

SAN JOSE STATE UNIVERSITY ACADEMIC SENATE

2018/2019

Agenda

March 25, 2019, 2:00 pm – 5:00 pm

Engineering 285/287

- I. **Call to Order and Roll Call:**
- II. **Approval of Minutes:**
Senate Minutes of March 4, 2019
- 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. Provost
 - B. Associated Students President
 - C. Vice President for Administration and Finance
 - D. Vice President for Student Affairs
 - E. Chief Diversity Officer
 - F. CSU Faculty Trustee (by standing invitation)
 - G. Statewide Academic Senators
- V. **Executive Committee Report:**
 - A. Minutes of the Executive Committee –
EC Minutes of February 25, 2019
EC Minutes of March 11, 2019
 - B. Consent Calendar –
Consent Calendar of March 25, 2019
 - C. Executive Committee Action Items –
- VI. **Unfinished Business:**
- VII. **Policy Committee and University Library Board Action Items (In rotation)**
 - A. Organization and Government Committee (O&G):
AS 1738, Senate Management Resolution, Amendment of Bylaw 5, Membership of the Committee on Committees (First Reading)

AS 1735, Policy Recommendation, Amendment A to University Policy F15-13, Updating the Board of General Studies Membership, Charge, and Responsibilities (First Reading)

- B. University Library Board (ULB):
- C. Curriculum and Research Committee (C&R):
 - AS 1713, Policy Recommendation, University Writing: Requirements/Guidelines and Support by the University Writing Committee (Final Reading)***
 - AS 1736, Policy Recommendation, Amendment A to S14-9, Guidelines for Concentrations (First Reading)***
 - AS 1737, Policy Recommendation, Blended Bachelor's and Master's Program (First Reading)***
- D. Instruction and Student Affairs Committee (I&SA):
 - AS 1730, Policy Recommendation, Amendment A to University Policy S15-3, Leaves of Absences for Students (Final Reading)***
 - AS 1731, Policy Recommendation, Rescind and Replace S05-4, Qualifications for Student Office Holders (Final Reading)***
 - AS 1732, Policy Recommendation, Rescind and Replace University Policy F10-1, The Use and Abuse of Alcohol and Other Drugs (Final Reading)***
 - AS 1739, Policy Recommendation, Rescind and Replace S75-12, Maximum Unit Load During Intersession; Summer Session; Credit Hours (First Reading)***
- E. Professional Standards Committee (PS):
 - AS 1728, Policy Recommendation, Amendment H to University Policy S15-7, RTP Procedures (Final Reading)***

VIII. Special Committee Reports:

IX. New Business:

X. Adjournment

2018/2019 Academic Senate

**MINUTES
March 4, 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
Absent: None

CHHS Representatives:

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

Administrative Representatives:

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

COB Representatives:

Present: He, Bullen, Khavul
Absent: None

Deans / AVPs:

Present: Olin, Ehrman, Stacks
Absent: Elliott

EDUC Representatives:

Present: Marachi, Mathur
Absent: None

Students:

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

ENGR Representatives:

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

Alumni Representative:

Present: Walters

H&A Representatives:

Present: Khan, Riley, Ormsbee, McKee
Absent: Mok

Emeritus Representative:

Present: McClory

SCI Representatives:

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

Honorary Representative:

Present: Lessow-Hurley

SOS Representatives:

Present: Peter, Wilson, Curry, Trulio, Raman
Absent: None

General Unit Representatives:

Present: Trousdale, Hurtado,
Higgins, Monday, Emmert
Absent: None

II. Approval of Academic Senate Minutes– The Senate minutes of February 11, 2019 were approved as is.

III. Communications and Questions –

A. From the Chair of the Senate –

Chair Frazier announced that the President is out of town receiving the Woman of the Year Award for District 28 in Sacramento, California.

Chair Frazier welcomed and introduced Senators David Emmert and Priya Raman.

B. From the President of the University – Not present

IV. Executive Committee Report:

A. Minutes of the Executive Committee:

Executive Committee Minutes of January 28, 2019 – No Questions.

Executive Committee Minutes of February 4, 2019 – No Questions.

Executive Committee Minutes of February 18, 2019 – No Questions.

B. Consent Calendar:

The consent calendar of March 4, 2019 was approved.

C. Executive Committee Action Items:

Chair Frazier presented *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)*.

Senator Rodan presented an amendment to add a Resolved clause after the third resolved clause to read, “Resolved, that the committee shall be charged as follows:

1. It shall seek from the ASCSU any clarification questions it deems necessary to proceed.” The amendment was seconded. The Senate voted and the Rodan amendment failed. **The Senate voted and AS 1733 passed unanimously.**

V. Unfinished Business:

Senator Shifflett presented *AS 1720, Senate Management Resolution, Amendment to Standing Rule 10 (Motions) (Final Reading)*. **The Senate voted and AS 1720 passed unanimously.**

Senator Shifflett presented *AS 1719, Senate Management Resolution, Charge and Membership of Senate Policy Committees (Final Reading)*. Senator Stacks presented an amendment to change line 112 to read, “Dean, College of Graduate Studies (EXO).” The amendment was seconded. The Senate voted and the Stacks amendment passed with 2 Nays. Senator Riley presented an amendment to line 112 to remove the Emeritus Faculty Representative (EXO). The amendment was seconded. The Senate voted and the Riley amendment was approved. Senator White presented an amendment to line 111 to strike the AVP of IEA. The motion was seconded. The Senate voted and the White amendment was approved with 8 Nays. Senator Shifflett presented an amendment that was friendly to the body to line 110 to change it from AVP of Graduate Studies to AVP of Undergraduate Studies. **The Senate voted and AS 1719 passed as amended.**

Senator Sifflett presented *AS 1722, Policy Recommendation, Charge and Membership of University Committees (Final Reading)*. Chair Frazier presented an amendment that was friendly to the body to delete “should” from all resolved clauses. Senator Rodan presented an amendment to restore the strikeouts to the Sustainability Board until the Sustainability Board has the opportunity to comment on the suggested changes in lines 349, 350, 351, 356 and 362. The Rodan amendment was seconded. The Senate voted and the Roday amendment failed. Senator Rodan presented an amendment that was friendly to the body to remove and return the section on the Sustainability Board to O&G to discuss with the Sustainability

Board proposed changes. Senator Gill presented an amendment that was friendly to the body to change line 123 from the AS Director of Faculty Affairs to the AS Director of Academic Affairs. **The Senate voted and AS 1722 passed unanimously as amended.**

Senator Shifflett presented *AS 1656, Senate Management Resolution, Modification of Bylaw 1.10 (Final Reading)*. **The Senate voted and AS 1656 passed unanimously as written.**

Senator Shifflett presented *AS 1717, Senate Management Resolution, Amendment of bylaw 15a; Editorial Changes – Senate Documents (Final Reading)*. Senator Van Selst presented an amendment that was friendly to the body to add a comma after “official” in line 29. **The Senate voted and AS 1717 was approved unanimously.**

Senator Shifflett presented *AS 1721, Policy Recommendation, Amendment A to S13-9, Policy for Merging, Dividing, Transferring, and Eliminating Academic Units (Final Reading)*. Senator Shifflett presented an amendment that was friendly to the body to change S13-06 to S13-9 in line 44. Senator Riley presented an amendment that was friendly to the body to change S06-07 to S06-7 throughout the document for consistency. Senator Lee made a motion to return to committee. There was no second. Senator Peter presented an amendment to the title to strike, “Amend S13-9” and replace it with, “Rescind S06-7.” The amendment was seconded. Senator Shifflett presented an amendment that was friendly to the body to amend the Peter amendment to also change the first resolved to read, “Resolved that S06-7 be rescinded.” Senator Riley presented an amendment to change line 38 to read, “Resolved that S06-7 be rescinded,” and to strike line 41. The amendment was seconded. Senator Peter called the question. The Senate voted and the question was called with 3 Nays. Senator Van Selst presented an amendment to change the title to read, “Rescind S06-7 in Support of S13-9; Policy for Merging, Dividing, Transferring, Eliminating Academic Units.” The Senate voted and the Van Selst Amendment passed with 2 Nays. **The Senate voted and AS 1721 was approved with 1 Nay.**

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

A. University Library Board (ULB): No report.

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

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

Senator Sullivan-Green presented *AS 1730, Policy Recommendation, Amendment A to University Policy S15-3, Leaves of Absences for Students (First Reading)*.

This resolution is a result of changes in the Executive Orders from the Chancellor’s Office and some confusion students have over leaves. Unfortunately, the background and rationale were accidentally dropped off the policy in the packet. Senator Sullivan-Green read the background and rationale. In addition, all military leave in

the policy has been clarified to mean U.S. military leave. Those protections do not apply to international military leave. International military service is under the personal leave portion of the policy. All references to EO 665 that referenced remedial status of students has been removed since students are no longer admitted in remedial status. The language in the sections pertaining to retroactive leave and graduate students in RP status has been improved.

Questions:

Q: Would the committee consider changing the language in the section pertaining to graduate students in RP status to say they may not drop out and must maintain continuous enrollment and then go on to say except under rare circumstances? Also, have you considered what the rare circumstances will be and who will determine that?

A: The RP status language was provided by the AVP of Graduate Studies who felt this language would cover a majority of situations.

Q: Could you clarify this in the policy, because it is not entirely clear who would have jurisdiction to determine what is a rare circumstance.

A: The committee will consider this.

Q: On line 89 it refers to Associate Vice President for Student Academic Success Services. In Academic Affairs we have an AVP for Faculty and Student Success. My question is whether this is a different AVP, or does that language need updates?

A: I will verify that language.

Q: The second question I have pertains to section three where it states “authorized by International Student and Scholar Services.” Can you verify this is correct?

A: That section is correct.

Q: It seems to me that the beginning could use a statement of principles as to why these things exist and the advantages of the process. Would the committee consider this?

A: Yes.

Q: This has to do with students in RP status. I find the language “stop out” vague. Is this the same as a leave? What constitutes a “stop out?”

A: The committee will clarify this.

Q: We need consistency across students here.

A: The RP status does provide additional association with the university for working with faculty and whatnot.

Q: I think this is a graduate college or graduate school decision. Now that we have a Graduate College Dean, that is the point of consultation. This is something that exists in graduate colleges all over the universe.

A: The committee will consider this.

Q: This would require a student not only to pay for the internship but not to enroll in another class. Was that the intent?

A: I'm not sure that is something that should go in the leaves of absence policy, but

rather should be in an RP policy that establishes RP expectations and what the nuances of that should be. Once they are in RP status they can't have a leave of absence.

Senator Sullivan-Green presented *AS 1731, Policy Recommendation, Rescind and Replace S05-4, Qualifications for Student Office Holders (First Reading)*. I&SA reduced eight pages to three by reducing repetitiveness. In addition, I&SA made it consistent with AA2012-5. Under section 2, the general requirement, all of those requirements were the same for all office holders covered under this policy. The other changes made to this policy were in section 4. The AS Board of Directors was separated from the campus representatives to the California State Student Association. That would then include the Presidents of the Board of Directors, the Vice Presidents and the Controller. Then on the last page of the policy in lines 36 and 37, the inclusion of the Presidents and Treasurers of recognized student organizations is current practice of the university.

Questions:

Q: In Section 2.1.6 where it says maximum allowable units, why would we make an exception when we are being asked to keep programs at 120 units, and say UG students can have 150 units?

