

SAN JOSE STATE UNIVERSITY ACADEMIC SENATE

2015/2016

Agenda

March 7, 2016, 2:00 pm – 5:00 pm

Engineering 285/287

- I. **Call to Order and Roll Call –**
- II. **Approval of Minutes –
Senate Minutes of February 8, 2016**
- III. **Communications and Questions**
 - A. From the Chair of the Senate
 - B. From the President of the University
- IV. **State of the University Announcements:**
 - A. Vice President for Student Affairs
 - B. Associated Students President
 - C. Vice President for University Advancement
 - D. Statewide Academic Senators
 - E. Provost
 - F. Vice President for Administration and Finance
- V. **Executive Committee Report**
 - A. Minutes of the Executive Committee –
Exec. Minutes of February 1, 2016
 - B. Consent Calendar –
 - C. Executive Committee Action Items –
- VI. **Unfinished Business –**
- VII. **Policy Committee and University Library Board Action Items (In rotation):**
 - A. Professional Standards Committee (PS):
 - B. Organization and Government Committee (O&G):
AS 1578, Policy Recommendation, Revision to SJSU Strategic Planning Policy (Final Reading)

AS 1598, Policy Recommendation, Accreditation Review Committee (Final Reading), Time Certain of 3:15 p.m.

AS 1599, Policy Recommendation, Committee Obligations and Senate Membership–Modification of bylaw 1.6.2 (Final Reading)

AS 1603, Policy Recommendation, Committee Obligations and Senate Membership—Modification of bylaw 6 (Final Reading)

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

AS 1604, Policy Recommendation, Correction to Faculty Athletics Representative Policy (S16-2) (Final Reading)

AS 1605, Policy Recommendation, Electronic Voting (First Reading)

C. University Library Board (ULB):

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

AS 1601, Policy Recommendation: Amendment to Physical Education Exemptions (Final Reading)

E. Instruction and Student Affairs Committee (I&SA):
AS 1602, Greensheet Policy (First Reading)

VIII. Special Committee Reports:

Athletics Board Presentation, Co-Chairs Annette Nellen and Pat Backer, Senior Associate Athletics Director for Academic and Student Services/SWA—Liz Jarnigan, and the FAR—Sen Chiao, Time Certain: 2:30 p.m.

IX. New Business:

X. Adjournment:

Consent Calendar 2015-2016				
March 7, 2016				
Policy Committees				
COMMITTEE	NAME	UNIT	TERM	NOTES
Curriculum & Research	Nadim Sarras	Student	2016	1 semester substitute
Organization & Government	Joshua Romero	Student	2016	
Operating Committees				
COMMITTEE	NAME	UNIT	TERM	
Student Success	Cindy Baer	Engineering seat	2016	
Undergraduate Studies	Nadim Sarras	Student	2016	
International Programs and Students	Alaric Trousdale	Study Abroad Director	EXO	
Other Committees				
COMMITTEE	NAME	UNIT	TERM	
University Library Board	Christa Bailey	Library Faculty	2016	replaces E. Chan for Sp2016
Remove:				
COMMITTEE	NAME	UNIT	TERM	
Sustainability Board	Beverly Grindstaff	Humanities & the Arts	2016	
Curriculum & Research	Joshua Romero	Student	2016	1 semester substitute
Professional Standards	Grecia Cuellar	Student Senator	2016	
University Library Board	Nyle Monday	General Unit	2016	
Undergraduate Studies	Jasmine Garcia	Student	2016	
University Library Board	Emily Chan	Library Faculty	2018	1 semester leave (SP2016)

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 Final Reading
6

AS 1578

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8 **Policy Recommendation**
9 **Revision to SJSU Strategic Planning Policy**

10 Legislative History: Rescinds S09-6 (our current strategic planning policy) and SM-S12-
11 2 which expanded the membership of the Strategic Planning Board; Amends Senate
12 Bylaw 10.1 which provides a listing of special agencies.

13
14 Whereas: Strategic planning is a collaborative process that enables us to create a
15 shared university vision, and
16

17 Whereas: The recently endorsed statement (May 2015) on shared governance
18 points out that ‘Whether formulating policy, issuing directives, or making
19 decisions of less formal character, both the Senate and the Administration
20 should consult widely with those affected by decisions’, and
21

22 Whereas: An update to existing policy on strategic planning at this time is needed to
23 bring closure to the Vision 2017 strategic planning process and initiate the
24 next cycle of strategic planning, therefore be it

25 Resolved: That S09-6 and SM-S12-2 be replaced by this policy, and be it further

26 Resolved: That senate bylaw 10.1 be amended to delete item E (strategic planning
27 assessment agency), and be it further

28 Resolved: That the attached policy be adopted and a strategic planning steering
29 committee be constituted by Fall 2016.

30 Rationale: Utilizing information from those involved in the last strategic planning cycle
31 as well as those new to campus, this is an ideal time to revise the strategic planning
32 policy in ways that bring closure to vision 2017, nurture collaboration across and within
33 divisions, and act on the recommendations from the WASC visiting team with respect to
34 engaging the campus community around strategic planning.
35

36 The specific amendment to bylaw 10.1 is needed since this policy recommendation
37 provides for a strategic planning steering committee with responsibilities that include the
38 evaluation functions of the former strategic planning assessment agency and are
39 aligned with work related to the formation and implementation of a strategic plan for the
40 university.
41

42 A range of perspectives exist regarding past challenges related to SJSU's strategic
43 planning policy and its implementation (e.g., change in leadership, unwieldy committee
44 size, lack of clarity regarding the process and/or committee responsibilities). This policy
45 recommendation seeks to provide a structure and guidelines that clarify roles and
46 responsibilities, improves communication and campus engagement throughout the life
47 cycle of strategic planning, and results in a process that is transparent, inclusive and
48 leads to the outcomes identified in the strategic plan.

