I. Call to Order and Roll Call:

II. Land Acknowledgement: Caroline Chen

III. Approval of Minutes:
   A. Senate Minutes of March 18th not available—to be presented as soon as possible

IV. Communications and Questions:
   A. From the Chair of the Senate
   B. From the President of the University

V. Executive Committee Report:
   A. Minutes of the Executive Committee:
      
      Executive Committee Minutes of March 11, 2024
      Executive Committee Minutes of March 25, 2024
   B. Senate Calendar of 2024-25
   C. Executive Committee Action Items: None

VI. Unfinished Business: none

VII. Policy Committee and University Library Board Action Items (In rotation):
   A. Curriculum and Research Committee (C&R):
      AS 1867, Amendment B to University Policy S14-6, Policy and Assurance for Humane Care and Use of Animals at San José State University (Final Reading)
   B. Organization and Government Committee (O&G):
   C. Instruction and Student Affairs Committee (I&SA):
   D. Professional Standards Committee (PS):
      AS 1870, Modification to S94-5/F95-1 Board of Academic Freedom and Professional Responsibility (First Reading)
E. University Library Board (ULB):
   AS 1869, Amendment E to University Policy S15-10, Revisions to
   SJSU Library Policy (Final Reading)

VIII. Special Committee Reports:
   Athletics Board Report (time certain 2:30)

IX. New Business:

   Sense of the Senate AS 1871, Reaffirming Freedom of Speech and Expression,
   Promoting Respectful and Civil Dialogue in our Campus Community

X. State of the University Announcements:
    A. Chief Diversity Officer
    B. Vice President for Student Affairs
    C. Provost
    D. Vice President for Administration
       and Finance
    E. Associated Students President
    F. CSU Statewide Representative(s)

XI. Adjournment
Executive Committee Minutes
March 11, 2024
Clark 550, 12:00 p.m. to 1:30 p.m.

Present: Baur, French, Kataoka, McKee, Sasikumar (Chair), Wong, Dukes, Faas, Curry, Fuentes-Martin, Hart, Multani, Teniente-Matson

Absent: Del Casino, Sullivan-Green, McKee

Recorder: Eva Joice

1. The meeting agenda of March 11, 2024 was approved (10-0-0).

2. The Executive Committee Minutes of March 4, 2024 were approved as amended (10-0-0).

3. There was no dissent to the Consent Calendar of March 11, 2024 (13-0-0).

4. After consultation with the Senators from the College of Business, Chair Sasikumar brought forward a candidate, Scott Jensen, to fill the vacant College of Business Senate seat for one year, 2024-2025. His appointment was unanimously approved.

5. The committee discussed AS 1860. It would amend the constitution and bylaws. It was presented at the December 4, 2023 meeting. It was listed in the packet as a Policy Recommendation but projected at the meeting as a Senate Management Resolution. It needs to be a policy recommendation since it amends the Senate constitution. It will be sent out for a referendum campus-wide vote. If approved by the faculty, then it will go on to the president. Bylaw 10.3 allows for editorial changes, so the Executive Committee agreed that the change could be made. The next step is for the President to review the editorial change and either approve or reject it.

6. Updates:
   a. From the President:
      SJSU received an award of $160,000 for Black Student Success.

      The president has been working on sustainable budgets.

      The president has updated the Time, Place, and Manner Presidential Directive. She will be meeting with the UCCD and arranging meetings with setting up training for advisers to student clubs and groups.

      Final updates are being made to the Strategic Plan.

      The president has filled the Chief of Staff position and Shawn Whalen starts June 1, 2024.

      The president and provost met with the Senate Expansion Committee.

Questions:
Q: Would you be open to including reasons to those programs not funded that were recommended by the BAC?
A: I answered those questions at the BAC meeting.

A: This is also posted on the website.

Q: Class size increases were mentioned at the Budget Town Hall meeting today. What is the plan?
A: This is part of the provost’s area.

Q: We seem to be hiring a lot of consulting groups, how much is this costing us?
A: Yes, the contract with the consultants for Athletics is under $50,000. Deloitte is a systemwide consultant. The Segal group will do a report and it will be shared.

7. The committee discussed and voted on a confidential naming opportunity (11-0-0).

8. The committee discussed the Committee on Senate Representation. Given the late formation of the committee, Chair Sasikumar agreed that the committee would make a report to the Senate by the end of March. Due to the complex development, the committee asked to extend until April 2024. Members expressed the need for more time, and it was agreed that the deadline would be in May. They will have a summary of their findings and recommendations by April 15th and bring the final recommendations to the May 6, 2024 Senate meeting.

9. The meeting adjourned at 1:30 p.m.
The minutes were transcribed by the Senate Administrator, Eva Joice on March 20, 2024. The minutes were edited by Chair Sasikumar on April 6, 2024. The minutes were approved by the Executive Committee on April 8, 2024.
Senate Executive Committee
March 25, 2024
Clark 550, 12:00 – 1:30 p.m.

Present: Baur, Curry, Dukes, French, Fuentes-Martin, Kataoka, Multani, Sasikumar (Chair), Sullivan-Green, Teniente-Matson, Wong

Absent: Del Casino, Faas, Hart, McKee

Recorder: Julia Curry

1. Approval of the agenda – There was a statement regarding the lateness.

2. Approval of the minutes of the meeting of Mar 11, 2024 – Tabled to be reviewed.

3. Chair’s Update (none)

4. Updates:
   a. From the President
      On rebuilding the culture of trust (from 5 priorities on the cabinet level), VP Fuentes-Martin made a brief update on TPM policies and procedures.

      VP Fuentes-Martin visited with Jen Malutta, Dawn Lee and Sonja Daniels, co-chairs of the TPM committee.

      With the February 19 incident, the execution of strategies is being reconsidered. There is a need for training. Disruption with the February event occurred because it was a class, which was also promoted as a public event. The President and the Provost discussed the outreach to faculty advisors and for future events from classes that transition to public events, including threat assessment- procedures, size/capacity, and related decision tree. The Vice president addressed AS President Multani their upcoming meeting and what is going to happen to ensure maximum support. Monday’s Turning Point event went without disruption.

      Dawn Lee is going to develop a training module – virtual/in person. Strategy is being developed on the academic side to offer engaging training.

      VPRI – will have an interim appointment in a couple of weeks.

      Enrollment Manager – This position will become vacant. This is a relatively recent hire, the pool of two candidates will be reviewed based on recommendations from the. Search committee, the original search concluded in mid-September. We will draw a candidate from that pool.
A 5-year review of Provost will take place. The president will work with Chair Sasikumar for the framework and process. A call will be out to colleges for elected nominees to begin the process including a survey and review in fall.