A: This language is in the Chancellor's coded memorandum.

Senator Sullivan-Green presented *AS 1732, Policy Recommendation, Rescind and Replace University Policy F10-1, The Use and Abuse of Alcohol and Other Drugs (First Reading)*.

Question:

Q: What is social probation?

A: Student organizations are not permitted to hold social events.

Q: Was this discussed with the Alcohol and Drug Abuse Prevention Committee?

A: That was already done by our subcommittee.

D. Professional Standards Committee (PS):

Senator Peter presented *AS 1726, Policy Recommendation, Amendment C to F12-6, Evaluation in Effectiveness in Teaching for all Faculty (Final Reading)*.

Senator White presented an amendment that was friendly to the body to insert the work "typical" in line 98 before "three unit." Senator White presented an amendment to change line 101 to read, "The decision on determining 15 WTUs shall lie with the Provost or designee." The amendment was seconded. **The Senate voted and the White amendment passed with 4 Nays.** Senator Khan presented an amendment that was friendly to the body to replace "regular faculty" with "tenure/tenure-track faculty" in line 103. Senator Khan presented an amendment that was friendly to the body to change "lecturers" in line 103 to "lecturer faculty." Senator Lee presented an amendment to line 99 to change "of courses" to "of courses evaluated by the SOTE instrument." The amendment was seconded. **The Senate**

voted and the Lee amendment passed with 1 Nay. Senator Van Selst presented an amendment to line 98 to change “typical” to “typical (C1-C6 Course Classification).” The amendment was seconded. The Senate voted and the Van Selst Amendment failed with 1 Yay. **The Senate voted on AS 1726 as amended and it passed unanimously.**

Senator Peter presented *AS 1728, Policy Recommendation, Amendment H to University Policy S15-7, RTP Procedures; Criteria for “Late Add” Materials (First Reading)*. The RTP Process is long and takes a whole year. There are times during the year when something should be added. There is a committee that considers whether something can be added, but we need clarification as to what can and can’t be late added.

Questions:

Q: Is there any reason not to move this to a final reading?

A: PS would prefer to give the campus time to provide input before a final reading next month.

Q: You mentioned cases have arisen lately. Can you comment on how many cases?

A: Eight.

Q: Can the committee approve adding something that isn’t in the guidelines?

A: That is a great question for the committee. The intention was that the guidelines would give the committee something to guide them.

Q: In line 63 you talk about the Provost working in consultation with the Professional Standards. Did you also consider having the Senior Director for Faculty Affairs help in developing these guidelines?

A: PS consulted with her already and it is with her help that we developed the guidelines. I think there is a distinction between the technical aspects of the policy and an Academic Officer. Since the Provost is in the decision tree of determining who should get tenure and promotion, the Provost or the Provost designee should help the committee determine what goes into the dossier.

Q: Did the committee consider the workload issue for small departments? For example, we just had two sets of late add materials approved for one person within three days of each other. We had to convene that committee two additional times since the beginning of the Fall. When you are a small dept. with a small number of tenure/tenure-track faculty this really makes it difficult.

A: We are acutely aware of this and don’t want to make serious committee meetings, on the other hand there are circumstances when materials should be added.

Senator Peter presented *AS 1729, Senate Management Resolution, Membership of the Board of Academic Freedom and Professional Responsibility (BAFPR) (First*

Reading). PS is suggesting the committee stick with one tenured faculty member from each college and the general unit, but change the term to 2-years and allow emeriti faculty to serve. Faculty would not be elected by the college, but be appointed by the Senate. PS would like to get feedback from the Senate on whether we can make this amendment with a Senate Management Resolution or does it need a Policy Amendment.

Questions:

Q: Must the emeriti representatives be tenured?

A: The committee will discuss.

Q: Has the committee considered that this change would allow the Committee on Committees to staff this committee and whether it would be best to use a policy recommendation for this change?

A: Yes the committee did consider this.

Q: Will the emeriti reps be from specific colleges or faculty-at-large?

A: The committee will discuss.

C: The Senate Administrator commented that in the past a policy recommendation was used to amend or rescind another policy. This is due to the fact that a policy recommendation that is signed by the President is University Policy and only the President, or another President down the line, can then amend that policy. Senate Management Resolutions do not get Presidential approval and therefore cannot be used to amend a policy.

Q: Would the committee consider allowing tenured faculty, but not necessarily full tenured faculty members?

A: The committee will consider it.

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

Senator Shifflett presented *AS 1727, Policy Recommendation, Amendment B to F07-2, Athletics Policy (Final Reading)*. Senator Shifflett presented an amendment that was friendly to the body to delete “1727” after “None” on line 60. This was a typo made by the committee chair. **The Senate voted and AS 1727 passed as amended.**

Senator Shifflett presented *AS 1734, Amendment A to University Policy S18-5, Alcohol and Drug Abuse Prevention Committee (Final Reading)*. Senator French presented an amendment to change the word “should” to “shall” in lines 25 and 26. There was no second. **The Senate voted and AS 1734 was approved unanimously.**

VII. Special Committee Reports:

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 5:02 p.m.

Executive Committee Minutes
February 25, 2019
ADM 167, 12:00 p.m. to 1:30 p.m.

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

Absent: Papazian, Manzo

1. The Executive Committee approved the minutes of February 18, 2019 as written.
2. Updates from the Vice President of Student Affairs (VPSA):
 - a. Fall admission decisions are being sent out right away. Special Session enrollment is up 49 students. Regular enrollment is down 259 students. Overall Fall enrollment is down 541 students. Non-resident student enrollment was up 29 students. However, we had 103 fewer International students. Out of state applications for Spring are up by 35 students.
 - b. SJSU is attempting to expand what is considered our local admission area. Many of the close by universities include more than just one county in their local admission area. SJSU only uses Santa Clara County.
 - c. The VPSA is conducting reviews of all Greek Life fraternities and sororities and all Wellness operations including health and mental health areas. Student Affairs will be benchmarking and determining how well they are doing and what needs to be done.
3. The committee discussed a referral on Mental Health Training for all incoming Frosh. The committee discussed the fact that mental health awareness is given during freshmen orientation. The committee discussed the courses currently available in mental health areas and given during the First-Year-Experience. Chair Frazier will respond to the referral.
4. The Senate Administrator reported on the initial nominations for Senate seats for the 2019-2020 Senate. The General Unit and College of Business each lost one seat and the College of Engineering gained a seat. Elections will need to be held in the College of Engineering, the College of Health and Human Sciences, the General Unit, and for a CSU Statewide Senator seat. Colleges and campus faculty in the case of the CSU Statewide Senate have until Friday, March 22, 2019 to vote.
5. The Executive Committee discussed creating a special committee to respond to the GE Task Force Report. A Senate Management Resolution will be prepared

to establish a committee that will prepare the campus response to the GE Task Force Report. A motion was made to establish the committee. The motion was seconded and approved unanimously.

6. From the Vice President of Administration and Finance:

- a. Scooters are prohibited to certain areas and an email has been sent out to the campus.
- b. The video of the shooting on 8th street will be released. The Executive Committee discussed the video.
- c. The Search for a new Chief of UPD is still underway. There were three finalists, but one pulled out. There are still two strong candidates.

7. From the CSU Statewide Senate updates:

The ASCSU Executive Committee brought some coherence to the process regarding the response to the GE Task Force Report. They worked to put together a process to get information to the campuses. The plan is for the Executive Committee to bring a first reading of a resolution in March, and a final reading in May using all the feedback and recommended changes from the campuses. Any recommended changes will be sent to the Chancellor for final approval with the earliest possible feedback in November 2019.

8. From the Chief Diversity Officer (CDO):

- a. Some erroneous information was sent out regarding Title IX. In those cases where there is only he said/she said evidence, report writing stops where credibility analysis starts. SJSU has only four cases we are conducting investigations into. No employee investigations are affected.
- b. The ODEI has started intergroup dialogues again. They already have two full faculty/staff dialogues setup. The majority are staff and students. There have been lots of positive responses.
- c. There will also be new diversity training being setup.
- d. The CDO is working to send all deans to NCORE this year for the National Conference on Race and Ethnicity
- e. On April 8 and 9, 2019, SJSU will host all 23 campuses here for a CDO meeting.
- f. The CDO is also helping the Chancellor's Office with a summer institute on teaching and learning.

9. From the Provost:
 - a. The Provost is about half of the way through the faculty searches. There are issues getting the candidates we want including pay and the high cost of living. There were 65 searches.
 - b. The Provost implored the Executive Committee to revisit the Honors Convocation policy. The campus cannot accommodate both the Presidents and Deans Scholars for the year at one event.

Question:

Q: Can lecturers be converted to tenure/tenure-track?

A: They are eligible to apply for the position the same as anyone else.

10. Updates from Policy Committees:
 - a. The Professional Standards Committee:
PS will be bringing policy resolutions on late add criteria, a draft revise of the Board of Academic Freedom, and range elevation for lecturers to the Senate.
 - b. The Organization and Government Committee will be bringing policy resolutions on Alcohol and Drug Abuse, Athletics, and will have six returning resolutions from the last Senate meeting.
 - c. The Curriculum and Research Committee:
C&R does not plan to have any resolutions for this coming Senate meeting.
 - d. Instruction and Student Affairs Committee:
I&SA will have policy resolutions on Student Office Holders, TOEFL, the max units/load for summer and winter, and student leaves.

11. The meeting adjourned at 1:32 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on February 25, 2019. The minutes were viewed by Chair Frazier on March 11, 2019 and approved by the Executive Committee on March 11, 2019.

Executive Committee Minutes
March 11, 2019
ADM 167, 12:00 p.m. to 1:30 p.m.

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

Absent: Manzo, Papazian, Riley

1. The Executive Committee approved the minutes of February 25, 2019 as amended.
2. The Executive Committee discussed and approved an editorial change to bylaw 1.5.1 to change the last line to read, "... procedures outlined in 1.6.2.d."
3. Updates from the Policy Committee Chairs:
 - a. From the Chair of the Organization and Government Committee (O&G): O&G is working on an update to the charge and membership of the Sustainability Board. The Executive Committee discussed proposed changes in the membership based on feedback since the Senate meeting. O&G will be bringing a first reading of a resolution in April that updates the charge and membership of the Board of General Studies (BOGS).
 - b. From the Instruction and Student Affairs Committee (I&SA): I&SA will be bringing resolutions on TOEFL and unit loads to the next Senate meeting.
 - c. From the Chair of the Professional Standards Committee (PS): The PS Committee will be bringing resolutions on range elevation, the Board of Academic Freedom, and RTP late adds to the next Senate meeting. PS is also reviewing five referrals from the Organization and Government Committee. PS reviewed the referral on Exceptional Assigned Time and did not feel it needed any revision. This referral will be closed.
 - d. From the Chair of the Curriculum and Research Committee (C&R): The C&R Committee will be bringing to the next Senate meeting resolutions on the 4+1 blended degree, the University Writing Committee, and concentrations.
4. Updates from the Administrators:
 - a. From the Provost:

The Provost announced that she and Marie Tuite, our Athletics Director, were the victors in their basketball expo game against VPs Faas and Day during the SJSU women's basketball game last Thursday.

The Provost had no other announcements and took questions.

Questions:

Q: Where are we as far as internships?

