586
587 Charge: Responsible for all areas pertaining to faculty affairs and professional
588 standards.
589
590 Membership
591 Deputy Provost [EXO]
592 1 Faculty, College of Business
593 1 Faculty, College of Education
594 1 Faculty, College of Engineering
595 1 Member, General Unit
596 1 Faculty, College of Health and Human Sciences
597 1 Faculty, College of Humanities & Arts
598 1 Faculty, College of Science
599 1 Faculty, College of Social Science
600 1 Student Senator

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

604
605
606 **Faculty Diversity Committee** [reporting to PS] - Addition and updates to membership.

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

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

609
610 Charge: The Faculty Diversity Committee promotes diversity through appropriate
611 recruitment and retention strategies. It also conducts periodic forums and other activities
612 directed at increased recruitment and retention of diverse faculty. It reviews
613 effectiveness of such activities and may recommend appropriate strategies and policies.

614
615 Membership

616 Chief Diversity Officer [EXO]

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

618 AVP Faculty Affairs or designee Deputy Provost [EXO]

619 1 Faculty, College of Business

620 1 Faculty, College of Education

621 1 Faculty, College of Engineering

622 1 Member, General Unit

623 1 Faculty, College of Health and Human Sciences

624 1 Faculty, College of Humanities & Arts

625 1 Faculty, College of Science

626 1 Faculty, College of Social Science

627 AS Director of Faculty Affairs

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

629

630

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

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

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

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

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

636

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

- 647
- 648 Membership
- 649 Coordinator, Library Collection [EXO]
- 650 Associate Dean Graduate Studies [EXO]
- 651 Associate Dean Research [EXO]
- 652 Director Sponsored Programs or designee [EXO]
- 653 1 Faculty, College of Business
- 654 1 Faculty, College of Education
- 655 1 Faculty, College of Engineering
- 656 1 Member, General Unit
- 657 1 Faculty, College of Health and Human Sciences
- 658 1 Faculty, College of Humanities & Arts
- 659 1 Faculty, College of Science
- 660 1 Faculty, College of Social Science
- 661 2 Graduate Students

662
663

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

- 665 <http://www.sjsu.edu/senate/docs/F18-3.pdf>
- 666 <http://www.sjsu.edu/senate/docs/F17-1.pdf>
- 667 <http://www.sjsu.edu/senate/docs/SM-F05-2.pdf>
- 668 <http://www.sjsu.edu/senate/docs/SM-S05-3.pdf>
- 669 <http://www.sjsu.edu/senate/docs/SM-S00-1.pdf>
- 670 <http://www.sjsu.edu/senate/docs/F90-4.pdf>

671

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

679

- 680 Membership
- 681 IRB Coordinator [EXO]
- 682 1 Faculty, College of Business
- 683 2 Faculty, College of Education
- 684 1 Faculty, College of Engineering
- 685 1 Member, General Unit
- 686 2 Faculty, College of Health and Human Sciences
- 687 1 Faculty, College of Humanities & Arts
- 688 1 Faculty, College of Science
- 689 2 Faculty, College of Social Science
- 690 1 student
- 691 Community-at-large
- 692 Physician or licensed health professional

693 Physician (Kinesiological Consultant) - as needed
694 Prisoner Advocate - as needed

695
696 **International Programs and Students Committee** [reporting to ISA] - Update to
697 charge.

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

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

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

701
702 Charge: Considers issues related to the experiences of international students &
703 scholars and participants in SJSU study abroad programs. Advocates for the success of
704 international and study abroad students through interactions with relevant SJSU offices
705 and administrators. Partners with colleagues in various campus divisions to promote
706 awareness of global opportunities for students, staff, and faculty. Reviews and
707 recommends policies and procedures on SJSU international programs and activities
708 including Faculty Led Programs (FLP).

709
710 Membership

711 Director International Programs & Services [EXO]

712 Student Affairs Office designee [EXO]

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

714 GUP Graduate Studies Office designee [EXO]

715 GUP Undergraduate Studies Office designee [EXO]

716 Study Abroad Director [EXO]

717 CIES, Director Global Studies [EXO]

718 CIES, AVP Continuing Education Office [EXO]

719 ACIP Rep [EXO]

720 1 Faculty, College of Business

721 1 Faculty, College of Education

722 1 Faculty, College of Engineering

723 1 Member, General Unit

724 1 Faculty, College of Health and Human Sciences

725 1 Faculty, College of Humanities & Arts

726 1 Faculty, College of Science

727 1 Faculty, College of Social Science

728 2 Students

729

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

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

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

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

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

735

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

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

- 740
741 Membership
742 Office of the Provost
743 Office of AVP Grad and Undergrad Studies
744 Office of AVP Research
745 Office of Dir IEA or designee
746 Director of Assessment
747 2 Faculty, Business
748 2 Faculty, Education
749 2 Faculty, Engineering
750 2 Faculty, Health and Human Sciences
751 2 Faculty, Humanities and the Arts
752 2 Faculty, Science
753 2 Faculty, Social Science
754 2 Members, General Unit
755 Staff member (Non-Voting)
756 1 Graduate Student
757 1 Undergraduate Student

758
759 **Student Evaluation Review Board** [reporting to PS] - Update to charge.