April 19th – Futures Forum as a part of Research Week. An AI Vision Statement will be introduced. There will be a campus-wide conversation with Congresspersons Lofgren and Eshoo – federal discussion of AI.

Questions:

Q: Is how to define a public meeting. Preliminary thing to consider: non-members of the university (anyone without ID) are to be considered public. Defines access: buildings are public buildings but only those with ID can enter.

Q: What is the TPM definition of public space, legally, on the nature of classroom visit?

A: We don’t need a legal definition; we know what a public space is. What we want is what the faculty understand when they use the term public – to hold in a place that is accessible to ‘general’ public.

Q: So the classroom is not a private place?

A: A classroom building is public. But if someone walks into your office, the person is asked the reason.

Q: Would a VPRI be hired internally, or nationally?

A: There will be a one-year hire internally. Then it will be evaluated.

Comment: Another issue is a zoom bombing. Committee can also consider protocol to prevent hijacking.

Comment: Futures Forum with a Congressperson Zoe Lofgren is great.

5. Approval of the Senate Calendar for 2024-25

It is prepared by Administrator Joice.

All dates are Mondays and major holidays were checked.

The calendar will be presented to the Senate and published on the website.

Questions:

Comment: This year’s retreat conflicted with the Associated Students’ event.
Q: Is the weekly EC meeting institutionalized in constitution or bylaws? Could it be bi-weekly?

A: The possibility will be checked. Discussions followed on the frequency, the time duration, and the modality of the Executive Committee meeting, together with the impact on the meetings of policy committees. As per the Standing Rules, 17-A, regular meetings shall be held on Mondays that the senate does not meet. It is tabled to April 8th.

6. Presentation of the report of the Committee on Senate Representation by co-chairs Kataoka and Sundrud - Document is in the shared folder.

First Report to the Senate: 02/05/2024, from the first two meetings (12/01 and 12/05)
   a. Meetings after 02/05
      i. February: 02/06; 02/15; 02/20; 02/29
      ii. March: 03/05; 03/14; 03/19 (03/28 – upcoming)
   b. Aims of the Committee
      i. List of Recommendations by 04/15
      ii. Draft Report by 04/15
      iii. Final Report by 05/06
   c. Recommendations agreed thus far:
      i. Language change (Background: while most SSPs are unit 4 members, there are some unit 3 SSP members, currently they are all General Unit members.)
         1. Faculty = Unit 3 employees
         2. Staff = Non-MPP, Non-unit 3 employees of the SJSU
      ii. Add “Staff” representatives to the Senate
      iii. Change General Unit Members: Only Faculty (=unit 3) outside the represented colleges
   d. Recommendations deliberated on 03/28 and after
      i. Membership Changes
         1. Add 2 SSPs as Staff representatives
         2. Add 2 more Staff representatives (non-MPP, non-SSP)
         3. Change the President’s membership to non-voting member
         4. Reduce the number of Dean’s representatives by 1
            (Total number of non-faculty voting members = 20)
         5. Total number of college/GU faculty representatives will be 40.
         6. Changes will be implemented from the next election.
      ii. Adding language to bylaws for
         1. faculty protection form scheduling conflicts
         2. staff protection to attend meetings and as free Staff representatives.
3. broader consultation (e.g., Lecturers’ Council on lecturer policies, UCCD)

Questions:

Comment: Mandating for freeing Mondays may cause a problem for the department and the students. Consider language such as “as much as possible.”

Q: With more staff members, is Monday still the best day for the Senate meetings?

Comment: Do you consider keeping the number of deans the same but change them to be non-voting members? They are not overrepresented because of their critical role in management and faculty.

Q: How would the two staff members be selected?

A: Staff Council is the only assembly for all of the SJSU Staff members, but it may be too much of a burden to organize elections. How to implement elections is not discussed yet.

A: We talked with the UP to ask for circulating the materials.

Comment: Senate election is administered through the colleges. So maybe UP can perform the election for the staff, as assisting the election.

Q: Have you considered that these four additional senators (2 SSPs and 2 non-MPPs) would also serve on policy committees?

Comment: Officially formalizing release time needs to go through UP.

Comment: Release time for staff members would open the possibility for lecturers, too.

Comment: General unit members cannot chair committees because they cannot accept release time.

Comment: There is precedent for accommodations for staff members to attend union meetings. It is time for accommodation, not 'release time.'

7. Constituting a Naming Committee for the former CPGE (Proposal is here)
   a. Due to the absence of the Provost and the President, Chair Sasikumar presented the proposal.
   b. As per the policy, a naming committee is necessary. This proposal is just for the constitution of the committee and its membership, not on the name. The committee will bring back the name to be considered. The proposal was approved (9-1-0).
8. University Updates
   a. VPSA: Fuentes-Martin
      i. There are a lot of events: AS election, board members for Student union, etc.
      ii. Had a tour of the student union, SRAC and event center and saw both potential and need of repairs.
      iii. On housing: (1) High return rate of students, frosh starting in, at 55% occupancy for fall, with space for frosh. (2) International House will be moving into the Student Affairs out of CPGE. It will be a traditional residence house and as an international learning community, partnership with global engagement. (3) Spartan Village has 100 returning, and 50-60 frosh choosing to live there.
   b. AS President: Multani
      i. AS allocated 150K to student orgs, may have to go into reserves to allocate more money to registered student orgs. Exciting that they are using funds.
      ii. Lobby Corps passed many resolutions. He will be stepping back to do structural changes to the board. Positions to dissolve one into VP role, and internal affairs director which do kind of the same thing. Scope of work will add director of research and technology. Other internal committee changes. Positions for the senate and elsewhere.
      iii. Working on SOS on TPM, with community safety, positive learning environment, intergroup dialogue training from CDO, encourage respectful discourse.
      iv. Spartan Squad – name in progress. It is the student section of SJSU. Over time not the best job of delivering – t-shirts, end game experience, building event camaraderie sports large experience. He came here because of athletics. Camaraderie.
      v. Advising referral in ISA
      vi. The Athletics Board will have recommendations from external review. Financially, it’s not smart to leave the current status.
      vii. Recommendations about NIL. Strength in supporting students. Offsetting the financial burden, SDSU has an NIL (name image and
language) coordinator for deals to prevent exploitation of student athletes. In CA it is not legally required.

c. Provost (none) – not present
d. CFO – no time for him to give a report.
e. CSU Statewide Senator - not given time, but written into notes.
   Shared resolutions summary packet from March Plenary.
   To access the Resolution page, please click [here](#) (requires inserting number)
   To access the Resolution summary, please click [March Resolution Summaries][1]

BOT meetings began on Sunday and go through Wednesday. As I indicated in my report at our senate meeting, if people would like to participate in public comment regarding the impending decision on GE and single transfer pathway, that would be a good idea. Public comment is on Tuesday, the deadline for participation closed on Friday, but written comments can be sent to the trustee secretariat at trusteesoffice@calstate.edu.

