SAN JOSE STATE UNIVERSITY ACADEMIC SENATE
2018/2019
Agenda
March 4, 2019, 2:00 pm – 5:00 pm
Engineering 285/287

I. Call to Order and Roll Call:

II. Approval of Minutes:
Senate Minutes of February 11, 2019

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 January 28, 2019
EC Minutes of February 4, 2019
EC Minutes of February 18, 2019

B. Consent Calendar –
Consent Calendar of March 4, 2019

C. Executive Committee Action Items –
AS 1733, Senate Management Resolution, Establishing a special committee to coordinate and prepare a campus response to the GE Task Force Report from February 2019 (Final Reading)

V. Unfinished Business:
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)

VI. Policy Committee and University Library Board Action Items (In rotation)

A. University Library Board (ULB):

B. Curriculum and Research Committee (C&R):

C. Instruction and Student Affairs Committee (I&SA):
AS 1730, Policy Recommendation, Amendment A to University Policy S15-3, Leaves of Absences for Students (First Reading)

AS 1731, Policy Recommendation, Rescind and Replace S05-4, Qualifications for Student Office Holders (First Reading)

AS 1732, Policy Recommendation, Rescind and Replace University Policy F10-1, The Use and Abuse of Alcohol and Other Drugs (First Reading)

D. Professional Standards Committee (PS):
AS 1726, Policy Recommendation, Amendment C to University Policy S12-6, Evaluation in Effectiveness in Teaching for All Faculty (Final Reading)

AS 1728, Policy Recommendation, Amendment H to University Policy S15-7, RTP Procedures (First Reading)

AS 1729, Senate Management Resolution, Membership of the Board of Academic Freedom and Professional Responsibility (First Reading)

E. Organization and Government Committee (O&G):
AS 1727, Policy Recommendation, Amendment B to University Policy F07-2, Athletics Policy (Final Reading)

AS 1734, Policy Recommendation, Amendment A to S18-5, Alcohol and Drug Abuse Prevention Committee (ADAPC) (Final Reading)

VII. Special Committee Reports:

VIII. New Business:

IX. State of the University Announcements:

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

X. Adjournment

2018/2019 Academic Senate

MINUTES
February 11, 2019

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

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

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

Deans / AVPs:
Present: Olin, Ehrman, Elliott, Stacks
Absent: None

Students:
Present: Fernandez-Rios, Gallo, Gill Kethepalli, Pang, Rodriguez
Absent: None

Alumni Representative:
Present: Walters

Emeritus Representative:
Present: McClory

Honorary Representative:
Present: Lessow-Hurley

General Unit Representatives:
Present: Trousdale, Hurtado, Higgins, Monday
Absent: None

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

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

EDUC Representatives:
Present: Marachi, Mathur
Absent: None

ENGR Representatives:
Present: Ramasubramanian, Sullivan-Green, Kumar
Absent: None

H&A Representatives:
Present: Khan, Riley, Ormsbee, McKee, Mok
Absent: None

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

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

II. Approval of Academic Senate Minutes– The Senate minutes of December 10, 2018 were approved as amended by Senators Rodan and Khan.

III. Communications and Questions –

A. From the Chair of the Senate –

Chair Frazier welcomed Senators back for Spring 2019.

Chair Frazier announced that there is a new faculty dining room and it is located in IRC 302. Chair Frazier thanked Senior Vice Provost Kemnitz and VP Charlie Faas for making this happen, as well as a committee that worked on it: Jonathan Roth, Sharmin Khan, Judith Lessow-Hurley, Tsu-Hong Yen, Janet Kitajima, and Frazier.

Chair Frazier recognized Senator Julia Curry for winning the Wang Family Excellence

Award for Service. Senator Curry received a standing ovation.

B. From the President of the University –

The President recognized the work of the administrators, including Senator Stacks, during the Government shutdown.

Questions:

Q: As a Senator, I've been approached about the recent appointment of lots of administrators and the perception from some faculty is that it has been done with little to no input from rank and file faculty.

A: Comments from President Papazian: Change by definition is uncomfortable. Everyone wants to be at the core of the conversations around change. I appreciate the concern. It is always an interesting and delicate balance between how, when, and with whom we have those conversations. I hope we all can agree that we needed to make change. We were in a period of stagnation. As an institution we were not moving forward as fast as we should. I've also said that shared governance is not co-management. These are different functions and processes and they have different kind of responsibilities. Shared governance is about having meaningful influence in areas where it is appropriate. Co-management is a different matter. Administrators are held accountable for different things. Administrators are at will employees. They don't have five-year contracts. We have responsibilities to ensure what we do is done with integrity and that we follow all rules, regulations, and laws. We have obligations to do these things. There are always grey areas. We have brought in new leadership with experience and new eyes and we have taken a look at what is needed in the divisions and across the university. In terms of some of these changes, lots of conversations have taken place. They just haven't taken place in a public forum. No one has recommended a change without there being substantial conversations before it was made. However, I have found that no matter how early I reveal an idea, it is never early enough. Our old structure was inefficient and we were losing money in some areas. For example, we are a $500M institution and yet we purchase technology separately. This doesn't utilize our buying power effectively. Every dollar we save can go back towards the academic mission. Our deans are relatively stable now. I anticipate most large changes being completed within 18 months so we have the right structure and support in place to meet our strategic plan.

Q: I think many people were surprised with the recent name changes that were done without anyone outside those colleges ever seeing them. I'm concerned that if someone new comes in and there is an expectation of change, without seeing how things fit together, that then will influence change no matter what.

A: Both of those recent name changes, for College of Professional and Extended Studies and College of Graduate Studies, came from those areas and were not top-down decisions. The change in the name and title for International and Extended Studies came about as a result of a request from Dean Huard who has been here five years. The change for the College of Graduate Studies was the result of the strategic visit from three Deans of Graduate Colleges that visited the campus and made recommendations. This was their recommendation.

Q: Can you discuss how programs that are heavily weighted with graduate programs, or that have only graduate programs, are articulated with the current college or the newly created College of Graduate Studies?
A: The College of Graduate Studies is a vehicle to work with all the colleges around graduate education. The President deferred to the Provost.
C: Provost: I'll be very direct. We have a College of Graduate Studies with an Interim Dean. We had a strategic visit from three deans. They came in and made a quality judgment as to what SJSU should be looking for going forward for post-baccalaureate education. The goal was to combine all the efforts in the post-baccalaureate structure going forward. When I started here in July, there wasn't one person that didn't ask me when we were going to get a Graduate College. Clearly there was interest here and it is the design we want going forward. That's why we are doing this.

Q: The curricular aspect will then be handled through the College of Graduate Studies?
A: When you say curricular aspect, there are levels to that. One level is conversations about why it should be for the students coming into our program. Are we prepared in ways that make sense for their needs, not our needs necessarily? The second level is accrediting organizational functions that go along with any curricular action. We will continue to pursue that through the graduate structure. This semester I am clarifying what are the pathways to making a curriculum actually happen, and part of that is accrediting in this area. We will do that through the Graduate College and Dean Marc d'Alarcao and AVP Stacks are working closely to ensure that happens.

Q: The library has been significantly impacted from the recent salary savings to centralized budgeting. As of today, the library currently has no funds to buy any books, journals, etc. I was wondering if this is going to continue in the future?
A: President: It is true we no longer believe core functions of the university should be funded by salary savings. We are an underfunded public university, and we never have enough to fund our needs. When we sit down as a leadership team each year, we make certain decisions about say staffing for example. We make decisions on where those faculty lines need to go based on highest needs of the institution. Those decisions are made with the expectation that those positions will be searched for and hired. If a line is allocated to the library, but you have to hold open several lines to get the salary savings you need to purchase journals, then there is something wrong with this budget. We haven't then put the money where we need to. For example, Student Orientation was being funded by salary savings. Student Orientation is a core function of this institution and needs to be funded. What we did this year was anticipate salary obligations and mandatory costs without knowing what our funding would be, and we also wanted to fund the RSCA initiative. The only way we could do that was to pool the funds and ask colleges and VPs to identify everything that needed to be funded so that when we allocated a line it was expected to be searched for and filled. Now we are going through a process of determining how we can best fund what needs to be funded. Some things can be handled with one-time funds. We are looking at all of this

and will try and normalize the process over the next two years. I have the feeling your dean is already having these conversations about the library's budget needs right now.

Q: There is a lot of anxiety in my college and department from faculty over the amount of changes that are occurring so rapidly and it appears to them to be without their input. Would it be possible to get an idea about what other seismic changes will occur?
A: Provost: It was my understanding when I came in that there had been considerable conversations in the college about the name change, and it became the College of Health and Human Sciences. Subsequently, there was a leadership change. I don't talk about personnel changes. What I did do was meet with the department chairs in January and spoke about their need to focus on who they wanted to be and what that looked like. The substance of that conversation was this should be organic, and should be a conversation that is held with faculty. I made the wrong assumption that the chairs would discuss this with their faculty. I repeatedly asked the chairs to have conversations with their faculty and have decisions organically made about who you are, where you want to be, and what that should look like. I met with your dean this morning and she spoke with me specifically about Social Work and the need to satisfy accrediting requirements having to do with size and advanced standing. Advanced standing needs to meet accrediting standards in Social Work, and this will govern some of your decisions about how you admit and what that curriculum will look like in order to satisfy not only your professional desires, but also the accrediting needs of the college. What I did say was that those conversations can't go on for all time. I would like the dean and the associate dean to shape that conversation so that there is a back and forth dialogue between the chairs and the departments about the focus of the college that has been renamed the College of Health and Human Sciences. My understanding is that those conversations are occurring and that the outcome of those conversations is uncertain, but it is trending so that there will be focus on the mission of the college. One of the very significant aspects of what happens in a College of Health and Human Sciences is that there will be three doctoral programs in very short order. They are an extension of what those programs need to become specifically in Occupational Therapy, Nursing, and, more than likely, in Audiology. Those doctoral efforts are an extension of what those careers and accrediting bodies are telling us we need to do and they will hover over the mission of the College of Health and Human Sciences as is the case always with doctoral programs. That's the mix. My expectation as Provost is that those conversations happen with the disciplinary experts, and mostly with the faculty of that college. I can't answer your questions. I have some ideas where I think you should land based on my own experiences, but I really want to hear from the faculty in that college about where they see themselves going. I can't say A is going to happen, B is going to happen, and C is going to happen. I can make some educated guesses, but I need to see the faculty are having those conversations.

Q: One of the things I didn't hear when you were speaking about salary savings is related to differences in salaries. We have a lot of faculty that are RSCA active that buy out their time and then we rehire. Lots of departments use that difference in salary

for one-time payments of things. I think, at least in the College of Engineering, those savings are the savings that are felt acutely right now because it is how we buy moderately expensive equipment, etc. These type of purchases are not what we would want to add into our base budget for every year. Can you share any thoughts on those savings?
A: I'm sure your deans are having these conversations with the Provost, but the idea is to ensure the deans have some funds to use for these type of purchases. We are still working through the process. The message I would give to faculty and chairs is to make sure your deans know. Trust me, your deans are not shy about sharing this information with the Provost.

Q: I went away from the campus for about four or five days and when I returned I felt like there had been about seven or eight major changes while I was gone. I also had faculty coming to my office asking what I could do about all these changes. You mentioned 18 months, does that mean constant change over the next 18 months?
A: That is a good point. No, changes won't go on for 18 months. It was just the beginning of the semester and we had a lot of information to get out. We actually worked on not having them all come out on the same day. There may be little bursts like that. It won't be like that every day for 18 months.