760 <http://www.sjsu.edu/senate/docs/F10-2.pdf>
761 <http://www.sjsu.edu/senate/docs/SM-S99-4.pdf>
762 <http://www.sjsu.edu/senate/docs/F87-6.pdf>

763
764 Informational Note: Two recommendations modified F87-6 in conflicting ways:
765 F10-2 modified F87-6 (no testing director seat) - and should have also
766 addressed SM-S99-4
767 SM-S99-4 modified F87-6 (director of testing seat, but no IEA or CFD seat).

768
769 Text of F10-2: The Board shall consist of one faculty member from each college,
770 one student, the Director of the Center for Faculty Development and Support or
771 designee, ex officio, and the Associate Vice President for Institutional Research
772 or designee, ex officio.

773
774 Charge: In consultation with the appropriate disciplines, designs evaluation instruments
775 to be used by all departments and colleges. In collaboration with IEA, establishes norm
776 groups and norm ranges. Develops and makes available to the University community,
777 information and guidelines for the effective interpretation of the rating instruments.
778 Develops guidelines for the participation of students in the evaluation of faculty.
779 Reviews proposals for matters concerned with rating instruments, norm grouping or any
780 other variance to established policy.

781
782 Membership
783 Director, IEA or designee [EXO]

784 Director, Center for Faculty Development & Support or designee [EXO]
785 1 Faculty, College of Business
786 1 Faculty, College of Education
787 1 Faculty, College of Engineering
788 1 Member, General Unit
789 1 Faculty, College of Health and Human Sciences
790 1 Faculty, College of Humanities & Arts
791 1 Faculty, College of Science
792 1 Faculty, College of Social Science
793 1 Student

794
795 **Student Fairness Committee** [reporting to ISA]- Update to charge; membership
796 clarifies one faculty from each college.
797 <http://www.sjsu.edu/studentconduct/docs/S14-3.pdf>

798
799 Charge: In accordance with S14-3, the student fairness committee adjudicates grade
800 disputes and advises professors and departments on practices that will limit future
801 problems. The committee also suggests ways to bring teaching practices and
802 departmental practices in alignment with university policy. Based on the nature of the
803 grievance, the student fairness committee also guides students to other institutional
804 resources that are available to address various types of grievances.

805
806 Membership
807 Ombudsperson [EXO]
808 2 University administrators (management)
809 1 Faculty, College of Business
810 1 Faculty, College of Education
811 1 Faculty, College of Engineering
812 1 Faculty, College of Health and Human Sciences
813 1 Faculty, College of Humanities & Arts
814 1 Faculty, College of Science
815 1 Faculty, College of Social Science
816 2 Staff (non-management)
817 7 Students

818
819 **Undergraduate Studies Committee** [reporting to CR] - Update to charge.
820 <http://www.sjsu.edu/senate/docs/SM-F16-1.pdf>
821 <http://www.sjsu.edu/senate/docs/SM-F15-2.pdf>
822 <http://www.sjsu.edu/senate/docs/SM-S98-2.pdf>

823
824 Charge: Reviews and coordinates the undergraduate curriculum and its development
825 across all colleges; advises on policies relevant to undergraduate education;
826 encourages and supports curricular innovation on campus; formulates or considers and
827 makes recommendations on policy for awarding honors to undergraduate students;
828 reviews and makes recommendations on proposed departmental honors programs; and
829 members serve as liaisons to their respective units.

830
831 Membership
832 AVP, GUP or designee
833 1 Faculty, College of Business
834 1 Faculty, College of Education
835 1 Faculty, College of Engineering
836 1 Member, General Unit
837 1 Faculty, College of Health and Human Sciences
838 1 Faculty, College of Humanities & Arts
839 1 Faculty, College of Science
840 1 Faculty, College of Social Science
841 2 Students
842
843

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

846
847 **Accreditation Review Committee** - Update to charge.
848 <http://www.sjsu.edu/senate/docs/S16-5.pdf>

849
850 Charge: The Accreditation Review Committee (ARC) is charged with leading the
851 campus in preparation for its accreditation review in accordance with the most current
852 WASC Senior College and University Commission (WSCUC) Handbook of
853 Accreditation.

