SAN JOSE STATE UNIVERSITY ACADEMIC SENATE

2015/2016

Agenda

April 4, 2016, 2:00 pm – 5:00 pm

Engineering 285/287

I. Call to Order and Roll Call –

II. Approval of Minutes –

Senate Minutes of March 7, 2016

III. Communications and Questions

A. From the Chair of the Senate

B. From the President of the University

IV. State of the University Announcements:

A. Vice President for Administration and Finance

B. Vice President for Student Affairs

C. Associated Students President

D. Vice President for University Advancement

E. Statewide Academic Senators

F. Provost

V. Executive Committee Report

A. Minutes of the Executive Committee –

Exec. Minutes of February 29, 2016

Exec. Minutes of March 14, 2016

B. Consent Calendar –

Spring 2016 Senate Election Results [In your packet]

C. Executive Committee Action Items –

VI. Unfinished Business –

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

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

AS 1602, Policy Recommendation, Course Syllabi (Final Reading)

AS 1608, Policy Recommendation, Student Rights and Responsibilities (First Reading)

B. Professional Standards Committee (PS):

AS 1611, Policy Recommendation, Rescinds S02-8, Information Technology Resources Responsible Use Policy (First Reading)

AS 1610, Policy Recommendation, Amending F97-7, University Policy on Electronic Information and Communication (First Reading)

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

AS 1594, Policy Recommendation, Update on Policy on Selection and Review of Administrators (Final Reading)

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

AS 1612, Policy Recommendation, Special Agencies (Modification to Bylaw 10) (Final Reading)

AS 1590, Policy Recommendation, Remote Attendance at Senate and Committee Meetings (Final Reading)

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

D. University Library Board (ULB):

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

AS 1607, Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills (First Reading)

AS 1609, Policy Recommendation: Amendment to F13-2, Technology Intensive, Hybrid, and Online Courses and Programs (First Reading)

VIII. Special Committee Reports:

Campus Climate Survey Results, Senator Meg Virick, Director School of Management and Scott Heil, Director, Institutional Effectiveness and Analytics, <u>Time Certain: 2:30 p.m.</u>

IX. New Business:

X. Adjournment:

2015/2016 Academic Senate

MINUTES
March 7, 2016

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

Ex Officio:
Present: Kimbarow, Sabalius, Amante, Van Selst, Lee, Heiden

Administrative Representatives:
Present: Blaylock, Feinstein, Larochelle
Absent: Lanning, Martin

Deans:
Present: Green, Jacobs, Stacks
Absent: Hsu

Students:
Present: El-Miaari, Medrano, Gay, Romero
Absent: Sarris

Alumni Representative:
Present: Walters

Emeritus Representative:
Present: Buzanski

General Unit Representatives:
Present: Matoush, Medina, Kauppila

CASA Representatives:
Present: Schultz-Krohn, Lee, Shifflett, Sen, Grosvenor

COB Representatives:
Present: Virick, Sibley
Absent: Campsey

EDUC Representatives:
Present: Mathur
Absent: Laker

ENGR Representatives:
Present: Backer, Sullivan-Green, Hamedi-Hagh

H&A Representatives:
Present: Frazier, Bacich, Khan
Absent: Grindstaff, Riley

SCI Representatives:
Present: Kaufman, White, Beyersdorf
Absent: Clements

SOS Representatives:
Present: Peter, Curry, Wilson
Absent: Coopman

II. Approval of Academic Senate Minutes–
The minutes of February 8, 2016 were approved as written (39-0-2).

III. Communications and Questions –

A. From the Chair of the Senate:

Chair Kimbarow thanked everyone that showed up for the basketball game on March 1, 2016. Provost Feinstein announced that over 400 employees attended, and the coaches said this was the highest attendance they had ever had at a women's basketball game. Provost Feinstein thanked VP Blaylock for the T-shirts given out at the game.

Chair Kimbarow announced that the "Essence of Blackness" event on March 24, 2016 at 5:30 p.m. in the Student Union Ballroom. Chair Kimbarow urged Senators to attend.

Chair Kimbarow announced that on Sunday, May 1, 2016, from 4 p.m. to 6 p.m., President Martin will host all Senators at her home.

Chair Kimbarow forwarded two documents he received from the CSU Statewide Senate for Senators to review. One document was about shared governance, and the other was about the faculty strike and gave guidelines on what to announce in classrooms.

Chair Kimbarow announced that the Chief Diversity Officer position finalists will be on campus March 18th, 21st, 24th, and 25th.

B. From the President of the University – No report.

IV. State of the University Announcements. Questions. In rotation.

A. Vice President for Student Affairs (VPSA) –
Every student on campus is receiving information about the coffee with faculty program. This semester Student Affairs is opening it up to all students.

B. Associated Students President –
AS is beginning their election process. Students are in the process of turning in their candidacy paperwork.

AS will host the CSSA meeting on campus in April 2016.

On March 16, 2016, the CFA will give a report on the possible faculty strike to the AS Board of Directors.

AS will appoint a new Director of Faculty Affairs also on March 16, 2016. This director will be on the Senate and also serve on the Professional Standards Committee.

C. Vice President for University Advancement (VPUA) – No report.

D. CSU Statewide Senators –
Senator Lee reported on resolutions passed by the CSU Statewide Senate at the last meeting. The CSU Statewide Senate approved a resolution (largely due to Senator Van Selst and his efforts), requiring a 4th year of High School Math and Qualitative Reasoning as an admission requirement for all CSU campuses.

There was also a resolution opposed to the trustee action that took away faculty power to choose faculty representatives for the honorary degree committee. The resolution asserted that faculty representatives should be selected by faculty.

Another resolution that passed had to do with workplace bullying in the CSU. Essentially the resolution calls for establishing principles in terms of how we treat our fellow faculty, staff, and students.

The CSU Statewide Senate looked at and took positions on a number of pending legislative acts. The most common position was to sit back and watch and see how things unfold.

There was a lot of discussion about what some presidents in the CSU did in terms of informing faculty about what they may or may not say about a potential strike in their classrooms. The CSU Statewide Senate took a strong position that faculty should determine what they say or don't say in faculty classrooms.

There was a net gain of 196 professors in the CSU which is good, but the bad news is that the tenure/tenure-track density went down, because we hired even more lecturers.

Five new Board of Trustees members have been appointed and one trustee decided not to run for reelection.

E. Provost – No report.

F. Vice President for Administration and Finance (VPAF) –

VP Larochelle announced that campus security is a priority for the campus and Administration and Finance has a role to play in this. Progress has been made and some of the accomplishments in the past six months include ensuring all the blue light phones have been fixed or replaced. The bad news is that the phones continue to keep breaking. However, a procedure is in place to test them once a month.

One of the things the campus did not have the ability to do after switching to the new phone system was broadcast an emergency through the phone system. Administration and Finance has been working with Information Technology to get campus phones to broadcast emergency messages. What took the longest to achieve in this process was manually checking to see where every person and every extension was located. A test of the emergency broadcast system will be done building-by-building tomorrow (March 8, 2016).

Another security measure being established is a self-contained external video security system. Administration and Finance has been working with a vendor to create this system that will run through WIFI and cellular service. We do not have surveillance cameras on our campus. Our cameras are for investigatory purposes for UPD to use when/if necessary.

The Fire Marshal inspected the Student Union and told us that we could have temporary occupancy, but we needed to do several things. The list of things we had to do included filling some holes in the wall and changing some fire alarms around so it doesn't look like we are ready to open yet. There is also an issue with the door locks. Administration and Finance is working with the Student Union management to determine when they will be ready to officially open.

However, the Subway is training people now, and hopes to open in two weeks. A Starbucks will also be open on the first floor soon.

Questions:

Q: There was an event last Saturday and we advised people to park in the fourth street garage, and at least two of them had their cars scratched badly. What can we do if a visitor's car is damaged, and what are we doing about safety?
A: We need more security cameras and this is our overall goal. We had 9 or 10 cars stolen within the last 30 days from our parking garages, primarily the 10th street garage and they were all Hondas. We found the culprits, but that doesn't take away the impact to those people who had their cars stolen. Now we need to do a better job with protection.

Q: Is campus village II set to open soon?
A: We are on target and on time to open campus village II in Fall 2016.

V. Executive Committee Report –

A. Executive Committee Minutes –

Executive Committee Minutes of February 1, 2016 – No questions.

B. Consent Calendar – The Senate approved the consent calendar of March 7, 2016 as written.

C. Executive Committee Action Items:
Chair Kimbarow presented ***AS 1606, Sense of the Senate Resolution, Honoring Dr. Gus Lease for His 65-Years of Service to San José State University (Final Reading).*** **The Senate voted and AS 1606 was approved unanimously** (41-0-0).

VI. Unfinished Business - None

VII. Policy Committee and University Library Board Action Items. In rotation.

A. Professional Standards Committee (PS) –
Senator Peter announced that the PS Committee has been working on reviewing department guidelines for RTP this semester. The PS Committee received guidelines from 14 departments. All guidelines were reviewed and returned with suggestions. In addition, Faculty Affairs prepared a Dossier Prep Manual to assist faculty in preparing their dossiers under the new RTP policy. Senator Peter emailed Senators a draft of this manual. Please email Senator Peter any questions.

B. Organization and Government Committee (O&G) –
Senator Shifflett presented ***AS 1578, Policy Recommendation, Revision to SJSU Strategic Planning Policy (Final Reading).***
Senator Shifflett presented an amendment that was friendly to remove the number "2.4"

from line 236 and renumber all the following sections after 2.3, delete the 2nd Resolved clause, delete the 2nd Rationale paragraph, and remove "Amends Senate Bylaw 10.1, which provides a listing of special agencies. Senator Feinstein presented an amendment that was friendly to remove the second period in line 233 after "campus." Senator Van Selst presented an amendment that was friendly to change line 112 to read, "Each non ex officio member." **The Senate voted and AS 1578 passed as amended** (41-0-0).