IV. Executive Committee Report:

A. Minutes of the Executive Committee:

Executive Committee Minutes of December 3, 2018 – No Questions.
Executive Committee Minutes of December 10, 2018 – No Questions.

B. Consent Calendar:

The consent calendar of February 11, 2019 was approved.

C. Senate Appointment Calendar of 2019-2020:

There were no comments or questions.

D. Executive Committee Action Items:

Approval of the Senate Calendar for 2019-2020.

Questions:
Q: Why are there policy committee meetings scheduled for the week of Thanksgiving?
A: Several members of the Executive Committee suggested that the policy committees might need more time in the Fall, given that there are 10 policy committee meetings in the Spring and only eight in the Fall. A member suggested that if the meeting is not needed, the policy committee can cancel a meeting easier than they can add a meeting. [Note: The original calendar was drafted and brought to the Executive Committee with no policy committee meetings scheduled for the week of Thanksgiving. A motion was made to add policy committee meetings to the week of Thanksgiving as there are no other Mondays available to hold an additional policy committee meeting that do not fall on holidays or religious holidays. The motion was

seconded and approved by the Executive Committee on January 28, 2019.]

The Senate voted and the calendar was approved with 2 Nays and 6 Abstentions.

V. Unfinished Business: None

VI. Policy Committee and University Library Board Action Items (In rotation)

A. Curriculum and Research Committee (C&R):
Senator White presented ***AS 1718, Policy Recommendation, Amendment C to S14-5, Modification to General Education Area D (Final Reading).***
Senator Peter presented an amendment to add to the end of the first whereas clause, "…The Chancellor's Office requires an immediate change to our General Education Area D curriculum. The Senate has been informed that a change will be imposed if we do not produce a compliant policy recommendation; and". The amendment was seconded. Senator Peter presented an amendment to the amendment that was friendly to the body to move it to the end of the second whereas clause. Senator Van Selst presented an amendment to the Peter Amendment that was friendly to the body to change it to read, "The Chancellor's Office has informed SJSU that a change will be imposed if it does not produce a compliant policy recommendation; and". Senator Papazian expressed concern that she felt the amendment belonged in a separate Sense of the Senate Resolution, and that the policy amendment should contain only curricular changes. Senator White called the question. The motion was seconded. The Senate voted and the question was called with 4 Nays and 8 Abstentions. The Senate voted and the Peter-Van Selst Amendment passed with 1 Nay and 5 Abstentions. Senator Rodan presented an amendment to a new Whereas clause to read, "Whereas, the Academic Senate does not believe that the removal of the requirement for distribution of units over the three Area D sub areas is in the best interest of students;". The Rodan amendment was seconded. The Senate voted and the Rodan amendment failed (3 Ayes, 5 abstentions). Senator Khan presented an amendment that was friendly to the body to change section 1) to read, "Students may choose, from at least two different curricular disciplines, …". Senator Van Selst presented an amendment that was friendly to the body to the Khan Amendment to change it to read, "Students may choose, from a minimum of two disciplines or in an interdisciplinary sequence, …". **The Senate voted and AS 1718 passed as amended (19-17-5)**.

B. Instruction and Student Affairs Committee (I&SA):
Senator Sullivan-Green presented ***AS 1725, Policy Recommendation, Rescinds S03-6 and S93-11, Campus Smoking Policies (Final Reading).***
The Senate voted and AS 1725 passed unanimously.

C. Professional Standards Committee (PS):
Senator Peter presented ***AS 1726, Amendment C to University Policy F12-6, Evaluation in Effectiveness in Teaching for all Faculty (First Reading).***

Senator Shifflett presented a motion to extend the clock to finish this item. The Shifflett motion was seconded. The Senate voted and the clock was extended.

Questions:

Q: Would the committee consider revising the sentence that begins, "faculty may choose to exclude the survey results from one course per year…"? For lecturers, it is not one academic year, it is one calendar year so it would be spring and fall. This would mean if lecturers were teaching 15 units in the spring, you could exclude one class. I'd like for the committee to consider revising that.
A: The committee will consider this.

Q: Would you clarify when SOTES are collected for special sessions, I know there is uneven collection of special session data?
A: We just communicated that concern to SERB that oversees SOTES. They weren't aware of this problem so stronger enforcement is on the way.

Q: In the language where it describes, "at least fifteen WTUs (equivalent of five three unit courses)," you don't make a distinction between C or S classification. Is there a difference?
A: Not so far in policy, but if you'd like to send us some language we will look at it.
Q: So, as it stands supervisory courses would count in the WTUs?
A: I believe they do now, but WTUs were introduced as a way to try and explain to faculty how much they would need to teach before they could exclude a course.

Q: In the sentence where it says, "Faculty, however, under some circumstances may exclude the results of an occasional course from their periodic evaluations," can you elaborate on what those some circumstances are?
A: The rest of the paragraph explains the circumstances. They can exclude one from their personnel file on which they are evaluated. The circumstances are one per year when they meet the 15 WTUs.
Q: What happens to the excluded evaluation?
A: It goes in their permanent personnel file, but is excluded from the working personnel file.

Q: In the sentence that, "Faculty may choose to exclude one course…", I would say something like "per review period." This would apply to regular faculty and to lecturers.
A: The committee will consider it.

Q: When you are working with probationary faculty and they are not teaching 15 teaching units, but maybe only 12 would they need to include all of them? Also, sometimes they may only teach nine units in the Fall so would this then eliminate them from excluding any units?
A: With regard to the 12 units for the entire year, yes, they would have to include them all.
Q: Some probationary faculty have research units in addition to teaching units so would they have to include them all?

A: Under the current and proposed policy they would have to include them all. With regard to the mini reviews, I'm going to have to take that back to the committee.
Q: I recommend keeping the language as a year, because if it is review period that is going to vary based on faculty rank. If you have just been promoted to tenure as Associate Professor, you don't get reviewed for another five years.
A: Possibly "appropriate annual review period." The committee will work on the language.

D. Organization and Government Committee (O&G): [<u>Note- all of the following items were moved to Unfinished Business for the 3/4/19 meeting.</u>]
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): None.

VII. Special Committee Reports:
The SJSU Strategic Plan:

Co-Chairs of the Strategic Planning Steering Committee, Stefan Frazier and Dean Walt Jacobs, presented a draft of the 10-year Strategic Plan for the Senate's Review and Consideration for Endorsement.

Chair Frazier sent out the plan to the Academic Senate on Friday morning. What the Senate received is a culmination of 18 months of work. This draft Strategic Plan is the result of the Strategic Planning Steering Committee's extensive consultation with a variety of constituents both on and off campus that is greater than Chair Frazier has ever been a part of for any plan or issue on campus. From this input the themes were distilled under five groupings. Each one was fleshed out by a task force. The five groupings begin on page 11 of the document. The goals are a good summary of the wishes and desires of our campus for the next 10 years.

The next steps include the committee taking one last look at it and then it goes back to the President to be finalized. The President can then order an implementation phase and task certain individuals with certain aspects of the plan. The President will also be asking for a communications plan to accompany the role out of the strategic plan. In fact, the date has been set for the campus rollout of the plan for Monday, March 12, 2019, [Note: The Chair meant to say March 18, 2019; however, this date has been recently moved to April 8, 2019.]

time to be announced. In the next several months the plan will be finalized and implementation will begin. The Strategic Planning Steering Committee will continue to operate, monitor, and report on the plan and its implementation. The Co-Chairs of the Strategic Planning Steering Committee are happy with the plan and seek the Senate's endorsement.

Dean Jacobs thanked Senators for their input during this long process. One of the priorities of the committee was to be as inclusive as possible so that is why it took longer than anticipated. We got a lot of feedback and went through multiple drafts.

Questions:
Q: Did the SPSC have input into the mission statement? If not, will the SPSC have input into it?
A: Everything before page 11 has been added. We sent what starts on page 11 forward to the President's Office and this is what was returned. That includes the mission statement.

A: President: The mission statement came about from the spirit of all the feedback from the campus. The SPSC will have a final chance to review.

Q: The current mission statement is passive about engaging students as partners on the campus.
A: Please send language or suggestions for changes to Chair Frazier or Dean Jacobs.

Q: In the first 11 pages of the document, there are three mentions of teaching and about 20 mentions of research. Could you clarify what does that mean for the mission of SJSU? Also, what does it suggest to students that come to SJSU for teaching that there is so little mention of teaching?
A: We only received the first 10 pages and haven't had time to review them. However, if you can forward that to me we will make it a point of discussion.

Q: Can you clarify the mechanics of the process by which the goals will be made into action items?
A: The implementation plan is the next phase and will be ordered by the President. Certain aspects of each plan get one point person and that person will be tasked with creating an implementation plan. If you go to the final page there are a number of links and one of the links points to the five documents sent to the President's Office in October by the SPSC. What remains of each of those documents from page 11 on is the first page of each of those documents. The rest of it, all the fine print below, is a whole bunch of details in order to show why the SPSC came to the decisions it did and included with that are a number of implementation suggestions.

Q: Related to the outcomes, in the initial statements there are comments and mention of faculty, but in the desired outcomes there is very little said recognizing the support and outcomes directly related to faculty. As the President said in her remarks, there is no student success without faculty success. It would be desirable to see some of those outcomes reflect faculty in a little bit more direct way. It would be great to see some faculty success directly

indicated in some of those things. My second question is if there is a plan to ensure the taskforce plays a role in the implementation and evaluation of the Strategic Plan moving forward?
A: We could do that. The taskforce members themselves would probably beg not to have to do more work. There are lots of people involved in the implementation.
A: President: What we hope to do over the next few months is that this plan be effective 2019-2029, and would be launched on July 1, 2019. Clearly, there is a role for the steering committee, but taskforces do their work then go away. The Strategic Plan must inform every decision we make at the university. This becomes the way the performance would be evaluated over the course of a year. I also envision metrics, both quantitative and qualitative. I envision my Chief of Staff being the point person for the campus.
Q: I just think that it is very important to have some of the taskforce members be on the SPSC.

Q: Having served on two strategic planning adventures at SJSU, I would like to congratulate all of you. There are two issues I would like to raise. Did you do an environmental scan? Also, was any kind of threat assessment done about what could get in the way of accomplishing the goals? In 2008, when the budget was cut across the board, the strategic plan went out the door. If our strategic plan can't serve us in times of crisis, it has absolutely no utility whatsoever.
A: We didn't do anything like a threat assessment as part of the SPSC, but built into the BAC and SPSC policy is a strong communication between the two. All of the plan needs resources and monitoring and in terms of how resources get allocated, there has already been a great deal of communication between the two committees.
A: President: We have to collectively prioritize. Also, we have a comprehensive campaign and there is an overlap of that effort and the development of the strategic plan. The comprehensive campaign is to build some of the aspirational goals in the strategic plan and to keep tuition costs down. We make that case to our donors. I think every day about how we can position our goals with the larger goals of the CSU and state of California. The CSU, faculty, and leadership across the institution are very committed to these goals. I think a lot of what is in the goals is something the trustees could support.

Q: One of the key aspects of looking to the future is to honor the past. SJSU was originally a teaching school. Is there a way to honor the history of the university in the introduction?
A: Please send language and we will include that in the feedback.

Q: I see there is a new draft mission statement here. If we endorse this are we endorsing all of it or just the strategic plan?
A: I don't know. I think the Senate can make any motion it wishes. A motion could be made to endorse specific parts, say just the strategic plan.