We will continue to work on the resolutions introduced which will be voted at the May plenary, including the DACA Workers resolution.

f. CDO – no time to report.

9. Policy Committee Updates – no time to report.
   a. Organization and Government
   b. Instruction and Student Affairs
   c. Professional Standards
   d. Curriculum and Research

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The minutes were transcribed by Julia Curry and Reiko Kataoka on March 25, 2024. The minutes were edited by Chair Sasikumar on April 6, 2024. The minutes were approved by the Executive Committee on April 8, 2024.
<table>
<thead>
<tr>
<th>Fall 2024</th>
<th>Spring 2025</th>
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<tbody>
<tr>
<td><strong>Aug. 19</strong></td>
<td><strong>Jan 27</strong></td>
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<tr>
<td>Executive Committee Meeting (12:1-30 p.m.)</td>
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<td>Policy Committee Meeting (2-4 p.m.)</td>
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<td><strong>Aug. 26</strong></td>
<td><strong>Feb. 3</strong></td>
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<td>Executive Committee Meeting (12:1-30 p.m.)</td>
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<td>Policy Committee Meeting (2-4 p.m.)</td>
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<td><strong>Sept. 9</strong></td>
<td><strong>Feb. 10</strong></td>
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<td><strong>Senate Meeting (2-5 p.m.)</strong></td>
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<td><strong>Sept. 23</strong></td>
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<td><strong>Sept. 30</strong></td>
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<td><strong>Oct. 7</strong></td>
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<td><strong>Oct. 14</strong></td>
<td><strong>Mar. 17</strong></td>
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<td>Senate Meeting (2-5 p.m.) (AA and University Budget)</td>
<td>Senate Meeting (2-5 p.m.)</td>
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<td><strong>Oct. 21</strong></td>
<td><strong>Mar. 24</strong></td>
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<td><strong>Dec. 9</strong></td>
<td><strong>May 5</strong></td>
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<td><strong>Senate Meeting (2-5 p.m.)</strong></td>
<td>Senate Meeting (2-4 p.m.) Last of 2024-2025</td>
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<tr>
<td>Meeting Locations: Senate Meetings TBD. Executive Committee Meetings in CLK 551. Policy Committee Meetings TBD by each committee.</td>
<td>Senate Meeting (4-5 p.m.) First of 2025-2026</td>
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**Notes:** Campus closed Sept. 2 (Labor Day), Nov. 11 (Veteran’s Day), Nov. 27 non-instructional day, Nov. 28-29 (Thanksgiving); Dec. 9 last day of classes. Dec. 11—Finals begin.

[Additional emergency meetings are scheduled as needed.]
Policy Recommendation
S14-6, University Policy, Policy and Assurance for Humane Care and Use of Animals at San José State University

Amendment B: S14-6, University Policy, Policy and Assurance for Humane Care and Use of Animals at San José State University

Whereas: San José State University recognizes the need to address ethical issues concerning the care and use of animals for University activities; and

Whereas: San José State University must have a current, comprehensive policy assuring the humane care and use of laboratory animals; and

Whereas: That policy must be in accord with current Federal guidelines; and

Whereas: That policy should indicate clearly how animal activities are to be organized and conducted, what procedures are to be followed, what individual responsibilities are with regard to the care and use of animals, and what University committee oversees the humane care and use of animals; and

Whereas: IACUC membership and meeting bylaws are now detailed in a Standards of Practice document in SJSU’s Research Compliance Unit to allow for more flexibility with changing federal regulations; be it therefore

Resolved: That the following amendment to S14-6 be adopted.
Approved: April 8, 2024
Vote: 7-0-0
Present: Kourosh Amirkhani, Megan Chang, Stefan Frazier, Marie Haverfield, Ellen Middaugh, Scott Shaffer, Hiu-Yung Wong (Chair)
Absent: Marc d’Alarcao, Heather Lattimer, Richard Mocarski, Sahithya Swaminathan, Cristina Velarde
Workload Impact: None
Financial Impact: None

UNIVERSITY POLICY

Policy and Assurance for Humane Care and Use of Animals at San José State University

1.0 Preamble.

Ethics and the Care and Use of Animals at San José State University
San José State University (SJSU) recognizes this policy as its reference for the humane care and use of animals and for addressing ethical concerns in discussions, evaluations and policy matters regarding the care and use of animals by all individuals at SJSU and its affiliates.

SJSU acknowledges the public debate about the legitimacy, importance and relevance of the ethics of animal care and use. We recognize that within this debate there are a number of legitimate and responsible perspectives, concerns and unresolved issues that are expressed in various ways. We, therefore, commit ourselves to be a respectful and responsible party within this on-going public debate.

SJSU recognizes the relevance, value and significance of the ideals of the humane treatment of animals as part of conducting sound scientific research and quality teaching. Therefore, we commit ourselves to actively: seek satisfactory means that do not entail the use of animals; employ ways that minimize the number of animals used; minimize physical and psychological discomfort to the animal; and minimize the extent of euthanasia entailed in our work.

SJSU holds that among the sources of our ethical responsibilities in the care and use of animals are the relationships we have with the other members of the animal kingdom, and the life that we hold in common with them. Therefore, we view our role in the care of animals to be one of stewardship, which includes the responsibility to actively assess and meet the needs of animals in our charge and to provide for their comfort. We view our role in all instances of animal use to be one that must reflect a deep sense of humility. Our corresponding responsibilities must include efforts to seek and employ methods that embody respect for the life of individual animals and reverence for life itself.

0. Purpose.

When animals are used for academic activities at SJSU, every effort will be made to ensure that faculty, staff, and students understand their ethical and scientific obligations with respect to animal care and use. This policy sets forth standards, procedures, and guidelines by which SJSU and its affiliates shall ensure compliance with federal and University expectations with regard to the care and use of animals for academic purposes.

3.0 Definitions.

3.1 Animal refers to any live or dead non-human vertebrate species that is acquired,
utilized or held for intended use in an academic activity, which includes the utilization of animal blood or tissues. Non-living animal tissues covered by this policy include, but are not limited to hair, bone, feathers, scales, teeth, excrement, boluses and secretions.

3.1.1 Operationally, this policy pertains to the care and use of vertebrate animals. In addition, SJSU affirms that the purview of this policy extends to the use of Cephalopods and select invertebrate species as described in Section 6.5 of this policy.

3.2 **Activity** refers to any University-supported project, whether it is publicly or privately funded, involving the use of animals for purposes of research, field study, experimentation, teaching, demonstration, training, testing, exhibition, artistic display, or related academic purpose.