854
855 Membership:
856 A faculty member serving as chair of the review committee
857 5 faculty-at-Large
858 1 Department Chair
859 Chair of the Academic Senate (or designee) [EXO]
860 Faculty Director of Assessment [EXO]
861 Program Planning Committee Chair [EXO]
862 Provost (or designee) [EXO]
863 2 members of the President's cabinet
864 1 staff member from Academic Affairs
865 1 staff member from Student Affairs
866 1 dean from one of the seven academic colleges
867 AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison
868 Officer) [EXO]
869 Director, Office of Institutional Effectiveness and Analytics [EXO]
870 The President of Associated Students or designee – [EXO]
871 A member of the community, appointed by the President

872
873
874 **Alcohol & Drug Abuse Committee** - No update.
875 <http://www.sjsu.edu/senate/docs/S18-15.pdf>
876 <http://www.sjsu.edu/senate/docs/F01-1.pdf>
877 <http://www.sjsu.edu/senate/docs/S01-2.pdf>

878
879 Charge: ADAPC serves as a campus resource and advisory group to the University
880 President. The committee will help in facilitating educational awareness and
881 communication on the topics of alcohol and drug abuse, intervention, and prevention
882 through various engagement and outreach activities and events across SJSU
883 departments, organizations, and divisions.

884
885 ADAPC will identify and assist in promoting current and relevant university policies,
886 Presidential Directives, best practices, and research-informed practices in its
887 committee, coordination, and collaboration efforts.

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

891
892 Membership
893 Associate Director, Wellness and Health Promotion or designee [EXO]
894 Director, Student Conduct & Ethical Development or designee [EXO]
895 Director, Counseling & Psychological Services or designee [EXO]
896 Chief of Police or designee [EXO]
897 Executive Director for Associated Students or staff designee [EXO]
898 Associate Director for Residence Life [EXO]
899 Student Engagement Coordinator (Greek Life) from Student Involvement [EXO]
900 Senior Associate for Academics and Student Services (athletics) [EXO]
901 Assistant Director, International Student & Scholar Advising (CIES) [EXO]
902 2 faculty-at-large (1 preferably from a health-related discipline)
903 1 staff-at-large (non MPP from academic affairs division)
904 AS Board of Directors student designee
905 Residential Advisor designated by RHA
906 Greek Life Student Representative
907 Student from Peer Health Education Program

908
909
910 **Athletics Board** - Update to charge; updates to membership.

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

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

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

914
915 Charge: In alignment with SJSU's Athletics Policy (F07-2), the athletics board performs
916 such functions as to enable it to carry out its responsibilities to ensure academic
917 integrity of the athletic programs and compliance with NCAA and affiliated conference
918 athletic rules. It shall recommend to the President and to the Executive Committee of
919 the Academic Senate policies that promote a strong environment of rules compliance
920 and provide a positive academic environment for all student-athletes; it shall act in an
921 advisory capacity to the President and his/her designee and to the Director of Athletics;
922 and it shall have an overall awareness of the athletic programs of the University and the
923 rules, procedures and guidelines of the athletic organizations of which the University is
924 a member, in order to make recommendations pertaining thereto and to act in an
925 advisory capacity.

926
927 Membership:
928 3 faculty-at-large, tenured
929 2 faculty-at-large
930 President, Associated Students, or Designee [EXO]
931 ~~Director, Extracurricular Affairs, Associated Students~~ Student-Athlete Advisory
932 Committee President or designee [EXO]
933 Faculty Athletics Representative

934 President, Spartan ~~Foundation Athletic Fund~~, or designee [EXO]
935 Director, Division of Athletics (non-voting member) [EXO]
936 Associate Athletics Director for Student Services (non-voting member) [EXO]
937 President's Designee (non-voting member)
938 Director of Compliance (non-voting member) [EXO]

939
940

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

943
944 Charge: ~~The Budget Advisory Committee is charged with~~ Advises the President of the
945 University by providing input and recommendations to the President throughout the
946 planning, implementation and subsequent review of budget expenditures including
947 advice on key campus priorities.

948
949 ~~The Budget Advisory Committee will~~ Assists with identifying challenges, ~~serve as an~~
950 ~~advisory resource to the campus community, and provide a mechanism to communicate~~
951 ~~financial issues across the campus in a timely fashion.~~ and problem areas and proposes
952 solutions.