A: There has been no action out of the CSU.

Q: There has been no information from the COACHE survey yet; can you comment?

A: We have improved slightly in our numbers, but we are still not where we need to be.

- b. From the Vice President for Administration and Finance (VPAF):
The VPAF announced that the video of the shooting at 2nd Street and San Carlos was released last Friday. The Spartan Daily will have a story in the next couple of days.

The VPAF is working with the Mayor of San Jose to develop long-term solutions for SJSU faculty and staff housing. The Mayor will be bringing the matter of the redevelopment of the Alquist Building (at 2nd and San Carlos) as housing for SJSU staff and educators before the city council for consideration next week.

Questions:

Q: Thank you for creating the staff and faculty dining room. Is there a timeline for when it will be open for staff and faculty to eat in?

A: The end of this month.

Q: Where is it located?

A: IRC 302.

Q: Can you comment on the status of the police chief search?

A: We are waiting for Human Resources to give us the final okay on our candidate.

- c. From the Vice President of Student Affairs (VPSA):
The VPSA is considering expanding our local admissions area beyond Santa Clara County to the entire Bay Area. Changes can be submitted annually to the impaction plan. Most of the other CSU campuses in the Bay Area include Santa Clara County in addition to their own county. The VPSA is conducting program reviews in wellness areas including general medical and counseling.
- d. From the Associated Students President (AS): No report.
- e. From the CSU Statewide Senator: The ASCSU will be meeting at the end of this week, and the dominant conversation is likely to be about the GE Task Force report.

f. From the Chief Diversity Officer (CDO):

The CDO is establishing a Campus Climate Survey Committee.

There is concern surrounding Title IX cases as a result of the legal decision in January. Complainants and respondents will now be included in the same hearing process. More early resolution processes may be offered as a result. There are nine cases on campus that are affected.

The Asian-Pacific-Islander and Native American Student Organization Committees thanked the VPSA for the budget line and space afforded them.

5. The meeting adjourned at 1:30 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on March 11, 2019. The minutes were edited by Chair Frazier on March 15, 2019 and approved by the Executive Committee on March 18, 2019.

Consent Calendar

25-Mar-19

Committee	Last Name/First Name	Zip	Term	Phone	College/Seat
ADD:					
Athletics Board	Millora, Lisa	0002	non-voting	41177	Seat A/EXO
Campus Panning Board	Millora, Lisa	0002	non-voting	41177	Seat F/EXO
O&G	Millora, Lisa	0002	EXO	41177	Seat K/EXO

REMOVE:					
Athletics Board	Bailey, Jaye	0002	non-voting	41103	Seat A/EXO
Campus Panning Board	Bailey, Jaye	0002	non-voting	41103	Seat F/EXO
)&G	Bailey, Jaye	0002	EXO	41103	Seat K/EXO
Campus Panning Board	Parrish, Michael	0100	2021	45040	Seat M/Science

6
7 **POLICY RECOMMENDATION**
8 **University Writing: Requirements/Guidelines and Support**
9 **by the University Writing Committee**
10

11 Rescinds: [S94-7](#), [S95-5](#), and [F15-6](#)

12
13 Resolved: That [S94-7](#), [S95-5](#), and [F15-6](#) be rescinded and replaced with the
14 following, effective immediately, and be it further

15
16 Resolved: That graduate students admitted for Fall 2020 and after will be held to the
17 requirements stipulated in Section 2, and be it further

18
19 Resolved: That the currently titled "Writing Requirements Committee" be renamed
20 "University Writing Committee."

21
22 *Rationale: Writing requirements and guidelines at the university level are currently*
23 *contained in three policies: S95-5, F15-6 (an amendment to the previous),*
24 *and S94-7 (for graduate-level writing), as well as in the [Guidelines for](#)*
25 *[General Education \(GE\)](#), [American Institutions \(AI\)](#), and the [Graduation](#)*
26 *[Writing Assessment Requirement as per S14-5](#). In addition, SJSU is*
27 *obligated to abide by CSU policies, specifically [Executive Order 665](#).*

28
29 *This policy proposal encapsulates requirements and guidelines in all of the*
30 *above-mentioned except GE courses. A single policy is more easily*
31 *accessible and digestible to the campus community. For this purpose,*
32 *prior policy is kept largely intact. However, after extensive review by the*
33 *current Writing Requirements Committee about its own charge and*
34 *membership, some changes have been made. In brief:*

- 35
36
 - *New name for the committee: University Writing Committee (UWC).*
 - *New committee status: reporting directly to the Senate Curriculum*
38 *& Research Committee, rather than the Board of General Studies*
39 *(Sec. 3.b.1).*

- 40 • *Committee membership updated to include the Writing Center*
41 *Director and Coordinator of Multilingual Writing Support Services*
42 *(Sec. 3.b.1).*
- 43 • *Committee mission: Formerly a body charged largely with 100W*
44 *course certification and re-certification via BOGS, the UWC will now*
45 *be an overseeing / consultative / advisory committee, in keeping*
46 *with its actual practice in recent years (Sec. 3.a.i).*

47
48 *Undergraduate-level writing requirements (Sec. 1) are mostly the same*
49 *(with minor changes to office titles, etc.) as in S95-5, except for the section*
50 *charging Board of General Studies with approval of courses (Sec. 1.c.ii).*
51 *Graduate-level writing requirements (Sec. 2) have changed from S94-7 as*
52 *outlined below.*

53
54 ***Student success orientation:*** *the above-described modifications to the*
55 *UWC committee charge partially de-centralize the responsibilities for*
56 *teaching writing, allowing departments and colleges to make their own*
57 *pedagogical decisions around that teaching. This move is grounded in the*
58 *principle that the personnel actually doing the teaching are better*
59 *equipped to assess and serve their students and therefore better able to*
60 *help students succeed. Modifications to the graduate-level requirements*
61 *help to ensure more writing support for graduate students in their*
62 *disciplines.*

63
64 *An earlier draft of this proposal was passed unanimously by the Writing*
65 *Requirements Committee on October 5, 2018 for referral to the Senate.*
66 *The Writing Requirements and Organization and Governance committees*
67 *have been consulted throughout the entire process.*

68
69 Approved: 03/18/2019

70 Vote: 9-0-1

71
72 Present: Thalia Anagnos, Marc d'Alarcao, David Emmert, Cynthia Fernandez-Rios,
73 Susana Khavul, Cara Maffini, Winifred Schultz-Krohn Pam Stacks, Lynne
74 Trulio, Brandon White

75
76 Absent: Anand Ramasubramanian, Gwendolyn Mok

77
78 Workload Impact: There will be an increase in workload for the College of Graduate
79 Studies as it develops guidelines for GVAR at the graduate level.

80
81 Financial Impact: None anticipated

82 UNIVERSITY POLICY

83 University Writing: Requirements/Guidelines and Support by the University
84 Writing Committee (UWC)

85
86 **1. Graduation Writing Assessment Requirement (GWAR), undergraduate**
87 **level.**

88 a. Demonstration of competence in written communication shall be a
89 requirement for graduation with any bachelor's degree. Competence shall be
90 demonstrated by satisfaction of the university requirement for Written
91 Communication II (Area Z). Students shall satisfy the Written Communication
92 II requirement either by passing a course approved as provided below in (c),
93 or, if permitted by the requirements of their major, by passing at the
94 designated level the Writing Skills Test (WST) provided for below in (d), or by
95 satisfying the CSU Graduation Writing Assessment Requirement (GWAR)
96 prior to matriculation at San José State University. Completion of General
97 Education lower-division requirements for written communication and
98 passage of the WST shall be prerequisites for taking the Written
99 Communication II course.

100 b. Normally, students shall satisfy the Area Z requirement as soon as possible
101 after completion of 60 units. The Provost or designee shall take appropriate
102 measures to assure that students satisfy the requirement before completion
103 of 90 units. In exercising this authority, the Provost or designee may allow
104 satisfaction of the requirement after completion of 90 units if s/he finds that
105 curricular patterns and requirements in particular majors justify the
106 postponement and also give adequate assurance that the requirement will
107 be duly satisfied.

108 c. Courses fulfilling Area Z:

109 i. Every department (or equivalent unit) responsible for an
110 undergraduate degree program shall either offer an upper-division
111 writing workshop (Written Communication II) course for its majors
112 or designate for its majors, by agreement with that department,
113 such a course offered by another department. College deans shall
114 coordinate department offerings to assure that students will be
115 accommodated. The primary responsibility for offering such
116 courses is that of the major department and college. A department
117 shall not designate a course in another college without notice to
118 and consent of both college deans.

119 ii. Courses satisfying the Written Communication II requirement are
120 submitted for approval to the Board of General Studies in the same
121 manner as all other GE and SJSU Studies courses. For approval,

122 the Board must be satisfied that the proposed course will require
123 substantial appropriate writing, that a high standard for successful
124 completion of the course will be maintained and that the course
125 complies with all other applicable criteria. The Board shall
126 periodically review all approved courses and may recommend
127 withdrawal if, in the Board's judgment, sufficiently high standards
128 have not been maintained or the course has otherwise become
129 deficient. The University Writing Committee (UWC) shall be
130 consulted for advice at the Board's request.

131 d. Writing Skills Test (WST):

- 132 i. If permitted by the requirements of a major, the Writing Skills Test
133 referred to above in (a) may also serve as a waiver examination for
134 Written Communication II. The UWC shall designate the score on
135 the WST necessary to satisfy the Written Communication II
136 requirement.
- 137 ii. The specific form and content of the WST and the minimum passing
138 score shall be as approved by the Board of General Studies on the
139 recommendation of the UWC.
- 140 iii. The WST shall be administered by the Testing Office at least twice
141 a semester and once each summer. Students taking the WST shall
142 pay a fee sufficient to cover the costs of providing, administering,
143 and grading the test.
- 144 iv. The Provost or designee shall appoint a faculty member
145 recommended by the UWC as Writing Skills Test Coordinator. The
146 duties of the Coordinator shall include appointment and training of
147 faculty or other readers for the essays.