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51 Approved: 2/15/16
52 Vote: 7-0-0
53 Present: Grosvenor, Mathur, Laker, Curry, Shifflett, Beyersdorf, Becker
54 Absent: Romero, Gleixner
55 Financial Impact: Costs associated with the facilitation of meetings and materials
56 related to a variety of communication strategies are expected.
57 Workload Impact: An increase is expected for the strategic planning support staff
58 person and individuals and groups tasked with (a) the planning and
59 implementation of meetings and events, (b) leadership
60 responsibilities in the planning and implementation of initiatives
61 associated with the strategic plan, and (c) evaluation and reporting
62 responsibilities related to the strategic planning process and its
63 outcomes.

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Strategic Planning

1. Strategic Planning Steering Committee

The Strategic Planning Steering Committee (SPSC) will be a special agency of the Academic Senate. The SPSC will be advisory to the President and serve as a resource to solicit the views of the SJSU community as they pertain to the university's strategic direction. This steering committee is also intended as a resource to the campus community to facilitate the healthy development, implementation and evaluation of the strategic plan throughout its life cycle. The strategic planning steering committee plays an important role in nurturing shared governance in ways that provide for an inclusive process that leads to the achievement of common goals.

1.1 Charge

Responsible for advising the President on all aspects of the development, implementation, evaluation, and revision of a strategic plan for SJSU. Ongoing review of the process along with communication and engagement with campus constituents will be central to the steering committee's responsibilities as well as 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.

1.2 Membership

Academic Senate Chair (SPSC co-chair) (EXO)
Provost (SPSC co-chair) (EXO)
2 representatives from the President's cabinet (EXO)
AS President or designee (EXO)
1 Graduate Student
1 Dean
1 Department Chair
2 Faculty-at-large
2 Staff
1 SJSU Alumni
1 Community Member

Support Staff (not SPSC members):

- President's Chief of Staff: to provide logistical and administrative support for the SPSC.
- Director Institutional Effectiveness and Analytics: to provide support to the committee as needed with respect to data gathering and/or reporting.

1.2.1 Recruitment and Appointment of Members

112 Each member will initially serve a 3-year term renewable for one additional 3-year term.
113 Recruitment of applicants to serve on the SPSC will be done through the normal
114 Committee on Committees process for the seats designated for a dean, chair, faculty
115 member, staff member and students. Recommendations for an alum member will be
116 solicited from at least the Chairs, Deans, SJSU faculty and staff associations, and
117 President’s Cabinet. Recommendations for a community member will be solicited from
118 at least the chairs, Deans, SJSU faculty and staff associations, and President’s Cabinet.
119 When filling initial appointments, the Associate Vice Chair of the Senate will stagger the
120 terms to insure continuity over time for a majority of the committee. When there are
121 multiple applications for a seat, the Executive Committee of the Academic Senate will
122 select individuals to serve. In considering potential SPSC members, attention should
123 focus on the person’s breadth of involvement with campus and community groups in
124 addition to their skills and experience in these areas: strategic planning, assessment,
125 communication, and engagement of individuals and groups. Serious consideration
126 should also be given to constituting a Strategic Planning Steering Committee that
127 represents and reflects our values regarding diversity and inclusivity.

1.2.2 Interim Appointments.

131 When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of
132 absence) an interim appointment can be made following normal Committee on
133 Committee processes. Any seat that will be vacant for a year or more will require a
134 replacement for the remainder of the term associated with that seat.

1.2.3 Replacing Members

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

1.3 Responsibilities of the Strategic Planning Steering Committee

146 The co-chairs of the strategic planning steering committee will schedule and preside at
147 meetings, prepare agendas, propose and maintain time-lines for its activities, assign
148 responsibilities to members as needed, and take responsibility for the effective
149 operation of the SPSC.

151 1.3.1 Plan, initiate and take part in conversations about strategic planning goals and
152 priorities for the University with the campus, groups and individuals having a leadership
153 role on campus (e.g., Academic Senate, Deans, Chairs, President, President’s Cabinet,
154 Students), and external communities. Representatives are tasked with facilitating an
155 inclusive dialogue among the entire SJSU community. While this clearly involves
156 listening to groups and individuals actively engaged in leadership roles on campus, the
157 strategic planning steering committee should especially seek input from those who are

158 not often consulted or involved in such processes. The task of engaging diverse voices
159 in an ongoing manner is critical for establishing and implementing effective planning and
160 evaluation processes.

161
162 1.3.2 Consider university resources in preparation of a draft strategic plan including, but
163 not limited to: budget, space, human capital, technology, and other university assets.

164
165 1.3.3 Circulate a draft of the overall strategic plan and priorities to obtain input from the
166 campus.

167
168 1.3.4 Prepare, for the President's consideration, a draft strategic plan for SJSU which
169 includes recommendations for a limited set of goals, strategies for achieving those
170 goals, and performance measures to assess outcomes related to each goal. The
171 strategic plan should be long-range with the length set to best meet the needs of the
172 campus.

173
174 1.3.4.1 The president is responsible for finalizing the campus strategic plan.

175
176 1.3.5 Following consultation with the Budget Advisory Committee, advise the President
177 regarding the alignment of campus resources with the strategic plan.

178
179 1.3.6 Provide suggestions with respect to communication plans related to strategic
180 planning.

181
182 1.3.6.1 Individual SPSC members will communicate and promote the approved
183 strategic plan and implementation strategies among the groups they represent.

184
185 1.3.7 Annually, collect a report detailing activities and accomplishments from the
186 individuals assigned to lead initiatives related to each of the strategic planning goals.

187
188 1.3.8 Annually document and evaluate actions and outcomes of the strategic plan. Data
189 from multiple sources and perspectives should be examined whenever possible.
190 Evaluations should be made with respect to progress and effectiveness of
191 implementation in the context of appropriate performance measures, timelines, and
192 allocated resources. Included should be an evaluation of the strategic planning process
193 overall and suggestions for any modifications that might be called for.

194
195 1.3.9 As identified in the strategic planning process (section 2) prepare reports as
196 needed. In addition, the Academic Senate chair annually completes the summary
197 report required of all special agencies and communicates that report to the Senate.