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

960

961 Membership:

962 Presidential appointee from outside Academic Affairs

963 Senate Vice Chair, Co-chair

964 VP, Administration & Finance, Co-chair

965 AVP, Academic Budgets & Planning

966 1 dean

967 1 department chair

968 2 faculty senators

969 2 faculty-at-large

970 AS President or designee

971 1 staff member from Academic Affairs, with budget responsibility

972

973 **Campus Planning Board** - Update to charge **and membership.**

974 <http://www.sjsu.edu/senate/docs/F15-10.pdf>

975 <http://www.sjsu.edu/senate/docs/S08-4.pdf>

976

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

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

981
982 The board advises the President (subject to applicable CSU regulations and University
983 policies) ~~in regard to~~ about the planning, location, construction and operation of lesser
984 physical structures, facilities and equipment on or near the campus. The board ~~to~~
985 reviews plans for installation of art in external areas and common internal areas; ~~to~~
986 recommends plans to enhance and maintain the plant and animal life of the campus
987 with emphasis on both the aesthetics and the instructional value of the campus
988 plantings; ~~to~~ reviews and makes recommendations on all proposed plantings and
989 landscape design on campus; ~~to~~ monitors the use of pesticides and herbicides on
990 campus; and ~~to~~ educates all members of the campus community about the campus
991 landscape. In addition, as needed, the board provides advice to the President on
992 matters related to historical buildings and grounds.

993

994 Membership

995 Provost or designee [EXO]

996 VP, Advancement or Designee [EXO]

997 VP, Student Affairs or Designee [EXO]

998 AVP, Facilities Development and Operations [EXO]

999 Chief of Staff [EXO]

1000 Director Planning, Design & Construction [EXO] (non-voting)

1001 1 faculty, College of Business

1002 1 faculty, College of Education

1003 1 faculty, College of Engineering

1004 1 member, General Unit

1005 1 faculty, College of Health and Human Sciences

1006 1 faculty, College of Humanities & Arts

1007 1 faculty, College of Science

1008 1 faculty, College of Social Science

1009 1 member of support staff

1010 1 member of the community

1011 AS Director of Business Affairs

1012 ~~AS Director of Environmental Affairs~~ A.S. Director of Sustainability Affairs

1013

1014

1015 **Strategic Planning Steering Committee** - Update to charge.

1016 <http://www.sjsu.edu/senate/docs/S16-3.pdf>

1017

1018 Charge: The Strategic Planning Steering Committee (SPSC) is responsible for advising
1019 the President on all aspects of the development, implementation, evaluation, and
1020 revision of a strategic plan for SJSU. The committee is responsible for the ongoing
1021 review of the planning process, ~~along with~~ and for communication and engagement
1022 with campus constituents ~~will be central to the steering committee's responsibilities as~~
1023 well as to sustain the plan's legitimacy and efficacy. As a representative group, SPSC
1024 members are expected to convey information out to all constituent groups they have

1025 connections with and serve as a conduit for information into the SPSC throughout a
1026 strategic planning cycle.

1027

1028 Membership

1029 Provost, Co-chair of SPSC [EXO]

1030 Senate Chair, Co-chair of SPSC [EXO]

1031 2 members of the President's Cabinet [EXO]

1032 AS President or designee [EXO]

1033 1 graduate Student

1034 1 dean

1035 1 department chair

1036 2 faculty-at-large

1037 2 members of staff

1038 1 alumnus/a

1039 1 community member

1040

1041 **Student Success Committee** [reports to ISA] - No update.

1042 <http://www.sjsu.edu/senate/docs/S17-4.pdf>

1043 <http://www.sjsu.edu/senate/docs/F14-1.pdf>

1044

1045 Charge: Reviews and recommends changes to academic policies, practices, and
1046 procedures as they relate to all aspects of student success. This ~~would~~ includes, but is
1047 not limited to, student enrollment, financial aid, retention, engagement, academic skills
1048 and competencies, and time to degree. The committee will assist in identifying
1049 challenges, serve as a central information resource to gather recommendations, and
1050 disseminate information on student success policies and goals and provide advice
1051 regarding the planning, development, and implementation of initiatives designed to
1052 facilitate student success. Individual members are charged with the responsibility of
1053 maintaining robust communications with the groups they are affiliated with.

1054

1055 Membership:

1056 AVP Faculty and Student Success

1057 AVP Transition & Retention Services

1058 1 representative from Academic Affairs

1059 1 representative from Student Affairs

1060 2 undergraduate Students

1061 5 faculty-at-large

1062

1063 **Sustainability Board** - Update of charge and membership.