148
149 **2. Graduation Writing Assessment Requirement (GWAR), graduate level.**

- 150 a. Every department (or equivalent unit) responsible for a graduate degree
151 program shall include a GWAR course in the program requirements and
152 overall units. If a student's GWAR is fulfilled as described in section 2.b,
153 the required units shall be made up with a departmentally-approved
154 elective course, so that the unit count for the program is identical
155 regardless of a student's pathway for completion of the GWAR.
- 156 b. Fulfillment of the GWAR shall be a requirement of classified graduate
157 students as a condition necessary for advancement to candidacy for the
158 award of the graduate degree. Master's and doctoral degree requirements
159 may be considered separately. Fulfillment of the GWAR shall be
160 established by:

- 161 i. Satisfactory completion of a course approved by the College of
162 Graduate Studies of at least three units in which a major report is
163 required. The course should be completed prior to advancement to
164 candidacy; or
165 ii. Approval by the College of Graduate Studies of a professional
166 publication for which the candidate was a primary author; or
167 iii. Completion of a master's or doctoral program at an accredited
168 university in which the primary language of instruction is English
169 unless a department requires additional documentation of writing
170 proficiency.
171
- 172 c. Courses proposed to satisfy the graduate-level GVAR must be approved
173 by the College of Graduate Studies. Courses will use guidelines
174 developed by the College of Graduate Studies in consultation with
175 Graduate Studies and Research and University Writing Committees. The
176 College of Graduate Studies shall review and recertify these courses
177 every three years. Approved courses may be recommend for withdrawal
178 by the Dean of the College of Graduate Studies if sufficiently high
179 standards have not been maintained or the course has otherwise become
180 deficient. The University Writing Committee (UWC) shall be consulted for
181 advice at the request of the College of Graduate Studies.
182

183 **3. University Writing Committee (UWC) Charge and Membership**

- 184 a. Charge: The charge of the UWC shall be to develop and support writing
185 instruction at SJSU. To do this, the UWC shall study and support the
186 teaching of writing at all levels, all across the curriculum. The UWC shall
187 be a resource for the teaching and learning of writing all across campus, in
188 support of student writers' university careers from beginning to end.
189

190 Members of the UWC serve a vital role as representatives of their colleges
191 and departments. UWC members shall communicate with faculty
192 members in their home colleges and departments, keeping them informed
193 of the activities of the UWC; act as conduits between their colleges and
194 departments and the UWC, helping the committee understand the various
195 (and varied) needs of departments and programs on campus; and help
196 develop policies and programs to address these needs.
197

198 The UWC may sponsor workshops and training programs for instructors of
199 approved courses and shall use these and other appropriate means to

200 provide guidance on the uniformity of composition standards throughout
201 the University

202
203 The UWC will be consulted as necessary for the following:
204 • assessment of the writing core competency
205 • writing as part of the Directed Self-Placement program
206 • writing in General Education and GWAR courses, especially
207 Areas A2, A3, and R; and writing in capstone and other
208 courses as part of a student's degree program

209
210 b. Committee membership.

211 i. The University Writing Committee shall be special agency reporting
212 to the Curriculum & Research Committee, and be composed of the
213 following 19 members:

- 214 • College dean (EXO; UWC Chair; Appointed by the Provost)
- 215 • SJSU Writing Programs Administrator (WPA) (EXO)
- 216 • SJSU Writing Across the Curriculum (WAC) Director (EXO)
- 217 • Writing Center director (EXO)
- 218 • Coordinator of Multilingual Writing Support Services (EXO)
- 219 • AVP, Undergraduate Studies or designee (EXO)
- 220 • Director of Testing (EXO; non voting)
- 221 • Dean, College of Graduate Studies or designee (EXO)
- 222 • 2 faculty, Humanities & the Arts, with one from the
- 223 Department of Linguistics and Language Development
- 224 • 1 faculty each from all other colleges.
- 225 • 1 faculty, University Library
- 226 • 2 students, one undergraduate that has satisfied University
- 227 Written Communication II, one graduate student that has
- 228 satisfied graduate writing requirements.

229
230 ii. Recruitment and appointment of members. Faculty members will
231 serve a 3-year term with the possibility of renewable for one
232 additional 3-year term if selected. Student members will serve a
233 renewable 1-year term. Recruitment to serve on the UWC will be
234 done through the normal Committee on Committees process for the
235 seats designated for faculty members and students. When there
236 are multiple applications for a seat, the Executive Committee of the
237 Academic Senate will select individuals to serve. In considering
238 potential UWC members, attention should focus on the person's
239 experience including that they have taught an undergraduate

- 240 writing course. At least two faculty must have experience teaching
241 a writing course either at the masters or doctoral level.
- 242 iii. Interim appointments. When a seat will be vacant for no more than
243 1 semester (e.g., sabbatical) an interim appointment can be made
244 following normal Committee on Committee processes. Any seat
245 that will be vacant for a year or more will require a replacement for
246 the remainder of the term associated with that seat.
- 247 iv. Replacing members. If a member is absent from three regularly
248 scheduled committee meetings in an academic year, the chair of
249 the UWC may request that the Associate Vice Chair of the Senate
250 initiate action to recruit a replacement. If a member repeatedly does
251 not perform assigned committee duties, the chair of the UWC may
252 request that the Associate Vice Chair of the Senate initiate action to
253 recruit a replacement.

7 **Policy Recommendation**
8 **Amendment H to University Policy S15-7**
9 **“RTP Procedures”**
10 **Criteria for “Late Add” materials**
11

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

13
14 *Rationale: Faculty undergoing the Retention, Tenure, and Promotion system must*
15 *submit a dossier of their materials for consideration by a certain date identified in a*
16 *calendar produced annually by the University. The review process takes the entire*
17 *academic year, and so faculty have always been allowed to amend their initial*
18 *submission with “late add” materials. These materials are restricted to materials that*
19 *only became available after the dossier closed, and they have always been examined*
20 *by a “late add” committee to determine if they meet this qualification for inclusion.*
21

22 *The benefit of including late add materials is that faculty receive significant*
23 *accomplishments that warrant consideration after the mid October deadline. If the*
24 *candidate is showing increasing effectiveness from year to year, the best*
25 *accomplishments might in fact be expected to peak during the last year. Without a late*
26 *addition opportunity, the long, drawn out RTP process would cut some of these*
27 *achievements off from consideration.*
28

29 *The problem with late add materials is that they are inserted after the college and*
30 *department level reviews have taken place, and so their addition requires both the*
31 *college and departments to re-examine the dossier and re-vote. If late additions were*
32 *routine, it would create chaos with the review process.*
33

34 *Cases have arisen recently, however, in which it has been unclear whether late-add*
35 *materials should be allowed. Should, for example, Fall SOTEs be allowed to be*
36 *inserted late? If this routinely happened, then all department and college deliberations*
37 *would have to be repeated. But what if a candidate is in danger of termination due to*

38 *poor teaching, and those fall SOTEs show marked improvement? Then not*
39 *considering them would be missing highly relevant information with very great*
40 *consequences.*

41
42 *The current policy is utterly silent on what should be allowed. The amendments provide*
43 *a mechanism for clarifying this important question.*

44
45

46 *Approved: (March 18, 2019)*

47 *Vote: (10-0-0)*

48

49 *Present: (He, McKee, Chin, Cargill, Peter, Monday, Kumar, Mahendra, Raman,*
50 *Kemnitz)*

51

52 *Absent: (Rodriguez)*

53

54 *Financial Impact: No direct impacts*

55

56 *Workload Impact: No direct impacts*

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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 (the “Late Add Committee”) consisting of one member elected from and by each college committee. This committee shall apply the guidelines and limit materials ~~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.

7 **Policy Recommendation**
8 **Amendment A to University Policy S15-3,**
9 **Leaves of Absence for Students**

10
11 **Background and Rationale:**

12 Leaves of absence (LOA) for students have been granted for many years at SJSU.
13 Previous policies that governed Leaves of Absence include S88-1: Health Leave Policy and
14 S93-1: Planned Student Leave; Absence. This current policy outlines general provisions for
15 LOAs, categories of LOA-eligible students, expectations for LOA applications, exceptions to
16 eligibility, and other items. The policy is guided by certain principles:

- 17 • Students may encounter circumstances that affect their education goal.
- 18 • Students should be empowered to determine if those circumstances justify a
19 temporary interruption in their educational goals
- 20 • Limited term LOAs have minimal effects on other students or applicants for
21 admission.
- 22 • As long as the originally stated reason(s) remain in effect for the student,
23 leaves up to two years are permitted
- 24 • Retroactive leaves will be considered when appropriate.
25

26 **Leaves of Absence for Students**

27 **I. General Provisions**

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

39 **II. Categories of Leaves of Absence**

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

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

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

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

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

65 5. **Personal Leaves.**

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

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

75
76 **III. Process**

77 To request a leave of absence, undergraduate and graduate students shall submit a petition
78 to the Registrar's Office after obtaining the necessary signatures on the petition. A decision
79 shall be made within 30 days, and the student shall be informed, along with reasons in the
80 case of a denial, via email. Other than for a first-semester leave, leaves shall not be granted

81 for a current semester. Approval by the Registrar or designee for leaves other than first-
82 semester, retroactive, and educational leaves shall be awarded when the reason for the
83 leave is clearly within the parameters of these guidelines and documentation is provided to
84 substantiate the reason.

85 For first-semester, retroactive, and educational leaves or in cases in which the Registrar
86 determines that a university review is needed, the petition shall be forwarded for ultimate
87 decision to a Leave of Absence Committee consisting of the Vice President of Student
88 Affairs (or designee), the Associate Dean of Undergraduate Studies, and the Associate
89 Dean of Graduate Studies, with a majority vote required for approval. Students awarded a
90 leave of absence may return to active enrollment the semester following the leave without
91 application for re-admission. These students are guaranteed the right to return to their
92 department and degree program even if that program has restricted access during the time
93 of the approved leave, such as by admission caps. The Registrar shall inform the
94 departments/schools of the award, denial, extension, and duration of leaves within a timely
95 period.
96

97 **IV. Leave Durations and Extensions**

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

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

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

116 **V. Retroactive Leaves of Absence**

117 Retroactive leaves may be granted for up to two semesters after the semester of the
118 student's last enrollment, excluding summer and winter sessions. These leaves shall
119 modify the enrollment status retroactively. After two semesters, the student will be
120 required to reapply and be subject to current application deadlines.

121 **VI. First-Semester Leaves of Absence**

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

126 **VII. Course Expiration**

127 Course expiration, as per long-standing SJSU practice, (10 years on undergraduate
128 courses and 7 years on graduate courses) shall remain in effect even for students who have
129 taken leaves of absence. Upon a student's return, the student's catalog rights shall pertain
130 to his or her most recent admission date.
131

132 **VIII. Exceptions**

133 1. **Graduate Students in RP Status.** Per University Policy S17-5, graduate students
134 who have completed all degree requirements except their thesis, project,
135 comprehensive examination, or other culminating experience must maintain
136 continuous enrollment every Fall and Spring semester until the culminating
137 experience has been completed and approved. During this stage of a graduate
138 student's career, leaves of absence for any reason beyond medical or U.S. military
139 duty shall be precluded except under rare circumstances, as evaluated and
140 approved by the College of Graduate Studies .