3.3 **Handling** refers to the physical care, feeding, holding, petting, capture, dosing, sampling, disturbance, dispatch, breeding, baiting, release, transport, immobilization, dissection, treatment, training, or related interaction with an animal.

3.4 **Pain** refers to a complex experience that typically results from stimuli that damage or has the potential to damage tissue; such stimuli prompt withdrawal and evasive action on behalf of an animal.

3.5 **Distress** refers to an aversive state in which an animal is unable to adapt to stressors/stress and results in maladaptive behavior and physical pathology. Stress can manifest as an external or internal event, which induces an alteration in biological equilibrium.

3.6 **Discomfort** refers to a state of uneasiness and hardship for an animal; deprivation of comfort or ease.

3.7 **Facility** refers to any and all buildings, laboratories, rooms, spaces, enclosures, land, vessels or vehicles under the administrative control of SJSU or designated sites at off-campus locations used to support an animal-related activity.

3.8 **Personnel** refers to any SJSU faculty member, research affiliate, employee, appointed volunteer, staff, administrator, permit holder, contractor, or student who is involved with the handling of an animal.

3.9 **Protocol** refers to the complete written description of an animal-related activity, including all permits, attachments, and subsequent amendments, approved by the Institutional Animal Care and Use Committee.
3.10 Submission refers to any proposal, policy, or document related to the care and/or use of animals that is pending review or approval by the Institutional Animal Care and Use Committee.

4.0 Policy Oversight and Individual Responsibilities.

4.1 Humane care and treatment of animals used in higher education; whether for research or instruction, the arts or sciences, is a university-wide responsibility. It is the policy of SJSU to comply with federal and state requirements that pertain to the acquisition, care, and treatment of laboratory animals. Therefore, in order to ensure proper implementation of this policy, areas of responsibility are hereby designated to personnel directly engaged in activities involving animals and University officials identified herein.

4.2 As CEO, the University President is charged with the overall administrative responsibility for ensuring that the institution’s animal care and use program is in full accord with all applicable federal regulations. The University President is responsible for providing public assurance that animals associated with legitimate academic activities are properly cared for and being treated in accordance with IACUC-approved standards.

4.3 Institutional Official. The University President may designate responsibility to the Institutional Official (e.g. the Associate Vice President for Research) to oversee and administer the institution’s Animal Care Program. Designation of the Institutional Official requires formal written appointment by the President indicating, minimally, that the designee shall have the administrative and operational authority to: 1) allocate University resources to ensure that the animal care and use program complies with all applicable laws and institutional assurances; and 2) define and assign responsibilities and reporting channels essential to the animal care and use program and this policy.

4.3.1 The Institutional Official will rely on the Institutional Animal Care and Use Committee (IACUC), Campus Veterinarian, and the Dean of the College of Science to: 1) oversee the institution’s animal care program and facilities; 2) to develop plans and timelines to correct program deficiencies; 3) respond to reported concerns that may arise concerning the institution’s care and use of animals; and 4) the animal care and use training program for personnel.

4.3.2 The Institutional Official will have the responsibility and authority to sign correspondence with outside agencies making a commitment on behalf of the University as it pertains to the animal care and use program. The Institutional Official shall promptly notify the appropriate external agency if the IACUC suspends an approved activity or there
is a serious violation of the Public Health Service Policy on the Humane Care and Use of Laboratory Animals or the Laboratory Animal Welfare Act, if applicable.

4.3.4 The University President shall act as the Institutional Official if his/her designee is unavailable. In such instances, the Office of the President shall generate a memo to the IACUC Chair indicating that the University President shall assume the role as Institutional Official with the authority to sign all related documents under this role until any further change in designation is indicated in writing. The University President shall promptly notify the respective Federal agencies of any change in designation of the Institutional Official as required.

4.4 Campus Veterinarian. The University President shall appoint one Doctor of Veterinary Medicine with the appropriate training, certification and experience in laboratory animal science and medicine who will have direct responsibility for the health and welfare of animals associated with the SJSU Animal Care Program. As Veterinary Director, responsibilities of the Campus Veterinarian include monitoring animal health and welfare, routine clinical assessments of the animal colonies, treating illness or injury requiring veterinary medical care, laboratory diagnosis and necropsy when required, and maintaining the institution’s Program of Veterinary Care (PVC). The PVC shall describe standard veterinary practices for the acquisition, housing, stabilization, and quarantine of newly introduced species; colony surveillance and preventative medicine schedules; veterinary enrichment program; selection and utilization of suitable analgesic, anesthetic and tranquilizing agents in laboratory animals; proper performance of surgical procedures and perioperative care of laboratory animals; and methods of euthanasia.

4.4.1 The Campus Veterinarian shall serve as a voting member of the IACUC and report to the Institutional Official. To ensure the health and welfare of animals used in teaching and research, the Campus Veterinarian will have unlimited access to all facilities under control of the University where animals are held or used with due respect for the demands of work in progress. The Campus Veterinarian shall be authorized to coordinate consults and/or contracts with veterinary specialists on an as needed basis to ensure adequate veterinary care is provided for all species associated with the SJSU animal care program.

4.4.2 The Campus Veterinarian shall have the authority to halt any activity involving animals approved by the IACUC if the health or welfare of the animals or personnel involved is deemed to be inappropriately in jeopardy until which time the IACUC can review the circumstances and take appropriate corrective action.

4.5 Institutional Animal Care and Use Committee [IACUC]. The IACUC is an administrative committee appointed by the University President (or his/her designee) responsible to ensure adequate review and oversight of all activities, facilities, and programs related to the care and use of laboratory animals within the jurisdiction of San
José State University. The IACUC derives its authority from Federal law and is required to: 1) review and approve all animal activities, including modifications to an approved animal care and use protocol, prior to commencement of the project or modification thereto; 2) review at least once every six months the institution’s animal care and use program; 3) inspect at least once every six months all the institution’s animal facilities (including satellite locations); 4) prepare and submit reports of the IACUC semiannual evaluations to the Institutional Official describing the nature and extent of the institution’s adherence to all applicable regulations and policies governing animal care and use; 5) review and investigate reported concerns of non-compliance involving the care and use of animals at the institution or its affiliates; and 6) have the authority to suspend activities that involve the care and use animals.

4.5.1 The IACUC shall maintain meeting and membership bylaws approved by the Institutional Official that are in accord with all applicable laws and regulations.

4.5.2 The IACUC Chair shall monitor committee membership and make recommendations to the Institutional Official to ensure that the IACUC is functional and properly constituted. The IACUC Chair shall monitor committee assembly and conduct to ensure that meetings are conducted in accordance with IACUC bylaws.