1064 <http://www.sjsu.edu/senate/docs/S10-5.pdf>

1065

1066 Charge: Working in conjunction with the University Director of Sustainability, the board
1067 functions as a special agency of the Academic Senate and advises and makes
1068 recommendations to the Academic Senate and the President in the following areas:
1069 setting and measuring progress towards meeting University-wide goals to promote

1070 sustainability across academic and non-academic divisions; and benchmarking SJSU
1071 sustainability efforts relative to state and national leaders in university sustainability. The
1072 board serves as an advisory resource to academic departments on sustainability-related
1073 curriculum. The board also works with appropriate units in the university as a resource
1074 for centralizing and effectively communicating information, both internally and externally,
1075 about on SJSU's sustainability efforts; ~~both internally and externally~~ integrating
1076 sustainability into key planning documents and procedures; and educating and
1077 engaging with campus stakeholders and external partners on sustainability through
1078 research, projects, workshops, and other events.

1079
1080 Membership:
1081 Director, Sustainability [EXO]
1082 ~~Provost or designee [EXO]~~
1083 ~~VP for Advancement or designee [EXO]~~
1084 ~~VP for Student Affairs or designee [EXO]~~
1085 AVP of FDO (or designee) [EXO]
1086 Executive Director Spartan Shops Eats or designee [EXO]
1087 ~~AS Director of Comm. & Envr. Affairs.~~ ~~AS Director of community and sustainability~~ A.S.
1088 Director of Sustainability Affairs [EXO]
1089 ~~Rep of Deans (selected by Deans Council)~~
1090 1 faculty, Business
1091 1 faculty, Education
1092 1 faculty, Engineering
1093 1 faculty, Health and Human Sciences
1094 1 faculty, Humanities and the Arts
1095 ~~2~~ 1 faculty, Science, ~~including one from Biology~~
1096 1 faculty, Social Science
1097 1 faculty, General Unit (excluding library)
1098 1 member of staff
1099 1 student
1100 1 Representative from Transportation Solutions
1101 1 Representative from MLK Library

1102
1103 **University Library Board** - Update to charge.
1104 <http://www.sjsu.edu/senate/docs/S15-10.pdf>

1105
1106 Charge: The University Library Board advises and assists the Dean of the University
1107 Library on matters concerning the academic role of the library. The board serves as
1108 liaison between faculty and students and the Library administration, faculty, and staff;
1109 examines the relationships between the Library and the general faculty, the various
1110 colleges and the programs of the University, for the purpose of recommending
1111 improvements in Library services and policy, as well as the stature of the Library. The
1112 board recommends ways of assuring the stewardship of the library's various collections
1113 of materials in all formats. The board recommends ways of assuring that the library
1114 provide an atmosphere appropriate to quiet study and research, collaboration, student

1115 academic success, and thoughtful reading. The board widely consults representatives
1116 from all groups and disciplines who use the library's resources for curriculum and
1117 research, so as to advise the Dean of the University Library on campus needs for the
1118 Library's collections and academic services, and receives periodic reports on the
1119 library's progress and expenditures toward meeting those needs. Receives reports from
1120 the library Dean regarding any issues raised at the King Library Management Team
1121 meetings that affect the management of the King Library. The University Library Board
1122 may, in cooperation with the library, co-sponsor events within the library that bring
1123 members of the university community together with other citizens of the region for
1124 discourse on subjects of common scholarly and literary interest. The board conducts
1125 periodic reviews of this policy and makes recommendations to the Academic Senate for
1126 appropriate revisions.

1127

1128 Membership:

- 1129 Library Dean, ex officio, non-voting
- 1130 Past Chair of the Academic Senate or FAL to the Executive Committee,
- 1131 3 regular university library faculty (tenured or tenure-track) who represent different
- 1132 professional specializations.
- 1133 1 faculty, Business
- 1134 1 faculty, Education
- 1135 1 faculty, Engineering
- 1136 1 faculty, Health and Human Sciences
- 1137 1 faculty, Humanities and the Arts
- 1138 1 faculty, Science
- 1139 1 faculty, Social Science
- 1140 1 faculty member from the School of Library and Information Science
- 1141 AS President or designee [EXO]
- 1142 1 undergraduate student
- 1143 1 graduate student

1144

1145

1146

1147 Other Committees: The following are committees authorized by the Senate with their
1148 work specified in the policy that established them.

1149 **Academic Disqualification and Reinstatement Review Committee** - Update to
1150 charge and membership.

1151 <http://www.sjsu.edu/senate/docs/S16-16.pdf>

1152 <http://www.sjsu.edu/senate/docs/S10-6.pdf>

1153

1154 Charge: Enforces and reviews academic regulations governing disqualification and
1155 reinstatement to the University. Serves as the review committee for students whose
1156 petitions have been denied for Change of Major/Adding a second major/or minor for
1157 students with more than 90 units, per PD 2009-05.