198 199 **2. Strategic Planning Process**

200 201 **2.1 Review the University Mission with the President**

202

203 The SPSC will meet with the president to discuss strategic planning in the context of
204 SJSU's mission and obtain information and guidance on his/her priorities and vision for
205 the campus.

206 207 **2.2 Internal & External Analyses Conducted by the SPSC**

208
209 The SPSC will examine SJSU's internal and external environment in a variety of ways
210 to facilitate subsequent recommendations with respect to the strategic plan. The
211 information evaluated should include, but not be limited to, recommendations from the
212 most recent WASC review, campus-wide data, campus climate & diversity reports,
213 National Survey of Student Engagement reports, and outcomes of the last strategic
214 planning cycle.

215 216 **2.3 Develop Goals and Draft Strategic Plan**

217
218 The SPSC will plan and implement dialogues to guide the development of goals to be
219 included in the strategic plan. Dialogs should be conducted in a thorough, collaborative,
220 and inclusive manner. As the draft strategic plan is being developed discussions should
221 be guided by examination of how proposed goals and wording supports inclusive
222 excellence and engagement of the diversity represented in the campus and community
223 constituents.

224
225 The SPSC will circulate widely a draft of the overall strategic plan to obtain further input
226 from the campus.

227
228 The SPSC will seek the endorsement of the Academic Senate for their recommended
229 draft strategic plan.

230
231 The SPSC will prepare and present to the President for his/her consideration a final
232 draft strategic plan. The length of the strategic planning cycle should be set to best
233 meet the needs of the campus. Recommendations should include a limited set of
234 goals, strategies for addressing goals, and metrics to evaluate performance.

235
236 **2.4 The President finalizes the strategic plan. A change in leadership at the President's**
237 **level would not necessarily void the existing strategic plan.**

238 239 240 **2.5 Communicate the Strategic Plan to Campus**

241
242 The President will take the lead on communicating the strategic plan and its progress.
243 Communication will be reinforced by the President's Cabinet, the Academic Senate, the
244 SPSC, and those serving as the lead for each goal in the strategic plan. The President's
245 area of the SJSU web site should maintain an updated record of the plan, its progress,
246 and a mechanism to collect feedback throughout the strategic planning cycle.

247 248 **2.6 Implementation of Strategic Plan**

249
250 The President assigns responsibility for the implementation of each goal. One
251 individual will be designated as the lead for each goal. That person will organize
252 implementation efforts (e.g., establish task forces or working groups) as needed.
253

254 Each person taking the lead for a goal will be responsible for planning and implementing
255 strategies, monitoring progress, and collecting performance measures related to their
256 goal. Each lead can form working groups and engage the help of other units and
257 individuals as needed. Each spring, leads will prepare a report for the strategic
258 planning steering committee regarding activities and accomplishments for the previous
259 year.

260 261 **2.7 Monitoring the Strategic Plan**

262
263 The SPSC will regularly review the University's progress on established goals and the
264 strategic planning process overall.

265
266 The SPSC will obtain information from the budget advisory committee so that advice
267 can be conveyed to the President regarding the alignment of campus resources to the
268 strategic plan.

269
270 Each year, the SPSC will prepare, in consultation with the president, a summary report
271 that will be widely distributed. Recommendations could include specific actions
272 designed to address problems that may have emerged with regard to implementation of
273 the strategic plan.

274
275 In the final year of a strategic planning cycle, a summary report for the President from
276 the SPSC will focus on the University's cumulative achievements as well as an
277 evaluation of the process.

278 279 **2.8 Communicate outcomes at the conclusion of the strategic planning cycle to** 280 **campus.**

281
282 In alignment with an overall communications strategy that keeps the SJSU community
283 informed throughout the process and reflects input provided by the SPSC, the
284 President's Cabinet, and the Academic Senate, outcomes of a completed strategic
285 planning cycle will be conveyed to the campus by the President.
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7 **Policy Recommendation:**
8 **Minimum Criteria for Undergraduate Minors**
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10 **Legislative History:** Rescinds S75-4
11

12 **Rationale:** Since S75-4 was approved in May 1975, there have been several changes
13 related to minors at SJSU. At one time, Title 5 of the CA Code of Regulations required
14 that 6 of the 12 required minimum units be upper division. In addition, although the
15 university has the basic rule of 12 units of coursework distinct from coursework in one's
16 major, there are no additional guidelines that help in review of new minor curricula.
17 Therefore, committees that review these minors have very little guidance on how to
18 review and provide feedback to new minors.
19

20 **Resolved:** The following policy be adopted as the criteria for the minor.

21 **Resolved:** These criteria will apply to all minor programs by Fall 2018.
22

- 23 1. The minor needs to have a well-defined purpose and justification as well as a
24 coherent focus or survey of the field.
- 25 2. The minimum criterion for any minor must be 12 units of coursework completely
26 distinct and separate from the course work in one's major (i.e., Requirements of the
27 Major).
- 28 3. A minimum of 6 units of coursework must be upper-division.
- 29 4. The maximum number of units for any minor is 24 units of coursework.
- 30 5. Courses in preparation for the major may be included in the minor.
- 31 6. All prerequisite courses and expected proficiencies must be included in the course
32 catalog description for the minor. Prerequisite courses will be included in the unit
33 count. If there is level of proficiency required for a minor (e.g., language or math
34 proficiency), any courses to achieve proficiency will not be included in the minor unit
35 count.
- 36 7. For any minor with required units between 12-18, at least 3 units must be taken at
37 SJSU. Minors with required units between 19-24 units, at least 6 units must be taken
38 at SJSU.

39 8. The minimum aggregate GPA for all coursework required for the minor must be at
40 least 2.0.

41

42

43 **Approved (C&R):** February 22, 2016

44 **Vote:** 10-0-0

45 **Present:** Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur,
46 Matoush, Schultz-Krohn, Sibley

47 **Absent:** Stacks

48 **Curricular Impact:** Some programs will need to adjust their curriculum to meet the
49 requirements of this new policy. Departments may also need to
50 discuss the curricular coherence of their minor(s).