Senator Shifflett presented ***AS 1598, Policy Recommendation, Accreditation Review Committee (Final Reading).*** **The Senate voted and AS 1598 passed as written** (40-0-1).

Senator Shifflett presented ***AS 1599, Policy Recommendation, Committee Obligations and Senate Membership (Modifies Bylaw 1.6.2) (Final Reading).***
Senator Shifflett presented an amendment that was friendly to re-letter the items under the original bylaw 1.6.2 so the original b through e will become b through f. **The Senate voted and AS 1599 passed as amended** (28-0-0).

Senator Shifflett presented ***AS 1603, Policy Recommendation, Committee Obligations and Senate Membership--Modification of Bylaw 6 (Final Reading)***
Senator Sabalius presented an amendment that was friendly to line 48 to insert, "an elected" before member, and on line 49 to change it to read, "regularly scheduled policy committee," and on line 55 to change it to read, "The chair of the committee." Senator Backer presented an amendment to lines 51 and 56 to insert, "(if a policy committee,…) before "operating committee," and on lines 51 and 52 and lines 56 and 57 to remove, "or the Executive Committee (if a policy committee)." The Senate discussed the amendment and Senator Backer, who is Chair of the Committee on Committees, explained that the actual procedure for approving the removal is by the consent calendar and the consent calendar is approved by both the Executive Committee and the Senate. However, this procedure is not specified in the bylaws and should be. Senator Peter then made a motion to return the policy recommendation to the committee with the changes that had been approved and were suggested by Senator Backer. **The Senate voted and the Peter motion to return to committee passed** (28-0-0).

Senator Shifflett presented ***AS 1600, Policy Recommendation, Expansion of Bylaw 15 – Updating Senate Documents (Final Reading).***
Senator Sabalius presented an amendment that was friendly to capitalize the "c" in line 75 for "Senate Chair," and to capitalize the "e" and "c" in "Executive Committee" on lines 75 and 76. Senator Peter presented an amendment that was friendly to insert "unanimous" before "consent from,"in line 75. **The Senate voted and AS 1600 passed as amended** (28-0-0).

Senator Shifflett presented ***AS 1604, Policy Recommendation, Correction to the FAR Policy (S16-1) (Final Reading).*** **The Senate voted and AS 1604 passed** (28-0-0).

C. University Library Board (ULB) – No Report.

D. Curriculum and Research Committee (C&R) –

Senator Mathur presented ***AS 1597, Policy Recommendation, Minimum Criteria for Undergraduate Minors (Final Reading)***. Senator Sabalius presented an amendment to change line 36 to read, "For any minor at least 6 units must be taken at SJSU." The Senate voted and the Sabalius amendment passed (19-13-9). Senator Van Selst presented an amendment that was friendly to change line 38 to read, "For any minor at least 6 units must be taken in residence at SJSU." Senator Frazier presented an amendment that was friendly to change line 30 to read, "Courses designated as "in preparation" for the major may be included in the minor." Senator Peter presented an amendment that was friendly to change line 33 to read, "...If there is a level of proficiency required to enter a minor…." **The Senate voted and AS 1597 passed as amended** (40-1-0).

Senator Mathur presented ***AS 1601, Policy Recommendation: Amendment to Physical Education Exemptions (Final Reading).***

Q: Does this mean we are not approving individual student exemptions, we are approving entire program exemptions?
A: Yes, the individual exemptions that are in other policies remain the same.

Q: I can understand why an individual student might need an exemption over the summer, but I'm having a hard time understanding why an entire program exemption would need to be done over the summer, can you explain?
A: If it comes in May or June, then the program has to wait three to four months to get an answer. The way the law is setup these have to be handled quickly.

Q: In the resolved clause it says when "these" TMC/SB1440 PE exemption requests are received, what does "these" refer to?
A: SB 1440 mandates that these TMC programs that are coming to SJSU from the community colleges must be approved by SJSU.

Q: Why is this different from any other curricular proposal?
A: The TMC is actually the community college TMC. All Associate of Arts, or Associate of Science transfer degrees have to conform to the community college TMC.

Q: The language says PE Exemption Request, so does that mean we have the right to say no? Do we say no to any of these requests?
A: In my experience we have never said no to a request, but we can.
A: We are required to approve these by our own PE policy, because we require PE unless the major has an exemption. The rule of SB1440 is that they take 60 units at the

community college and 60 units at SJSU and we cannot make them take 61 or 62 here. What happens is that when a TMC comes from the community college, if the department cannot accommodate 2 units of PE that is when the request comes to us. We could deny it, but we would be out of compliance with SB1440. Our own policy on PE waivers requires that it go to C&R for an exemption request.

Senator Van Selst made a motion that was friendly to the body to make this policy recommendation a first reading to allow questions to be submitted to the committee.

E. Instruction and Student Affairs Committee (I&SA) –

Senator Kaufman presented ***AS 1602, Policy Recommendation, Greensheets (Syllabi) (First Reading).*** I&SA received a referral regarding Greensheets since the requirements for what must be in the Greensheets has grown immensely to include items such as campus messaging, peer connections, general expectations, student rights and responsibilities, drop and add policies, consent for recording, academic integrity, American Disabilities Act, religious accommodations, technological resources, writing center, and counseling services. This has resulted in syllabi growing in size from 4 pages to 9 pages. This new policy calls for everything that is university-wide to be located at a universal link instead of being included in each syllabus. Twice a year the I&SA will review the material on the website and determine what should be included.

Questions:

Q: Have you considered rather than a single link possibly having up to 10 links so there is some idea what they are, e.g. final exams, etc.?
A: Did not consider doing it as a series of links, but it would be very easy to have links on the webpage.
Q: You make reference to these links and then say they will be in an accessible format, can you clarify what that means?
A: All syllabi right now must be in an accessible format meaning they can be read by screen readers, and the fonts can be scaled in a way to allow people with size issues to read them appropriately. That is already a requirement of all syllabi, so this link will also be in an accessible format.

Q: You know whereas clauses really have no meaning, so would you consider removing the whereas clauses and creating a rationale instead?
A: Yes

Q: Are you confident that lecturers will be aware of the multiple content in one link?
A: I can tell you that even with everything that is currently listed that must go into the Greensheet it is not uncommon for someone hired at the last minute to create a one-page Greensheet. Part of what we call for in this policy is for I&SA and GUP to work together on a communications plan to make sure people are aware of what is on that page.

Q: Has the committee considered referring to Syllabi as Syllabi and not Greensheets?

A: We decided to include Syllabi with Greensheets in the title.

Q: In line 99-103 you discuss how changes to the Greensheet are to be made and say it must be in writing, has the committee considered how that will be done such as by email, or a handwritten note? In the past, you were able to make an announcement in class.
A: The committee felt if the student missed the day the announcement was made in class, they shouldn't be disadvantaged for missing that day. Everyone on campus would get notified of the change. It makes it less likely there will be a dispute over what the change was.

Q: It seems to me that the purpose of this policy is to try by using a link to reduce the amount of material in the Greensheet. Would the committee consider adding some language on line 175 such as, "with the principle of trying to maintain brevity and preciseness" as a goal or an aim?
A: I think it wasn't just about moving university-level things off of this page, but also to point out that Syllabi have been getting much, much, longer. I see your point and we will discuss this next week.

Q: It looks university professors are not precluded from repeating university-wide information should they choose to do so, is this correct?
A: There is nothing in here to preclude that, it just says the link must be there. It also talks about what you have to include, e.g. class schedule and required books.

Comment: Senator Peter told Senator Kaufman that when it was brought up that I&SA was going to be bringing this policy in a department meeting, the faculty threatened to come to the Academic Senate and give Senator Kaufman a crown and carry him around in a parade!

Q: On line 135, you are still requiring that the general education area of student learning objectives be included. I suggest those also be off loaded. In our department it takes about 2 ½ pages in the Syllabi. Will the committee consider this?
A: Yes.

Q: I'm thinking about the students that print the Syllabi, is the requirement that the link include the full address?
A: That is an excellent point. My idea was to create a URL.

Q: Has the committee considered removing the reference to Greensheets throughout the policy in the event they are completely phased out and green paper is no longer used?
A: That is a good point. If people think they have to print them on green paper, then they will.

Q: You know when you make a pdf and put it up on Canvas the link doesn't work? It raises the question about what will happen if the link doesn't work?
A: This is something we should talk to Canvas about.

Q: Has the committee considered including some language encouraging faculty to move away from the printed copy?
A: We did not but we will discuss it.

VIII. Special Committee Reports –

Athletics Board Annual Report by Annette Nellen, Sen Chiao, Pat Backer, and Liz Jarnigan.

Professor Nellen introduced Sen Chiao, the new Faculty Athletics Representative (FAR), Pat Backer, the Coalition for Intercollegiate Athletics (COIA) representative/Co-Chair of the Athletics Board, and Liz Jarnigan, Senior Associate Athletics Director for Academic and Student Services/SWA.

The Athletics Board is governed by University Policy F07-2. "The Athletics Board has the responsibility to promote effective programs of athletics, to protect the environmental and educational rights of the athletes, and to ensure the integrity of the athletic programs. It has the special responsibility of relating the programs of athletics to the objectives of the University. While the Athletics Board has these generalized responsibilities, the Division of Intercollegiate Athletics has substantial control of its programs through direct administration. However, the President of the University has final responsibility for the programs, and decisions related thereto" (University Policy F07-2).