Q: Are we thinking about how we can measure the return on the investment we make?
A: At the end of the day we care about our student success and the health and well-being of our faculty and staff.
Q: We have to make choices if something costs a lot and has a small return.
A: We are always trying to stretch our resources to have the broadest impact. However,

sometimes it might cost us. There is no one size fits all. The decision has to be weighed against what is best.

Senator Peter presented a motion to endorse the Strategic Plan on pages 11 through 21 of the document. The motion was seconded. **The Senate voted and the motion passed unanimously.**

VIII. New Business:

IX. State of the University Announcements:

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

X. Adjournment: The meeting adjourned at 5:07 p.m.

Executive Committee Minutes
January 28, 2019
ADM 167, 12:00 p.m. to 1:30 p.m.

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

1. The Executive Committee minutes of December 3 and December 10, 2018 were approved.

2. The consent calendar was approved.

3. The Executive Committee approved Ranko Heindl as a FAL member to the Student Success Committee.

4. Updates from the President:
    a. The new Provost has been selected and announced to the campus.
    b. The VPRI search is underway.
    c. The new Chief of Staff will be here Thursday and will attend the Senate Retreat on Friday.
    d. The President noted that the budget is just a proposed budget and will have some adjustment from the legislature. The good news is that our mandatory costs are covered.
    e. The Executive Committee discussed the doctorate in Occupational Therapy.
    f. The President congratulated Julia Curry on winning the Wang Award.
    g. The administration is moving through the Strategic Planning process.

    Questions:
    Q: Can we schedule a meeting for the Executive Committee with the new Provost?
    A: Chair Frazier has already reached out to the new Provost.

    Q: Why was this particular Provost candidate selected?
    A: This candidate had a deep commitment to the academic core. He is very active in academics. The President spent time listening to the campus feedback.

5. The Executive Committee discussed and approved Silke Higgins as the General Unit representative to the Exceptional Assigned Time Committee.

6. Updates from the Interim Provost:
    The Interim Provost will ensure there is a happy and healthy transition for the new Provost.

Questions:
Q: Can you define Health and Human Sciences? What are the boundaries?
A: We will solidify activity over time.

Q: What is the timeline for replacing Amy Strage?
A: Amy's replacement is a direct report to Carl Kemnitz. We want to consolidate all matters to do with faculty in the Provost Office. Carl will organize the paperwork to start the search for that seat.

Q: What is the timeline for the student/faculty success unit?
A: We are working on trying to see what belongs where as we unpack student and faculty success areas.

Q: The AVP of Student Success sat on a lot of committees. Are we going to have someone new or not?
A: It won't be the same as it is now. The changes will probably be effective July 1, 2019.

Q: When will the CIES changes take effect?
A: Ruth Huard has a fabulous operation. She spoke with the Provost about the utility of having a title that can enhance what she does. The Provost listened.

7. The Executive Committee discussed and approved the Senate Calendar with the addition of a policy committee meeting on November 25, 2019 (12-1-0).

8. Updates from the VPAF:
   From the Vice President of Administration and Finance (VPAF):
   The Finance Division will move out of Clark on February 6 and 7, 2019. This will then allow the remodeling to begin over the summer. The VPAF anticipates moving in the President's Cabinet and Senate Chair after the holidays.

   Questions:
   Q: Is anyone monitoring the scooters? They are blocking the emergency exits and supply entrances.
   A: Yes.

9. The Executive Committee approved the Senate Appointment Calendar for 2019-2020.

10. Updates from the VPSA:
    a. The Vice President of Student Affairs (VPSA) thanked Associated Students (AS) for allowing them to move the AS house. It was a spectacular sight that many people came to watch.

b. The VPSA has received the initial report on safety in the residence halls. He will share it with the Executive Committee when he gets the final report. Several suggestions were made to reroute access to the area, paint the garage white to enhance lighting, add more cameras and a monitoring system.

c. Enrollment for Spring shows a significant increase in transfer students. Overall enrollment numbers seem comparable to last year. The VPSA will look at the trends.

Questions:

Q: Has anyone asked first time students that leave why they are leaving?
A: Last year was the first time we asked this question. We found that we could usually help these students and were successful in bringing 100 students back this fall. Staff are now contacting these students to ensure they have the support they need.

11. Updates from the AS President:
    a. This is the last year and last semester for AS President Manzo. The Executive Committee gave her a round of applause.

    b. AS recently held their retreat and the 180 staff members were included. This was a good opportunity for everyone to bond and also for the staff to present their budget presentations. Next year's budget will include some funding for travel to conferences and professional development for graduate students.

    c. The College of Professional and Global Education will partner with AS in holding a new student mixer for professional and global students.

    d. The Provost encouraged the AS President to meet with the new Dean of Graduate Studies Marc D'Alarcao.

12. Updates from the CSU Statewide Senate:
    a. The plenary was held on January 22 to January 24, 2019. There was a lot of enthusiasm about the budget for this coming year.

    b. The Academic Senate California State University (ASCSU) adopted the Tenets of Shared Governance contingent on the Chancellor agreeing that EO 1100 and 1110 stifled best practices.

    c. The ASCSU discussed a resolution encouraging senates to adopt policies on curriculum including four- to six-year graduation rates, but noted that these do not include the number of people that have degrees.

d. The Chancellor is excited that rates indicate students may be improving with the new math model. Students that remain on the same path towards an undergraduate degree have more success than students that change paths.

e. Concern was expressed that while we want to support closing the achievement gap, are we setting people up for disadvantages after graduation? Are students really getting a quality education?

f. The General Education (GE) Task Force will issue a report at the end of the semester.

13. Updates from the Curriculum and Research Committee (C&R):
The C&R Committee will be discussing the final reading of the GE Area D and 4+1 Blended Degree Model policies today. In addition, they will review and prioritize referrals for this semester.

14. Updates from the Instruction and Student Affairs Committee (I&SA):
The I&SA Committee will be discussing the Outstanding Honors policy. I&SA will also discuss the makeup of the I&SA committee. In addition, I&SA will be hearing final readings from the subcommittees.

15. Updates from the Professional Standards Committee (PS):
The PS Committee will be discussing the Lecturer Range Elevation Policy, an amendment to the SOTES Policy, and a referral regarding the RTP Criteria policy.

16. Updates from the Organization and Government Committee (O&G):
O&G has completed their review of all university policies. There will be some new referrals to the other policy committees. O&G will finish their review of the operating committee policy revisions and will modify the bylaws to allow for senate management resolution changes.

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

These minutes were taken and transcribed by the Senate Administrator on January 28, 2019. The minutes were edited by Chair Frazier on February 11, 2019 and approved by the Executive Committee on February 18, 2019.

Executive Committee Minutes
February 4, 2019
ADM 167, 12:00 p.m. to 1:30 p.m.

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

1. Retreat debrief. The committee offered congratulations Vice Chair Mathur on a policy-oriented retreat. Mathur in turn thanked everyone involved, especially AVP Anagnos, Chair Frazier, President Papazian, and Senators White and Peter, who stepped up over the last couple of weeks with support—and a special shout-out to Eva Joice and Jade Sanders in the Senate office.

2. The consent calendar was approved.

3. Discussion of agenda for full Senate meeting:
    a. The university's strategic plan will be distributed this week and will have a time certain of 2:30 for a presentation by the co-chairs of the Strategic Planning Steering Committee.
    b. C&R will be placed first under "Policy Committee Action Items" in order to ensure discussion of Area D.
    c. The President's announcements will be somewhat longer than usual in order for the President to address issues around recent university reorganizations.

4. General conversation about campus reorganization and the surrounding climate. The President explained the motivations for reorganization: the need for a stronger focus on student success. We have made some progress, but there is much still to be done, and that requires reorganization. Sometimes, institutions must undergo a lot of change all at once; in 18 months or so, we will have gotten to "the other side" of it.

    Q: There is a lot of concern about the breakup of faculty and student success in terms of student advising. Not necessarily because of the separation, but just the instability; just a few years ago they were combined (contrary to Executive Committee advice), and now they're being re-separated.
    A: There will be one person overseeing it. The actual reason for the change had to do with gaps in advising and that will be more seamless now. This will be a better structure.

    Q: What is the new structure?

A: Faculty development functions will be in Office of the Provost or Senior Vice Provost. It is a process, so nothing is completely locked in—it's always a work in progress. The student success part is somewhat different. Right now, there is no cohesion or a systematic approach to the unit. Student Affairs and Academic Affairs are having discussions about the structure. We are trying to act quickly. [One member was pleased that Student Affairs was being brought in more centrally.]

Q: It's better to have a formal announcement before rumors start to spread.
A: There shouldn't be a campus announcement before it's clear what is happening. "It's never early enough," though. But it is really about making sure that people who are part of the process have a voice.

Q: Decisions like these on reorganization are best made in an evidence-based manner. Would it be possible to share the evidence that led to the decisions?
A: One area is in closing the achievement gap. That has not happened on this campus. We should only be satisfied when 100% of our students are succeeding.

Q: When there are faculty concerns about decisions being made, it is usually because they feel like they haven't had a voice. There have been a lot of changes on campus, and faculty don't feel like they've been listened to along the way.
A: Shared governance is not co-management. Faculty will not be asked, for example, how to set up a budget. At the end of the day, there is a distinction between shared governance and co-management. We do have very valuable conversations in Executive Committee. We get input here, but in the end, we [administration] have to make the judgments because we're charged with doing it and held accountable for doing so.
It's also about the relaying of information. Deans were told about the changes, and they are meant to relay that to their chairs. Sometimes that doesn't happen.

Q: It was good to communicate with deans. But, for example, when GUP was merged, there was an open campus forum for everyone to participate. That kind of thing isn't happening now.
A: That could be a possibility sometime later in the semester.

Q: The student success unit has been the organizer of the student success collaborative. What will happen to that initiative? What about the data?
A: That isn't going away; we're re-clustering things so that we can better evaluate what's going on.

5. President's announcements (besides the above reorganization discussion). The President saluted the senate retreat and Vice Chair Mathur's work. She also noted the success of a recent meeting on the topic of underrepresented faculty.

6. Policy Committee updates
    a. O&G – final readings coming on Monday:
        i. The Sustainability Committee is looking to add more members to its already large committee (20). There was discussion on how to address this.
        ii. Co-chair appointment for ADAPC is made by the President. There was discussion on who those co-chairs should be, faculty or administrator. One central question was posed: what would be best to help lead to less alcohol and drug abuse?
        iii. O&G has been through process to modify the standing rules to make it even clearer that senate management resolutions can be used to amend the bylaws. One caution was noted: changing the bylaws should be done with a 2/3 vote after two readings.
    b. ISA:
        i. Smoking policy rescission (possibly a final reading).
        ii. Academic qualifications for student office holders (first reading).
        iii. Maximum unit load in inter-session and summer session (first reading).
    c. Professional Standards
        i. SOTE exclusion rule amendment is coming as a first reading.
        ii. The bullying resolution has been forwarded to the President's Chief of Staff.
        iii. Today's PS discussion will be partly on amendments to range elevation for lecturers.
    d. C&R will bring for a final reading the amendment to Area D, a compromise that they believe meets the requirements of Chancellor's Office.

These minutes were taken and transcribed by Associate Vice Chair Riley on February 4, 2019. The minutes were edited by Chair Frazier on February 5, 2019 and approved by the Executive Committee on February 18, 2019.

Executive Committee Minutes
February 18, 2019
ADM 167, 12:00 p.m. to 1:30 p.m.

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

1. The Executive Committee approved the minutes of January 28, 2019. The minutes of February 4, 2019 were approved with amendments from Senator Shifflett.