51 **Financial Impact:** None anticipated.

52 **Workload Impact:** Additional workload to departments and the Office of Graduate and
53 Undergraduate Programs for the first year of implementation.

54

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 Final Reading
6

AS 1598

7 **Policy Recommendation** 8 **Accreditation Review Committee** 9

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

14

15 Whereas: [SS-S12-1](#) endorsed a WASC steering committee to serve through the
16 accreditation cycle concluding in spring 2015; and

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

19 Whereas: [WSCUC \(WASC Senior College and University Commission\)](#) accreditation
20 is a campus-wide responsibility, requiring broad participation, that must
21 be led by the faculty; and

22 Whereas: Faculty leadership for [WSCUC](#) accreditation should come from the
23 Academic Senate; therefore be it

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

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

29

30 Background and Rationale: The institutional review process in recent years has evolved
31 in a way that calls for an extended period of engagement in a process focused on
32 meeting student learning goals. In the short term, the review committee is needed to
33 develop the campus response to concerns that emerged from the 2015 accreditation
34 review and to prepare for the Fall 2017 WSCUC Special Visit. The special visit and a
35 newly-required mid-term review are part of the next review cycle. Since the previous
36 Senate resolution that established a steering committee expired with the recent
37 completion of the accreditation review last spring, action is needed to establish a
38 permanent special agency (accreditation review committee) to provide leadership to
39 facilitate campus engagement in re-accreditation activities. In the longer term an
40 accreditation review committee will be needed to meet interim WSCUC obligations
41 including:

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- Fall 2018 - Mid-cycle review preparation
- Spring 2019- Mid-cycle review by Commission
- Summer 2021- Submission of Institutional Report (Self-Study)
- Fall 2021 - Offsite review by Accreditation Team
- Spring 2022 - Accreditation visit by Visiting Team

Approved: 2/22/16
Vote: 8-0-0
Present: Laker, Shifflett, Beyersdorf, Becker, Gleixner, Grosvenor, Mathur, Romero
Absent: Curry
Financial Impact: Likely to include assigned time for the accreditation review committee chair; clerical and administrative support (e.g., for meetings, communication, preparation and distribution of materials); and costs associated with sending accreditation review committee members to relevant WSCUC training workshops and/or conferences.
Workload Impact: Increase in workload for members of the review committee and steering committee related to meetings, preparation of WSCUC reports, and support for WSCUC team visits.

66 **Accreditation Review Committee and Steering Committee**

67 **1.0 Accreditation Review Committee**

68

69 The accreditation review committee will be a special agency of the Academic senate. It
70 is intended to serve a key role in meeting our WSCUC obligations and to provide
71 leadership that fosters engagement in a review process focused on student learning
72 and continuous improvement prior to, during, and after each review period.

73 **1.1 Charge**

74 The Accreditation Review Committee (hereafter the Review Committee) is charged with
75 leading the campus in preparation for its accreditation review in accordance with the
76 most current WSCUC Handbook of Accreditation.

77 **1.2 Membership**

78

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

- 85 • A faculty member serving as chair of the review committee
- 86 • Five at-large faculty
- 87 • 1 Department Chair
- 88 • The Chair of the Academic Senate (or designee) – EXO
- 89 • The faculty Director of Assessment - EXO
- 90 • Program Planning Committee Chair - EXO
- 91 • The Provost (or designee) – EXO
- 92 • 2 Cabinet Members designated by the President
- 93 • 1 staff member from Academic Affairs
- 94 • 1 staff member from Student Affairs
- 95 • 1 Dean from one of the seven academic colleges
- 96 • AVP, Graduate and Undergraduate Programs (WSCUC Accreditation Liaison
97 Officer) - EXO
- 98 • Director, Office of Institutional Effectiveness and Analytics - EXO
- 99 • The President of Associated Students or designee - EXO
- 100 • A member of the community, appointed by the President

101 1.2.1 Recruitment and Appointment of Members

102
103 Each non-ex officio member serves an initial 3-year term with reappointment possible
104 throughout the current accreditation cycle. Recruitment of applicants to serve on the
105 Review Committee will be done through the normal Committee on Committees process
106 for the seats designated for an academic dean, chair, faculty at large members, and
107 staff members. For administrator-designated seats, the Senate will request from the
108 appropriate administrator their appointee. The faculty chair for the Review Committee
109 will be selected by the Provost in consultation with the Senate Executive Committee and
110 will serve a 3-year term with re-appointment possible for the duration of the
111 accreditation review period to provide continuity in leadership. When there are multiple
112 applications for other seats the Executive Committee of the Academic Senate will select
113 individuals to serve. In considering potential Review Committee members, attention
114 should focus on the person's prior experience with institutional and/or program
115 accreditation, assessment, program planning, related campus leadership, and
116 commitment to representing the diversity of the campus.

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

120 1.2.2 Interim Appointments.

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

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127 1.2.3 Replacing Members

128
129 Replacement of committee members shall follow the procedures provided in Senate
130 bylaw 6.12.

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132 **1.3 Responsibilities of the Accreditation Review Committee**

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134
- 135 • Develop a campus preparation and implementation plan that responds to the
 - 136 WSCUC accreditation review reports.
 - 137 • Oversee campus preparations to meet the requirements of WSCUC review
 - 138 committee site visits (including special visits).
 - 139 • Oversee campus preparations to meet the requirements of the Institutional
 - 140 Review process as specified by WSCUC.
 - 141 • Generate institutional reports and materials needed to meet WSCUC

- 142 requirements and respond to questions from WSCUC regarding written reports.
- 143 • Establish a steering committee in accordance with the guidelines in section 2.0.
 - 144 • Create task forces and/or sub-committees as it deems appropriate to facilitate
 - 145 broad participation and engagement in the accreditation review process.
 - 146 • Engage diverse voices in the reflection and analysis of information collected and
 - 147 reported to WSCUC.
 - 148 • Participate in periodic meetings each semester to set meeting schedules, task
 - 149 force compositions and assignments, milestones, and related planning and
 - 150 preparation goals and processes.
 - 151 • Communicate to all campus constituents' information regarding accreditation
 - 152 activities and priorities.
 - 153 • The Review Committee chair will annually prepare the summary report required
 - 154 of all special agencies and submit that report to the Senate.
 - 155 • Following each site visit, the Review Committee chair will prepare a report
 - 156 summarizing the feedback from the WSCUC review team and make the report
 - 157 widely available.