4.6 The Dean of the College of Science (Dean) is charged with overseeing operations and maintenance of the institution’s Animal Care Facilities (ACF) and ACF support staff. The Dean shall be included on ACF inspection reports generated by the IACUC to relay all commendations, deficiencies, or recommendations to improve the animal care facilities. Where appropriate, the Dean shall respond to the IACUC Chair in a timely manner with input on corrective action plans to ACF deficiencies noted in IACUC reports.

4.6.1 The Dean Animal Care Program Manager (ACPM) shall be responsible for maintaining a repository of records in the Animal Care department office, which the Dean will have access to at all times. Record keeping responsibilities shall include maintaining: 1) minutes of IACUC meetings, including records of attendance; 2) complete records of application submissions, active animal use protocols, and proposed significant changes to animal use protocols, indicating whether IACUC approval was granted or withheld, for a minimum of three years upon completion of the activity; and 3) internal and external inspection reports or oral/written communications with governmental representatives concerning the institution’s animal care program. Animal care program documents shall be accessible for audit as required by law at reasonable times and in a reasonable manner.

4.7 Animal Care Program Manager [ACPM] will have the appropriate veterinary training, certification and/or experience in laboratory animal science and is charged with
overseeing the day-to-day activities of the ACF and all animals resident therein. The ACPM shall have access to all animal holding and use areas and will: 1) provide adequate veterinary care to all animals as directed by a veterinarian; 2) coordinate requests with investigators for the procurement, receipt, housing, care, utilization and transfer of live animals; 3) be responsible for implementing professionally acceptable standards for the proper care and use of animals within the ACF and its satellites, and ensuring that those standards are being met; 4) organize and maintain documents related to animal care and use including: animal use protocol descriptions, all IACUC-related business, and correspondence with government agencies; 5) serve as the IACUC Coordinator, whereas investigators will direct submissions and protocol activity requirements through the ACPM who will keep the IACUC informed; 6) be available to escort inspectors for internal and external audits of the institution’s animal care facilities and program as required; and 7) provide veterinary support, resources and training to the campus community as directed by the IACUC.

4.8 The Principal Investigator [PI] is charged with ensuring compliance with this policy for all animal activities under their lead. PIs are: 1) considered the protocol director to ensure that all IACUC requirements and campus safety protocols are adhered to; 2) directly responsible for animal welfare associated with their work and are charged with ensuring that those involved promptly seek veterinary consultation if the health or welfare of an animal is in jeopardy; 3) responsible for overseeing laboratory and field operations, and experiment conditions; 4) responsible to verify adequate procedural knowledge and practical skill of all personnel under their direction in the care and use of animals; 5) responsible to promptly report to the IACUC any adverse or unanticipated study event that results in animal morbidity or mortality; and 6) responsible to ensure that all records related to animal care and use are complete and current, and reports and submissions are accurate and submitted to the IACUC in a timely manner.

4.9 Reporting Animal Welfare Concerns. Any person should report, anonymously or otherwise, concerns related to animal care and use at San José State University and Moss Landing Marine Laboratories by contacting the Animal Care Program Manager, the Campus Veterinarian, or the IACUC Chair. Contact numbers for reporting concerns shall be prominently posted on the IACUC website and in common areas where animals are housed or used at campus facilities. No concerned or reporting individual shall be discriminated against or be subject to intimidation, coercion, or reprisal for reporting animal welfare concerns or violations of federal law, or any requirement set forth in this policy, or as indicated for individual protections under existing institutional whistleblower policies.

4.9.1 The IACUC will promptly investigate all reported animal welfare concerns or complaints of non-compliance with institutional policies that involve the care and treatment of animals at SJSU or its affiliates. Reports of such investigations shall be submitted to
the Institutional Official for the appropriate action. The IACUC may consider a wide variety of actions following such an investigation, including suspension of the activity and termination of an approved protocol. If requested, the ACPM or Campus Veterinarian shall follow up with the reporting individual/s to share relevant findings of the final investigation.

4.10 The IACUC is authorized to take any action deemed necessary by a majority vote of a quorum of its membership to ensure that an activity involving animals is being conducted in the manner it was approved. Personnel who, in their use of animals, fail to adhere to IACUC requirements and/or this policy are subject to suspension of animal activities by IACUC and referral to the Institutional Official for appropriate action.

5.0 Principles for the Use of Animals.

5.1 Procedures involving the use of animals shall be designed and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, or the good of society. For all activities, the project purpose, study objective and experimental design shall be clearly defined and justified by the PI to yield useful results, not practically obtainable without the use of animals.

5.2 Animals selected for an activity shall be of an appropriate species and quality and minimum number required to obtain valid results. Each animal use protocol must adequately address animal replacement (use of inanimate models and/or taxonomically lower species, and methods such as computer simulation and in vitro biological systems); animal reduction (statistical justification and/or scientific support of animal numbers associated with an activity are the minimum number necessary to achieve valid results); and avoidance of unnecessary duplication of experiments in research and curriculum.

5.3 Proper use of animals, including the avoidance or minimization of discomfort, distress, and pain where consistent with sound scientific practices, is imperative (refinement). Unless the contrary is established, investigators shall consider that procedures known to cause pain or distress in human beings may cause pain or distress in other animals.

5.4 Procedures with animals that may cause more than momentary or slight pain or distress shall be performed with appropriate sedation, analgesia, or anesthesia whenever possible. A qualified veterinarian shall evaluate and provide investigators input on the clinical, surgical, and technical aspects of an activity or procedure known to cause more than momentary or slight pain or distress to an animal. Confirmation of veterinary
consultation shall be clearly documented in the animal care and use protocol for such activities.

5.4.1 If a procedure or manipulation is likely to cause greater discomfort than the applied level of anesthesia, the animals must first be rendered incapable of perceiving pain and be maintained in that condition until the experiment or procedure is ended. Animals that would otherwise suffer severe or chronic pain or distress that cannot be relieved should be painlessly dispatched at the earliest, most appropriate time. The PI or personnel in charge of the activity must be prepared to terminate the study whenever s/he believes that its continuation may result in undue or unnecessary injury or suffering to the animal as a humane endpoint.

5.4.2 If an emergent situation occurs where the well-being of the animal is at stake, investigators shall immediately halt the activity and contact the attending veterinarian for animal welfare consultation. The PI must bring to the IACUC's immediate attention any adverse study event that impacts the health or well-being of study animals for review and possible action.

5.5 The living conditions of animals shall be appropriate for their species and contribute to their health and comfort. The housing, feeding and care of all animals will be directed by the Campus Veterinarian or designee qualified and experienced in the species of interest. When appropriate every effort shall be made to provide physical and psychological enrichment unless to do so would negatively impact the study objective. Standards for the construction, sanitation and use of housing, service, and surgical facilities shall meet those described by all applicable federal regulations and guidelines for the care and use of laboratory animals.