One thing the Athletics Board has instituted in recent years is an annual Academic Achievement Award to one Coach and one Assistant Coach.

Associate Professor Sen Chiao introduced himself as the new FAR. Professor Chiao has only been the FAR for the last two months. Professor Chiao became interested in serving as the FAR after seeing the academic progress some of the student athletes in his classes had made due to the new advising system in the Athletics Department. The FAR is required by NCAA rules. The FAR is the connecting person between the department and the athletics department. The coaches are not allowed to work directly with the faculty. The FAR must also recertify all the coaches every year in June.

Senator Backer introduced herself as the COIA representative from SJSU. COIA is composed of representatives from every campus Senate. Senator Backer is also the Co-Chair of the Athletics Board. The COIA representatives met at the NCAA headquarters in Indianapolis, Indiana for three days a few weeks ago. The COIA representatives talked about the future of COIA, and it appears that they are restructuring the organization. What this means to SJSU is that the Senate would have to approve their new bylaws. COIA will be focusing more on academic issues. This is what the NCAA wants.

Liz Jarnigan introduced herself as the Senior Associate Athletics Director for Academic and Student Services/SWA. APR stands for Academic Progress Rate. The APR is put out by the NCAA every year and holds all Division I and Division II institutions responsible for graduating and retaining their student athletes. It really measures our eligibility to compete from semester to semester and our retention of student athletes from semester to semester. Any student athlete at our university that is receiving athletic aid is a part of this cohort. Each student athlete can

earn one point for retention and one point for eligibility. In any given year, a student athlete is worth four points to our institution. You take the number of total points possible divided by the number of points earned and this gives you the APR. The NCAA has a cutoff of 930 or 93%. If any team falls below this cutoff line they are subject to penalties. The penalties can be severe, such as scholarship reductions and not being able to play in the playoffs.

Currently our overall APR score is 974. This is our second highest overall APR score. Last year was our highest score ever. In addition, our football team was not bowl eligible due to their record this year of 5/7 games, but an academic benchmark was used to determine the teams that would go to the bowl game out of all the teams that were 5/7 and SJSU's football team was chosen because of our high APR. They also won the bowl game.

There are eligibility requirements that must be met in order for student athletes to compete. The student athletes are told they must pass 15 units a semester to graduate in four years. Our student athlete graduation rates reached an all-time high last year of 28.9%, and this past year it was 27.9%. However, compared to the 9.9% graduation rate for the institution, the student athletes are performing exceptionally well.

The SJSU Student Athlete graduation rate compared to the overall graduation rates is 68% v 63% for all students at SJSU. Over the last seven years, we have done very well and have improved over 20 percentage points. [Clarification from Ms. Jarnigan, "They are the Federal Graduation Rates (FGR). That data is based on graduation within a 6 year time frame.]

Our men's and women's cross country teams earned special recognition from the NCAA for their academic scores. We have had ten teams earn their highest GPA scores ever in the last three semesters. Fifty-two SJSU athletes earned mountain west honors last year.

Questions:

Q: Do we have currently have any teams with low APR scores?
A: We do not have any teams doing poorly this year. Last year our men's basketball team was ineligible for post season as a result of lost eligibility points two years prior as a result of a coaching change. One bad year averages into the APR for four years. However, our men's basketball will have an APR in the 930's this year and if they have a perfect score this year, they are looking at an APR of 990 next year. There are a few teams in the 940's or 950's, but we have had 9 or 10 teams that had 1000 APRs for a single year, so our averages are going higher.

Q: Have any departments contacted you about what you are doing with advising that could be used by departments?
A: We do practice intrusive advising. However, we are good about strategically identifying those that need the most help.

Liz Jarnigan announced she would be leaving the university in June to join the Air Force Academy. She thanked the Senate and faculty for their support. The Senate thanked Ms. Jarnigan and wished her well.

IX. New Business – None

X. Adjournment – The meeting adjourned at 4:56 p.m.

Executive Committee Meeting Minutes
ADM 167, Noon to 2:30 p.m.
February 29, 2016

Present: Kimbarow, Peter, Frazier, Shifflett, Kaufman, Backer, Larochelle, Lee, Mathur, Heiden, Martin, Feinstein, Lanning, Amante, Blaylock

Absent: None

1. The Executive Committee minutes of February 1, 2016 were approved (15-0-0).
2. The Consent Calendar of February 29, 2016 was approved (15-0-0).
3. The committee discussed the Board of Academic Freedom and Professional Responsibility (BAFPR) and the fact that there is a critical need to fill seats for CASA, BUS, H&A, and SCI. Despite repeated requests to the deans to hold elections for these seats, the seats remain vacant for four colleges. A member suggested changing the policy to allow the seats to become faculty-at-large seats as some other committee seats do after the fourth week of instruction. Other members felt strongly that each college should have representation on this committee. Chair Kimbarow will contact the deans again to request their support. [Note: The College of Business is currently conducting an election.]
4. **From the Policy Committee Chairs:**
    a. **Curriculum and Research Committee (C&R):**
    C&R will be bringing two proposals to the next Senate meeting including; AS 1601—Amendment to Physical Education Exemptions, and AS 1597—Minimum Criteria for Undergraduate Minors.

    C&R is making progress on the Internship and Service Learning and Certificate referrals.

    Due to the complexity of the referral, C&R will probably not have time to begin work on S93-14—Curricular Priorities this semester.

    C&R is expecting another referral this week on Research, Scholarship, and Creative Activity (RSCA).

    The Executive Committee provided input on a referral sent by the Program Planning Committee. The committee suggested that C&R continue the work on the program planning policy referral.

b. **Instruction and Student Affairs Committee (I&SA):**
I&SA will be bringing a new Greensheet policy to the Senate next week. I&SA received a referral on Priority Registration for Government-Sponsored Program students. The committee did not feel any action was warranted at this time.

I&SA is working on referrals related to Honors and Student Rights and Responsibilities.

c. **Organization and Government Committee (O&G):**
O&G will be bringing a number of policies back to the Senate next week for final readings including the Strategic Planning Policy, several bylaw amendments, the Accreditation Review Committee, and a Correction to the FAR Policy. In addition, the Electronic Voting Policy will come for a first reading.

d. **Professional Standards Committee (PS):**
PS has been working on a Dossier Prep Guide with Faculty Affairs. Chair Peter will send a draft to the Senate for review.

PS has reviewed 20 sets of department guidelines, summarized their findings, and returned the guidelines with revisions.

PS and Faculty Affairs will host a joint workshop on RTP in April 2016.

The committee congratulated Chair Peter on receiving the Outstanding Professor Award this year.

5. **Campus Climate Survey/NSSE Results:**
Scot Heil, Director, Institutional Effectiveness and Analytics, gave a presentation on the results of the Campus Climate Survey and NSSE Results.

Although the majority of faculty, staff, and students view the campus climate as favorable, there were some areas of concern. These areas include: discrimination, intolerance, and hostility; a lack of open and respectful communication; physical safety concerns; and concern over the style and direction of campus leadership.

NSSE Results show that SJSU students are less satisfied than their peers at other campuses and student interactions with faculty were rated low. In addition, course availability and physical safety were big issues with students.

The committee suggested holding Town Hall meetings and forums where there could be some dialogue beyond presentation of the facts. A member suggested having a “Day of Dialogue” in every classroom on campus. The committee will discuss this further at the next meeting.

6. Chair Kimbarow announced that he had invited the AS Vice President, Josh Romero, to address the Executive Committee at the next meeting on issues of concern that were raised at the Senate Retreat.

7. **Selection of members for the Budget Advisory Committee (BAC):** The committee discussed and selected one department chair, two faculty Senators, and two Faculty-at-Large members to the BAC.

8. **Honors Convocation:** The committee discussed the possibility that the faculty might strike during the proposed date for the Honors Convocation and asked the administration if this date was flexible.

9. The meeting adjourned at 2:35 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on February 29, 2016. The minutes were edited by Chair Kimbarow on March 12, 2016. The minutes were approved by the Executive Committee on March 14, 2016.

Executive Committee Meeting Minutes
ADM 167, Noon to 1:30 p.m.
March 14, 2016

Present: Kimbarow, Peter, Frazier, Shifflett, Kaufman, Backer, Lee, Mathur, Heiden, Martin, Feinstein

Absent: Lanning, Larochelle, Amante, Blaylock

1. The Executive Committee minutes of February 29, 2016 were approved (11-0-0).
2. The Consent Calendar of March 14, 2016 was approved (11-0-0).
3. The committee welcomed Marie Tuite, Senior Associate Athletics Director and Chief Operating Officer, and Gene Bleymaier, Director of Intercollegiate Athletics. The committee discussed the "You can Play" movement. A member suggested involving Dean Vollendorf and the RTVF Department in the production of a "You can Play" video. Director Bleymaier will look into this further and report back to the committee before the first fall football game.

   Director Bleymaier provided the committee with an accounting of the expenses and revenue from the Cure Bowl. After all revenue and expenses for the event were taken into account, the Athletics Department was approximately $100,000 in the black. A member inquired about bonuses paid to the coaches for going to the bowl game. Director Bleymaier reported that per their contracts, the head coach received $10,000, and the assistant coaches each received $3,000.
4. Eva Joice, the Senate Administrator, presented a proposal for revamping university policies and amendments so that the policy posted on the Senate website would be a living document with all amendments included. Amendments to future policies will not get a separate policy number, but will retain the original policy number and be given a letter, e.g. S16-2, Amendment A. The amendments will also be linked on the same line as the original policy on the chronological list of policies by their amendment letter, e.g. Amendment A, Amendment B, etc. The original policy will be kept in the archives. The committee was in favor of the proposal.
5. Senator Joshua Romero was welcomed by the committee. The committee discussed how to increase engagement around diversity and inclusiveness issues, especially given the recent Campus Climate Survey results. A member announced that the Curriculum and Research Committee has a referral pending to look at diversity in the curriculum. Another member announced that the "Essence of Blackness" event is scheduled for March 24, 2016. Committee members were encouraged to attend.