158 **2.0 Steering Committee**

159 A steering committee is needed to (a) provide guidance and direction to the larger
160 review committee, (b) to insure that steady progress is made toward established goals,
161 and (c) to insure that WSCUC-established deadlines are met.

162 **2.1 Charge**

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

169 **2.2. Membership**

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

- 175 • Steering Committee members:
 - 176 ○ The faculty chair of the Accreditation Review Committee
 - 177 ○ The Provost

- 178 ○ The AVP of Graduate and Undergraduate Programs (WSCUC
- 179 Accreditation Liaison Officer)
- 180 ○ The Director of Office of Institutional Effectiveness and Analytics
- 181 ○ Program Planning Committee Chair
- 182 ○ The Chair of the Academic Senate (or designee)
- 183 • President or administrator serving as designee

184 2.2.1 Appointment of Members

185

186 The faculty chair of the Accreditation Review Committee will chair the Steering

187 Committee. Review committee members serving on the steering committee have the

188 same appointment terms as that associated with their review committee membership

189 and can be reappointed to serve throughout the current accreditation cycle.

190 Administrative appointees shall serve for the duration of the accreditation review period.

191

192 2.2.2 Interim Appointments.

193 When a seat will be vacant for no more than 1 semester (e.g., sabbatical or leave of

194 absence) an interim appointment can be made following the guidelines in 1.2.1. Any

195 seat that will be vacant for a year or more will require a replacement for the remainder

196 of the term associated with that seat.

197

198 2.2.3 Replacing Members

199 Replacement of committee members shall follow the procedures provided in Senate

200 bylaw 6.12.

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 Final Reading
6

AS 1599

7
8 **Policy Recommendation**
9 **Committee Obligations & Senate Membership**
10 **(modification of bylaw 1.6.2)**

11 Legislative History: Modification of existing By-law 1.6.2
12

13 Whereas: The full engagement of senators in committee assignments is
14 inextricably linked to their participation on the senate, and
15

16 Whereas: Senate by-laws clearly establish expectations and standards for
17 attendance, and
18

19 Whereas: The primary responsibilities of the senate have been and remain
20 the development of policy recommendations which requires the
21 participation of senators on assigned committees, and
22

23 Whereas: Clarification regarding the connection between committee
24 responsibilities and senate service is needed, therefore be it
25

26 Resolved: That Senate bylaw 1.6.2 be modified as noted in this policy
27 recommendation.
28

29
30 Rationale: Upon election to the senate, each senator is assigned to a policy
31 committee. In fact, by senate bylaws (6.10) the senate seeks to make
32 appointments so that at least half of the members are members of the Senate.
33 Without the full participation of senators on senate-assigned committees, the
34 senate cannot effectively fulfill its primary responsibility which is the consideration
35 and development of policy recommendations. Senators not meeting their
36 committee obligations are neglecting their Senate responsibilities and
37 replacement of a senator in such circumstances is in the best interests of the
38 Senate.
39

40
41 Approved: 3/1/16

42 Vote: 9-0-0

43 Present: Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry,
44 Grosvenor, Romero, Gleixner

45 Absent: None

46 Financial Impact: None expected

47 Workload Impact: No changes

48

49 Recommended changes:

50

51 1.6.2

52

53 a) Vacancies are created by

54 1) resignation or recall from the Senate,

55 2) termination of employment,

56 3) removal from the senate as a result of being absent from 3 Senate

57 meetings in an academic year,

58 4) removal from a policy committee as a result of being absent from 3

59 regularly scheduled policy committee meetings,

60 5) removal from a policy committee due to failure to perform assigned

61 policy committee duties as determined by the Executive Committee of the

62 Senate in consultation with the policy committee chair,

63 6) leave, with or without pay, which covers more than one semester,

64 7) appointment to a full-time administrative (Management Personnel Plan)

65 position,

66 8) assumption of the role of Academic Senate Chair, or

67 9) no candidate files for a vacant seat

68

69 b) When a Senate seat is vacated, the associated seat on that senator's

70 assigned policy committee would become vacant.

71

72

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 Final Reading
6

AS 1600

7 **Policy Recommendation**
8 **Expansion of Bylaw 15 – Updating Senate Documents**
9

10 Legislative History: Modification of Bylaws 15a and 15b to expand the scope of the
11 Chair’s authorization to update existing documents with editorial changes.
12

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

16 Whereas: The examples of editorial changes that can be made are currently limited
17 to whenever there is a change in the number, title, or designation of a law,
18 regulation, executive order, or Senate document, and
19

20 Whereas: Expanding the language of Bylaw 15 to allow the Senate Chair to make
21 editorial changes to a Senate document whenever there is an outdated
22 reference to a law, regulation, executive order or Senate document, may
23 improve the efficiency of a full Senate meeting, therefore be it
24

25 Resolved: That the language of Bylaw 15 be changed to include a wider range of
26 circumstances for editorial changes, and be it further
27

28 Resolved: That these changes become effective with approval of this policy
29 recommendation.
30

31 Rationale: Presently under Bylaw 15 the Senate Chair can approve changes to existing
32 Senate documents (policies, constitution, by-laws, resolutions) with regard to a) title of a
33 university official or of an agency or unit of the university, or b) numbers, titles or
34 abbreviations relating to a law, regulation, executive order, or Senate document.
35 Recent experience has been that there are additional editorial oversights (e.g.,
36 rescinding outdated policies) that might be more effectively handled by the Senate Chair
37 rather than bringing them through the full Academic Senate. This resolution would still
38 require that such editorial changes be reported to the Senate (via the minutes of the
39 Executive Committee), and remain limited to circumstances when no other change
40 affecting university policy is involved, but expand the language to any outdated/obsolete
41 reference to a law, regulation, executive order, policy, or Senate document in an
42 existing Senate document.
43