5.6 All animals shall have access to adequate veterinary care, including off-hours, weekends, holidays and campus closures as dictated by the Campus Veterinarian. Animals shall be monitored at appropriate intervals which are dictated by the species, the nature of the intervention, the degree and duration of post-procedural pain, distress or discomfort, and possible complications. During monitoring, animals shall be evaluated for the presence of pain, distress or discomfort whereas the criteria are based upon normal behavior patterns for that species.

5.7 Activities involving the care and use of animals must be led and supervised by a qualified faculty member or the Campus Veterinarian (identified as the Principal Investigator), and performed by personnel who are properly trained and experienced. Animal welfare policy training shall be made available through the University Animal Care department. Personnel involvement and qualifications in the care and use of
animals shall be reviewed by the IACUC with sufficient frequency to fulfill individual responsibilities as described in the animal use protocol.

5.8 The conduct of all animal-related activities shall be done utilizing current veterinary practices consistent with acceptable scientific and institutional standards. Additionally, any ancillary scientific collection and special use permission or site access requirements related to an animal activity must be revealed to and approved by the IACUC.

5.9 All drugs, medical materials, feed and supplements for laboratory animals must be appropriately stored and be kept in-date. All facilities shall be routinely monitored for expired product, which must be properly segregated or promptly disposed of. Veterinary drugs shall be of pharmaceutical grade whenever possible and those drugs used for experimental procedures, anesthesia, analgesia, euthanasia, and emergency care must never be used beyond their expiration date. The use of non-pharmaceutical grade compounds or expired materials for terminal procedures must first be revealed to and approved by the IACUC to determine that the use of such a product will not adversely affect the animal’s well-being or compromise the validity of the study.

5.10 Details related to animal holding and study locations, including animal confinement, restraint, and transport, must be revealed to and approved by the IACUC. Holding areas and primary conveyances must provide adequate ventilation, protection from temperature extremes and minimize stress to the animal. During transport animals shall be appropriately secured and monitored at appropriate intervals while in transit to ensure their well-being. Animals must be promptly delivered, received and uncrated at an IACUC-approved facility. The movement of animals between buildings must be in accord with IACUC standards that stipulate that animals shall be transported safely in a secure enclosure and in an inconspicuous manner.

5.11 The IACUC must approve the acquisition, housing, care, transfer, disposal and/or final disposition of live animals, animal carcasses or their parts upon completion of a project. With regard to the transfer of live animals from one IACUC-approved study to another, personnel must receive authorization from the ACPM prior to the intended transfer to ensure that all institutional requirements have been met.

5.12 Methods of euthanasia will be performed by qualified individuals in a manner that induces a rapid state of unconsciousness to insure an immediate and painless death for the animal. Euthanasia procedures conducted on animals must be considered the most humane given the study objective and should be in accordance with the current recommendations made by the American Veterinary Medical Association (AVMA) Guidelines for the Euthanasia of animals wherever possible. Deviations from any of the euthanasia practices specified by AVMA recommendations must be justified in the animal.
use protocol and approved by the IACUC. No animal shall be discarded until after it has been assessed by a qualified individual to be confirmed dead.

5.13 Personnel must follow the guidelines and requirements set forth by the IACUC in accordance with the standards and procedures outlined herein with due consideration of the statement on ethics and the care and use of animals in the preamble to this policy. All animal use protocols must be complete and accurate, and signed with a statement by the PI signifying that they have read and will abide by this policy. Any deviations from the provisions set forth in Section 5 of this policy must be presented in writing by the PI and granted IACUC approval before the activity commences.

6.0 Activity Descriptions and Protocol Forms.

6.1 Activities involving the care and use of animals by University personnel, on University property or at University facilities, or using University funds (including subcontracts) must be approved by the SJSU IACUC before the activity commences. Protocol descriptions must be complete and accurate when presented to the IACUC in a timely manner for review and approval. No change to an approved protocol may be instituted without prior written approval from the IACUC.

6.1.1 Personnel must pursue IACUC approval for instructional, research, artistic and field activities as required by this policy or as requested by individual academic departments, the College of Graduate Studies, or the San Jose State University Research and Tower Foundations. It is at the discretion of the IACUC to voluntarily review submissions from the campus community that do not meet policy requirements for oversight of an animal activity.

6.1.2 SJSU IACUC approval of an activity shall not relieve the Principal Investigator of the responsibility to obtain additional permits with the Institutional Review Board (human subjects), Health Physics Committee (radioactive materials), or Institutional Biosafety Committee (recombinant DNA use and Biological Use Authorizations), or to comply with applicable Federal, State or local requirements. The IACUC reserves the right to request proof of permit from institutional committees or other agencies before approving animal-related activities.

6.1.3 Initiating or conducting animal activities without securing SJSU IACUC approval is considered a violation of this policy. The IACUC will not consider, accept or conduct retroactive review of protocol submissions involving the care or use of animals led or initiated by SJSU personnel if the activity is considered completed. Ongoing activities that
are not approved by the SJSU IACUC must be immediately halted and reported to the IACUC for proper investigation and action. Activities that are not in compliance with this policy will be promptly investigated by the IACUC and reported to the Institutional Official for recommended action.

6.1.4 The IACUC may consider approving personnel involvement in activities that are led or initiated by outside institutions under an IACUC-approved protocol and are considered on-going. It is important that faculty and students communicate their interests to use live animals or their tissues at the earliest possible time to the University Animal Care department office so that the IACUC can be informed and review the appropriate protocol form.

6.1.5 The SJSU IACUC will consider accepting alternate IACUC approval and deferring oversight of an ongoing activity that is initiated, led, and/or conducted by a third-party or organization. Where applicable, the SJSU IACUC will only approve such submissions for the designated approval period indicated by the IACUC from the third-party performance site. An application form is available for IACUC review of such requests.

6.1.6 The SJSU IACUC will consider permitting individual use of data previously collected from activities led or initiated by a third-party or organization under an IACUC approved protocol. In such situations where outside IACUC oversight was not required by law, SJSU personnel must be able to show legal association with the activity and that all applicable federal laws and agency guidelines were adhered to with respect to the care and use of live animals.

6.2 IACUC protocol submissions shall be sponsored and signed by a SJSU faculty member or other individual institutionally recognized with PI status per University policy S18-5, or the Campus Veterinarian, identified as the Principal Investigator. Protocol forms used must be the most current version available and filled in completely. The IACUC may require full resubmission of any protocol application on the appropriate form. Protocol submission forms, submission deadlines and contact information for submission guidance shall be made available on the IACUC resources webpage.