6. The committee discussed the transfer student admission criteria. A member noted that the criteria were set for fall 2017 without input from department chairs. The committee discussed where the communication breakdown might be occurring. Provost Feinstein will follow-up with Marna Genes, AVP of Academic Budgets and Planning, and find a way to ensure all chairs are consulted. Provost Feinstein will report back to the committee. [Note: A discussion with AVP Genes after the meeting revealed that the minimum criterion is set over a year in advance.]

7. Updates:

   a. From the President:

      The Chief Diversity Officer (CDO) and Vice President for Administration and Finance (VPAF) searches are moving forward.

      The President announced the commencement speaker would be Mr. Harry Edwards. Mr. Edwards has donated a number of items that will be put on display in a bookcase in Tower Hall.

   b. From the Provost:

      Provost Feinstein announced that Counseling Services is offering several mental health and suicide prevention classes to faculty and staff. Brochures and flyers are posted across campus and in the MLK Library.

      Campus safety has always been taken seriously, but is a major concern given the recent assault in MLK Library. The provost received a suggestion to establish a separate section of the library dedicated to faculty, staff, and students. However, this may not be possible due to the joint city and SJSU library agreement. The University Policy Department (UPD) will be establishing additional security measures for the library. Provost Feinstein will report back to the committee on this issue.

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

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on March 16, 2016. The minutes were edited by Chair Kimbarow on March 18, 2016. The minutes were approved by the Executive Committee on March 21, 2016.

Consent Calendar 2015-2016				
April 4, 2016				
Policy Committees				
COMMITTEE	**NAME**	**UNIT**	**TERM**	**NOTES**
Operating Committees				
COMMITTEE	**NAME**	**UNIT**	**TERM**	
Undergraduate Studies	Wendy Rouse	Social Sciences	2017	
Other Committees				
COMMITTEE	**NAME**	**UNIT**	**TERM**	
Board of Academic Freedon & Professional Responsibility	Asbjorn Osland	Business	2018	
Budget Advisory	Stefan Frazier	Senate Vice Chair	2017	
Budget Advisory	Sandy Hirsh	Department Chair	2018	
Budget Advisory	Brandon White	Faculty Senator	2017	
Budget Advisory	Patricia Backer	Faculty Senator	2016	
Budget Advisory	Kathleen McConnell	Faculty-at-Large	2019	
Budget Advisory	Marco Pagani	Faculty-at-Large	2017	
Budget Advisory	Sami Monsur	Academic Affairs Staff Member with budget resp.	2018	
Budget Advisory	Matthew Diwata	Student	2016	
Budget Advisory	Michael Parish	Dean	2019	
Remove:				
COMMITTEE	**NAME**	**UNIT**	**TERM**	
Student Fairness	Ed Cohen	CASA	2016	Sabbatical SP2016
Student Fairness	CJ Silberman	Business	2017	
Undergraduate Studies	Glen Gendzel	Social Sciences	2017	

Senate Election Results – Spring 2016

College	Elected Senators	Terms
CASA	Winifred Schultz-Krohn	2019
	Soma Sen	2019
COB	No one ran for two open seats	2019
		2018
EDUC	No vacant seats	
ENGR	Laura Sullivan-Green	2019
	Sotoudeh Hamedi-Hagh	2018
	W. Richard Chung	2017
H&A	No one ran for two open seats	2019
		2019
COS	Shelley Cargill	2019
	one vacant seat	2018
COSS	Ken Peter	2019
	Lynne Trulio	2019
	Wendy Ng	2018
	Julia Curry	2017

CSU Statewide Senate	Mark Van Selst	2019
GU	No one ran for two open seats	2019
		2017

San José State University
Academic Senate
Organization and Government Committee **AS 1590**
April 4, 2016
Final Reading

Policy Recommendation
Remote Attendance at Senate and Committee Meetings

Legislative History: New By-law proposal.

Whereas: Requests have been received from members of the Executive Committee and members of policy and operating committees to participate in meetings via teleconferencing, and

Whereas: Senate by-laws clearly establish expectations and standards for attendance at Senate and committee meetings but are silent on whether participating via teleconferencing or web-based conferencing fulfills the attendance requirements, and

Whereas: Guidance is needed on the issue for members and committee chairs, and

Whereas: Viewpoints and needs associated with in-person requirements can vary, but access, quality, and participation are shared values, therefore be it

Resolved That an addition (bylaw 17) be made to Senate by-laws to provide guidelines regarding remote attendance at Senate and committee meetings as follows:

Add bylaw 17. Remote Attendance

17.1 Executive Committee of the Senate: No remote attendance is permitted.

17.2 Academic Senate: Any action taken by the Senate requires the presence of a quorum of the elected members in person. Members of the Senate are expected to attend meetings in person. At the discretion of the Senate chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the Senate will not be compromised. Such accommodations should be rare. The individual requesting remote attendance is responsible for making all necessary arrangements needed to facilitate remote attendance.

17.3 Policy Committees: Members of policy committees are expected to attend meetings in person. At the discretion of the policy committee chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised. Such accommodations should be rare. The

individual requesting remote attendance is responsible for making all necessary arrangements needed to facilitate remote attendance.

17.4 Operating Committees, Special Agencies, Special Committees: Members of operating committees, special agencies, and special committees are expected to attend meetings in person. At the discretion of the committee chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised. The individual requesting remote attendance is responsible for making all necessary arrangements needed to facilitate remote attendance.

Rationale: The option to attend meetings from a remote location is potentially beneficial in terms of morale (e.g., balance domestic and work obligations, commuting distance). Given the expansion of technological tools that facilitate remote communication some amount of flexibility should be available regarding meeting attendance. However, the standing practice has been in-person attendance. In addition, (a) campus resources may not be robust or reliable enough, depending on the location, to make remote attendance feasible, (b) the availability of technical support, or lack thereof, for committee chairs will likely influence the viability of remote attendance, and c) the work of the executive committee, based on past experience, has been facilitated through direct exchanges among members. The burden of arranging for accommodations should not fall on the committee chair, thus the bylaws place that responsibility on the individuals requesting remote attendance. Of utmost importance is the quality of the exchange of ideas and information. The level of quality associated with in-person attendance should be maintained.

Approved:	3/14/16
Vote:	8-0-0
Present:	Grosvenor, Mathur, Gleixner, Romero, Shifflett, Beyersdorf, Becker, Curry
Absent:	Laker
Financial Impact:	None expected.
Workload Impact:	Potential increase for committee chairs with regard to planning, organization, and management of meetings.

San José State University
Academic Senate
Organization and Government Committee **AS 1594**
April 4, 2016
Final Reading

Policy Recommendation
Update of Policy on Selection and Review of Administrators

Legislative History: Rescinds F10-5 and S06-3. S06-3 superseded F98-2 related to the Selection and Review of Administrators to provide a rearrangement of responsibilities and a clearer definition of the scope of the policy in the context of a need for broader participation of staff and community representatives. F10-5 modified S06-3 to clarify the procedure for submitting faculty and staff nominations to serve on search and review committees.

Whereas: Combining past and current changes into one policy makes it easier to locate information pertaining to the selection and review of administrators, and

Whereas: A good case exists for including a Dean on decanal search committees; and

Whereas: Recent application of S06-3 has revealed a need for clarification in the composition section of the policy; therefore be it

Resolved: That F10-5 and S06-3 be rescinded and replaced with the updated policy presented below; and be it further

Resolved: <u>That as we transition from the old to new policy on the selection and review of administrators, the constitution of continuing and new selection committees can be modified at the discretion of the President or appropriate Vice President.</u>

Rationale: The request for a review of S06-3 originated with the Executive Committee of the Academic Senate as a result of its recent experiences applying the policy to determine the composition of decanal search committees. Particular difficulty was encountered with the section on the composition of search committees. In addition, discussions led to interest in having the policy updated to include a Dean on decanal searches.

Approved:	3/22/16
Vote:	8-0-0
Present:	Gleixner, Shifflett, Beyersdorf, Becker, Curry, Laker, Mathur, Grosvenor
Absent:	Romero
Financial Impact:	None expected
Workload Impact:	No change from current situation.

Selection and Review of Administrators

1. Academic Administrator and Vice President Searches and Appointments

1.1 Applicability

This policy applies to searches for and reviews of Management Personnel Plan (MPP) administrators who serve university-wide as vice presidents and those within the Academic Division including the provost, deputy provost, deans and all other associate vice president or equivalent positions. Where not otherwise specified, the words 'academic administrators' as used in this policy means all those in the Academic Division.

1.2. Vacancies and Initiation of Procedures

As soon as practical after it is known that a vacancy has occurred or will occur in any of these positions, the President (for all vice presidents) or the Provost (for all other offices) shall cause a selection committee to be formed in accordance with these procedures.

1.3 Composition of Search Committees

Committees shall be large enough to allow for sufficiently broad representation, yet small enough so as not to be unwieldy. When feasible, an odd number of voting members will be appointed to eliminate the possibility of tied votes. Faculty, students, staff, and administrators shall be represented. Consideration should be given to representation of the diversity of the campus. Regular (tenured and tenure-track) faculty shall comprise a majority on all search committees for administrators in the academic affairs division and at least one-third of other committees. If appropriate, alumni and community representatives may serve on search committees.