2. Updates from the President:
    a. The President and Chief of Staff are working on creating a taskforce with regard to "bullying" as requested by the Senate in SS-F18-5. The President anticipates it will be constituted and charged by March or April 2019.

    b. The President is still not certain what she wants to do regarding the Area D policy (S19-1) sent to her for signature after the last Senate meeting on February 11, 2019.

    c. The Strategic Plan is in its final stages. The President expressed her appreciation for the Senate's endorsement of the Strategic Plan at the Senate meeting on February 11, 2019. The Strategic Planning Steering Committee meets this coming Monday, February 25, 2019.

    Questions:

    C: A member commented that it is important that the President work with the Strategic Planning Steering Committee throughout the life of the plan to ensure it stays on course.

3. Senator Matoush recently retired, and her seat in the General Unit expires and will be lost in May due to the seat calculations for this upcoming year. The Executive Committee approved a replacement for the rest of the semester. The Executive Committee also approved the appointment of the new senator to the Curriculum and Research Committee to replace Senator Matoush.

4. The Executive Committee discussed a referral on changing what constitutes a quorum on Senate committees. The committee discussed current methods in place to remove committee members that repeatedly miss meetings. The committee also discussed who is included in a quorum. Vacancies on the committee do not count in the quorum, nor do members appointed that have not yet attended their first meeting. A motion was made and seconded to table the item. The motion was approved with 1 Nay.

5. The Executive Committee discussed the GE Task Force Report. The ASCSU wants unified campus responses, but the timeframe is not clear. The Senate Chairs will produce a response letter and discuss it at their next meeting on April 11, 2019. The GE Task Force worked two years on the GE Report and the ASCSU will consider whether to endorse it. Concern was expressed that the report was prepared solely by faculty without administrator input. A comment was made that the Interim Assistant Vice Chancellor for Academic Programs and Faculty Development was a member of the GE Taskforce. The committee agreed that an issue of this magnitude needs more than two months for a proper response, and that an appropriate committee should be formed to prepare this campus response. A motion was made to appoint the Senate Chair, Vice Chair, and Chair of the Curriculum and Research Committee to prepare a resolution for next steps (charge and membership of a special committee) for the next Executive Committee meeting on February 25, 2019. The motion was approved.

6. The Executive Committee discussed the Honors Convocation on May 3, 2019. The last amendment to the Honors policy that allows students to be eligible for honors each semester has resulted in so many honorees that they cannot fit in any building on campus for a ceremony. Therefore, the Provost has had to make a decision to honor only the President's Scholars. However, she encourages the Deans to honor the Dean's Scholars within each college. A member suggested having an award ceremony each semester instead of each year. The Provost's Office does not have the resources to do this each semester.

7. Title IX Update:
   Title IX is not on hold in general. There are four individual cases on campus that are on hold that are student-on-student cases where there is no additional evidence other than each student's recollection.

8. The meeting adjourned at 1:37 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on February 18, 2019. The minutes were edited by Chair Frazier on February 20, 2019 and approved by the Executive Committee on February 25, 2019.

Consent Calendar 4-Mar-19

	Committee	Last Name/First Name	Zip	Term	Phone	College/Seat
ADD:						
	Professional Standards	Raman, Priya	0112	2019	45371	J/CoSS
	C&R	Emmert, David	0035	2019	45910	H/General Unit
REMOVE:						
	Professional Standards	Hart, Tabitha	0112	2019	45510	J/CoSS
	Program Planning Committee	Agee, Ann	sem. sabbatical/2021			U/General Unit
	C&R	Matoush, Toby	0028	2019	82096	H/General Unit
	Student Fairness Committee	Erdogan, Ayca	0085	2019	43998	I/CoENG
	Program Planning Committee	Koev, Plamin	0103	2019	45175	Q/Sci

San José State University
Academic Senate
Organization and Government Committee **AS 1656**
March 4, 2019
Final Reading

Senate Management Resolution
Modification of Bylaw 1.10

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

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

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

Resolved That bylaw 1.10 be modified as follows:

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

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

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

Financial Impact: None
Workload Impact: None

San José State University
Academic Senate
Organization and Government Committee **AS 1717**
March 4, 2019
Final Reading

Senate Management Resolution
Amendment of Bylaw 15a; Editorial Changes - Senate Documents

Legislative History: F16-3 which modified bylaw 15c provided for the correction of editorial errors and S16-7 expanded the language of bylaw 15 to allow the Senate Chair to make editorial changes to a Senate document whenever there is an outdated reference to a law, regulation, executive order or Senate document. This proposal, modifying bylaw 15a, expands editorial changes that can be made by the Senate Chair to include more generally changes in designations provided the function, responsibilities, purpose, or content remain the same.

Whereas: University designations sometimes change; and

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

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

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

Rationale: Designations change or evolve. This proposal emerged as the result of references in some policies to “200-level courses” (e.g. F08-2) which at the time meant “graduate courses.” But with SJSU’s new doctoral programs, the university now has 500-level courses. Providing the Senate Office with the flexibility to make changes without needing to refer such

changes to policy committee and then to involve the Senate will help keep information up to date, reduce service workload for faculty members serving on committees, and enable the Senate to attend to weightier matters.

Approved:	2/18/19
Vote:	11-0-0
Present:	Curry, French, Gallo, Higgins, Grosvenor, McClory, Millora, Ormsbee, Shifflett, Saldamli, Capizzi
Absent:	Rodan
Financial Impact:	None
Workload Impact:	The proposed change will not alter the workload of the Senate Office which would ultimately be making the changes, but will reduce the workload of policy committees and the Senate which would otherwise have to approve such changes.

San José State University
Academic Senate
Organization and Government Committee **AS 1719**
March 4, 2019
Final Reading

Senate Management Resolution
Charge and Membership of Senate Policy Committees

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

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

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

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

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

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

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

Approved:	2/4/19
Vote:	8-0-1
Present:	Curry, French, Gallo, Higgins, Grosvenor, Millora, Ormsbee, Rodan, Shifflett
Absent:	Capizzi, Saldamli
Financial Impact:	None
Workload Impact:	None

Charge and Membership of Senate Policy Committees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Organization and Government - Update to charge proposed.
Note: original charge and membership (archived) will be superseded with the passage of this Senate Management Resolution.

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

Membership
President's Designee (EXO)
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering

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

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

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

Membership
~~Deputy Provost~~ Senior Vice Provost (EXO)
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 Student Senator

San José State University
Academic Senate
Organization and Government Committee **AS 1720**
March 4, 2019
Final Reading

Senate Management Resolution
Amendment to Standing Rule 10 (Motions)

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

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

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

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

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

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

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

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

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

Absent:

Financial Impact: None
Workload Impact: None

Below is reference information for the Senate

Standing Rule 10

10. Motions

a) Substantive motions are of three kinds:

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

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

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

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

c) Motions from the Floor

Motions not proposed by a policy committee:

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

2) Described in a.3) above may be acted upon only at a meeting subsequent to the meeting in which it is introduced or in which notice is given to the Senate of intention to introduce such a motion. If only a

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

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

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

Article III — Organization

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

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

Bylaw 12 – Approval of Policies

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

San José State University
Academic Senate
Organization and Government Committee **AS 1721**
March 4, 2019
Final Reading

Policy Recommendation to Amend S13-9: Policy for Merging, Dividing, Transferring, Eliminating Academic Units

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

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

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

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

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

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

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

<u>Resolved that this proposal replace S06-7 and S06-7 be rescinded.</u>

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

Approved:	11/26/18
Vote:	10-0-0
Present:	Bailey, Capizzi, Curry, French, Gallo, Higgins, Grosvenor, Ormsbee, Rodan, Shifflett
Absent:	Saldamli
Financial Impact:	None
Workload Impact:	None

San José State University
Academic Senate
Organization and Government Committee **AS 1722**
March 4, 2019
Final Reading

Policy Recommendation
Charge and Membership of University Committees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved: 2/4/19
Vote: 8-0-1

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

Proposed Updates

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

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

International Programs and Students Committee [reporting to ISA] - Update to charge and membership.
http://www.sjsu.edu/senate/docs/SM-S05-1.pdf
http://www.sjsu.edu/senate/docs/SM-F04-4.pdf
http://www.sjsu.edu/senate/docs/F90-5.pdf
http://www.sjsu.edu/senate/docs/F88-11.pdf

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

Membership
Director International Programs & Services [EXO]
Student Affairs Office designee [EXO]
AVP, Enrollment & Academic Services or designee [EXO]
GUP Graduate Studies Office designee [EXO]
GUP Undergraduate Studies Office designee [EXO]
~~Study Abroad Director~~ Director of Study Abroad and Away [EXO]
CIES, Director Global Studies [EXO]
CIES, AVP Continuing Education Office [EXO]

ACIP Rep [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
2 Students

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

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

Student Evaluation Review Board [reporting to PS] - Update to charge.
http://www.sjsu.edu/senate/docs/F10-2.pdf
http://www.sjsu.edu/senate/docs/SM-S99-4.pdf
http://www.sjsu.edu/senate/docs/SM-S94-1.pdf
http://www.sjsu.edu/senate/docs/F87-6.pdf

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

Student Fairness Committee [reporting to ISA]- Update to charge; membership clarifies one faculty from each college. S14-3 says 'preferably'
http://www.sjsu.edu/studentconduct/docs/S14-3.pdf

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

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

Undergraduate Studies Committee [reporting to CR] - Update to charge.
http://www.sjsu.edu/senate/docs/SM-F16-1.pdf
http://www.sjsu.edu/senate/docs/SM-F15-2.pdf
http://www.sjsu.edu/senate/docs/SM-S98-2.pdf

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

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

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

Athletics Board - Update to charge; Update to membership.
http://www.sjsu.edu/senate/docs/S13-7.pdf
http://www.sjsu.edu/senate/docs/F07-2.pdf
http://www.sjsu.edu/senate/docs/F79-4.pdf

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

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

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

Budget Advisory Committee - Update to charge.
http://www.sjsu.edu/senate/docs/F15-9.pdf

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

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

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

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

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

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

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

Sustainability Board - Update of charge and membership.
http://www.sjsu.edu/senate/docs/S10-5.pdf

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

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

Membership:
Director, Sustainability [EXO]
~~Provost or designee [EXO]~~
~~VP for Advancement or designee [EXO]~~
~~VP for Student Affairs or designee [EXO]~~
AVP of FDO (or designee) [EXO]
Executive Director Spartan ~~Shops~~ Eats or designee [EXO]
~~AS Director of Comm. & Envr. Affairs.~~ ~~AS Director of community and sustainability~~ A.S. Director of Sustainability Affairs [EXO]
~~Rep of Deans (selected by Deans Council)~~
1 faculty, Business
1 faculty, Education
1 faculty, Engineering
1 faculty, Health and Human Sciences
1 faculty, Humanities and the Arts
~~2~~ 1 faculty, Science, ~~including one from Biology~~
1 faculty, Social Science
1 faculty, General Unit (excluding library)
1 member of staff
1 student
1 Representative from Transportation Solutions
1 Representative from MLK Library

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

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

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

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

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

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

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

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

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

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

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

Board of General Studies: - Update title in membership.
http://www.sjsu.edu/senate/docs/F15-13.pdf

Membership
AVP, ~~Graduate and~~ Undergraduate Education or designee (EXO, Non Voting)
Director of Assessment (EXO, Non Voting)
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Faculty, College of Health and Human Sciences

1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 student

Appendix A
Charge & Membership of Committees

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

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

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

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

Committee on Committees - Note: Update to charge proposed in AS 1719.
http://www.sjsu.edu/senate/docs/F05-1.pdf
http://www.sjsu.edu/senate/docs/S98-3.pdf
See bylaw 4: http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf

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

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

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

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

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

Instruction and Student Affairs – Update to membership proposed in AS 1719.
http://www.sjsu.edu/senate/docs/SM-F13-1.pdf
http://www.sjsu.edu/senate/docs/SM-F04-2.pdf
http://www.sjsu.edu/senate/docs/SM-S04-2.pdf

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

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

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

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

Membership
President's Designee [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student Senator

Professional Standards - Update to membership.
Note: original charge and membership (archived) will be superseded with the passage of AS 1719.