44 Approved: 2/15/16
45 Vote: 8-0-0

46 Present: Laker, Shifflett, Beyersdorf, Becker, Curry, Grosvenor, Mathur,
47 Romero
48 Absent: Gleixner
49 Financial Impact: None
50 Workload Impact: Reduced workload for the senate with regard to handling
51 essentially technical or routine changes rather than substantive
52 changes.
53

54 Proposed changes to Bylaw 15. Editorial Changes - Senate Documents
55

56 a) When the title of a university official or of an agency or unit of the university
57 appearing in Academic Senate documents (including the constitution, bylaws, university
58 policies, and resolutions providing for committee membership) is changed, but the
59 functions and responsibilities of the office or agency remain
60 the same, the Senate Chair may approve replacement in the Senate documents of the
61 old title or designation by the new one, as an editorial change. Such changes shall be
62 reported to the Executive Committee of the Senate and recorded in the meeting
63 minutes.
64

65 b) When a law, regulation, executive order, **policy**, or Senate document is referred to in
66 a Senate document by number, title or other official abbreviated designation, and the
67 number, title or designation is changed **or rescinded** by competent authority, but no
68 other change affecting university policy is involved, the Senate Chair may authorize
69 replacement **or removal** of the old number, title or designation by the new one, as an
70 editorial change. Such changes shall be reported to the Executive Committee of the
71 Senate, and recorded in the meeting minutes.
72

73 c) When a policy recommendation or senate management resolution is found to contain
74 errors, that when corrected would not change the intent of the policy recommendation or
75 resolution, the Senate chair, following consultation with and consent from, the executive
76 committee can correct the error(s) prior to forwarding the policy recommendation to the
77 President or implementation of a senate management resolution. Such editorial
78 corrections shall be recorded in the Senate Executive Committee meeting minutes.
79
80

1 **San José State University**
2 **Academic Senate**
3 **Curriculum and Research Committee**
4 **March 7, 2016**
5 **Final Reading**
6
7

AS 1601

8 **Policy Recommendation:**
9 **Amendment to Physical Education Exemptions**

10

11 **Amends:** S14-11

12

13 **Rationale:** One of the provisions of the Physical Education (PE) Requirement policy
14 (S14-11) requiring 2.0 units of PE as a SJSU graduation requirement is
15 that the policy allowed for exemptions for certain programs that are not
16 able to accommodate the additional two units in their degree programs.
17 This provision is particularly a problem for degree programs that have an
18 SB1440 Associate Degree for Transfer with a required 60-unit guarantee
19 for students transferring in (i.e., Transfer Model Curriculum, TMC
20 programs). The current policy permits the Curriculum & Research (C&R)
21 Committee to grant these temporary exemptions after review. However,
22 TMC/SB1440 programs may need to be reviewed quickly when C&R is
23 not available to meet to evaluate PE exemption requests.

24

25 **Resolved:** That when these TMC/SB1440 PE exemption requests are received
26 during times when C&R is not available to meet (e.g. during winter or
27 summer breaks), the AVP for Graduate and Undergraduate Programs or
28 designee be given the authority to review and approve these exemptions.

29

30 **Approved (C&R):** February 22, 2016

31 **Vote:** 10-0-0

32 **Present:** Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur,
33 Matoush, Schultz-Krohn, Sibley

34 **Absent:** Stacks

35 **Curricular Impact:** None anticipated.

36 **Financial Impact:** None anticipated.

37 **Workload Impact:** Increased workload for AVP of Graduate and Undergraduate
38 Programs or designee.

39

7 **Policy recommendation:**
8 **Greensheets (Syllabi)**
9

10 Background: University Policy F06-2 was the last comprehensive revision of the
11 greensheet policy. Since that time, the size and scope of greensheets have
12 expanded significantly to include a variety of information of use to students. Much
13 of the language applies university-wide and thus is more appropriately hosted
14 and presented centrally rather than being included in every class greensheet.
15 This policy revision creates a clear separation between course-specific and
16 university-wide language. It also provides a mechanism for Senate review of
17 material to be added to course-specific or university-wide materials.

18
19 **Whereas:** Greensheets provide an opportunity for faculty to openly
20 communicate with students so that students more thoroughly
21 understand the course requirements; and

22 **Whereas:** Greensheets uphold professional responsibility by providing full
23 information to students to increase student success in the
24 classroom; and

25 **Whereas:** As stated in University Policy S99-8 Academic Freedom and
26 Professional Responsibility, "Professional responsibility is the
27 natural complement of the academic freedom essential to the
28 university's mission. Through their responsible professional
29 conduct, faculty members promote and protect academic freedom;"
30 and

31 **Whereas:** Responsible professional conduct includes announcing course
32 requirements in a timely fashion, explaining how course grades are
33 determined, assigning marks based only on criteria providing
34 dependable evaluation of academic performance, and prohibiting
35 the belated imposing of requirements not originally made clear; and

36 **Whereas:** Much of the information that is currently included in greensheets
37 applies university-wide and/or is in response to external mandates,
38 and is more appropriately published and maintained centrally; and

39 **Whereas:** Regular review of the information required in the greensheet is a
40 Senate responsibility; and

41 **Whereas:** Maintaining a central repository for university-wide information will
42 allow curriculum review committees to focus on course-specific
43 information; and

44 **Whereas:** Maintaining a central repository for university-wide information will
45 ensure that this information is kept up to date; therefore be it

46 **Resolved:** That University Policies F06-2 and S12-3 be rescinded and
47 replaced with the attached policy.
48
49