1.3.1 Special Procedures for Deans of Academic Colleges: The search committees for college deans shall be composed of nine members: three tenured faculty who are not department chairs, elected by and from the college faculty (but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one student, one Dean (from outside the college searching for a Dean), and one member of the community, each designated by the Provost.

Elections for the three faculty representatives from the college shall be arranged and conducted by ad hoc election committees comprised of all department chairs in that college. Each department in the college shall nominate one student from its majors, and the Provost shall designate one student as a committee member from the departmental nominees. The community member should have experience or expertise relevant to one or more of the programs in the college.

1.3.2 Special Procedures for the Dean of the University Library. The search committee shall be composed of nine members: three faculty librarians selected by and from the faculty librarians; one Library staff member, selected by the staff of the university library; one department chair from outside the library; one faculty member (not a chair) from outside the library; one student, one Dean (from outside the Library), and one member of the community, each designated by the Provost.

Recruitment of the two department chairs shall be arranged and conducted by the Associate Vice Chair of the Senate through normal committee on committees processes. Interested chairs will submit written statements reflecting their interest and qualifications.

1.3.3 Special Procedures for the Dean of International & Extended Studies (IES). The search committee shall be composed of nine members: five faculty (inclusive of two department chairs); two IES staff member, selected by the staff of IES; one Dean (from outside IES), and one student, each designated by the Provost.

Recruitment of the faculty shall be arranged and conducted by the Associate Vice Chair of the Senate through normal committee on committees processes. Interested faculty will submit written statements reflecting their interest and qualifications. Selected members should exhibit clear evidence of understanding IES and a history of engagement with the programs and activities of IES.

1.4 Recruitment and Selection of Committee Members

1.4.1 *Recruitment.* Except as provided in 1.3.1, 1.3.2, and 1.3.3 above, an open nomination process for potential members for search and review committees shall be used. The Academic Senate shall publish notice of intention to appoint a search committee and shall solicit written statements either in hard copy or electronically for membership on the committee from the University community. Nominations (including self nominations) must include a statement of interest and qualifications and include the nominee's signed or electronic consent to serve by the published nomination deadline.

1.4.2 Selection. Except as provided in 1.3.1, 1.3.2, and 1.3.3 above, committee members shall be selected from among those nominated by mutual consent of the President and the Senate Executive Committee. If the President and the Executive Committee cannot arrive at mutual agreement, the President (or Provost, if the search is not for a vice president) shall confer with the chair of the Senate to attempt to arrive at a mutually satisfactory course of action. Failing that, the President or Provost shall appoint the membership. The President or Provost shall select the committee chair from the committee membership.

1.5. Scope and Procedures

The President or Provost shall determine the scope and procedures of the search process in consultation with the committee. The scope and procedures of the search, the target date for the report, the minimum requirements for candidates, the qualifications of the expected finalists, and other matters relating to the selection process should be discussed. The scope of the search shall always be as wide as feasible under the circumstances and shall be conducted in accordance with the University's policies and procedures on equal opportunity and diversity. Likely candidates must be interviewed. Provisions should be made for the campus community to meet the candidates. The deliberations and recommendations of the committee shall be confidential.

1.6. Committee Recommendations

At the conclusion of its search, the committee shall report to the President or Provost, without ranking, the names of the best-qualified candidates. The President or Provost shall meet with the committee to discuss its recommendations. The search committee's records shall be turned over to the President or Provost with its report. Upon delivery of the committee's report to the President or Provost all committee records shall be destroyed.

1.7. Action by the President

The President or Provost may appoint any person recommended by the committee. If the President or Provost decides not to appoint, or is unable to appoint, any of the recommended candidates, the President or Provost may ask the committee to extend the search, or the President or Provost may consult with the Senate Executive Committee regarding appointment of a new selection committee for a new search, consistent with the provisions of this policy.

1.8. Interim Appointments

An interim appointment occurs when a position covered by this policy has or will be vacated and there is insufficient time or it is otherwise impractical to complete the normal search process explained above. The President or Provost, in consultation with the elected members of the Senate Executive Committee, may make interim appointments.

Alternatively, at the discretion of the President or Provost, the selection process for an interim appointee may utilize a selection committee wherein the interim position is announced campus-wide and interviews are held. While there is no requirement to announce the position off-campus, such announcement is not prohibited. The search committee must be no smaller than three people and will be selected by the President or Provost in consultation with the elected members of the Senate Executive Committee. Interim appointments usually are for a period of one year, unless a different period is specified at the time of the appointment. An interim appointment may be

renewed or extended by the President or Provost as needed in consultation with the elected members of the Senate Executive Committee.

1.9. Acting Appointments

The title “acting” (e.g., acting dean) shall be applied to an individual who is designated to act on behalf of an administrator covered by this policy, who is on a short-term absence (illness, vacation, etc.), on leave, or has left his/her position on extremely short notice. The President or designee in consultation with the elected members of the Senate Executive Committee may make an acting appointment. In an emergency or when the Senate Executive Committee is not available, acting appointments may be made by the President or Provost in consultation with the Chair of the Academic Senate. Acting appointments usually are of short duration, lasting until either the incumbent returns or an interim appointment can be made according to the procedure described in this policy. In unusual circumstances, an acting appointment may be renewed or extended by the President or Provost in consultation with the elected members of the Senate Executive Committee.

2. Reviews of Administrators

2.1. Timing of Review

If the incumbent wishes to continue in his or her position beyond the sixth year, a review of the incumbent shall be initiated according to the provisions of this policy in the second semester of the fifth year of an incumbent's term. The review shall be concluded by the beginning of the sixth year of the incumbent's term. The President may at any time initiate an interim review.

2.2. Appointment and Composition of Review Committee

For all offices covered by this policy, a review committee shall be appointed and constituted in accordance with the procedures specified in Part 1, Sections 1.3 and 1.4 of this policy. The Provost shall not be eligible to serve on committees to review academic administrators.

2.3 Criteria for Review

The review committee, in consultation with the President (for vice presidents) or the Provost (for all other offices), shall specify the criteria for evaluating the incumbent's job performance, based upon the incumbent’s job description and the function of the particular administrative office. The incumbent shall be asked to examine the criteria developed and to make such comments or suggestions as may seem advisable.

2.4 Procedures for Review

The review committee, in consultation with the President (for all Vice Presidents) or the Provost (for all other offices), shall develop procedures for conducting the review. The procedures shall be designed to secure (a) appropriate information, which can include performance goals set by the appropriate administrator and (b) appraisals of performance from as many persons as may be feasible who are knowledgeable of the incumbent's duties and performance. In addition, available data for the time period of the review should be analyzed as appropriate for the position (such as data on FTES, FTEF, class size, graduation rates, and fundraising). If he/she so desires, the incumbent shall be given an opportunity to provide the review committee with a self- evaluation based upon the criteria developed by the committee. The opinions and judgments received by review committees, the deliberations and reports of such committees, and any accompanying materials, shall be confidential.

2.5. Report of the Review Committee

2.5.1 The review committee shall consult with the President (for all vice presidents) or the Provost (for all other offices) before drafting its report. Following that consultation, and at the conclusion of its evaluative activities, the review committee shall prepare a written report embodying findings and conclusions. The report of the review committee shall include a statement of strengths found and improvements desired in the incumbent's performance with respect to the evaluative criteria. All raw data collected for review shall accompany, but not be part of, the review committee's report.

2.5.2 The report shall normally contain a specific recommendation by the review committee that the incumbent be reappointed or not be reappointed, with or without qualification. A majority vote of the review committee shall be sufficient to approve the report; the numerical vote shall be stated in the report. A minority report or reports shall be appended if requested by any member of the committee. Minority reports shall be seen by all members of a review committee.

2.5.3 Before forwarding the report, the review committee shall:

- provide a draft copy of the proposed report to the incumbent
- provide the incumbent with an opportunity to meet with the review committee in order to discuss the report
- provide the incumbent with the opportunity to submit to the committee a written statement which shall become part of the report to the President

2.5.4 The President (for all vice presidents) or the Provost (for all other offices) shall again consult with the review committee to share his or her inclination and the reasons therefore.

2.6. Action of the President

Ultimate responsibility for the retention of administrators belongs solely to the President. If, after discussion with the review committee, the incumbent, and other appropriate sources of information, the President is inclined to believe a decision other than that recommended by the committee would best serve the interests of the University, before acting on that inclination the President shall:

- Consult with the Executive Committee of the Academic Senate, at which time both the report of the review committee and the reasons why the President is inclined to a decision other than that recommended would be revealed to and shared with the Executive Committee. The purpose of such a meeting would be to ascertain if some mutually agreeable course of action or decision can be found upon which the President could act. Failing that, the President shall make such decision as he or she considers best for the welfare of the University.

SAN JOSE STATE UNIVERSITY
Academic Senate
Instruction & Student Affairs Committee
April 4, 2016 **AS 1602**
Final Reading

Policy Recommendation: Course Syllabi

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

Whereas: Syllabi provide an opportunity for faculty to openly communicate with students so that students more thoroughly understand the course requirements; and

Whereas: Syllabi uphold professional responsibility by providing full information to students to increase student success in the classroom; and

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

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

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

Whereas: Regular review of the information required in the syllabi is a Senate responsibility; and

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

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

Resolved: That University Policies F06-2 and S12-3 be rescinded and replaced with the attached policy.

Approved:	February 22, 2016
Vote:	17-0-0
Present:	Brooks, Bruck (non-voting), Rees, Sen, Campsey, Walters, Medina, Branz (non-voting), Kaufman, Sullivan-Green, Sofish, Medrano, Khan, Wilson, Simpson, Nash, Amante, Abukhdeir, Gay
Absent:	None
Financial Impact:	Potential savings from shorter printed syllabi and less faculty and curriculum committee time spent on compliance
Workload impact:	Slight increase for I&SA committee for review of changes up to twice per year, more than offset by the reduction in general faculty time spent ensuring that they meet the requirements of the latest syllabus template. One-time modification of the syllabus template.