1158

1159 Membership:

1160 ~~AVP Graduate and Undergraduate Programs or designee~~

1161 Associate Dean of Undergraduate Studies [EXO]

1162 Associate Dean of Graduate Studies [EXO]

1163 ~~AVP Enrollment Services or designee~~

1164 ~~AVP Research or designee~~

1165 Director or designee Advising and Retention Services [EXO]

1166 ~~Director or designee EOP [EXO]~~ AVP, Student Affairs

1167 AVP Faculty & Student Success or Designee [EXO]

1168 Director or designee Counseling Services [EXO]

1169 Associate Dean Business [EXO]

1170 Associate Dean Education [EXO]

1171 Associate Dean Engineering [EXO]

1172 Associate Dean Health and Human Sciences [EXO]

1173 Associate Dean Humanities and the Arts [EXO]

1174 Associate Dean Science [EXO]

1175 Associate Dean Social Sciences [EXO]

1176 College of International and Extended Studies (CIES) Associate Dean [EXO]

1177

1178

1179 **Board of Academic Freedom and Professional Standards** - No update.

1180 <http://www.sjsu.edu/senate/docs/S99-9.pdf>

1181 <http://www.sjsu.edu/senate/docs/S99-8.pdf>

1182 <http://www.sjsu.edu/senate/docs/S94-5.pdf>

1183

1184 Charge: Implements University Policy on Academic Freedom and Professional
1185 Responsibility. Monitors the state of academic freedom and professional responsibility
1186 at the University, making reports and recommendations (including revisions of all
1187 documents relating to academic freedom and responsibility) to the Academic Senate
1188 and the University community as it deems necessary; works in concert with the Office of
1189 Faculty Affairs to advise and orient new faculty in the areas of academic freedom and
1190 professional responsibility; educates the academic community about academic freedom
1191 and professional responsibility by disseminating Academic Freedom and Professional

1192 Responsibility policy and holding workshops and forums as necessary; remains
1193 available to consult confidentially with members of the University on issues related to
1194 academic freedom and professional responsibility; addresses complaints of
1195 infringements of academic freedom brought by members of the University, issuing
1196 findings as appropriate; advises and assists the Office of Faculty Affairs on the handling
1197 of all complaints of breaches of faculty responsibility, including complaints of scientific
1198 misconduct.

1199
1200 Membership

1201
1202 1 Faculty, College of Business
1203 1 Faculty, College of Education
1204 1 Faculty, College of Engineering
1205 1 Member, General Unit
1206 1 Faculty, College of Health and Human Sciences
1207 1 Faculty, College of Humanities & Arts
1208 1 Faculty, College of Science
1209 1 Faculty, College of Social Science

1210
1211 **Board of General Studies:** - No update.
1212 <http://www.sjsu.edu/senate/docs/F15-13.pdf>

1213
1214 Charge: Receives and solicits courses and curricular proposals designed to satisfy
1215 General Education (GE), American Institutions (AI), and Graduation Writing Assessment
1216 Requirement (GWAR) requirements from all colleges and departments of the University;
1217 reviews, approves, and authorizes courses and curricular proposals for purposes of GE,
1218 AI, and GWAR; and evaluates the courses and curricula it has approved according to
1219 procedures described in the 2014 Guidelines. The Board evaluates modifications
1220 requested by degree programs in accordance with the 2014 Guidelines.

1221
1222 Membership

1223 AVP, Graduate and Undergraduate Pgms or designee (EXO, Non Voting)
1224 Director of Assessment (EXO, Non Voting)
1225 1 Faculty, College of Business
1226 1 Faculty, College of Education
1227 1 Faculty, College of Engineering
1228 1 Faculty, College of Health and Human Sciences
1229 1 Faculty, College of Humanities & Arts
1230 1 Faculty, College of Science
1231 1 Faculty, College of Social Science
1232 1 student

1233
1234 **Traffic Transit and Parking Advisory Committee** - No update. NOTE: recommended
1235 update to charge has been proposed to the President.
1236 <http://www.sjsu.edu/president/directives/current/pd0705revised.html>
1237 <http://www.sjsu.edu/president/directives/current/pd0705.html>

1238 http://www.sjsu.edu/president/docs/directives/PD_99-02.pdf

1239

1240 Charge: To advise, directly, the University Police Department and, indirectly (through
1241 the Vice President for Administration and Finance) the President and the President's
1242 staff, about policies, processes, and practices regarding parking, traffic and transit at
1243 SJSU. The committee's purpose is to be an important conduit of information to and from
1244 UPD (including the Office of Traffic and Parking Operations) and the campus
1245 community. The committee is not authorized to formulate policy, or negotiate or receive
1246 input or make determinations concerning matters within the scope of bargaining, nor
1247 shall it be a review board for individual cases. However, it should devise methods for
1248 keeping the campus community informed of its activities and provide a venue for open
1249 dialogue regarding current and planned operations, possible solutions and suggestions,
1250 as well as discussion of problems and concerns, from all campus constituents.