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

149 3. **Cohort Programs.** Students who are members of an academic cohort may be
150 restricted by their respective departments or schools in the duration of their leaves.
151 Thus one-semester leaves may not be possible if it is necessary for course
152 enrollment to join a future cohort, which usually would start after one academic year.
153
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158 Approved: February 18, 2019
159 Vote: 14-0-0
160 Present: Bullen, Gill, Grindstaff, Hill, Khan, Kim, Kinney, Manzo, Nash, Ng, Pang,
161 Sen, Simpson, Sullivan-Green, Walters, Wilson
162 Financial impact: None
163 Workload impact: None

7 **Policy Recommendation, Rescind and Replace S05-4,**
8 **Qualifications for Student Office Holders**
9

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

15
16 Whereas: The current policy, S05-4, is outdated and redundant in various areas that
17 specify requirements; and

18
19 Whereas: The minimum requirements in S05-4 are inconsistent throughout and are
20 more stringent than those in the AA-2012-05; therefore be it

21
22 Resolved: That S05-4 be rescinded and replaced with the following.
23

24 1. Authority
25

26 1.1. The Chancellor's Office of California State University (CSU) in a memorandum
27 AA-2012-05 entitled Minimum Qualifications for Student Office Holders, dated
28 March 27, 2012 established minimum qualification standards for student office
29 holders and those seeking office as candidates in elections. These standards
30 state that student office holders have an obligation to demonstrate academic
31 involvement, achievement and progress as set forth in the memorandum. The
32 CSU memorandum delegate to the campus president the authority to define
33 specific terms in the policy and to establish additional requirements for student
34 office holders. This Academic Senate policy provides these definitions and
35 requirements, as well as additional information for interpretation of the policy at
36 San José State University (SJSU).
37

38 1.2. These requirements are minimum qualifications. Each agency overseeing the
39 election or appointment process for the positions described in this policy may
40 establish additional requirements.
41

42 1.3. Failure to meet any requirement will result in the student being immediately
43 ineligible to continue to hold or assume office.
44

- 45 2. General Requirements
46 2.1. The following general requirements apply to the major student offices as defined
47 in Section 4.1, the minor student offices as defined in Section 5.1.1 and
48 appointees to system wide committees in Section 6.0.including incumbents for
49 all offices.
50
51 2.1.1. Must be matriculated at SJSU
52
53 2.1.2. Must be in good standing with SJSU
54
55 2.1.3. Must not be on probation of any kind, e.g. academic, administrative, or
56 conduct.
57
58 2.1.4. Must maintain a cumulative on-campus GPA of at least 2.0 each semester
59 while in office and the semester running for office. Failure to obtain the
60 required GPA by the end of the semester makes the student immediately
61 ineligible to continue to hold office or (in the case of candidates) ineligible
62 to assume office.
63
64 2.1.5. Unit Load
65 Undergraduate students must maintain 6 semester units per term while
66 running or holding office. Graduate and credential student candidates
67 must maintain 3 semester units per term while running and holding office.
68
69 2.1.6. Maximum Allowable Units
70 Undergraduate students are allowed to earn a maximum of 150 semester
71 units or 125 percent of the units required for a specific baccalaureate
72 degree objective, whichever is greater. Graduate and credential students
73 are allowed to earn a maximum of 50 semester units or 167 percent of the
74 units required for the graduate or credential objective, whichever is
75 greater. Students holding more than this number of units will no longer be
76 eligible for office. A double major does not exempt the student from this
77 requirement.
78
79 2.1.7. Residency
80 Undergraduate students must be enrolled at SJSU and have completed at
81 least one semester prior to the election, earning a minimum of 6 semester
82 units during that year. Graduate and credential students must be currently
83 enrolled in a minimum of 3 semester units at SJSU per term to be eligible.
84
85 3. Verification of Eligibility
86
87 3.1. Responsibility for the verification of the eligibility of students as defined in this
88 policy is delegated to the Vice President for Student Affairs or designee, who
89 shall also be responsible for interpreting this policy. Under extraordinary

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

92
93 3.2. It is the responsibility of each agency overseeing the election or appointment
94 process for the positions described in this policy to ensure that the names of
95 candidates, nominees and incumbents are delivered to the Vice President for
96 Student Affairs or designee for verification in a timely fashion. Election to or
97 appointment to the positions in this policy are not valid until the verification
98 process has been completed. The University does not recognize the votes cast
99 by nor the signature authority of student office holders whose eligibility has not
100 been verified or who have been declared ineligible to hold office.

101
102 3.3. Students who have been declared ineligible to hold office but who continue to
103 participate as office holders shall be subject to referral to the office of Student
104 Conduct and Ethical Development for disciplinary action.

105 106 4. Major Student Offices

107
108 4.1. Major student offices include:

109
110 4.1.1. Associated Students Board of Directors

111
112 4.1.2. Campus representative(s) to the California State Student Association
113 (CSSA)

114
115 4.1.3. Members of the Student Union Board of Directors

116
117 4.1.4. Members of the Spartan Shops Board of Directors

118
119 4.1.5. Members of the University Foundation Board of Directors

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121 4.1.6. Any other student position which may be created or designated by the
122 President as a major student office

123 124 5. Minor Student Offices

125
126 5.1. Minor student offices include:

127
128 5.1.1. Policy committees, operating committees, special agencies and other
129 committees of the Academic Senate

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131 5.1.2. Campus Fee Advisory Committee

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133 5.1.3. University search committees

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135 5.1.4. Presidents and Treasurers of Recognized Student Organizations

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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:	March 18, 2019
Vote:	15-0-0
Present:	Bullen, Gill, Grindstaff, Hill, Kethepalli, Khan, Kim, Kinney, Manzo, Nash, Ng, Pang, Sen, Simpson, Sullivan-Green, Walters, Wilson
Financial impact:	None
Workload impact:	None

6
7 **Policy Recommendation**
8 **Rescind and Replace University Policy F10-1,**
9 **The Use and Abuse of Alcohol and Other Drugs**
10

- 11 Whereas, the use of, abuse of, intoxication from, and a dependency on alcoholic
12 beverages and other drugs are of concern to the University community, as
13 well as to our society at large; and
14 Whereas, alcohol and drug abuse remains a serious concern among college
15 students, one that has direct and indirect effects on the health and
16 academic performance of students; and
17 Whereas, the existing University policy on alcohol, F10-1, is not in alignment with
18 current CSU policies and procedure; and
19 Whereas, the existing University policy on alcohol, F10-1, does not accurately
20 address the California State University Executive Order 1109: Sales and
21 Advertising of Alcoholic Beverages at University Athletic Facilities;
22 Executive Order 1098: Student Conduct Procedures; Executive Order
23 1068: Student Organization Code of Conduct; therefore be it
24 Resolved, That University Policy F10-1 be rescinded and that the attached document
25 be adopted as University policy.
26

27 **PURPOSE**

28 The purpose of this policy is to delineate University policy concerning alcohol and illegal
29 drugs or substances, provide procedural guidelines, and communicate the
30 consequences of failing to adhere to established policies. The use of alcohol and illegal
31 drugs or substances is inconsistent with the primary mission of the University as an
32 educational institution.
33

34 Provision for the purchase, sale, service, and consumption of alcoholic beverages on
35 campus is a privilege accorded to University members with the understanding that they
36 will comply with internal rules, regulations, and relevant legislation (local, state or
37 national). All members of the University community as well as their guests have a
38 responsibility to ensure that alcohol is used in a responsible manner by persons twenty-
39 one (21) years of age or older.
40

41 **I. EDUCATION**

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

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

47
48 Copies of the University's Alcohol and Drug Policy will be distributed to all
49 students and employees on an annual basis in compliance with the Drug Free
50 Schools and Communities Act.

51
52 The Division of Student Affairs has the responsibility to inform new students and
53 their parents and/or guardians about the University's Alcohol and Drug Policy,
54 before and after they arrive on campus. A letter and a policy brochure will be
55 provided to all new students and their parents and/or guardians informing them of
56 the campus alcohol and drug policy. This information will be included with
57 materials for all new student orientation sessions for frosh and transfer students.
58 All students will receive information about the policy in the class catalog, online
59 schedule of classes, residential life handbook, University website and/or direct
60 email/mail. Copies of the University's Alcohol and Drug Policy are also posted on
61 the Student Health Center, Student Involvement, and Student Conduct & Ethical
62 Development websites.

63
64 All student organizations must have at least one officer attend an orientation
65 program provided by Student Involvement during the fall semester in order to
66 maintain the organization's recognized status. This orientation program will
67 inform student organization officers on University policy and procedures, event
68 planning, non-alcoholic programming, procedures for handling emergencies,
69 responsible behavior and alcohol usage, and campus and community referrals
70 and resources.

71
72 All advisors to student organizations will be notified about the University's Alcohol
73 and Drug Policy. They will be strongly encouraged to attend the fall semester
74 officers' orientation program as well as other alcohol education and prevention
75 programs sponsored by the University.

76
77 University Personnel has the responsibility to distribute the policy to all
78 employees annually.

79 80 **II. ENFORCEMENT**

81
82 All SJSU students are accountable to The California Code of Regulations, Title 5,
83 Section 41301, which establishes behavioral expectations of our students.
84 California State University's policies are outlined in the Student Conduct
85 Procedures (Executive Order 1098) as well as in the Student Organization Code
86 of Conduct (Executive Order 1068).

87
88 The Office of Student Conduct & Ethical Development administers both codes of
89 conduct. Student organizations, as well as their members, may be held
90 collectively and/or individually responsible for violations if the misconduct occurs

91 on University property, on premises used or controlled by the organizations,
92 and/or at University-sponsored activities. The officers or leaders of student
93 organizations may be held collectively and/or individually responsible when such
94 violations are committed by individuals associated with their organization.
95

96 a. **Sanctions for individuals may include and are not limited to:**

- 97 • Restitution
- 98 • Loss of Financial Aid
- 99 • Educational and Remedial Sanctions
- 100 • Denial of Access to Campus or Persons
- 101 • Disciplinary Probation
- 102 • Suspension
- 103 • Expulsion

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

- 105
- 106 • Social probation
- 107 • Restitution of any damages that result from the conduct of the violator(s)
- 108 • Report of violation(s) to the national headquarters
- 109 • Required alcohol and/or other drugs education program
- 110 • Loss of University recognition
- 111

112 Individual department or campus organization policies must be in compliance with
113 this University Policy on Alcohol and Drugs and may impose more stringent
114 standards. Examples of these departments and campus organizations include
115 University Housing Services, Student Involvement, and Athletic Programs.
116

117 Management personnel at the campus handle alleged infractions of this policy by
118 employees in accordance with the appropriate bargaining unit and other
119 University policies.
120

121 **III. INDIVIDUAL CONSUMPTION AND USE**

- 122
- 123 a. Individuals under the age of twenty-one (21) are not to possess or consume
124 alcohol.
- 125 b. Alcoholic beverages may not be sold or consumed in generally accessible open
126 areas on campus that are available to the public. Such areas include the
127 common area of any campus residential community, building, classroom,
128 meeting places, recreational facilities, etc. on campus. This does not apply to
129 those alcoholic beverages possessed during University-sponsored events or
130 purchased from campus food vendors and consumed in designated areas.
131 Exceptions to this apply for the consumption of alcoholic beverages in the
132 parking lots of sporting facilities (tailgating), which is discussed in Section VII.
- 133 c. No person will have in their possession any alcoholic beverage which has had
134 the seal broken or the contents partially removed while in any public area on
135 campus. This does not apply to those alcoholic beverages possessed during
136 University-sponsored events or purchased from campus food vendors and

- 137 consumed in designated areas. Exceptions to this include the consumption of
138 alcoholic beverages in the parking lots of sporting facilities (tailgating), which is
139 discussed in Section VII.
- 140 d. Use, possession, manufacture, or distribution of alcoholic beverages (except as
141 expressly permitted by law and University regulations) or public intoxication while
142 on campus or at a University related activity is prohibited.
 - 143 e. Use, possession, manufacture or distribution of illegal drugs, or drug-related
144 paraphernalia, (except as expressly permitted by law and University regulations)
145 or the misuse of legal pharmaceutical drugs is prohibited.

146 **IV. UNIVERSITY HOUSING SERVICES**

147
148
149 In addition to compliance under Executive Order 1098, the following applies to
150 students residing in University Housing:

151 **Alcohol**

152
153
154 California state law prohibits alcoholic beverages from being sold, furnished or
155 given to any person under the age of 21. As such, residents under the age of 21
156 are not permitted to be in the presence of, possess, or consume alcohol.

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

179
180 Any alcohol found that violates the SJSU alcohol policy, regardless of the age of
181 the owner, must be disposed of under the supervision of a University Housing
182 staff member.