Syllabi

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

A. General syllabus procedures

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

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

1. Course Information

a) Basic information
- San José State University

- Course title, number, and section; days and times taught, location of class
- Semester and year course is being taught
- Professor's name, office number and location
- Professor's contact information, including as much information as possible and at least one direct way for students to reach the professor, *i.e*., phone number(s) or email

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

b) Office hours: location, days and times

c) Course or section information

- Description of the course from the university catalog augmented by section-specific information.
  - Prerequisites
- Required and recommended texts, readers, or other reading materials
- Any other necessary equipment/materials/fees

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

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

- Course calendar including assignment due dates, exam dates,, final exam date and time.

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

f) Grading information

- A statement of how grades will be determined for the course, including
- +/- grades if they are used.
- Extra credit options, if available.
- List of the percentage weight assigned to various class assignments.
- Penalty (if any) for late or missed work.

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

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

2. University, College, and Department Policy Information

a) Each syllabus shall contain a link to the university-level policy language, presented in accessible format, regarding such topics as academic integrity, accommodations, and services available to all students (*e.g.* learning assistance, counseling, and other resources). The precise contents of this page shall be reviewed each semester by the members of the Instruction and Student Affairs Committee (I&SA) of the Academic Senate. On each syllabus, the link will be preceded by the statement: “***University Policies: the link below contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc.***” The review shall be completed in November for changes to take effect the following spring, and April for changes to take effect the following fall; this will allow faculty and students time to become familiar with upcoming changes to the required language. Authority for approving these changes rests only with I&SA which shall work with Graduate and Undergraduate Programs (GUP) to communicate any changes to faculty in a timely manner. GUP shall be responsible for hosting the link. Efforts shall be made through appropriate student communication channels to emphasize that the policies and services compiled on this link apply to all students in all university courses.

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

3. Archiving: Each department shall maintain an archive off syllabi from all sections for no less than 10 years.

San Jose State University
Academic Senate
Organization and Government Committee **AS 1603**
April 4, 2016
Final Reading

Policy Recommendation
Committee Obligations & Senate Membership
(modification of bylaw 6)

Legislative History: Modification of existing By-law 6.

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

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

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

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

Resolved: That Senate bylaws 6.10, 6.12, and 6.13 be modified as noted in this policy recommendation.

Rationale: This policy recommendation is designed to match the changes to bylaw 1.6.2 passed at the March 2016 Senate meeting to provide clarification related to the connection between policy committee membership and senate membership. This recommendation also clarifies the process for removing members (non exofficio) from Senate committees.

Approved: 3/21/16
Vote: 8-0-0
Present: Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry, Grosvenor, Gleixner
Absent: Romero,
Financial Impact: None expected
Workload Impact: No changes

Bylaw 6. Standing Committees

6.1 The Academic Senate shall establish and appoint such standing committees as may be needed.

6.2 Except as otherwise provided in these bylaws, appointments to policy committees of the Academic Senate shall be recommended by the elected members of the Executive Committee and approved by the Senate; appointments to operating committees shall be recommended by the Committee on Committees and approved by the Senate. When an appointment is recommended more than one week before the next regular meeting of the Senate, the recommending body may make its recommendation effective at once as a temporary appointment. These temporary appointments shall last until the next meeting of the Senate and must receive Senate approval to become permanent.

6.3 Committees concerned primarily with faculty affairs shall contain a majority of teaching faculty with full-time appointments. Committees concerned with student affairs shall contain a significant proportion, but not a majority, of students.

6.4 For purposes of service on Senate committees, all university staff, academic or other, full or part-time, active or retired, and all students and alumni shall be considered members of the university community.

6.5 Recommendation of students for membership on operating committees shall be made according to the recommendation procedures of the Associated Students, Inc. and should be transmitted to the Associate Vice Chair by the first meeting of the new Academic Senate for final approval by the Senate. The Associated Students, Inc. should give student appointments to the Student Fairness Committee a high priority.

Recommendations for appointment to policy committees of student members of the Senate and student policy committee representatives shall be transmitted to the Associate Vice Chair by the Associated Student's, Inc. Board of Directors, acting in accordance with the appointment rules and nomination procedures of that organization. The recommendations should be transmitted to the Associate Vice Chair by the second meeting of the new Academic Senate.

When appointments have been approved by the Senate, the Senate Administrator shall notify those appointed.

> 6.5.1 Should the Associated Students, Inc. Board of Directors not transmit recommendations of students for membership on Senate operating committees or policy committees by the fourth week of instruction, the following shall supersede the rules of the Associated Students, Inc. for nomination of students to policy and operating committees: student seats

shall become university student-at-large seats for the balance of the academic year. These seats may be filled by any student in good standing at the university who self nominates or who is nominated by a member of the Academic Senate, and who is recommended by the elected members of the Executive Committee and approved by the Senate (subject to bylaw 6.2). All student nominees shall submit a statement of purpose to the Executive Committee.

6.5.2 Should a vacancy occur, the President of Associated Students, Inc. shall select a replacement to fill out the remainder of the term. This selection must be approved by a two-thirds majority of the total membership of the Board of Directors of the Associated Students, Inc. The name of the nominee should be transmitted to the Associate Vice Chair within 30 days of the time that the vacancy occurred for final approval by the Senate. When the appointment has been approved by the Senate, the Senate Administrator shall notify the appointee. If a nomination is not received within 30 days, the seat will be declared a student-at-large seat for the balance of the academic year and will be filled as per 6.5.1.

6.6 The establishment or elimination of any regular policy committee shall require a two-thirds (2/3) majority of the Senate.

6.7 Policy committees shall report to the Academic Senate. Committee recommendations within the report shall show the names of the committee members present and the vote totals. All operating committees shall report to the designated standing policy committees.

6.7.1 All policy recommendations shall include

a) A statement of the rationale of the policy, including its source, intent and claimed need in language suitable for communication to faculty, staff and students affected;

b) Either the policy committee's finding that the recommended policy is not expected to have any significant financial impact, or an estimate, obtained from a named body or person responsible for implementing the policy, of the approximate direct cost or saving to the university if the recommended policy is adopted;

c) A statement of the likely workload impact of the policy, that is,whether and how much compliance will increase or decrease required activity or expenditure of time by faculty, staff, or students.

6.8 Except as otherwise provided in these bylaws, chairs of operating committees shall be elected by the committee. Any member of the committee, except an ex officio member, is eligible as chair. Chairs of policy committees

shall be elected annually by the Senate from its faculty representatives. Nominees for Chair of Professional Standards must be tenured full professors.

6.9 a) All policy committee appointments shall be for one year, commencing with the first meeting of the Senate for the year (in the last month of the Spring semester).

b) Seniority shall not be the primary factor in selecting members of policy committees.

c) Tenured faculty should be given priority for appointment to the Professional Standards Committee.

6.10 Policy committees shall normally be composed so that at least one half of the members of a policy committee are also members of the Senate. Thus, all Senators will normally be appointed to a policy committee prior to appointments of faculty who are not senators. Generally, no person shall serve on more than one policy committee Exceptions may be made for the President of the Associated Students, officers of the Senate, and university administrators. Members of Senate committees, including ex officio members, can vote and be counted for quorum only if present in person and not by designee or representative.

6.10.1 Normally, one faculty member from each of the units from which faculty representatives are elected is assigned to each policy committee. In no instance shall more than two faculty members from any of the units from which faculty representatives are elected be assigned to one policy committee.

6.10.2 The senators representing the Emeritus Faculty Association and the Alumni Association are eligible for appointment to policy committees with the exception of the Professional Standards Committee. If they wish to serve, they shall, at the beginning of the academic year, request appointment. They may request a specific committee assignment; they may not serve on the same committee. Requests shall be made to the Executive Committee. When appointed, they shall have the status of ex officio members.

6.11 Appointments of faculty to operating committees shall be for staggered three- year terms unless otherwise specified. After service for a full three-year term, members should be reappointed only in special circumstances. Appropriate administrative officers or their officers or designees shall be included on operating committees as ex officio members.

Student membership on operating committees is normally for a one-year term.

Near the end of each spring semester, each operating committee shall elect from among its membership, a chair for the following academic year. The outgoing committee chair shall recommend through the appropriate policy committees to the Committee on Committees any changes in committee responsibility or organization.

6.12 a) If a member (non exofficio) of an Academic Senate committee (policy, operating, special or special agency) cannot complete the term for any reason, the chair of the committee may request, through the Associate Vice Chair of the Senate, that a replacement be appointed. The Associate Vice Chair, using the normal procedures of the Committee on Committees then solicits nominations for a replacement and brings a recommendation to the Executive Committee and subsequently the Senate via the consent calendar.

b) If a member (non exofficio) of an Academic Senate committee (policy, operating, special or special agency) is absent from three regularly scheduled committee meetings in an academic year or repeatedly does not perform assigned committee duties, the chair of the committee may request, through the Associate Vice Chair of the Senate, that the person be removed from the committee. The Associate Vice Chair, following discussion with and approval from the Executive Committee for removal of the committee member will then solicit nominations for a replacement and bring a recommendation to the Executive Committee and subsequently the Senate via the consent calendar.