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

Membership
~~Deputy Provost~~ Senior Vice Provost (EXO)
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 Student Senator

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

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

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

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

Graduate Studies and Research Committee [reporting to CR] - No update.
http://www.sjsu.edu/senate/docs/SM-F15-4.pdf
http://www.sjsu.edu/senate/docs/SM-F08-3.pdf
http://www.sjsu.edu/senate/docs/SM-S98-2.pdf
http://www.sjsu.edu/senate/docs/SM-S96-5.pdf

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

Membership
Coordinator, Library Collection [EXO]
Associate Dean Graduate Studies [EXO]
Associate Dean Research [EXO]
Director Sponsored Programs or designee [EXO]
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
2 Graduate Students

Institutional Review Board - Human Subjects [reporting to CR] - No update.
http://www.sjsu.edu/senate/docs/F18-3.pdf
http://www.sjsu.edu/senate/docs/F17-1.pdf
http://www.sjsu.edu/senate/docs/SM-F05-2.pdf
http://www.sjsu.edu/senate/docs/SM-S05-3.pdf
http://www.sjsu.edu/senate/docs/SM-S00-1.pdf
http://www.sjsu.edu/senate/docs/F90-4.pdf

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

Membership
IRB Coordinator [EXO]
1 Faculty, College of Business
2 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
2 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
2 Faculty, College of Social Science
1 student
Community-at-large
Physician or licensed health professional
Physician (Kinesiological Consultant) - as needed

Prisoner Advocate - as needed

International Programs and Students Committee [reporting to ISA] - Update to charge and membership.
http://www.sjsu.edu/senate/docs/SM-S05-1.pdf
http://www.sjsu.edu/senate/docs/SM-F04-4.pdf
http://www.sjsu.edu/senate/docs/F90-5.pdf
http://www.sjsu.edu/senate/docs/F88-11.pdf

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

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

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

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

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

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

Student Evaluation Review Board [reporting to PS] - Update to charge.
http://www.sjsu.edu/senate/docs/F10-2.pdf
http://www.sjsu.edu/senate/docs/SM-S99-4.pdf
http://www.sjsu.edu/senate/docs/F87-6.pdf

> Informational Note: Two recommendations modified F87-6 in conflicting ways:
> F10-2 modified F87-6 (no testing director seat) - and should have also addressed SM-S99-4
> SM-S99-4 modified F87-6 (director of testing seat, but no IEA or CFD seat).
>
> Text of F10-2: The Board shall consist of one faculty member from each college, one student, the Director of the Center for Faculty Development and Support or designee, ex officio, and the Associate Vice President for Institutional Research or designee, ex officio.

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

Membership
Director, IEA or designee [EXO]

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

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

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

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

Undergraduate Studies Committee [reporting to CR] - Update to charge.
http://www.sjsu.edu/senate/docs/SM-F16-1.pdf
http://www.sjsu.edu/senate/docs/SM-F15-2.pdf
http://www.sjsu.edu/senate/docs/SM-S98-2.pdf

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

Membership
AVP, GUP or designee
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
2 Students

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

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

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

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

Alcohol & Drug Abuse Committee - No update.
http://www.sjsu.edu/senate/docs/S18-15.pdf
http://www.sjsu.edu/senate/docs/F01-1.pdf
http://www.sjsu.edu/senate/docs/S01-2.pdf

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

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

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

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

Athletics Board - Update to charge; updates to membership.
http://www.sjsu.edu/senate/docs/S13-7.pdf
http://www.sjsu.edu/senate/docs/F07-2.pdf
http://www.sjsu.edu/senate/docs/F79-4.pdf

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

Membership:
3 faculty-at-large, tenured
2 faculty-at-large
President, Associated Students, or Designee [EXO]
~~Director, Extracurricular Affairs, Associated Students~~ Student-Athlete Advisory Committee President or designee [EXO]
Faculty Athletics Representative

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

Budget Advisory Committee - Update to charge.
http://www.sjsu.edu/senate/docs/F15-9.pdf

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

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

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

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

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

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

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

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

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

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

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

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

Student Success Committee [reports to ISA] - No update.
http://www.sjsu.edu/senate/docs/S17-4.pdf
http://www.sjsu.edu/senate/docs/F14-1.pdf

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

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

Sustainability Board - Update of charge and membership.
http://www.sjsu.edu/senate/docs/S10-5.pdf

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

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

Membership:
Director, Sustainability [EXO]
~~Provost or designee [EXO]~~
~~VP for Advancement or designee [EXO]~~
~~VP for Student Affairs or designee [EXO]~~
AVP of FDO (or designee) [EXO]
Executive Director Spartan ~~Shops~~ Eats or designee [EXO]
~~AS Director of Comm. & Envr. Affairs.~~ ~~AS Director of community and sustainability~~ A.S. Director of Sustainability Affairs [EXO]
~~Rep of Deans (selected by Deans Council)~~
1 faculty, Business
1 faculty, Education
1 faculty, Engineering
1 faculty, Health and Human Sciences
1 faculty, Humanities and the Arts
~~2~~ 1 faculty, Science, ~~including one from Biology~~
1 faculty, Social Science
1 faculty, General Unit (excluding library)
1 member of staff
1 student
1 Representative from Transportation Solutions
1 Representative from MLK Library

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

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

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

Membership:
Library Dean, ex officio, non-voting
Past Chair of the Academic Senate or FAL to the Executive Committee,
3 regular university library faculty (tenured or tenure-track) who represent different professional specializations.
1 faculty, Business
1 faculty, Education
1 faculty, Engineering
1 faculty, Health and Human Sciences
1 faculty, Humanities and the Arts
1 faculty, Science
1 faculty, Social Science
1 faculty member from the School of Library and Information Science
AS President or designee [EXO]
1 undergraduate student
1 graduate student

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

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

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

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

Board of Academic Freedom and Professional Standards - No update.
http://www.sjsu.edu/senate/docs/S99-9.pdf
http://www.sjsu.edu/senate/docs/S99-8.pdf
http://www.sjsu.edu/senate/docs/S94-5.pdf

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

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

Membership
1 Faculty, College of Business
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

Board of General Studies: - Update title in membership.
http://www.sjsu.edu/senate/docs/F15-13.pdf

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

Membership
AVP, ~~Graduate and~~ Undergraduate Education or designee (EXO, Non Voting)
Director of Assessment (EXO, Non Voting)
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Faculty, College of Health and Human Sciences
1 Faculty, College of Humanities & Arts
1 Faculty, College of Science
1 Faculty, College of Social Science
1 student

Traffic Transit and Parking Advisory Committee - No update. NOTE: recommended update to charge has been proposed to the President.
http://www.sjsu.edu/president/directives/current/pd0705revised.html
http://www.sjsu.edu/president/directives/current/pd0705.html
http://www.sjsu.edu/president/docs/directives/PD_99-02.pdf

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

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

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

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

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

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

Outstanding professor award selection committee Membership:
Administrator (Committee Chair)
3 Prior Faculty Award Recipients
1 Student
President's scholar award selection committee Membership:
Administrator (Committee Chair)
4 Prior Faculty Award Recipients

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

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

Membership:
College Dean/WRC Chair; Appointed by the Provost [EXO]
SJSU Writing Programs Administrator (WPA) [EXO]
SJSU Writing Across the Curriculum (WAC) [EXO]
AVP GUP or Designee [EXO]
Director Testing (EXO, non voting)
Writing Skills Coordinator (WSC) (EXO, non voting)
AVP Student Academic Success Services or Designee (EXO, non voting)
Faculty - University Library
1 Faculty, College of Business
1 Faculty, College of Education
1 Faculty, College of Engineering
1 Member, General Unit

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

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

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

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

SAN JOSE STATE UNIVERSITY
Academic Senate **AS 1726**
Professional Standards Committee
March 4, 2019
Final Reading

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

Resolved: That F12-6 be amended as shown in the strikeout and underline

Rationale: F12-6 is a lengthy and complex policy organizing all aspects of the evaluation of teaching by faculty. One portion of the policy concerns the administration of SOTEs (surveys of student opinion about teaching effectiveness) and within that segment there is a provision that allows faculty to exclude one course per year from their evaluations. The existing language—specifically its reference to "double sized courses"-- seems needlessly ambiguous and has resulted in confusion. This amendment clarifies the language.

Unchanged from the original policy is the fact that all courses (other than those with fewer than 5 students) are surveyed with SOTEs, and these results are available for review by department Chairs and become part of the personnel file. The "exclusionary rule" only concerns which results are subsequently placed in the "working personnel file" (known informally as dossiers) for formal evaluation purposes. In 2012 SJSU moved to a system of universal SOTEs, but allowance for an occasional exclusion was made to account for experimental courses, new preps, last minute teaching assignments, or simple outliers which might not lead to a fair representation of typical student opinions. These occasional exclusions leave behind a very large number of evaluations for committee review that are more than sufficient to allow reviewers to gain broad insight.

Approved: (February 19, 2019)
Vote: (10-0-0)

Present: (He, McKee, Chin, Cargill, Peter, Monday, Kumar, Mahendra, Rodriguez, Raman)

Absent: (Kemnitz)

Financial Impact: No direct impacts

Workload Impact: No direct impacts

Policy Recommendation
Evaluation in Effectiveness in Teaching
For all Faculty

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

….

4. Other than those classes excluded in E3 (above), SOTES shall be administered in all classes and the results placed in the faculty personnel file. ~~Faculty, however, under some circumstances may exclude the results of an occasional course from their periodic evaluations.~~ Faculty may choose to exclude the survey results from one course per ~~Academic~~ year from their periodic evaluations, provided that they teach at least fifteen ~~units of courses~~ WTUs (equivalent of five three unit courses, and including all special session courses) during that year ~~Academic Year~~. ~~Faculty who are credited with teaching double sized courses will be credited with teaching twice the normal number of units~~. For this purpose, the "year" shall correspond to the review cycle of the faculty member; i.e., for regular faculty beginning in Fall; for lecturers beginning in Spring. When the periodic review covers multiple years, only one course in any year may be excluded.

San José State University
Academic Senate
Organization and Government Committee **AS 1727**
March 4, 2019
Final Reading

Policy Recommendation
Amendment B to University Policy F07-2; Athletics Policy

Legislative History: F07-2 replaced F87-7. S08-2 amended F07-2 and rescinded prior Athletics Board Policies (F79-4, F83-4). S13-7 amended F07-2 to add the Associate Athletics Director for Student Services as a non-voting ex-officio member of the Board.

Whereas: The Athletics Board learned from the AVP, UP that section II, 7, part C of the athletics policy (F07-2) is not permitted by the Unit 3 contract, and

Whereas: Sections II, 7, part A and II, 8, part B also need modification to be compliant with the CBA, therefore be it

Resolved: That Section II, 7 (Personnel), C of the Athletics Policy be removed from F07-2:

~~"To receive from the Athletics Director reports of yearly evaluations of Unit 3 coaches and make recommendations concerning renewal of their appointments."~~

And be it further

Resolved: That Section II, 7, A be modified as follows:

A. At the request of the President, at least one faculty representative of the Board shall participate in a consultative capacity to make recommendations to the President and/or the Athletics Director concerning the appointment or separation of any <u>non-unit 3</u> head coach or of the Athletics Director.