183
184 Residents found in violation of alcohol policies are subject to criminal prosecution
185 as well as University disciplinary proceedings which may be grounds for
186 immediate disciplinary action and/or revocation of the Housing License
187 Agreement
188

189 Residents, whose License Agreement is revoked, will still be responsible for the
190 full amount owed in their Housing License Agreement for the academic year.
191

192 These policies exclude minors who are dependents of licensed residents of CVA
193 and are authorized as "additional occupants" by University Housing Services.
194

195 Please note that residents found in violation of alcohol policies are subject to
196 judicial action and/or criminal prosecution.
197

198 **DRUGS**

199
200 The possession, use, distribution, sale, or manufacture of any illegal drugs or
201 other substances is prohibited by law and University policy. **This includes but is**
202 **not limited to marijuana, which remains illegal for all purposes and uses**
203 **under federal law (and University policy).** Such drug activities are not permitted
204 and will not be tolerated in UHS facilities. For University Housing student conduct
205 purposes, the smell of marijuana in addition to the presence of other evidence that
206 supports the use of marijuana may be sufficient enough to revoke a resident's
207 License Agreement. Revocation of the License Agreement may also result if the
208 sale or inappropriate usage of prescription drugs is found. Possession of these
209 items may result in revocation of the License Agreement. In these instances, all
210 housing fees are NON-REFUNDABLE.
211

212 Please note that residents are subject to criminal prosecution as well as University
213 disciplinary proceedings through the Office of Student Conduct & Ethical
214 Development.
215

216 **V. STUDENT ORGANIZATIONS**

- 217
218 a. Student organizations must comply with State laws governing possession, sale,
219 use, or consumption of alcoholic beverages which prohibits the sale or giving of
220 any alcoholic beverage to any person under the age of twenty-one (21).
221 b. Per California State University Executive Order 1006 Student Activities, all
222 officers are required to complete an Alcohol Education Training offered by
223 Student Involvement.
224 c. Student organizations sponsoring events are responsible for following the
225 appropriate procedures to prevent underage drinking, including providing
226 alternatives to alcohol.

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

241
242 **VI. EVENTS**

- 243
- 244 a. Event planners must take responsibility for preventing underage drinking during
245 events sponsored on campus (e.g., socials, parties, concerts, tailgate parties). It
246 is the responsibility of the sponsoring organization and/or University entity in
247 control of the facility being used for an event, to ensure that underage drinking
248 does not occur. This is to be done through the engagement of University police
249 or other approved subcontracted security and their subsequent observations of
250 the designated areas where alcohol is sold, served, or consumed.
- 251 b. No re-entry at athletic events, including all events at CEFCU Stadium University
252 facilities or the Event Center where alcohol is being served. There will be no
253 systematic patron re-entry allowed to any ticketed events where alcohol is being
254 served at CEFCU Stadium or the Event Center. However, patron re-entry may be
255 allowed for special circumstances on a case-by-case basis, including evaluation
256 of the person’s behavioral state.
- 257 c. All University sponsored events held off campus will comply with this policy.
258

259 **VII. ATHLETIC EVENTS**

260
261 CSU Executive Order 1109: Sales and Advertising of Alcoholic Beverages at
262 University Athletic Facilities, permits the sale of alcoholic beverages at any
263 athletic event held in university owned or operated facilities.
264

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

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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: March 18, 2019
- Vote: 15-0-0
- Present: Bullen, Gill, Grindstaff, Hill, Kethepalli, Khan, Kim, Kinney, Manzo, Nash, Ng, Pang, Sen, Simpson, Sullivan-Green, Walters, Wilson
- Financial impact: None
- Workload impact: None

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 March 25, 2019
5 First Reading
6

AS 1735

7 **Policy Recommendation**
8 **Amendment A to University Policy F15-13;**
9 **Updating the Board of General Studies (BOGS) Membership,**
10 **Charge, and Responsibilities**
11

12
13 Legislative History: F15-13 rescinded S96-9 and S02-7 and is our current policy
14 articulating the membership, charge, and responsibilities for the Board of General
15 Studies (BOGS).
16

17
18 Whereas, Location of the committee reviewing proposals for GE courses within the
19 infrastructure of university committees has been reviewed by the
20 Organization and Government Committee, and
21

22 Whereas, The membership and responsibilities of such a committee indicates it is
23 best situated as an operating committee reporting to the Curriculum and
24 Research Committee, and
25

26 Whereas: This change is consistent with EO 1100, therefore be it
27

28 Resolved: That F15-13 be amended as provided in this recommendation, and be it
29 further
30

31 Resolved: That updates to the 2014 General Education Guidelines reflect the
32 changes documented here.
33
34

35 Rationale: The Board of General Studies (BOGS) is presently constituted as a
36 committee under the category "other" with no direct reporting responsibilities to the
37 Curriculum and Research Policy Committee. Neither its membership nor its
38 responsibilities calls for the board to reside outside the infrastructure of University
39 committees. With one representative from each of the academic colleges, a student,
40 and appropriate ex-officio members it can and should be an operating committee
41 reporting to the Curriculum and Research policy committee. Additionally, WASC
42 reviewers and an external review of our GE program noted the need for program level
43 assessment, rather than granular course level assessment. A full review of the
44 guidelines for General Education, American Institutions, and Graduation Writing

45 Assessment Requirement is expected in AY 2019-2020. Therefore, changes needed as
46 a result of this proposal can readily be addressed.

47
48
49

50 Approved: 7-0-0
51 Vote: To be added
52 Present: Curry, French, Grosvenor,
53 Ormsbee, Rodan, Saldamli, Shifflett
54
55 Absent: Capizzi, Gallo, Higgins, McClory, Millora

56
57 Financial Impact: None
58 Workload Impact: Reduction in workload for the GE advisory committee. Additional
59 coordination between the Associate Vice Chair of the Senate and the GEAC chair;
60 additional coordination between the Program Planning Committee chair and GEAC
61 chair. Potential increase in workload for Program Planning Committee.

62
63

64 Reference information for the Senate:
65 <http://www.sjsu.edu/senate/docs/F15-13.pdf>
66 <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-16334.16540.16541.html>
67 <https://www.calstate.edu/eo/EO-1100-rev-8-23-17.html> (see section 6.2.2 & 6.2.5)

68 Recommended Amendments

69 ~~Board of General Studies~~ General Education Advisory Committee Membership, Charge,
70 and Responsibilities

71
72
73 1. ~~Board of General Studies~~ General Education Advisory Committee

74 The General Education Advisory Committee (GEAC) shall be an operating committee
75 reporting to the Curriculum and Research Policy Committee. Executive order 1100
76 (which superseded EO 1065) provides guidance on a range of issues including
77 implementation and governance pertaining to CSU General Education Breadth
78 Requirements. Specifically, section 6.2.2 ~~3~~ notes that “each campus shall have a
79 broadly representative GE committee, a majority of which shall be instructional faculty
80 and shall also include student membership. The committee will provide oversight and
81 make recommendations concerning the implementation, conduct, and evaluation of
82 requirements specified in this executive order. As a companion to the GE committee, a
83 campus may choose to establish a GE program assessment committee to conduct the
84 work described in 6.2.5 of this executive order.”

85 1.1 Charge

86 ~~BOGS~~ The GEAC receives and solicits courses and curricular proposals designed to
87 satisfy General Education (GE), American Institutions (AI), and Graduation Writing
88 Assessment Requirements (GWAR) requirements from all colleges and departments of
89 the University; provides support to departments seeking to develop GE, AI, or GWAR
90 proposals; reviews, approves, and authorizes new courses and curricular proposals for
91 purposes of GE, AI, and GWAR; and evaluates the courses and curricula proposed ~~it~~
92 ~~has approved~~ according to procedures described in the 2014 Guidelines. The ~~Board~~
93 GEAC evaluates modifications requested by degree programs in accordance with the
94 2014 Guidelines.

95 1.2 Membership

96 AVP ~~Graduate & Undergraduate Studies Programs~~ or designee (EXO, non voting)
97 Director of Assessment (EXO, non voting)

98 1 faculty Business

99 1 faculty Education

100 1 faculty Engineering

- 101 1 faculty Health and Human Sciences
- 102 1 faculty Humanities & the Arts
- 103 1 faculty Science
- 104 1 faculty Social Sciences
- 105 1 Student

106 1.2.1 Election and Appointment of Members

107 1.2.1.1 ~~The faculty members of the Board shall be elected by the faculty~~
108 ~~electorate in each college in an election administered by the Dean's office. Each~~
109 ~~department in a college shall be informed of a pending election and shall~~
110 ~~nominate one tenured faculty member.~~

111 Each non-ex officio faculty member will initially serve a 3-year term renewable
112 for one additional 3-year term. Student members serve a one-year term and can
113 be re-appointed. Recruitment of applicants to serve on the GEAC will be done
114 through the normal Committee on Committees process for the seats designated
115 for a faculty member and student. Each person seeking nomination shall
116 prepare a brief (not more than 100 words) statement summarizing her/his
117 experience and interest in General Education.

118
119 When there are multiple applications for a seat, the Executive Committee of the
120 Academic Senate will select individuals to serve. Selection of faculty shall be
121 based on interest, competence, and experience teaching in the General
122 Education curricula. Student appointments should be made on the basis of
123 interest, experience in the General Education curricula, and a scholastic record
124 of academic excellence.

125
126 When a seat will be vacant for no more than 1 semester (e.g., sabbatical or
127 leave of absence) an interim appointment can be made following normal
128 Committee on Committee processes. Any seat that will be vacant for a year or
129 more will require a replacement for the remainder of the term associated with
130 that seat.

131
132 ~~1.2.1.2 Prior to the departmental nomination, each person seeking nomination~~
133 ~~shall prepare and circulate to the department faculty a brief (not more than 100~~
134 ~~words) statement summarizing her/his experience and objectives in General~~
135 ~~Education.~~

136 ~~1.2.1.3 The college curriculum committee shall select not more than three of~~
137 ~~those nominated to place before the college electorate. The college curriculum~~

138 ~~committee may choose to meet and consult with the Provost (or designee) prior~~
139 ~~to making the selection.~~

140 ~~1.2.1.4 Selection by each college curriculum committee shall be based on~~
141 ~~interest, competence, and experience in the General Education curricula; the~~
142 ~~statements prepared by departmental nominees shall be considered.~~

143 ~~1.2.1.5. Faculty shall serve three-year staggered terms. When a full-term~~
144 ~~vacancy is to be filled, or a vacancy for an unexpired term of more than one~~
145 ~~year, applications shall be solicited from the college, and an election held as~~
146 ~~provided above.~~

147 ~~1.2.1.6. Vacancies of one year or less shall be filled for the balance of the~~
148 ~~unexpired term. The college curriculum committee in consultation with the Dean~~
149 ~~shall select a member to fill the vacancy. Consideration shall be given to, among~~
150 ~~others, those who applied for the last vacancy for which college-wide solicitation~~
151 ~~was required.~~

152 ~~1.2.1.7. A faculty member of the Board may be granted a leave for one~~
153 ~~semester. A one-semester interim appointment may then be made as provided~~
154 ~~in 1.2.1.6.~~

155 ~~1.2.1.8. If a college is unable to elect a faculty member to the Board, then the~~
156 ~~position will be filled for one year by the college curriculum committee in~~
157 ~~consultation with the Dean.~~

158 ~~1.2.1.9. Student appointments should be made on the basis of interest,~~
159 ~~experience in the General Education curricula, and a scholastic record of~~
160 ~~academic excellence. Student members of the Board shall be appointed by the~~
161 ~~Provost in consultation with the elected members of the Executive Committee~~
162 ~~and the Associated Students President.~~

163 ~~1.2.1.10. Student appointees shall serve one-year terms and may seek~~
164 ~~independent study credit by working with the Chair of BOGS.~~

165

166 ~~1.2.2 The Chair shall be a faculty member with at least one year of service on the~~
167 ~~Board. College faculty representatives through a vote will select the chair from among~~
168 ~~those with continuing appointments before the end of the spring semester for the~~

169 ~~subsequent year.~~ The chair will be a faculty member from the committee, with at least
170 one year of service, appointed by the Provost in consultation with the Senate Executive
171 Committee.