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

6.13 a) Notwithstanding the provisions of bylaw 6.10.1, and excluding curriculum-related seats for which an election is required, college seats on policy committees, operating committees, special agencies, or special committees, for which no faculty from that college willing to serve have been found and which remain vacant after the fourth week of instruction in the fall semester shall become faculty-at-large seats for the balance of the academic year.

b) Following the third week of instruction, the Associate Vice Chair of the Senate shall inform each college representative and college dean which of that college's committee seats are still vacant and invite them to recommend faculty for those seats within one week's time. The college representative and deans shall be reminded that the seats will become faculty-at-large seats for the year if no college faculty to fill them can be found. The dean's recommendations shall be forwarded to the college's Committee on Committees representatives who shall present one name to

the Associate Vice Chair of the Senate to be reported to the Senate or to the Executive Committee, as appropriate under bylaw 6.2.

c) Following the fourth week of instruction, all vacant college seats on committees for which no faculty from the college have been recommended under paragraph (b) above (or otherwise identified) shall become faculty-at-large seats for the balance of the year and all members of the Committee on Committees shall be requested to supply names of faculty from any representative unit to fill these vacancies.

d) Following the third week of instruction, all vacant college seats on committees shall become faculty-at-large seats for the balance of the year (except as noted in part (a) above). First priority in filling these vacancies shall be given to elected faculty representatives not assigned to other policy committees. If all elected faculty representatives (other than Senate officers) have been appointed to policy committees and there are policy committee seats still remaining vacant, they shall be filled as provided in 6.13(b) and (c) above.

e) The Associate Vice Chair of the Senate shall coordinate this selection process so as to maintain as far as possible a representative balance across committees and shall report one name for each vacancy to the Senate or the Executive Committee as appropriate under bylaw 6.2.

f) Elected faculty representatives (other than Senate officers) not appointed to seats designated for representative units and also not appointed to faculty-at-large seats as provided above shall be appointed as additional members-at-large of policy committees. If there is only one such member, s/he shall be appointed to the Organization and Government Committee. If there is a second, s/he shall be appointed to the Instruction and Student Affairs Committee. A third shall be appointed to the Professional Standards Committee and a fourth to the Curriculum and Research Committee. The provision shall be implemented in a manner consistent with Academic Senate bylaw 6.10.1.

San Jose State University
Academic Senate
Organization and Government Committee **AS 1605**
April 4, 2016
Final Reading

Policy Recommendation
Electronic Voting

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

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

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

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

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

Resolved: That on sensitive matters, or matters when undue administrative pressure might be brought to bear, the chair of the senate shall declare a vote to be by secret ballot, and be it further

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

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

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

Approved:	3/14/16
Vote:	8-0-0
Present:	Shifflett, Beyersdorf, Becker, Curry, Grosvenor, Mathur, Romero. Gleixner
Absent:	Laker
Financial Impact:	None expected
Workload Impact:	Increased work for senate administration to administer electronic devices, slightly offset by the reduced work in tallying votes.

Bylaw modification recommended:

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

San José State University
Academic Senate **AS 1607**
Curriculum and Research Committee
April 4, 2016
First Reading

Policy Recommendation: Restoring Options for Students with Quantitative Reasoning Disabilities Affecting Math Skills

BACKGROUND

Dyscalculia is broadly defined as a learning disability in which affected persons have difficulty in learning and comprehending quantitative reasoning; and there is precedent in higher education (including, in the CSU at Long Beach, Chico, and Los Angeles) for waiver or substitution policies for quantitative reasoning requirements for those diagnosed with dyscalculia and other learning disabilities; and Title 5 (40405.1) permits each campus the right of discretion regarding the number and disposition of GE units so long as the total units are not fewer than 48 (semester); and section 40405.4 allows for exceptions in individual cases of demonstrable hardship; and Executive Order 1065 affirms this in 2.2.5 (Exceptions) permitting the campus to grant (in the case of an individual student) a partial waiver of one or more of the particular requirements of Section 40405.1.

WHEREAS SJSU has an obligation to provide suitable academic pathways and reasonable accommodations to students it admits; and

WHEREAS SJSU has never had a quantitative reasoning *waiver* policy though SJSU had a *substitution* process from the 1980's until 2008; and SJSU had a different substitution process from 2008 – 2010, after which the substitution process was terminated by the Office of Undergraduate Studies; therefore be it

RESOLVED a *substitution* process be available for all matriculated students identified as having dyscalculia, or a disability related to a quantitative reasoning impairment, verified by the Accessible Education Center (AEC), for whom required completion of a B4 class (and developmental math courses) will effectively prevent the student from ever completing a baccalaureate degree; and

RESOLVED the process shall honor CSU commitments to critical thinking and logical reasoning consistent with the overall aims of the GE program while respecting the requirements of SJSU degree programs; and

RESOLVED this substitution of the B4 requirement be determined through the collaborative efforts of the SJSU degree program (or, in the case of an undeclared student, the intended degree program), a representative from AEC, and a representative from the Office of Graduate and Undergraduate Programs; and

RESOLVED this policy shall be adopted in time to be effective for those students matriculating for the first time at SJSU in Fall 2016.

Approved (C&R):	March 21, 2016
Vote:	9-0-0
Present:	Anagnos, Bacich, Clements, Heil, Mathur, Matoush, Schultz-Krohn, Sibley, Stacks
Absent:	Backer, Buzanski, Sarras
Curricular Impact:	None anticipated.
Financial Impact:	None anticipated.
Workload Impact:	Additional workload for curricular programs who choose to work with the student, Accessibility Education Center, and the Office of Graduate and Undergraduate Programs to identify a reasonable accommodation.

SAN JOSE STATE UNIVERSITY
Academic Senate
Instruction & Student Affairs Committee
April 4, 2016 **AS 1608**
First Reading

Policy Recommendation: Student Rights and Responsibilities

Whereas: There have been significant changes in student rights and responsibilities since 1990, and

Whereas: Referencing and maintaining all relevant information is impractical in a static policy; therefore, be it

Resolved: That University Policies S90-5 and S98-6 be rescinded and replaced with the attached policy.

Approved:	March 21, 2016
Vote:	13 - 0 - 1
Present:	Brooks, Bruck (non-voting), Rees, Sen, Campsey, Walters, Medina, Branz (non-voting), Kaufman, Sofish, Medrano, Khan, Wilson, Simpson, Nash, Abukhdeir
Absent:	Amante, Gay, Sen, Sullivan-Green
Financial Impact:	No significant impact
Workload impact:	Slight increase for I&SA Committee in reviewing changes up to twice per year as well as slight increase for university webmaster in updating the page of links.

Student Rights and Responsibilities

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the intellectual growth of students, and the general well being of society. As members of the academic community, students should be encouraged to develop critical judgment and to engage in a sustained and independent search for truth. Freedom of inquiry, expression, and action are indispensable to the attainment of these goals. Therefore, the academic community must not only permit, but also encourage all forms of action which do not interfere with the rights of other individuals or groups or with the essential functions of the academic community.

Students, as members of the academic community, accept both the rights and responsibilities incumbent upon all members of the institution. To the extent that their rights as students are not denied, students acknowledge the authority of the faculty in matters of scholarship and the authority of faculty and administrators in operating the university. Concomitantly, the faculty and administration realize and respect the rights of students to help in formulating university policies. Students also have the right to challenge within legal means the scholarship of others on scholarly grounds, to work for change believed necessary for the improvement of the institution and to challenge any attempt to deprive them of their rights either as citizens or students.

Applicable policies and procedures attempt to define both the student's freedom and the limits of that freedom. They are based on the principles that membership in the academic community involves rights and responsibilities and that all rights, privileges, and responsibilities which accrue to the student as such are not abridged by membership in the academic community.

Corollary to any statement of student rights and responsibilities are procedures for hearing charges that students' rights have been denied either by other students, the faculty, administration, or staff of the university. This policy references the policies and procedures by which these rights and the freedom of all segments of the university community may be protected.

While considering students' rights and responsibilities, it must be recognized that the campus is not a sanctuary immune from civil authority and law, and that students may be prosecuted for violation of the law, whether an action occurs on the campus or off; however, university sanctions will be imposed only for those violations that directly and significantly interfere with the university's responsibilities for ensuring the opportunities of all members of the academic

community to pursue learning. This statement concerning Student Rights and Responsibilities is subject to and limited by all applicable provisions of the Constitution of the United States and of State law including the regulations and orders duly made by the Trustees and the Chancellor of the California State University.

Applicable Policies and Procedures:
The university shall maintain an electronic repository of all laws, policies, procedures, etc. that are applicable to the general area of Student Rights and Responsibilities. Twice per year, the members of the Instruction and Student Affairs Committee (I&SA) of the Academic Senate shall review the precise contents of this page. The review shall be completed in November for changes to take effect the following spring, and April for changes to take effect the following fall; this will allow faculty and students time to become familiar with upcoming changes to the required language. Authority for approving changes in the list of links rests only with I&SA. The list of links will be hosted under the “Current Students” tab on the university homepage, as well as in the catalog and on the web sites of appropriate offices, including, at a minimum, Academic Affairs, Accessible Education Center, Associated Students, Athletics, college and departmental web sites, Enrollment Services, Graduate and Undergraduate Programs, Housing, Human Resources, Registrar, Student Academic Success Services, Student Affairs, Student Conduct, Student Services, and University Ombudsperson web sites.

NOTE: the following two pages contain lists of (a) the list of items covered in the current policy and (b) a proposed list based on current laws, policies, etc. that apply to student rights and responsibilities.