1251

1252 Membership

1253 3 students

1254 3 faculty

1255 1 non-bargaining unit staff employee

1256 1 representative of the University Police Department who has line responsibility for
1257 traffic and parking operations (e.g., the Support Services Commander);

1258 The manager of Transportation Solutions (or the duly designated campus
1259 Transportation Demand Management (TDM) program).

1260 1 representative from the Disability Resource Center (DRC) selected by the Director of
1261 the DRC;

1262 1 representative from Housing selected by the Director of Housing;

1263 1 representative of the surrounding campus neighborhood associations, selected by the
1264 other voting committee members from a list of nominees and self-nominees.

1265 A minimum of one ex officio, non-voting member from the staff of UPD

1266 An ex officio, non-voting member of the University Public Affairs Office

1267 A staff member from the TDM program

1268

1269

1270 **Award Committees:**

1271 <http://www.sjsu.edu/senate/docs/S13-6.pdf>

1272 Note: Overall charge (new) based on contents of S13-6

1273

1274 Charge: In accordance with S13-6, the purpose of the Outstanding Professor,
1275 President's Scholar, Distinguished Service Award, and the Outstanding Lecturer
1276 Awards committees is to recommend for recognition ~~recognize~~ faculty members who
1277 have excelled in the areas of teaching and advising, scholarship or creative activity,
1278 service to the university or profession, and a lecturer's excellence in teaching
1279 effectiveness and service, respectively.

1280

1281 Distinguished service award selection committee Membership:

1282 Administrator (Committee Chair)

1283 3 Prior Faculty Award Recipients

- 1284 Community Member
 1285
 1286 Outstanding lecturer award selection committee Membership:
 1287 Administrator (Committee Chair)
 1288 3 Prior Faculty Award Recipients
 1289 1 Student
 1290
 1291 Outstanding professor award selection committee Membership:
 1292 Administrator (Committee Chair)
 1293 3 Prior Faculty Award Recipients
 1294 1 Student
 1295 President's scholar award selection committee Membership:
 1296 Administrator (Committee Chair)
 1297 4 Prior Faculty Award Recipients
 1298
 1299
 1300 **Writing Requirements Committee** - No update to charge; clarification in membership.
 1301 <http://www.sjsu.edu/senate/docs/F15-6.pdf>
 1302 <http://www.sjsu.edu/senate/docs/S95-5.pdf>
 1303
 1304 Charge: The University Writing Requirements Committee shall set standards to be met
 1305 by instructors of approved courses, may sponsor workshops and training programs for
 1306 instructors of approved courses and shall use these and other appropriate means to
 1307 maintain uniformity of composition standards throughout the University. In addition to
 1308 its other powers and responsibilities, the University Writing Requirements Committee
 1309 may make such recommendations as it deems desirable in regard to policies,
 1310 procedures and examinations for completion or satisfaction of all University written
 1311 communication requirements and for establishment and maintenance of satisfactory
 1312 standards of writing proficiency for all students. It shall make such recommendations,
 1313 through the Board of General Studies, to the appropriate policy committee of the
 1314 Academic Senate. It may also recommend to the Associate Academic Vice President
 1315 for Undergraduate Studies guidelines for decisions on student petitions and appeals in
 1316 regard to University writing requirements.
 1317
 1318 Membership:
 1319 College Dean/WRC Chair; Appointed by the Provost [EXO]
 1320 SJSU Writing Programs Administrator (WPA) [EXO]
 1321 SJSU Writing Across the Curriculum (WAC) [EXO]
 1322 AVP GUP or Designee [EXO]
 1323 Director Testing (EXO, non voting)
 1324 Writing Skills Coordinator (WSC) (EXO, non voting)
 1325 AVP Student Academic Success Services or Designee (EXO, non voting)
 1326 Faculty - University Library
 1327 1 Faculty, College of Business
 1328 1 Faculty, College of Education
 1329 1 Faculty, College of Engineering

- 1330 1 Member, General Unit
- 1331 1 Faculty, College of Health and Human Sciences
- 1332 1 Faculty, College of Humanities & Arts
- 1333 1 Faculty, College of Humanities & Arts; LLD
- 1334 1 Faculty, College of Science
- 1335 1 Faculty, College of Social Science
- 1336 1 Student - UG or Grad; (has satisfied WC II requirement)
- 1337 1 Student - UG or Grad (satisfied WC II requirement and preferably has experience with
- 1338 ESL Learning)

1339
1340

Forum of Senate Chairs and Officers - No update.