172
173 1.2.3 Ex officio members will be non-voting members with the exception that in the case
174 of ties, the AVP or his/her designee to the committee may vote.

175
176 1.2.4 If a member is absent from three regularly scheduled committee meetings in an
177 academic year the chair of the GEAC ~~BOGS~~ may request that the Associate Vice Chair
178 of the Senate initiate action leading to the ~~election~~ appointment of a new member. If a
179 member repeatedly does not perform assigned committee duties, the chair of the GEAC
180 ~~BOGS~~ may request that the Associate Vice Chair of the Senate initiate action leading to
181 the appointment ~~election~~ of a new member.

182
183 4.3-2.0 Responsibilities of the General Education Advisory Committee ~~Board of General~~
184 ~~Studies~~

185
186 ~~4.3. The GEAC Board shall report to the Curriculum and Research Policy Committee~~
187 ~~Provost and Vice President for Academic Affairs.~~

188
189 2.1 ~~4.3.2~~ Members are expected to know the current Guidelines for GE, AI, and GWAR.

190
191 2.2 ~~4.3.3~~ The GEAC ~~Board~~ shall actively solicit courses and curricular proposals
192 designed to satisfy General Education requirements from all colleges and departments
193 of the University, shall review, and where appropriate approve new courses and
194 curricular proposals for purposes of ~~General Education~~, and ~~shall evaluate existing~~ GE,
195 AI, and GWAR courses and curricula.

196
197 2.3 ~~4.3.4~~ The committee ~~Board~~, in consultation with the appropriate college deans and
198 department chairpersons, shall provide for and ~~approve~~ recommend to Curriculum and
199 Research Committee modifications to requirements requested by degree programs in
200 accordance with the 2014 Guidelines.

201
202 2.4 ~~4.3.5~~ Policy proposals affecting General Education curricula shall be brought to the
203 Academic Senate by the Curriculum and Research Committee. The Organization and
204 Government Committee shall present policy proposals relating to charge, membership,
205 and responsibilities of the GEAC ~~BOGS~~.

206
207 2.5 ~~4.3.6~~ Annually, early in Fall Semester, the ~~Board~~ GEAC chair will provide for the
208 Senate (through Curriculum and Research Committee) a written report on its activities
209 for the preceding academic year.

210
211 2.6 ~~4.3.7~~ ~~In accordance with the 2014 Guidelines, BOGS is responsible for the~~
212 ~~assessment and continuing certification of GE, AI, and GWAR courses.~~ In collaboration
213 with the Director for Assessment, and any other entity charged with assessment of the

214 General Education Program overall, GEAC, as needed, will be consulted regarding
215 plans for assessment of the GE program as expressed in EO 1100 section 6.2.5.

216
217 2.7 The GEAC is encouraged to liaise with the CSU GE Advisory Council to facilitate
218 communication.

219
220 3.0 1.4 Procedures

221
222 3.1 1.4.1 Meetings of the Board committee shall be open to the campus community,
223 except in cases where the GEAC BOGS elects to conduct votes in closed session.

224
225 3.2 1.4.2 Departmental representatives (normally course coordinators and
226 chairs/directors) shall be invited in a timely manner by the GEAC ~~BOGS~~ to attend, as
227 needed, Board meetings at which their course(s) will be discussed. No vote to reject a
228 proposal shall be taken until departmental representatives have been invited to a
229 discussion of their proposal.

230
231 3.3 1.4.3 At the committee's Board's discretion, discipline-specific faculty will be invited
232 to participate in discussions concerning proposals when the GEAC board determines
233 additional expertise is needed.

234
235 3.4 1.4.4 The GEAC Board may appoint ad hoc General Education Review Panels
236 (GRP) Advisory Panels (GEAPs). Each GRP shall be focused on a specific curricular
237 requirement or set of requirements that is under the purview of the GEAC Board. The
238 creation of GRPs shall be at the discretion of the committee Board, except for the
239 American Institutions GRP which is required. A GRP may be an ad hoc group
240 constituted for the short duration needed to review and subsequently advise the GEAC
241 Board on specific proposals. pertaining to certification or continuing certification.

242
243 3.4.1 1.4.4.1 Purpose. A GRP shall provide the GEAC ~~Board~~ with advice drawn
244 from disciplinary expertise and may assist the committee Board with the
245 workload associated with reviewing and assessing courses associated with a
246 particular curricular requirement.

247
248 3.4.2 1.4.4.2 Membership. The membership of Review Advisory Panels shall be
249 determined by the Board GEAC but shall be no less than three persons, and
250 shall consist of individuals with subject-matter expertise and teaching experience
251 relevant to the particular curricular requirement. The GEAC chair will work with
252 the Associate Vice Chair of the Senate to organize outreach to constitute a
253 GRP.

254
255 3.4.3 1.4.4.3 American Institutions. The American Institutions GRP shall
256 include, at a minimum, a representative with a doctorate in Political Science who
257 specializes in American and California Government, a representative with a
258 doctorate in History who specializes in United States History, and a
259 representative who has taught American Institutions requirements in an

260 interdisciplinary context outside of the Political Science and History departments.
261 The AI review panel may advise the GEAC ~~Board~~ on the GE content of
262 curricular proposals that seek to meet both AI and GE requirements, and it will
263 advise the GEAC ~~Board~~ on the AI content of all curricular proposals that seek to
264 meet AI requirements. The GEAC ~~Board~~ will strongly consider the panel's
265 advice. In the event that the GEAC ~~Board~~ rules differently than the AI panel, the
266 GEAC ~~board~~ will provide the rationale for its ruling and members of the review
267 panel may appeal the ruling to the Curriculum and Research Committee for a
268 final decision.

269
270 3.4.4 ~~1.4.5~~ If the GEAC ~~Board~~ proposes to reject ~~denies~~ certification of a new course,
271 it shall provide the course coordinator with written feedback, explaining the reasons for
272 a recommendation not to approve. ~~denial~~. If the ~~Board~~ recommends to the Curriculum
273 and Research (C&R) Committee that a course be decertified, it shall provide C&R and
274 the course coordinator with written feedback explaining the reasons for the
275 recommended decertification. For both new and continuing certification, The GEAC
276 ~~Board~~ may not raise in subsequent proceedings on the same course additional
277 objections, except those that apply to new materials submitted.

278
279 3.4.5 ~~1.4.6~~ If the GEAC ~~Board~~ proposes guidelines regarding criteria for certification ~~or~~
280 ~~continuing certification~~ in addition to those prescribed by University policy, these
281 guidelines shall be submitted to the Curriculum and Research Committee for policy
282 review and will subsequently be made available to all course coordinators.

283
284 3.4.6 ~~1.4.7~~ The GEAC ~~Board~~ may make additional rules for the conduct of its
285 proceedings, but they must be consistent with University policy.

286 287 4.0 ~~1.5~~. Assessment of General Education Program

288
289 4.1 ~~1.5.1~~ The GEAC will be consulted as GE program-level learning outcomes and
290 procedures for assessment are developed or modified.

291
292 4.2 ~~1.5.2~~ GE courses will be periodically reviewed through the program planning
293 process in the same manner as courses in the major. While the GEAC is not directly
294 involved in this review, the Program Planning committee can seek the advice of the
295 GEAC where concerns are raised in the program planning review process.

296 297 5.0 ~~2~~. Subsequent Review of Guidelines

298
299 5.1 The Academic Senate, in AY 2019-2020, should direct the GEAC ~~Board of General~~
300 ~~Studies~~ to conduct the next full review of the Guidelines for GE, AI, and GWAR.

301
302 5.2 The GEAC is encouraged to take into consideration the feedback from WASC, the
303 program plan, and the external reviewer's report.

304

6
7 **Policy Recommendation**
8 **Amendment A to University Policy S14-9**

9 **Guidelines for Concentrations**

10 Whereas: [Executive Order 1071](#) indicates that “an option, concentration, or special
11 emphasis (or similar subprogram) must constitute less than one half of the
12 units required in the major program”, and

13 Whereas: An [FAQ](#) was created for EO1071 that clarifies some of the language in the
14 EO, and

15 Whereas: University policy S14-9 stipulates that concentrations at both the
16 undergraduate and graduate level “must have at least 30% similarity”;
17 therefore, be it

18 Resolved: That the following amendment be adopted to replace Section I.A, I.B, and
19 IV.B to bring university policy S14-9 into compliance with EO1071.

20
21 Approved: 03/18/2019

22 Vote: 8-0-0

23 Present: Thalia Anagnos, Marc d’Alarcao, Cynthia Fernandez-Rios, Susana Khavul, Cara
24 Maffini, Winifred Schultz-Krohn, Lynne Trulio, Brandon White

25
26 Absent: Anand Ramasubramanian, Gwendolyn Mok

27 Workload Impact: A temporary increase in workload at department, college, and
28 university level for curriculum committees, chairs, associate deans
29 and Undergraduate Studies office staff as programs become
30 compliant.

31 Financial Impact: None anticipated

32 Amendment A to University Policy S14-9, Guidelines for Concentrations

33 ~~I. Curricula Requirements for Concentrations~~

34 I. Curricula Requirements

35 A. Undergraduate Degrees

36 ~~1. Concentrations within a degree program must have at least 30%~~
37 ~~similarity in the preparation for the major among the base major and all~~
38 ~~concentrations in the degree program.~~

39 ~~2. Concentrations within a degree program must have at least 30%~~
40 ~~similarity in the core courses among the base major and all concentrations~~
41 ~~in the degree program.~~

42 ~~3. Concentrations within a degree program must have at least 30%~~
43 ~~similarity in the major's courses among the base major and all~~
44 ~~concentrations in the degree program.~~

45 ~~4. At least 10% of the units for the degree must be a unique set of~~
46 ~~requirements for that concentration.~~

47 1. Options, Concentrations, Special emphasis or other similar
48 subprogram represent less than 50 percent of the major requirements
49 within a degree program. Major requirements may include preparation for
50 the major.

51

52 B. Graduate Degrees

53 ~~1. Concentrations within a degree program must have at least 30%~~
54 ~~similarity in core coursework requirements for the master's degree among~~
55 ~~the base major and all concentrations within the degree, not including~~
56 ~~culminating experience (project, portfolio, or 299) units.~~

57 1. Options, Concentrations, Special emphasis or other similar
58 subprogram represent less than 50 percent of the major requirements
59 within a degree program.