And be it further

Resolved: That Section II, 8 (grievances), B be modified as follows:

B. To refer grievances of employees (coaches, staff, etc.) to the appropriate person or body. ~~In general, the Board will not be involved in such grievances; the campus procedure in existence shall be used.~~ <u>Grievances filed by represented employees will be handled in accordance with the applicable Collective Bargaining Agreement.</u>

Rationale: This updates the policy to remove or modify content not compliant with the CBA.

Approved:	2/25/19
Vote:	11-0-0
Present:	Curry, French, Gallo, Higgins, Grosvenor, McClory, Millora, Ormsbee, Rodan, Shifflett, Capizzi
Absent:	Saldamli
Financial Impact:	None
Workload Impact:	None1727

SAN JOSE STATE UNIVERSITY
Academic Senate
Professional Standards Committee **AS 1728**
March 4, 2019
First Reading

Policy Recommendation

Amendment H to University Policy S15-7

"RTP Procedures"

Criteria for "Late Add" materials

Resolved: That S15-7 be amended as shown in the strikeout and underline

Rationale: Faculty undergoing the Retention, Tenure, and Promotion system must submit a dossier of their materials for consideration by a certain date identified in a calendar produced annually by the University. The review process takes the entire academic year, and so faculty have always been allowed to amend their initial submission with "late add" materials. These materials are restricted to materials that only became available after the dossier closed, and they have always been examined by a "late add" committee to determine if they meet this qualification for inclusion.

The benefit of including late add materials is that faculty receive significant accomplishments that warrant consideration after the mid October deadline. If the candidate is showing increasing effectiveness from year to year, the best accomplishments might in fact be expected to peak during the last year. Without a late addition opportunity, the long, drawn out RTP process would cut some of these achievements off from consideration.

The problem with late add materials is that they are inserted after the college and department level reviews have taken place, and so their addition requires both the college and departments to re-examine the dossier and re-vote. If late additions were routine, it would create chaos with the review process.

Cases have arisen recently, however, in which it has been unclear whether late-add materials should be allowed. Should, for example, Fall SOTEs be allowed to be inserted late? If this routinely happened, then all department and college deliberations

would have to be repeated. But what if a candidate is in danger of termination due to poor teaching, and those fall SOTEs show marked improvement? Then not considering them would be missing highly relevant information with very great consequences.

The current policy is utterly silent on what should be allowed. The amendments provide a mechanism for clarifying this important question.

Approved:	*February 25, 2019*
Vote:	*10-0-0*
Present:	*He, McKee, Chin, Cargill, Peter, Monday, Kumar, Mahendra, Raman, Kemnitz*
Absent:	*Rodriguez*
Financial Impact:	*No direct impacts*
Workload Impact:	*No direct impacts*

Policy Recommendation

Amendment of S15-7 “RTP Procedures”

Criteria for “Late Add” materials

….

5.4.3 Late Add Materials. The Provost, or designee, in consultation with the Professional Standards Committee, shall issue guidelines for determining which materials may be inserted ~~Insertion of material~~ after the dossier has been officially closed (see “Deadlines.”) Late materials must have the approval of a committee consisting of one member elected from and by each college committee and shall be limited to items that became accessible after the dossier is closed. Material inserted in this fashion shall be returned to the initial personnel committee for review, evaluation and comment before consideration at subsequent levels of review.

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SAN JOSÉ STATE UNIVERSITY
Academic Senate
Professional Standards Committee
March 4, 2019
First Reading **AS 1729**

Senate Management Resolution
Membership of the
Board of Academic Freedom and Professional Responsibility

Resolved: Section II of S99-9 "Election, Qualifications, and Terms of Membership" is replaced as follows:

1. BAFPR will consist of one tenured full Professor per college plus an equivalent member from the General Unit.
2. Terms of office shall be two years, with the possibility of renewal.
3. Emeriti faculty are eligible to serve.
4. Members should possess an understanding of academic freedom and professional ethics and should be beyond reproach in their own behavior.
5. Members shall be appointed according to the usual procedures of the Senate. The willingness and qualifications of nominees to serve shall be ascertained prior to their confirmation.

Rationale: The Board of Academic Freedom and Professional Responsibility fulfills an important set of functions, as spelled out in several policies. Its membership, however, is unduly restrictive and cumbersome. It is more difficult to become a member of the BAFPR than to be elected to the Academic Senate. As a result, membership has dwindled. In order to restore a robust membership so that BAFPR can fulfill its charge, this Senate Management Resolution replaces election with appointment, changes the term from 4 years to 2 years, simplifies confirmation, and allows for Emeriti faculty to serve.

Approved: *February 25, 2019*

Vote: *9-0-1*

Present: *Chin, Kumar, He, Monday, McKee, Cargill, Peter, Raman, Kemnitz, Mahendra*

Absent: *Rodriguez*

Financial Impacts: *None*

Workload Impact:

San Jose State University
Academic Senate
Instruction & Student Affairs Committee **AS 1730**
March 4, 2019
First Reading

Policy Recommendation
Amendment A to University Policy S15-3, Leaves of Absence for Students

Background and Rationale:
Leaves of absence (LOA) for students have been granted for many years at SJSU, according to procedures and practices that have, over time, diverged remarkably from the two policies previously passed on the matter (S88-1 and S93-1). A revision is therefore needed that accounts for procedures now established as well as new proposals.

This policy outlines general provisions for LOAs, categories of LOA-eligible students, procedures for LOA applications and processing, exceptions to eligibility, and other items. The policy is guided by certain principles: when considering granting LOA to students, personal and financial hardships should be acknowledged, especially in light of the fact that the granting of an LOA has no deleterious effect on other students or other applicants for

Leaves of Absence for Students

I. General Provisions

Students who have attended at least one semester as matriculated students and who are in good or probationary academic standing may choose to be voluntarily absent from the university ("stop out" or not enroll) for one semester (Fall or Spring) without submission of a leave-of-absence petition or any penalty. A student must return the semester following a stop-out semester and continue his or her enrollment as a matriculated student unless the stop-out semester is immediately followed by an approved leave of absence. If a student does not return in the semester following the one semester stop-out, application for re-admission for the next available admission term is required. If the student is in disqualified status or was disenrolled the previous semester for nonpayment of fees, he or she can neither apply for a leave of absence nor enroll after the initial absent semester without application for re-admission.

II. Categories of Leaves of Absence

Documentation and a personal statement are always required (though see certain limitations below). Supporting memos from faculty advisors or mentors may be included but are optional, except in the case of educational leaves.

1. **Medical Leaves.** These leaves (including physical and mental health leaves) must be supported by submission of the Treating Healthcare Professional's Verification of Medical Condition Form. Details of the medical condition or the type of healthcare professional consulted should not be included, only that there is a medical condition that justifies the leave and is supported by a State-certified healthcare professional's authorization with respect to both the severity of the medical condition and the period of need for a leave, as given by means of the Treating Healthcare Professional's Verification of Medical Condition Form. A semester of pregnancy, maternity, or paternity leave (beyond the first stop-out semester) is acceptable.

2. **Primary Caregiver Leaves.** In most cases, a healthcare professional's certification of need for the care must be included by submission of the Treating Healthcare Professional's Verification of Medical Condition Form, as indicated above.

3. **U.S. Military Deployment Leaves**. For students called to U.S. active duty, leave requests must be supported by a copy of the U.S. military orders. Such leaves may be for as long as five years. They may occur during the first semester of matriculation.

4. **Educational Leaves**. These are leaves in which the student gains some value to his or her educational program by being away from campus. The personal statement must address the educational advantage to be gained, and there must be a clear educational objective for award of the leave. At least one supporting letter from an advisor, mentor, or chair from SJSU as well as the consent of the associate dean of the college is also necessary.

5. **Personal Leaves.**

    a. **Personal Hardship Leave.** This category encompasses a variety of social or financial insecurities, including, but not limited to, financial hardship, temporary job relocation, increased work hours in order to maintain employment, or housing insecurity. A personal statement of understanding is required and must include objectives to resolve the personal insecurity to be able to return successfully to one's studies.

    b. **International Military Service**. For international students called to active military duty, leave requests must be supported by a copy of the military orders. Such leaves may not exceed four consecutive semesters.

6. ~~**E.O. 665 Leaves**. "E.O. 665 students" are those who enter in "remedial" status according to CSU Executive Order 665 and need to complete developmental math and / or English courses generally within one year. The University shall impose a leave of absence on students who do not complete these courses within one year, and thus the relevant documentation shall be submitted by the Director of Developmental Studies (e.g. a list of names to the Registrar).~~

III. Process

To request a leave of absence, undergraduate and graduate students shall submit a petition to the Registrar's Office after obtaining the necessary signatures on the petition. A decision

shall be made within 30 days, and the student shall be informed, along with reasons in the case of a denial, via email. Other than for a first-semester leave, leaves shall not be granted for a current semester. Approval by the Registrar or designee for leaves other than first-semester, retroactive, and educational leaves shall be awarded when the reason for the leave is clearly within the parameters of these guidelines and documentation is provided to substantiate the reason.

For first-semester, retroactive, and educational leaves or in cases in which the Registrar determines that a university review is needed, the petition shall be forwarded for ultimate decision to a Leave-of-Absence Committee consisting of the Associate Vice President of Student Academic Success Services, the Associate Dean of Undergraduate Studies, and the Associate Dean of Graduate Studies, or their designees, with a majority vote required for approval. The Registrar or designee shall also serve as a nonvoting member of this committee. Students awarded a leave of absence may return to active enrollment the semester following the leave without application for re-admission. These students are guaranteed the right to return to their department and degree program even if that program has restricted access during the time of the approved leave, such as by admission caps. The Registrar shall inform the departments/schools of the award, denial, extension, and duration of leaves within a timely period.

IV. Leave Durations and Extensions

Fully approved petitions for leaves must be submitted prior to the first semester of the period requested. Leaves, other than for U.S. military duty, may be requested for a maximum of four Fall and Spring semesters, typically two semesters at a time, including an initial stop-out semester. In other words, the initial stop-out semester shall be considered part of the maximum of four consecutive semesters. Petition submission would then be required before the start of the semester following the stop-out semester.

Extensions can be requested prior to the first day of classes following the approved leave by submission of a new leave-of-absence petition. If the request is for a different reason than the original leave, an explanation and documentation for that reason must be provided. Exceptions to the maximum of four consecutive semesters shall be rare.

At the end of the leave period, failure to enroll in classes shall result in disenrollment from the university. Application for re-admission would then become necessary for a return to matriculated status at the university. An early return from leave must be accompanied by written notice to the Registrar's Office in order to activate the student's enrollment once again. For students in academic cohorts, restrictions may apply for early returns; see "Exceptions" below. Students cannot graduate during a leave of absence, so they must enroll in classes the semester following a leave to complete their programs during those semesters.

V. Retroactive Leaves of Absence

Retroactive leaves may be granted for up to two semesters after the semester of the student's last enrollment, excluding summer and winter sessions. These leaves shall modify the enrollment status retroactively. After two semesters, the student will be

required to reapply and be subject to current application deadlines.