1341 <http://www.sjsu.edu/senate/docs/SM-F00-1.pdf>

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1344 Charge: (Per SM-F00-1) The Council of Senate Chairs and Officers will meet at least
1345 once per semester to discuss issues pertaining to the operation of the Senate and its
1346 committees, to allow for an exchange of ideas, to discuss any issues before the Senate
1347 that affect a number of the committees, and to work on improvement of communications
1348 among the committee chairs. The Forum will be chaired by the Senate Chair or his or
1349 her designee. The Forum members will be invited to all Senate retreats; members will
1350 be invited to other events as deemed appropriate by the Executive Committee.

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1352 Membership: The Forum will consist of the chairs of all Senate policy, operating and
1353 special committees and boards, and the remaining Senate Officers.

1 San José State University
2 Academic Senate
3 Organization and Government Committee
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AS 1656

6
7 **Senate Management Resolution**
8 **Modification of Bylaw 1.10**
9

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

12
13 Whereas: Administrative changes and reporting lines have changed in the academic
14 affairs division with the appointment of a deputy provost, and

15
16 Whereas: The language in bylaw 1.10 presently conveys that AVPs report directly to
17 the provost, which is no longer the case, therefore be it

18
19 Resolved That bylaw 1.10 be modified as follows:
20

21 1.10 The phrase "academic deans" as used in Article II, Section 2 of the
22 constitution means deans, and associate vice presidents in the academic affairs
23 division ~~reporting directly to the Provost~~. Elections of representative deans shall
24 be conducted and reported by the Provost, and vacancies shall be filled by
25 special elections for the balance of unexpired terms.

26
27
28 Rationale: When the position of Deputy Provost was established changes were made to
29 the reporting structure. This update eliminates the specific reporting line as it has
30 changed. Identifying the reporting line is not necessary to implement this bylaw.

31
32 Approved: 11/26/18
33 Vote: 9-0-0
34 Present: Bailey, French, Gallo, Higgins, Ormsbee, Rodan, Shifflett, Curry,
35 Grosvenor
36 Absent: Capizzi, Saldamli

37
38 Financial Impact: None
39 Workload Impact: None
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1 San José State University
2 Academic Senate
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6

AS 1717

7 **Senate Management Resolution**
8 **Amendment of Bylaw 15a; Editorial Changes - Senate**
9 **Documents**

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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

46 information up to date, reduce service workload for faculty members
47 serving on committees, and enable the Senate to attend to weightier
48 matters.

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52 Approved: 11/26/18

53 Vote: 10-0-0

54 Present: Bailey, Capizzi, Curry, Gallo, Higgins, Rodan, Shifflett
55 Ormsbee, French, Grosvenor

56 Absent: Saldamli

57

58 Financial Impact: None

59

60 Workload Impact: The proposed change will not alter the workload of the Senate
61 Office which would ultimately be making the changes, but will
62 reduce the workload of policy committees and the Senate which
63 would otherwise have to approve such changes.

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AS 1721

7 **Policy Recommendation**
8 **Amendment A to S13-9**
9 **Policy for Merging, Dividing, Transferring, Eliminating**
10 **Academic Units**

11
12 Legislative History: At its meeting of May 8, 2006 the Academic Senate passed S06-7,
13 a policy recommendation from the Organization and Government Committee to address
14 the need for a university policy prescribing procedures to merge, divide, transfer or
15 eliminate academic departments. Approved and signed by President Don Kassing on
16 May 15, 2006.

17
18 Subsequently, on March 14, 2011, the Academic Senate approved the Sense of the
19 Senate Resolution SS-S11-3 to provide voting guidelines to be used when
20 implementing S06-7. Endorsed by the Executive Committee on March 7, 2011.

21
22 And finally, at its meeting of May 6, 2013, the Academic Senate approved S13-9 to
23 amend S06-7 which provided an operational roadmap to ensure transparency and to
24 facilitate full participation of affected academic units and programs subject to proposed
25 mergers, division, transfer or elimination. Approved and signed by President
26 Mohammad Qayoumi on June 11, 2013.

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28
29 Whereas: S13-9 preserves the intent of S06-07 by carrying forward the resolved
30 points regarding merging, dividing, transferring or eliminating academic
31 units, and

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

35
36 Whereas: S13-9 provides voting guidelines aligned with the CBA and SS-S11-3
37 which continue to stand, therefore, be it

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

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42 Resolved that this proposal replace S06-7 and S06-7 be rescinded.
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44

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

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56	Approved:	11/26/18
57	Vote:	10-0-0
58	Present:	Bailey, Capizzi, Curry, French, Gallo, Higgins, Grosvenor,
59		Ormsbee, Rodan, Shifflett
60	Absent:	Saldamli
61		
62	Financial Impact:	None
63	Workload Impact:	None