6.2.1 Activities conducted by faculty on sabbatical and visiting scholars or other third-party individuals at or through SJSU must be approved by the SJSU IACUC. Therefore, visitors to the University must be supported and represented by an SJSU faculty member or the Campus Veterinarian to pursue IACUC approval for animal-related activities. SJSU affiliates involved with activities at outside institutions shall comply with applicable provisions set forth by the IACUC at those institutions.
6.2.2 If the PI is planning a leave or sabbatical rendering them unable to oversee ongoing study conditions, the appropriate arrangements shall be made to ensure the proper use of animals. Where appropriate, PI leave plans should be shared with the Animal Care Program Manager for animals being held for study. The Campus Veterinarian shall make a recommendation to the IACUC and Institutional Official if PI oversight becomes a concern. If the PI is placed on any leave or suspension, then the animals shall be considered relinquished and reassigned to the care and oversight of the Campus Veterinarian. Investigators will not be permitted to handle or direct the care or use of relinquished animals under the control of the Campus Veterinarian. If necessary, the Dean and/or Institutional Official may request funds from the respective University department and/or Research Foundation to ensure all animals are adequately provided for. The Dean, in consultation with IACUC and Campus Veterinarian, will determine the duration of time the colony may be maintained under the care of the Campus Veterinarian.

6.3 Activities Involving the Use of Non-living Animal Tissues. Non-living tissue samples obtained post-mortem or from an animal’s natural habitat, museum collections, commercial sources, road kill, or from a collaborator’s scientific archive are subject to IACUC oversight to verify the source and manner in which the samples were obtained. The receipt of voucher specimens into campus museum collections is also subject to IACUC oversight and approval. The IACUC will require verification of a valid import permit for specimens derived from species of special concern, threatened, endangered or as required by law. The IACUC may require documentation of the date, time, and circumstances of collection, including proof of prior IACUC approval, for tissues shared by outside collaborators. An abbreviated protocol form is available for IACUC review of such activities.

6.3.1 Opportunistic sources of obtaining animal tissue include (but are not limited to) contracts with tissue banks or utilization of clinical diagnostic samples. In order to use the abbreviated submission form, investigators cannot influence in any way the handling of a live animal to obtain the sample. Tissue acquisition by contracting or subcontracting the collection of samples from live animals (e.g., serum antibody production) will require completion of the protocol for care and use of vertebrate animals. Additional review requirements may be imposed by outside institutions for the handling or transfer of animals or their parts.

6.3.2 Where applicable, investigators are encouraged to collaborate internally and share tissue samples made available from ongoing projects to reduce the number of animals required for other studies. The ACPM shall be a resource to investigators to coordinate tissue sharing that will require IACUC approval for the recipient using an abbreviated protocol form.
6.4 Activities Involving Fertile Eggs from Vertebrate Animals. The IACUC requires review and approval for the handling of fertile vertebrate eggs. An abbreviated protocol form is available for IACUC review of projects using fertile eggs in early-stage development. Depending on the species being studied and the time the manipulations will occur during embryonic development, submission of the protocol for animal care and use may be required. Determination as to which protocol submission form is appropriate should occur upon consultation with the SJSU veterinary staff prior to IACUC consideration.

6.5 Activities Involving Invertebrate Species. The IACUC requires review and approval of activities that involve the holding or use of multicellular invertebrate species if: 1) the species is listed as endangered, threatened or of special concern at federal or local levels; 2) the species is considered venomous or a threat to public health; or 3) the project involves a non-native species that requires permission from a State or local authority to possess or handle, even if specimens are obtained commercially. An abbreviated protocol form is available for IACUC review and approval of such activities.

6.5.1 The IACUC requires review and approval of activities that involve the handling of Cephalopod species using the protocol for animal care and use.

6.6 Observational Studies Involving Animals. For purely observational studies that do not involve handling or disturbing of a live animal in its natural habitat, the IACUC requires review and approval of projects that entail the deployment of recording equipment as part of the study or requires permission from a government authority to approach the species being studied or to gain regional access to sensitive habitats, public or private lands, sanctuaries or refuges. An abbreviated protocol form is available for IACUC review and approval of such activities.

6.7 Activities that entail the holding, handling or disturbance of a live vertebrate animal is subject to IACUC review and oversight. Such activities must be submitted and approved using the protocol for animal care and use. Each protocol submission shall meet the requirements outlined in Section 7 of this policy.

6.8 Project Categorization of Potential Pain and Distress in Laboratory Animals. Pain and distress category descriptions shall be appropriately assigned for all IACUC approved live vertebrate animal activities. Pain and distress category descriptions shall conform to federal guidelines and be made available on the protocol for animal care and use. During protocol review the IACUC reserves the right to reassign the projected pain and distress category designation for any activity. General information on project categorization of pain and distress in laboratory animals is as follows:
6.8.1 **Category One:** Use of non-living tissues, invertebrates covered by this policy, fertile vertebrate eggs in early gestation, or observational animal studies approved using an abbreviated protocol form as described in Section 6.3 through 6.6 of this policy. Activities identified as a higher pain category level (II, III, IV or V) are to be submitted and approved using the IACUC's protocol for animal care and use.

6.8.2 **Category Two:** Activities that involve the handling of vertebrate animals and Cephalopods that may produce little or no physical pain or distress, and would not warrant relief of temporary pain, distress, or discomfort.

6.8.3 **Category Three:** Activities that may produce minor pain or distress in vertebrate animals and Cephalopods in which every effort is made to avoid, minimize and relieve discomfort using the appropriate anesthetic, analgesic or tranquilizing drugs, and improving the animal’s well-being by providing supportive care as needed. If the IACUC determines that activities could potentially cause more than slight or momentary pain or distress to an animal (as defined in category III, IV or V), the PI is required to consult with a qualified veterinarian on the protocol design and outline a search for alternatives to all such procedures.

6.8.4 **Category Four:** Activities that may produce significant pain or distress in vertebrate animals and Cephalopods in which every effort is made to avoid, minimize and alleviate suffering using the appropriate anesthetic, analgesic or tranquilizing drugs, and improving animal’s well-being by providing adequate supportive and veterinary care where appropriate. Activities of this nature (e.g., invasive surgery) require that investigators maintain detailed animal care records documenting animal monitoring plans, assessments, pain management, and supportive veterinary care schedules. Category IV studies present an explicit responsibility on the part of the PI to justify the experimental design and implementation of research, to seek alternative methods, and to properly train personnel working on the study to ensure that animal pain and distress is properly recognized and alleviated, or avoided.
6.8.5 **Category Five**: Activities that involve greater than momentary pain or distress, or unavoidable pain, discomfort, or distress in vertebrate animals and Cephalopods whereas use of the appropriate anesthetic, analgesic or tranquilizing drugs to minimize or alleviate suffering are withheld due to adverse impacts on the procedures, results or interpretation of study. The PI must explore and document means by which any animal suffering shall be mitigated to the greatest extent possible, including supportive care and beneficial modifications to the animal’s environment. Such activities must be deemed irrefutably necessary by design to receive IACUC approval.