60 IV. Existing Concentrations

61 A. The Office of Undergraduate Studies and ~~Graduate Studies & Research~~
62 College of Graduate Studies will evaluate existing concentrations (those
63 approved in Spring 2014 or earlier) to determine whether they conform with the
64 curricular requirements of Section I.

65

66 ~~B.——For existing concentrations that fail to conform with the curricular~~
67 ~~requirements of Section I, the college curriculum committee and Dean must~~
68 ~~inform the Offices of Undergraduate Studies or Graduate Studies & Research by~~
69 ~~the end of the Fall 2016 semester whether they approve of the existing~~
70 ~~concentrations being “grandfathered” in. If the college curriculum committee and~~
71 ~~Dean do not approve the concentration, it will be discontinued.~~

72 B. For existing options, concentrations, special emphasis or other similar
73 subprogram that fail to conform with the curricular requirements of Section I, they
74 will become compliant by the start of their next program review process.
75

1 SAN JOSE STATE UNIVERSITY
2 Academic Senate
3 Curriculum and Research Committee
4 March 25, 2019
5 First Reading
6

AS 1737

7 POLICY RECOMMENDATION

8 Blended Bachelor's and Master's Programs

9 Whereas: [Coded Memorandum AA-2012-01](#) specifies the minimum requirements for
10 establishing a “blended degree model”, and

11 Whereas: No current university policy exists to guide the development of a blended
12 bachelor's degree to master's degree program at San José State
13 University, and

14 Whereas: The blending of bachelor's and master's degrees would support students
15 in the pursuit of advanced degrees in the same or different fields, and

16 Whereas: Adopting this model may streamline students' pathway to completing the
17 master's degree program, and

18 Whereas: Title 5 requires completion of a minimum of 120 units for a bachelor's
19 degree and a minimum of 30 units for a master's degree, and

20 Whereas: The decision to offer a blended bachelor's and master's degree would be
21 exclusively the decision of the department/school faculty with curricular
22 approval following normal SJSU processes; therefore, be it

23 Resolved: That programs interested in establishing a blended bachelor's to master's
24 degree be allowed to offer the blended program as described in this
25 policy.

26 Approved: 03/18/2019

27 Vote: 9-0-1

28 Present: Thalia Anagnos, Marc d'Alarcao, David Emmert, Cynthia
29 Fernandez-Rios, Susana Khavul, Cara Maffini, Winifred Schultz-
30 Krohn Pam Stacks, Lynne Trulio, Brandon White

31 Absent: Anand Ramasubramanian, Gwendolyn Mok

32 Workload Impact: A temporary increase in workload at department, college, and
33 university level for curriculum committees, chairs, associate deans,
34 Undergraduate Studies staff and College of Graduate Studies staff

35 as programs develop curriculum and application processes for
36 blended degree programs.

37 A significant increase in workload is anticipated for GAPE,
38 registrar's office, and financial aid staff members to develop
39 business processes and PeopleSoft applications for tracking and
40 implementation.

41 Financial Impact: None anticipated

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62 **BLENDED BACHELOR’S AND MASTER’S DEGREE**
63 **PROGRAMS POLICY**

64 **I. Academic Objectives of a Blended Bachelor’s and Master’s Program**

- 65 1. To provide an accelerated route to a graduate professional degree, with
66 simultaneous award of both bachelor's and master's degrees.
67 2. To enhance the undergraduate learning experience.
68 3. To provide a seamless process whereby students (first time freshman or transfer)
69 can progress from undergraduate to graduate status without having to apply
70 through the Admissions Office.
71 4. To enable a senior project capstone experience to be integrated with a graduate
72 thesis/project.

73 **II. Establishment of a Blended Bachelor’s and Master’s Program**

74 Academic units that choose to establish a blended program must follow the normal
75 curricular review process. A blended program must meet the following minimum criteria:

- 76 1. Title 5 requires the completion of a minimum of 120 units for a Bachelor’s
77 degree and a minimum of 30 units for a Master’s degree. Thus, a minimum of
78 150 units are required for a blended program. In a given situation where a
79 Master’s degree exceeds 30 units, the curriculum could be designed such that
80 the excess units would be absorbed into the undergraduate portion of the
81 blended program as “blended” units. The blended policy, therefore, differs from
82 university policy [S89-2](#) on graduate credit for undergraduates, which permits
83 students to take as many as 6 units of graduate work in their last undergraduate
84 semester and apply those units (via petition, and only if those units are not
85 counted towards undergraduate requirements) to a subsequent graduate
86 program.
87 2. Academic units may only implement programs blending existing bachelor’s and
88 master’s degree programs in the same support mode (e.g. all self-support or all
89 stateside-support).
90 3. Curricula for the blended bachelor’s and master’s programs must adhere to
91 existing campus curriculum policies for both bachelor’s and master’s degrees.
92 4. The College of Graduate Studies, Undergraduate Studies and the Registrar
93 shall develop guidelines and processes for administration of the blended
94 degrees.

95
96 **III. Admission to the Blended Bachelor’s and Master’s Program**

- 97
98 1. Individual programs will develop the criteria for admission as well as the degree
99 roadmap for completion of the blended degree programs.
100 2. The process for applying to the blended program will be internal to the
101 university.

- 102 3. To apply to the program, the student must successfully have completed a
103 minimum of 60 undergraduate degree applicable units (including all lower
104 division units) and not exceed a maximum of 120 undergraduate degree
105 applicable units. Departments may require more than 60 undergraduate degree
106 applicable units before students may apply to the blended degree program.
107 4. The blended bachelor's and master's program must include blended units.
108 Blended units are graduate-level courses required for the master's degree which
109 students in a blended program may take while in undergraduate status.
110

111 **IV. Change to Graduate Status in the Blended Program**

- 112 1. Students in the blended Bachelor's and Master's program do not apply for the
113 graduate program through Cal State Apply. As noted above in Section III.2,
114 students will apply internally to the university to the blended degree program.
115 2. A minimum of 2.5 GPA in the last 60 semester units attempted is required.
116 Once admitted to graduate standing, students must maintain an overall 3.0
117 GPA or better in courses that appear on the Formal Study Plan and adhere to
118 all graduate policies and procedures.
119 3. Completion of the undergraduate Graduation Writing Assessment Requirement
120 (GWAR) is required before a student can transition to graduate status.
121 4. A student must complete 120 degree-applicable units (undergraduate or
122 graduate).
123 5. All lower division undergraduate coursework shall be completed prior to
124 approval of graduate status.
125 6. The registrar's office in consultation with College of Graduate Studies shall
126 develop processes for transitioning students from undergraduate to graduate
127 status.

128 **V. Award of Degrees**

- 129
130 1. The student applies to graduate for the bachelor's degree the semester before
131 the student will complete the bachelor's degree requirements. Upon evaluation
132 of the bachelor's degree requirements, if the student has satisfied all
133 requirements for the bachelor's degree, the degree will be awarded.
134 2. If a student admitted into a blended program opts out of, or fails to complete,
135 the master's degree portion of the program, graduate level coursework already
136 counted towards completion of the undergraduate degree may not be used
137 towards the completion of a subsequent master's degree, even if admitted for a
138 future term.

1 **San José State University**
2 **Academic Senate**
3 **Organization and Government Committee**
4 **March 25, 2019**
5 **First Reading**
6

AS 1738

7 **Senate Management Resolution**
8 **Amending Bylaw 5, Membership of the Committee on**
9 **Committees**

10
11 Legislative History: The charge and membership information for the Committee on
12 Committees reside in Bylaws 5 which was recently updated with SM-S19-1.
13

14
15 Whereas: Following approval of SM-S19-1 it was found that qualifying language
16 regarding the membership of the Committee on Committees, from the
17 original bylaw 5, needed to be included, therefore be it
18

19 Resolved Bylaw 5.2 be amended as follows:
20

21 Membership: One member from each of the Senate's representative units from which
22 faculty representatives are elected, who shall be faculty members entitled to vote in
23 their respective units, but not members of the Senate.

24 1 faculty, College of Business
25 1 faculty, College of Education
26 1 faculty, College of Engineering
27 1 faculty, College of Health and Human Sciences
28 1 faculty, College of Humanities & Arts
29 1 faculty, College of Science
30 1 faculty, College of Social Science
31 1 Member, General Unit
32 1 Student Senator
33

34
35 Rationale: This corrects an oversight in SM-S19-1.
36

37 Approved: 3/18/19
38 Vote: 8-0-0
39 Present: Curry, French, Grosvenor, Ormsbee,
40 Rodan, Shifflett, Capizzi, Saldamli,
41 Absent: Gallo, Higgins, Millora, McClory
42 Financial Impact: None
43 Workload Impact: None
44

7 **Policy Recommendation**
8 **Rescind and Replace S75-12, Maximum Unit Load**
9 **During Intersession; Summer Session; Credit Hours**

10

11 WHEREAS: In July 1974, The Board of Trustees repealed Section 40201 of Title V, thus (1)
12 repealing the maximum number of units a student can earn in any California
13 State University and College Summer Session, and (2) leaving the control of
14 summer session student workload a campus matter, as is the case for regular
15 terms, and
16

17 WHEREAS: On July 1, 2011, federal law (Title 34, Code of Federal Regulations, sections
18 600.2 and 600.4) requires all accredited institutions to comply with the federal
19 definition of the credit hour. For all CSU degree programs and courses bearing
20 academic credit, the "credit hour" is defined as the amount of work represented
21 in intended learning outcomes and verified by evidence of student achievement
22 that is an institutionally established equivalency that reasonably approximates
23 not less than (1) one hour of classroom or direct faculty instruction and a
24 minimum of two hours of out-of-class student work each week for approximately
25 fifteen weeks for one semester hour of credit, or the equivalent amount of work
26 over a different amount of time; or (2) at least an equivalent amount of work as
27 required in (1) of this definition for other academic activities as established by
28 the institution, including laboratory work, internships, practice, studio work, and
29 other academic work leading to the award of credit hours; and (3) a credit hour
30 is assumed to be a 50-minute period, and
31

32 WHEREAS: In Fall 2017, the Organization and Government Committee called for review of
33 S75-12, Maximum Unit Load during Intersession; Summer Session; Credit
34 Hours, finding that it sets a maximum number of units a student can earn in
35 intersession that does not correspond with current enrollment unit limits for
36 Summer and Winter sessions, and
37

38 WHEREAS: The following proposed policy, is in exact proportion to the University policy on
39 students workload in effect for regular semesters during the academic year, and
40 follows similar procedures for exceptions to the stated policy; therefore be it
41

42 RESOLVED: That S75-12 be rescinded and the following policy for Maximum Unit Load
43 During Intersession; Summer Session; Credit Hours be adopted:
44

45 1. Students may register for a maximum of four semester units during a three-
46 week session, and six units during a five-week session, and twelve units during
47 a ten-week session without special approval.
48

49 2. Students wishing to register for additional units must obtain written approval
50 from the Associate Dean of the College in which the student's major is housed,
51 using the same procedures and requirements as utilized during the regular
52 semester program of the University.
53

54 Approved: March 18, 2019
55 Vote: 15-0-0
56 Present: Bullen, Gill, Grindstaff, Hill, Kethepalli, Khan, Kim, Kinney, Manzo, Nash,
57 Ng, Pang, Sen, Simpson, Sullivan-Green, Walters, Wilson
58 Financial impact: None
59 Workload impact: None
60