STUDENT RESPONSIBILITIES AND RIGHTS (CURRENT) DISTRIBUTES AMONG MANY WEB LOCATIONS

University Policies
Academic Standards
Attendance Policy
Academic Integrity Policy
Complaints
Complaint Procedures - Alleged Violations of State Law
Educational Equity
Equal Opportunity
Disciplinary Action Statement
Student Fairness Committee
Ombudsperson
Student Conduct & Ethical Development
Student Conduct Standards
Student Conduct Procedures
Student Discipline and Conduct
Student Disciplinary Process
California Code of Regulations
Drug-Free Schools Statement
Safety Report
Sexual Harassment
Regulation - Nondiscrimination Policies
Health Policies
Privacy Rights of Students in Education Records

Student Responsibilities and Rights (Proposed)

Academic Accommodations
Academic Freedom and Artistic Expression
Academic Freedom and Professional Responsibility
Attendance and Participation
Discrimination, Harassment, and Retaliation
Drug and Alcohol Use and Abuse
Educational Equity
Establishing a Committed Presence in Class
Faculty Office Hours
Final Examination, Evaluation, or Culminating Activity
Grade Disputes and Grievances
Grading
Greensheets/Syllabi
Housing License Agreement
Leaves of Absence
Religious Holidays
Student Conduct and Academic Integrity
Student Government
Student Organizations
Student Records and Privacy Rights
Timely Feedback on Class Assignments
Title IX
What steps should I take if I feel my rights have been violated?
CSU and SJSU Administrative Items • SJSU Policies • Coded Memos • Executive Orders • Presidential Directives

San José State University
Academic Senate **AS 1609**
Curriculum and Research Committee
April 4, 2016
First Reading

Policy Recommendation: Amendment to F13-2, Technology Intensive, Hybrid and Online Courses and Programs

Amends: F13-2

Whereas: CSU Executive Order 1078 states that students cannot be charged additional miscellaneous courses fees other than for field trips and in university policy F13-2 there is a statement in II.A.1.c regarding extra fees that includes proctoring as an extra fee exemplar; therefore be it

Resolved: That the current II.A.1.c statement is removed and substituted with "c. Any course that requires students to pay extra fees for field trips (only allowable course fee according to CSU Executive Order 1078) must indicate so on the syllabus."

Rationale: CSU Executive Order 1078 established the mandatory Student Success, Excellence and Technology Fee (SSETF) and noted that this fee replaced all existing miscellaneous course fees (with the exception of field trips). In some online and hybrid courses instructors have been requiring students to use proctoring services that are external to the course and/or to the university. The cost of these proctoring services constitute 'extra fees' and thus are not allowable by the executive order. This amendment corrects the error in the extra fees exemplar described in the F13-2 policy.

Approved (C&R): March 28, 2016 (Electronic Vote)
Vote: 12-0-0
Present: Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur, Matoush, Sarras, Schultz-Krohn, Sibley, Stacks
Curricular Impact: None anticipated.
Financial Impact: None anticipated.
Workload Impact: None anticipated.

SAN JOSE STATE UNIVERSITY
Academic Senate
Organization and Government Committee
Professional Standards Committee
April 4, 2016 **AS 1610**
First Reading

POLICY RECOMMENDATION
Amending F97-7 Modification of Policy on Electronic Information & Communication

Resolved: That F97-7 be amended as provided on the following pages.

Rationale: The principles of privacy for electronic information and communication have not changed since F97-7 was adopted. However, the kinds of technology involved, the complexity of maintaining information systems, and the officers responsible for implementation have changed. The following amendments are relatively minor updates to keep this 19 year old policy current. The old policy continues to provide appropriate cautionary language about assuming too much privacy when there are many legal and technical challenges to actually securing privacy; it continues to require that SJSU will secure as much privacy for email and electronic information as we are allowed to under the law; it requires that individuals who must breach privacy for maintenance purposes must maintain confidentiality to the extent possible under the law.

Approved: 2/15/16 in a different format (part of a larger package) by Organization and Government

Vote:	8-0-0
Present:	Mathur, Shifflett, Beyersdorf, Becker, Romero, Laker, Curry, Grosvenor
Absent:	Gleixner

Approved 3/21/16 by Professional Standards

Vote:	6-0-0
Present:	Peter, Green, White, Lee, Virick, Sandoval-Rios
Absent:	Kauppila, Riley, Hamedi-Hagh
Financial Impact:	No changes over the previous policy.
Workload Impact:	No changes over the previous policy.

Privacy of Electronic Information and Communications

The privacy of personal and professional communications and stored information is a matter of concern in an era when the speed, capacity, variety of tools, and complexity of communications and information technologies are greatly expanding. The faculty, staff, and students of San Jose State University require and deserve a reasonable degree of assurance that their e-mail, telephone calls, voice mail, or other communications, research data, academic writing, and other electronic information are transmitted and stored on University facilities with an appropriate degree of privacy and security.

No electronic system is entirely secure from unauthorized intrusions, and users are to be warned that electronic communications and information can be easily accessed by third parties. Systems administrators may inspect stored data on occasions when the integrity of the system may be jeopardized, or pursuant to legal requirements, including disclosure under the Public Records Act, discovery in civil litigation, and legal searches performed in cooperation with state and federal law enforcement authorities. In addition, for system and information security maintenance, system administrators may be required to view files and monitor content on the campus networks, equipment, or computing resources. These individuals shall maintain the confidentiality and privacy of information unless otherwise required by law or CSU/campus policy.

San Jose State University supports privacy in the use of electronic communications and information storage to the maximum extent possible under state and federal laws, consistent with computer system maintenance demands. Users of campus computing facilities are expected to use them appropriately for professional and non-commercial purposes.

In general, no third party other than the creator or designated recipient is authorized to intercept information or communications, except that inspections of electronic mail may occur for the purpose of technical problem resolution, if approved by the user or the appropriate systems administrator for the resolution of a specific technical problem or suspected misuse that is believed to endanger the integrity/security of the computer system. All electronic mail and files in authorized accounts stored on any campus computing systems shall be considered to be private and confidential, except as required by state or federal law.

The Information Security Officer shall be responsible for implementation of this policy. Campus developed standards regarding Email and Campus Communication must include guidelines that protect the privacy of electronic information and communications.

Relevant Links:

http://www.sjsu.edu/senate/docs/F97-7.pdf
https://www.calstate.edu/icsuam/sections/8000/8105.0.shtml

SAN JOSE STATE UNIVERSITY
Academic Senate
Organization and Government Committee
Professional Standards Committee
April 4, 2016 **AS 1611**
First Reading

POLICY RECOMMENDATION
Rescinds S02-8 (Information Technology Resources Responsible Use Policy)

Resolved: That S02-8 be rescinded, effective immediately.

Resolved: That the Information Security Officer draft any necessary guidelines to assist the campus in implementing and complying with the CSU Responsible Use component of the CSU Information Security Policy (8105), and forward those guidelines for Senate recommendation via the Executive Committee.

Rationale: Clear guidance for faculty, staff, students, and administrators on the responsible use of technology resources is needed, but since the adoption of SJSU's own responsible use policy in 2002, the CSU has created a system-wide policy, in the form of the 2013 Responsible Use policy component of the CSU's Information Security Policy (https://www.calstate.edu/icsuam/sections/8000/8105.0.shtml). This CSU policy establishes basic responsibilities for all users, the CSU and campuses, and describes expectations for responsible use. It addresses a wide range relevant circumstances (e.g., network and information system integrity, trademarks and patents, and incidental use. It also covers

- *Central and departmentally managed campus information assets.*
- *All users employed by campuses or any other person with access to campus information assets.*
- *All categories of information, regardless of the medium in which the information asset is held or transmitted (e.g. physical or electronic).*
- *Information technology facilities, applications, hardware systems, and network resources owned or managed by the CSU.*

The existing SJSU policy is largely redundant. To the extent that SJSU needs specific guidelines of its own that goes beyond the CSU policy, they can be drafted and submitted for Senate recommendation in the same manner that S02-8 was originally drafted and submitted.

Approved: 2/15/16 in a different format by Organization and Government

Vote: 8-0-0
Present: Mathur, Shifflett, Beyersdorf, Becker, Romero, Laker, Curry, Grosvenor

Absent: Gleixner

Approved 3/21/16 by Professional Standards

Vote: 6-0-0

Present: Peter, Green, White, Lee, Virick, Sandoval-Rios

Absent: Kauppila, Riley, Hamedi-Hagh

Financial Impact: No changes over the previous policy.

Workload Impact: No changes over the previous policy.

San Jose State University
Academic Senate
Organization and Government Committee **AS 1612**
April 4, 2016
Final Reading

Policy Recommendation
Special Agencies (modification of bylaw 10)

Legislative History: Modification of existing By-law 10.1 which lists special agencies.

Whereas: The policy on strategic planning provided a new name for the special agency responsible for strategic planning and assigned assessment responsibilities to the strategic planning steering committee (thus eliminating the former Strategic Planning Assessment Agency), and

Whereas: The Heritage, Preservation, and Public History Committee was dissolved in Fall 2015, and

Whereas: A new special agency (Accreditation Review Committee) was created in Spring 2016, therefore be it

Resolved: That Senate bylaw 10.1 be modified to read:

10.1 Existing special agencies are:

a) Accreditation Review Committee
b) Alcohol and Drug Abuse Prevention Committee
c) Athletics Board
d) Campus Planning Board
e) Strategic Planning Steering Committee
f) Sustainability Board
g) University Library Board

Rationale: This policy recommendation updates the list of special agencies in Senate bylaws. The changes, though proposed originally with separate policy recommendations, needs to be presented as a separate policy recommendation specific to bylaw 10.1 for the Senate's approval.

Approved:	3/14/16
Vote:	8-0-0
Present:	Mathur, Shifflett, Beyersdorf, Becker, Curry, Grosvenor, Romero, Gleixner
Absent:	Laker
Financial Impact:	None expected
Workload Impact:	No change