50 **Approved:** February 22, 2016
51 **Vote:** 19-0-0
52 **Present:** Brooks, Bruck (non-voting), Rees, Sen, Campsey, Walters,
53 Medina, Branz (non-voting), Kaufman, Sullivan-Green,
54 Sofish, Medrano, Khan, Wilson, Simpson, Nash, Amante,
55 Abukhdeir, Gay
56 **Absent:** None
57 **Financial Impact:** Potential savings from shorter printed greensheets and less
58 faculty and curriculum committee time spent on compliance.
59 **Workload impact:** Slight increase for I&SA committee in reviewing changes up
60 to twice per year, more than offset by the reduction in
61 general faculty time spent ensuring that they meet the
62 requirements of the latest greensheet template. One-time
63 modification of the greensheet template.
64

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Greensheets (Syllabi)

Introduction: Course syllabi, known colloquially at SJSU as “greensheets,” enable students to better understand and fulfill their responsibilities as learners in courses. They are a necessary tool in higher education to enable students to take part in the learning process through knowing what is expected of them and what they can expect from the course. Student success is aided by students knowing in advance as much as possible about the course requirements so that they can plan their study time and coordinate work on assignments from multiple courses. Student success is also aided by encouraging students to contact their professors and providing information about key university policies to which they are subject. In addition, greensheets provide an opportunity to model thorough, clear, professional communication. Some of the modifications in this new policy are designed to separate overarching university-level policies and other requirements (e.g., federal law) that transcend particular courses from course-specific information. As such, university-wide policy language should be maintained in a central location (i.e., a university-managed web page), with modifications reviewed and approved periodically by the appropriate Senate committee. See Section 2 below.

A. General greensheet procedures

- Each member of the faculty at San José State University shall provide a greensheet to each student in every class, to be available no later than the first class meeting. If the faculty member chooses to make the greensheet available only online and not distribute hard copies to students, it must be available online no later than the first scheduled day of class. The faculty member shall provide an electronic or hard copy of the greensheet to the department office for department files on or before the first day of class.
- The greensheet shall include statements about learning goals, grading, expectations, content and other course-related information. While the greensheet may be changed as the semester develops, any changes shall be communicated to the students in writing. In general, changes to the greensheet should be made by the last day to add classes; if changes must be made later in the semester, timely notice and due consideration shall be given to students.

B. Each greensheet shall include, at a minimum, the following items.

1. Course Information

- 109 a) Basic information
110 ● San José State University
111 ● Course title, number, and section; days and times taught, location of
112 class
113 ● Semester and year course is being taught
114 ● Professor's name, office number and location
115 ● Professor's contact information, including as much information as
116 possible and at least one direct way for students to reach the
117 professor, *i.e.*, phone number(s) or email
118

119 NOTE: While not required, it is strongly recommended in the spirit of
120 encouraging interaction with students, that faculty members include a
121 statement of the method by which they prefer students to contact them to
122 maximize successful communication between faculty and student.
123

124 b) Office hours: location, days and times
125

126 c) Course or section information

- 127 ● Description of the course from the university catalog augmented
128 by section-specific information.
129 ▪ Prerequisites
- 130 ● Required and recommended texts, readers, or other reading
131 materials
132 ● Any other necessary equipment/materials/fees
133

134 d) Student learning objectives for the course and, if the course is GE,
135 GE area student learning objectives
136

137 e) Course requirements, *e.g.* papers, projects, exams, quizzes,
138 homework, laboratory work, fieldwork, participation.

- 139 ● Course calendar including assignment due dates, exam dates,, final
140 exam date and time.
141
142

143 NOTE: University Policy S06-4 states "There shall be an appropriate final
144 examination or evaluation at the scheduled time in every course, unless
145 specifically exempted by the college dean who has curricular responsibility for
146 the course."
147
148

149 f) Grading information

- 150 ● A statement of how grades will be determined for the course,
151 including
152 ● +/- grades if they are used.
153 ● Extra credit options, if available.

- 154 ● List of the percentage weight assigned to various class assignments.
155 ● Penalty (if any) for late or missed work.
156

157 NOTE: According to University Policy F15-12, “Students are expected to attend
158 all meetings for the courses in which they are enrolled as they are responsible for
159 material discussed therein and active participation is frequently essential to
160 ensure maximum benefit to all class members. In some cases, attendance is
161 fundamental to course objectives; for example, students may be required to
162 interact with others in the class. Attendance is the responsibility of the student.
163 Participation may be used as a criterion for grading when the parameters and
164 their evaluation are clearly defined in the course syllabus and the percentage of
165 the overall grade is stated.”

- 166
167 ● Since attendance per se may not be used as a criterion for
168 grading, if grading is done on the basis of participation, which is
169 permitted, an indication of how participation will be assessed
170 must be included.
171

172

173 2. University, College, and Department Policy Information

174

175 a) Each greensheet shall contain a link to the university-level policy language,
176 presented in accessible format, regarding such topics as academic integrity,
177 accommodations, and services available to all students (*e.g.* learning
178 assistance, counseling, and other resources). The precise contents of this
179 page shall be reviewed each semester by the members of the Instruction
180 and Student Affairs Committee (I&SA) of the Academic Senate. The review
181 shall be completed in November for changes to take effect the following
182 spring, and April for changes to take effect the following fall; this will allow
183 faculty and students time to become familiar with upcoming changes to the
184 required language. Authority for approving these changes rests only with
185 I&SA which shall work with Graduate and Undergraduate Programs (GUP) to
186 communicate any changes to faculty in a timely manner. GUP shall be
187 responsible for hosting the link. Efforts shall be made through appropriate
188 student communication channels to emphasize that the policies and services
189 compiled on this link apply to all students in all university courses.