VI. First-Semester Leaves of Absence

These leaves, which are to be awarded sparingly, are for matriculated students exclusively. Therefore, the student must have been admitted into the university rather than merely applying for admission. Any conditions or provisions imposed on admission status that are still in effect shall carry over to the semester of re-enrollment following the leave.

VII. Course Expiration

Course expiration, as per long-standing SJSU practice, (10 years on undergraduate courses and 7 years on graduate courses) shall remain in effect even for students who have taken leaves of absence. Upon a student's return, the student's catalog rights shall pertain to his or her most recent admission date.

VIII. Exceptions

1. ~~**Freshmen in Remedial Status.** An exception to the leaves allowable under this policy is for freshmen who enter the university in remedial status (UGRM), according to CSU Executive Order 665 and who have not cleared their remedial status. Because such students must complete all remedial coursework within the first year at the university, an absence in the second semester shall jeopardize their ability to remain enrolled at the start of their second year. Any student in remedial status must consult with the Director of Developmental Studies before applying for a leave of absence other than the E.O. 665 leave automatically placed if remediation is not cleared within the first year.~~

2. **Graduate Students in RP Status.** Per University Policy F11-2, a further exception to the allowance of a one semester stop-out is for graduate students who have completed all degree requirements except their thesis, project, comprehensive examination, or other culminating experience. These students may not stop out but must maintain continuous enrollment every Fall and Spring semester until the culminating experience has been completed and approved. During this stage of a graduate student's career, leaves of absence for any reason beyond medical or U.S. military duty shall be precluded except under rare circumstances.

3. **International Students.** International students are eligible for leaves of absence when authorized by International Student and Scholar Services. Lack of enrollment for any reason other than prevention of the ability to pursue one's studies by severe medical circumstances shall result in the student having to leave the United States. If the student is able to return from abroad at the expiration of the leave period, he or she shall derive the benefits of having had the formal leave, such as avoiding the readmission process. However, other restrictions, such as in the ability to work within the United States, may be imposed by federal immigration regulations.

4. **Cohort Programs.** Students who are members of an academic cohort may be restricted by their respective departments or schools in the duration of their leaves. Thus one-semester leaves may not be possible if it is necessary for course

enrollment to join a future cohort, which usually would start after one academic year.

Approved:	February 18, 2019
Vote:	14-0-0
Present:	Bullen, Gill, Grindstaff, Hill, Khan, Kim, Kinney, Manzo, Nash, Ng, Pang, Sen, Simpson, Sullivan-Green, Walters, Wilson
Financial impact:	None
Workload impact:	None

San Jose State University
Academic Senate
Instruction & Student Affairs Committee **AS 1731**
March 4, 2019
First Reading

Policy Recommendation, Rescind and Replace S05-4, Qualifications for Student Office Holders

Legislative History: On April 4, 2005, the Academic Senate approved S05-4, Academic Qualifications for Student Office Holders. On March 27, 2012, the Chancellor's Office updated the coded memorandum AA-2012-05, entitled Minimum Qualifications for Student Office Holders, which establishes minimum qualification standards for student office holders.

Whereas: The current policy, S05-4, is outdated and redundant in various areas that specify requirements; and

Whereas: The minimum requirements in S05-4 are inconsistent throughout and are more stringent than those in the AA-2012-05; therefore be it

Resolved: That S05-4 be rescinded and replaced with the following.

1. Authority

1.1. The Chancellor's Office of California State University (CSU) in a memorandum AA-2012-05 entitled Minimum Qualifications for Student Office Holders, dated March 27, 2012 established minimum qualification standards for student office holders and those seeking office as candidates in elections. These standards state that student office holders have an obligation to demonstrate academic involvement, achievement and progress as set forth in the memorandum. The CSU memorandum delegate to the campus president the authority to define specific terms in the policy and to establish additional requirements for student office holders. This Academic Senate policy provides these definitions and requirements, as well as additional information for interpretation of the policy at San José State University (SJSU).

1.2. These requirements are minimum qualifications. Each agency overseeing the election or appointment process for the positions described in this policy may establish additional requirements.

1.3. Failure to meet any requirement will result in the student being immediately ineligible to continue to hold or assume office.

2. General Requirements *(combined multiple redundant sections to have one area of general requirements that were consistent with CSU policy)*

2.1. The following general requirements apply to the major student offices as defined in Section 4.1, the minor student offices as defined in Section 5.1.1 and appointees to system wide committees in Section 6.0.including incumbents for all offices.

2.1.1. Must be matriculated at SJSU

2.1.2. Must be in good standing with SJSU

2.1.3. Must not be on probation of any kind, e.g. academic, administrative, or conduct.

2.1.4. Must maintain a cumulative on-campus GPA of at least 2.0 each semester while in office and the semester running for office. Failure to obtain the required GPA by the end of the semester makes the student immediately ineligible to continue to hold office or (in the case of candidates) ineligible to assume office.

2.1.5. Unit Load
Undergraduate students must maintain 6 semester units per term while running or holding office. Graduate and credential student candidates must maintain 3 semester units per term while running and holding office.

2.1.6. Maximum Allowable Units
Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for office. A double major does not exempt the student from this requirement.

2.1.7. Residency
Undergraduate students must be enrolled at SJSU and have completed at least one semester prior to the election, earning a minimum of 6 semester units during that year. Graduate and credential students must be currently enrolled in a minimum of 3 semester units at SJSU per term to be eligible.

3. Verification of Eligibility

3.1. Responsibility for the verification of the eligibility of students as defined in this policy is delegated to the Vice President for Student Affairs or designee, who shall also be responsible for interpreting this policy. Under extraordinary

circumstances, the University President may make an exception to the requirements delineated in this policy.

3.2. It is the responsibility of each agency overseeing the election or appointment process for the positions described in this policy to ensure that the names of candidates, nominees and incumbents are delivered to the Vice President for Student Affairs or designee for verification in a timely fashion. Election to or appointment to the positions in this policy are not valid until the verification process has been completed. The University does not recognize the votes cast by nor the signature authority of student office holders whose eligibility has not been verified or who have been declared ineligible to hold office.

3.3. Students who have been declared ineligible to hold office but who continue to participate as office holders shall be subject to referral to the office of Student Conduct and Ethical Development for disciplinary action.

4. Major Student Offices *(updated wording)*

4.1. Major student offices include:

4.1.1. Associated Students Board of Directors *(made own category)*

4.1.2. Campus representative(s) to the California State Student Association (CSSA)

4.1.3. Members of the Student Union Board of Directors

4.1.4. Members of the Spartan Shops Board of Directors

4.1.5. Members of the University Foundation Board of Directors

4.1.6. Any other student position which may be created or designated by the President as a major student office

5. Minor Student Offices

5.1. Minor student offices include:

5.1.1. Policy committees, operating committees, special agencies and other committees of the Academic Senate

5.1.2. Campus Fee Advisory Committee

5.1.3. University search committees

5.1.4. Presidents and Treasurers of Recognized Student Organizations *(added this to reflect current practice)*

5.1.5. Any other student position which may be created or designated by the President as a minor student representative office

6. Systemwide Committee Appointees

Systemwide committee appointees include all students who serve on regular or ad hoc system wide committees.

Approved:	February 18, 2019
Vote:	13-0-0
Present:	Bullen, Gill, Grindstaff, Hill, Khan, Kim, Kinney, Manzo, Nash, Ng, Pang, Sen, Simpson, Sullivan-Green, Walters, Wilson
Financial impact:	None
Workload impact:	None

San Jose State University
Academic Senate
Instruction & Student Affairs Committee **AS 1732**
March 4, 2019
First Reading

Policy Recommendation
Rescind and Replace University Policy F10-1, The Use and Abuse of Alcohol and Other Drugs

Whereas, the use of, abuse of, intoxication from, and a dependency on alcoholic beverages and other drugs are of concern to the University community, as well as to our society at large; and

Whereas, alcohol and drug abuse remains a serious concern among college students, one that has direct and indirect effects on the health and academic performance of students; and

Whereas, the existing University policy on alcohol, F10-1, is not in alignment with current CSU policies and procedure; and

Whereas, the existing University policy on alcohol, F10-1, does not accurately address the California State University Executive Order 1109: Sales and Advertising of Alcoholic Beverages at University Athletic Facilities; Executive Order 1098: Student Conduct Procedures; Executive Order 1068: Student Organization Code of Conduct; therefore be it

Resolved, That University Policy F10-1 be rescinded and that the attached document be adopted as University policy.

PURPOSE

The purpose of this policy is to delineate University policy concerning alcohol and illegal drugs or substances, provide procedural guidelines, and communicate the consequences of failing to adhere to established policies. The use of alcohol and illegal drugs or substances is inconsistent with the primary mission of the University as an educational institution.

Provision for the purchase, sale, service, and consumption of alcoholic beverages on campus is a privilege accorded to University members with the understanding that they will comply with internal rules, regulations, and relevant legislation (local, state or national). All members of the University community as well as their guests have a responsibility to ensure that alcohol is used in a responsible manner by persons twenty-one (21) years of age or older.

I. EDUCATION

The use or abuse of alcohol, and a dependency on alcoholic beverages and illegal drugs or substances are issues of concern to the University community, as well as to our society at large. To this end, education becomes the responsibility

of the entire campus community, including an individual's peers and any organization sponsoring an event where alcoholic beverages are served.

Copies of the University's Alcohol and Drug Policy will be distributed to all students and employees on an annual basis in compliance with the Drug Free Schools and Communities Act.

The Division of Student Affairs has the responsibility to inform new students and their parents and/or guardians about the University's Alcohol and Drug Policy, before and after they arrive on campus. A letter and a policy brochure will be provided to all new students and their parents and/or guardians informing them of the campus alcohol and drug policy. This information will be included with materials for all new student orientation sessions for frosh and transfer students. All students will receive information about the policy in the class catalog, online schedule of classes, residential life handbook, University website and/or direct email/mail. Copies of the University's Alcohol and Drug Policy are also posted on the Student Health Center, Student Involvement, and Student Conduct & Ethical Development websites.

All student organizations must have at least one officer attend an orientation program provided by Student Involvement during the fall semester in order to maintain the organization's recognized status. This orientation program will inform student organization officers on University policy and procedures, event planning, non-alcoholic programming, procedures for handling emergencies, responsible behavior and alcohol usage, and campus and community referrals and resources.

All advisors to student organizations will be notified about the University's Alcohol and Drug Policy. They will be strongly encouraged to attend the fall semester officers' orientation program as well as other alcohol education and prevention programs sponsored by the University.

University Personnel has the responsibility to distribute the policy to all employees annually.

II. ENFORCEMENT

All SJSU students are accountable to The California Code of Regulations, Title 5, Section 41301, which establishes behavioral expectations of our students. California State University's policies are outlined in the Student Conduct Procedures (Executive Order 1098) as well as in the Student Organization Code of Conduct (Executive Order 1068).

The Office of Student Conduct & Ethical Development administers both codes of conduct. Student organizations, as well as their members, may be held collectively and/or individually responsible for violations if the misconduct occurs

on University property, on premises used or controlled by the organizations, and/or at University-sponsored activities. The officers or leaders of student organizations may be held collectively and/or individually responsible when such violations are committed by individuals associated with their organization.

a. **Sanctions for individuals may include and are not limited to:**
   - Restitution
   - Loss of Financial Aid
   - Educational and Remedial Sanctions
   - Denial of Access to Campus or Persons
   - Disciplinary Probation
   - Suspension
   - Expulsion

b. **Sanctions for student organizations may include and are not limited to:**

   - Social probation
   - Restitution of any damages that result from the conduct of the violator(s)
   - Report of violation(s) to the national headquarters
   - Required alcohol and/or other drugs education program
   - Loss of University recognition

Individual department or campus organization policies must be in compliance with this University Policy on Alcohol and Drugs and may impose more stringent standards. Examples of these departments and campus organizations include University Housing Services, Student Involvement, and Athletic Programs.