190

191 b) If applicable, the greensheet shall also include links to department and
192 college-level policies, requirements and services. These links, presented in
193 accessible format, shall be maintained by the appropriate office.
194

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 Final Reading
6

AS 1603

7 **Policy Recommendation**
8 **Committee Obligations & Senate Membership**
9 **(modification of bylaw 6)**

10
11 Legislative History: Modification of existing By-law 6.
12

13 Whereas: The full engagement of senators in committee assignments is
14 inextricably linked to their participation on the senate, and
15

16 Whereas: Senate by-laws clearly establish expectations and standards for
17 attendance, and
18

19 Whereas: The primary responsibilities of the senate have been and remain
20 the development of policy recommendations which requires the
21 participation of senators on assigned committees, and
22

23 Whereas: Clarification regarding the connection between committee
24 responsibilities and senate service is needed, therefore be it
25

26 Resolved: That Senate bylaws 6.12, and 6.13 be modified as noted in this
27 policy recommendation.
28

29 Rationale: This policy recommendation is designed to match the changes
30 proposed to bylaw 1.6.2, clarify the connection between policy
31 committee membership and senate membership, and clarify that
32 operating committees, special agencies and special committees are
33 specifically included in bylaw 6.
34
35

36 Approved: 3/1/16

37 Vote: 9-0-0

38 Present: Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry,
39 Grosvenor, Romero, Gleixner

40 Absent: None

41 Financial Impact: None expected

42 Workload Impact: No changes
43
44
45

46 Recommended changes:
47

48 6.12 a) If a member of an Academic Senate committee cannot complete the term for
49 any reason, or is absent from three regularly scheduled committee meetings, the chair
50 of the committee may request the Committee on Committees (if an operating
51 committee, special agency, or special committee) or the Executive Committee (if a
52 policy committee) to nominate a replacement.
53

54 b) If a member of an Academic Senate committee repeatedly does not perform
55 assigned committee duties, the chair may ask the Committee on Committees (if an
56 operating committee, special agency, or special committee) or the Executive Committee
57 (if a policy committee) to nominate a replacement.
58

59 c) Removal of a senator from their assigned policy committee will result in removal from
60 the Senate.
61

62
63 6.13 a) Notwithstanding the provisions of bylaw 6.10.1, college seats on policy
64 committees, operating committees, special agencies, or special committees for which
65 no faculty from that college willing to serve have been found and which remain vacant
66 after the fourth week of instruction in the fall semester shall become faculty-at-large
67 seats for the balance of the academic year.
68

1 San José State University
2 Academic Senate
3 Organization and Government Committee
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7

AS 1604

8
9 **Policy Recommendation**
10 **Correction to Faculty Athletics Representative Policy (S16-2)**

11 Legislative History: Modifies S16-2 which was approved by the Senate at its meeting
12 on 2/8/16.

13
14 Whereas: An error related to consistency in S16-2 when referring to the Faculty
15 Athletics Representative's (FAR) status exists, and
16

17 Whereas: The correction is needed, therefore, be it
18

19 Resolved: That section 3.2 be modified as follows:
20

21 In review of applicants considerations should include (a) the candidate must be a full
22 time tenured faculty member, (b) the candidate should have prior successful faculty
23 leadership experience, unrelated to intercollegiate athletics, (c) there should be no
24 conflict of interest, and (d) the candidate should have experiences and skills likely to
25 enhance their effectiveness as SJSU's FAR.
26

27 Rationale: The original FAR policy specified that the FAR needed to be a full time
28 tenured faculty member. There was no intent to change this when the FAR policy was
29 updated. In section 3.2 of S16-2 there is a discrepancy that needs to be corrected. The
30 section first says "All full time tenured faculty interested in the FAR position will be
31 required to submit a 1-page application detailing their experiences and qualifications to
32 serve as SJSU's FAR." Then further down in the same paragraph, S16-2 notes "In
33 review of applicants considerations should include (a) the candidate must be a tenured
34 full professor." That second statement is incorrect and should read: the candidate must
35 be a full time tenured faculty member
36
37

38 Approved: 2/22/16

39 Vote: 8-0-0

40 Present: Grosvenor, Mathur, Laker, Beyersdorf, Becker, Gleixner,
41 Romero, Shifflett

42 Absent: Curry

43 Financial Impact: None expected

44 Workload Impact: No change from current situation.

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 March 7, 2016
5 First Reading
6

AS 1605

7 **Policy Recommendation** 8 **Electronic Voting** 9

10 Legislative History: Modification of Senate Bylaw 9 to allow for electronic voting
11 and clarify the voting procedure.
12

13 Whereas: Depending on the issue, voting by the academic senate has been
14 known to take a considerable amount of time, and
15

16 Whereas: Recently the senate acquired electronic devices that could record
17 and display votes as they occur, and
18

19 Whereas: Clarification is needed regarding the allowed methods of voting,
20 therefore be it
21

22 Resolved: That Senate bylaw 9 be amended with item 9.5 as suggested in this
23 resolution, and be it further
24

25 Resolved: That on sensitive matters, or matters when undue administrative
26 pressure might be brought to bear, the chair of the senate shall de-
27clare a vote to be by secret ballot, and be it further
28

29 Resolved: That except in circumstances where a secret ballot is necessary,
30 the use of electronic devices for official voting shall be done in par-
31allel with an unofficial show of hands, and be it further
32

33 Resolved: That secret ballots may be cast electronically without a show of
34 hands.
35

36 Rationale: The use of electronic devices has the potential to streamline certain
37 elections, such as those where secret ballots are required, and/or multiple run-off
38 elections are expected, however, other times a show-of-hands is expected to be
39 more efficient.
40

41 Approved: 2/22/16

42 Vote: 8-0-0

43 Present: Laker, Shifflett, Beyersdorf, Becker, Curry, Grosvenor,
44 Mathur, Romero

45 Absent: Gleixner

46 Financial Impact: None expected

47 Workload Impact: Increased work for senate administration to administer
48 electronic devices, slightly offset by the reduced work in
49 tallying votes.
50

51 Bylaw modification recommended:
52

53 9.5 The senate chair shall determine on a case-by-case basis if official voting
54 will be offered by a show of hands, or through the use of electronic devices. The
55 decision shall be guided by the expected efficiency of each method.