Management personnel at the campus handle alleged infractions of this policy by employees in accordance with the appropriate bargaining unit and other University policies.

III. INDIVIDUAL CONSUMPTION AND USE

a. Individuals under the age of twenty-one (21) are not to possess or consume alcohol.
b. Alcoholic beverages may not be sold or consumed in generally accessible open areas on campus that are available to the public. Such areas include the common area of any campus residential community, building, classroom, meeting places, recreational facilities, etc. on campus. This does not apply to those alcoholic beverages possessed during University-sponsored events or purchased from campus food vendors and consumed in designated areas. Exceptions to this apply for the consumption of alcoholic beverages in the parking lots of sporting facilities (tailgating), which is discussed in Section VII.
c. No person will have in their possession any alcoholic beverage which has had the seal broken or the contents partially removed while in any public area on campus. This does not apply to those alcoholic beverages possessed during University-sponsored events or purchased from campus food vendors and

consumed in designated areas. Exceptions to this include the consumption of alcoholic beverages in the parking lots of sporting facilities (tailgating), which is discussed in Section VII.

d. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations) or public intoxication while on campus or at a University related activity is prohibited.
e. Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited.

IV. UNIVERSITY HOUSING SERVICES

In addition to compliance under Executive Order 1098, the following applies to students residing in University Housing:

Alcohol

California state law prohibits alcoholic beverages from being sold, furnished or given to any person under the age of 21. As such, residents under the age of 21 are not permitted to be in the presence of, possess, or consume alcohol.

a) A resident who is at least 21 years of age and elects to consume alcohol in University Housing may do so only if all those present in the room are over 21 years of age, including all roommates. CVA Residents – this excludes minors who are a resident's dependents.
b) If at least one resident of a room, suite, or apartment is under 21 years of age, no alcohol is permitted in the common areas of that room, suite, or apartment. Alcohol may only be consumed or stored in the bedroom if all residents in that room are 21 years of age or older.
c) Residents who are 21 years of age or older, may not provide alcohol to persons under 21 years of age at any time.
d) If all residents occupying a room, suite, or apartment are over 21 years of age, alcohol is permitted in the living space.
e) No possession, transportation (in plain view) or consumption of open containers of alcoholic beverages is permitted in building common or public areas by any person, regardless of age.
f) Residents of University Housing may transport unopened alcoholic beverage containers to their apartment or bedroom in a concealed bag.
g) Kegs or other "common source" containers such as party balls or beverage coolers used as mixing units are not permitted in the residence halls.
h) Empty alcohol beverage containers must be disposed of and may not be kept in the room, even as decorations regardless of the age of the residents occupying the unit.

Any alcohol found that violates the SJSU alcohol policy, regardless of the age of the owner, must be disposed of under the supervision of a University Housing staff member.

Residents found in violation of alcohol policies are subject to criminal prosecution as well as University disciplinary proceedings which may be grounds for immediate disciplinary action and/or revocation of the Housing License Agreement

Residents, whose License Agreement is revoked, will still be responsible for the full amount owed in their Housing License Agreement for the academic year.

These policies exclude minors who are dependents of licensed residents of CVA and are authorized as "additional occupants" by University Housing Services.

Please note that residents found in violation of alcohol policies are subject to judicial action and/or criminal prosecution.

DRUGS

The possession, use, distribution, sale, or manufacture of any illegal drugs or other substances is prohibited by law and University policy. **This includes but is not limited to marijuana, which remains illegal for all purposes and uses under federal law (and University policy).** Such drug activities are not permitted and will not be tolerated in UHS facilities. For University Housing student conduct purposes, the smell of marijuana in addition to the presence of other evidence that supports the use of marijuana may be sufficient enough to revoke a resident's License Agreement. Revocation of the License Agreement may also result if the sale or inappropriate usage of prescription drugs is found. Possession of these items may result in revocation of the License Agreement. In these instances, all housing fees are NON-REFUNDABLE.

Please note that residents are subject to criminal prosecution as well as University disciplinary proceedings through the Office of Student Conduct & Ethical Development.

V. STUDENT ORGANIZATIONS

a. Student organizations must comply with State laws governing possession, sale, use, or consumption of alcoholic beverages which prohibits the sale or giving of any alcoholic beverage to any person under the age of twenty-one (21).
b. Per California State University Executive Order 1006 Student Activities, all officers are required to complete an Alcohol Education Training offered by Student Involvement.
c. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol.

d. Student organization event sponsors will make every effort to prevent drinking and driving. Designated driver responses, safe ride type activities, or other safety programs at events are recommended.
e. Members cannot permit, tolerate, encourage or participate in “drinking games” including the promoting of massive consumption of alcohol.
f. All membership recruitment functions (e.g., fraternities and sororities, departmental clubs, and special interest groups) will be alcohol free.
g. Alcohol beverages may not be served to any under-aged or obviously intoxicated individual.
h. Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited.
i. Sponsoring/hosting an activity at which illegal drugs or substances are used is prohibited.

VI. EVENTS

a. Event planners must take responsibility for preventing underage drinking during events sponsored on campus (e.g., socials, parties, concerts, tailgate parties). It is the responsibility of the sponsoring organization and/or University entity in control of the facility being used for an event, to ensure that underage drinking does not occur. This is to be done through the engagement of University police or other approved subcontracted security and their subsequent observations of the designated areas where alcohol is sold, served, or consumed.
b. No re-entry at athletic events, including all events at CEFCU Stadium University facilities or the Event Center where alcohol is being served. There will be no systematic patron re-entry allowed to any ticketed events where alcohol is being served at CEFCU Stadium or the Event Center. However, patron re-entry may be allowed for special circumstances on a case-by-case basis, including evaluation of the person’s behavioral state.
c. All University sponsored events held off campus will comply with this policy.

VII. ATHLETIC EVENTS

CSU Executive Order 1109: Sales and Advertising of Alcoholic Beverages at University Athletic Facilities, permits the sale of alcoholic beverages at any athletic event held in university owned or operated facilities.

It is recognized that tailgating, including the consumption of alcoholic beverages in sporting event parking lots, is a part of the University tradition. University Police and the Athletics Department will work together to set reasonable limits on tailgating including arrangement of an appropriate time for the gates to open before the event. Consumption of alcoholic beverages in the parking lot will not be allowed after the start of the event. All alcohol beverage consumption laws apply and will be enforced at all times. Failure to comply with the laws could result in arrest if one is a minor and removal from the stadium if one is 21 or older.

VIII. ASSESSMENT

The University's committee on Alcohol and Drug Prevention will establish or ascertain accurate information relative to student alcohol consumption. The reporting systems developed will ensure confidentiality. Policies and programs will be assessed each year using this system and other standard assessment instruments to determine if SJSU is meeting established learning and behavioral outcomes. Coordination of such efforts will be the responsibility of the University's Committee on Alcohol and Drug Prevention and the Office of Student Conduct and Ethical Development, in consultation with various departments. Student Health, Student Involvement, University Housing, and Student Conduct & Ethical Development will assess and share with the University's Committee on Alcohol and Drug Prevention any assessments or interventions conducted in this area to ensure student success. At minimum, the assessments will include such characteristics as patterns of student alcohol use; consequences of alcohol use; alcohol-related beliefs and perceptions; protective behaviors; environmental influences; and effectiveness. The University's Committee on Alcohol and Drug Prevention will regularly report this information to the Academic Senate, University Administrators, faculty, staff, and students in an effort to improve prevention efforts.

Approved:	February 25, 2019
Vote:	13-0-0
Present:	To be added.
Absent:	To be added.
Financial impact:	None
Workload impact:	None

SAN JOSE STATE UNIVERSITY **AS 1733**
Academic Senate
Executive Committee
March 4, 2019
Final Reading

Senate Management Resolution Establishing a Special Committee to Coordinate and Prepare a Campus Response to the GE Task Force Report from February 2019

Background: At the beginning of February 2019, a task force set up by the Academic Senate of the CSU released their final report, the culmination of two years of work. That report is now available at the ASCSU website[1]. The report, and any subsequent recommendations by the ASCSU, has the potential to influence Title 5 regulations of GE in the CSU and GE at SJSU. If SJSU feels the need to provide a campus response to the report, it needs to begin this work as quickly as practicable given the restricted timeline that the ASCSU has provided.

Resolved, That the Academic Senate establish a special committee, as per Section 7 of the Senate bylaws[2], with the task of collecting the campus' reactions to the systemwide GE Task Force report and providing a response white paper to the ASCSU.

Resolved, That the committee be composed of the following individuals:

- Ravisha Mathur (chair of special committee), Senate Vice Chair and incoming Senate Chair
- Brandon White, Curriculum & Research Chair
- Anne Marie Todd, Board of General Studies member
- Glen Gendzel, History Department Chair
- Thalia Anagnos, AVP for Undergraduate Studies

Resolved, That the committee be charged as follows:

1. It shall survey widely for the campus' sentiments and reactions to the Task Force report (determining the most efficacious ways of soliciting and receiving feedback, the best questions to ask, whom to ask, via which channels, etc.)
2. It shall draft a white paper, interpretive of the response data, present it to the SJSU Academic Senate for endorsement, and forward it to the Chair of the Academic Senate of the CSU.

[1] http://calstate.edu/AcadSen/Records/Reports/
[2] http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf

Resolved, That the special committee be dissolved upon completion of the tasks listed above.

Approved:	February 25, 2019
Vote:	13-0-0
Present:	Frazier, Wong(Lau), Shifflett, White, Marachi, Sullivan-Green, Peter, Lee, Ficke, Day, Mathur, Riley, Faas
Absent:	Papazian, Manzo
Financial Impact:	None
Workload Impact:	Workload increase for the five special committee members until such time that it is disbanded. Minimal workload increase for those responding to campus surveys.

San José State University
Academic Senate
Organization and Government Committee **AS 1734**
March 4, 2019
Final Reading

Policy Recommendation
Amendment A to University Policy S18-5;
Alcohol and Drug Abuse Prevention Committee (ADAPC)

Legislative History: The charge and membership information for the Alcohol and Drug Abuse Prevention Committee were updated in 2018 and that policy (S18-5) rescinded previous policies: S01-2, F01-1.

Whereas: The language in S18-5 related to the determination of committee co-chairs mistakenly referenced administrators, and

Whereas: The Alcohol and Drug Abuse Prevention Committee has provided input on how to update this section of the policy, therefore be it

Resolved That the last paragraph of section 2.1 in S18-5 be amended to read as follows:

> From among the committee members, Co-chairs, one of which should be a representative from Academic Affairs and one of which should be a representative from Student Affairs, shall be appointed by the President in consultation with the Senate's Executive Committee.

Rationale: This corrects an oversight in S18-5 where co-chairs, appointed by the President, would include an administrator. However, the non-faculty committee members' positions are not MPPs, but rather directors/coordinators. Original language in S18-5:

> The co-chairs (1 faculty; 1 administrator) shall be appointed by the President in consultation with the Senate's executive committee.

Approved:	2/4/19
Vote:	8-0-1
Present:	Curry, French, Gallo, Higgins, Grosvenor, Millora, Ormsbee, Rodan, Shifflett
Absent:	Saldamli, Capizzi
Financial Impact:	None
Workload Impact:	None