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7.0 **Protocol Review Standards and Procedures.**

7.1 The IACUC is charged with institutional review and approval of animal care and use protocols, including proposed significant or minor changes to a protocol, and oversight of ongoing activities that involve the care and use of laboratory animals. The IACUC shall evaluate each animal use protocol description and modification request for (but not limited to):

7.1.1 Adherence to the provisions and standards cited in Section 5 of this policy.

7.1.2 Assurance that protocols that entail the use of live vertebrate animals include identification of the species and approximate numbers to be used; rationale for involving animals and the appropriateness of the animals selected and numbers of animals to be used; a complete description for the proposed use of animals; a description of procedures designed to assure that discomfort and pain to animals will be limited to that which is unavoidable for the conduct of scientifically valid research or teaching; and a description of a euthanasia method to be used.

7.1.3 Assurance that the housing and care of animals meets Federal standards, and that animals receive adequate veterinary care and physical and psychological enrichment where appropriate per IACUC standards.

7.1.4 Assurance that activities involving surgery include appropriate provision for pre- operative and post-operative care of animals in accordance with established veterinary medical and nursing practices, and that all survival surgery will be performed using aseptic technique.

7.1.5 Assurance that the pain and distress category for each proposal is appropriately assigned and that all procedures that may cause more than momentary or slight pain or
distress to animals are performed with appropriate sedation, analgesia or anesthesia when possible, with accompanying documentation and scientific justification that less painful or distressful procedures are not available or appropriate.

7.1.6 Assurance that the number of animals to be used is the minimum necessary to achieve valid results and alternatives to the use of live animals have been adequately considered.

7.1.7 Assurance that animal activity locations and facilities are described in the animal care and use protocol. For proposed off-campus facilities the IACUC must approve incorporating them into the institution’s animal use program whereas the care and use of animals will be subject to the principles outlined herein.

7.1.8 Assurance from the PI that the proposed animal activity has been examined and is not unnecessarily duplicating work that is ongoing or has already completed, whether in publication or curriculum.

7.1.9 Assurance that the level of personnel involvement, animal handling experience and training or required training, guidance and supervision is described and that all individuals are properly trained and deemed proficient by the PI or their designee in the humane care and use of animals before engaging in an animal-related activity.

7.1.10 Assurance that the risks associated with the care and use of animals are reduced to acceptable levels and that personnel are adequately trained. The IACUC shall evaluate and inform the PI of the potential hazards related to chemical usage, bites and exposures, allergens, and risk of zoonotic transmission identified in the approved protocol.

7.1.11 Assurance that the PI or designee shall obtain and abide by all applicable Federal, state or local scientific collection, marking and access permits associated with the care and use of animals.

7.1.12 Assurance that any deviation from provisions outlined in this policy, applicable Federal guidelines, or institutional standards in the care and use of animals is revealed to and approved by the IACUC before the activity commences.

7.1.13 Falsification of information on an animal care and use protocol submission or deviation from approved protocol by the PI or personnel may be considered by the IACUC as immediate grounds for suspension of an activity, revocation of IACUC approval for the use of animals and referral to the Institutional Official for appropriate action.

7.2 Protocol Review and Approval.
7.2.1 The PI is responsible for screening the protocol application for accuracy and completeness prior to IACUC consideration. The PI shall submit the appropriate animal care and use protocol submission form with attachments for IACUC review in ample time before the proposed project initiation date (60 days prior is recommended). Instructional protocols must be submitted to and approved by the IACUC in ample time before the commencement of a given semester. The PI is encouraged to allow time for preview of the protocol submission by the IACUC staff or Campus Veterinarian before formally submitting materials for IACUC consideration.

7.2.2 For activities identified at a pain and distress level III or greater, the PI must consult a qualified veterinarian prior to IACUC consideration of the protocol to ensure that methods of analgesia, anesthesia, tranquilization, euthanasia and pre/post-operative care are appropriate, employed where necessary, and are in accordance with current veterinary and nursing practices.

7.2.3 Procedures for handling a protocol submission for IACUC review and approval are:

- The complete protocol submission is routed to the IACUC Coordinator electronically for processing by the submission deadline. The Coordinator reviews all submissions for completeness and may provide input or assistance to the PI with developing the submission before accepting it.
  a. The PI must provide a complete lay description of the proposed use of animals. Submissions that are considered too technical for a lay audience by the IACUC will be returned for full revision.
  b. When the submission is accepted for IACUC review the Coordinator will issue a reference number for the protocol and instruct the PI when to sign the application documents.
  c. The Coordinator will distribute all protocol submissions for pre-review by the IACUC prior to the meeting date.
  d. IACUC members return any pre-review questions, comments or requests regarding the protocol submission to the Coordinator by a designated date.
  e. The Coordinator informs the PI in writing of any IACUC requests for clarification or modification in a letter of pending approval to be provided by a designated date.
  f. At the next convened IACUC meeting the Coordinator presents the meeting agenda to include a list of protocol submissions for review and approval.
  g. The IACUC will discuss the protocol submission and any questions, comments, or requests for modification submitted during the pre-review period, and will consider clarification provided or protocol changes made by the PI, if any.
h. If additional clarification is needed, the IACUC may issue a second letter of pending approval for the PI to address. The PI may be invited to attend an IACUC meeting to address any lingering concerns about the submission directly.

i. IACUC review of a protocol will result in the submission being: 1) approved as presented; 2) approved with required modifications (to secure approval); or 3) denied approval.

j. The Coordinator shall send written correspondence to the PI informing them of the IACUC’s decision.

7.3 Once approved, no changes to the approved animal use protocol can be instituted without prior written approval by the IACUC, including (but not limited to) extension of the approval period, changes in personnel, number or type of animals used, material alterations, and the inclusion, removal or alteration of procedures performed on an animal.

7.3.1 If an unforeseen incident occurs where the well-being of the animal is adversely impacted, investigators shall immediately halt the activity and contact the attending veterinarian for consultation. Any changes recommended or instituted by a veterinarian in such instances must be promptly presented to the IACUC in the form of an amendment for review and approval before future changes are made under the approved protocol.

7.4 An individual animal care and use protocol shall not be granted IACUC approval for a period that extends beyond three years. Animal activities to continue beyond the three-year approval period must be fully rewritten for de novo review by the IACUC in ample time before the protocol expires. All animal care and use protocols valid for greater than one year shall be reviewed by the IACUC annually on the protocol anniversary date per Section 7.10 of this policy. At the discretion of the IACUC, a shorter project approval period from that which the PI has requested, as well as additional requirements, may be imposed.

7.5 If IACUC approval of a protocol submission is denied, the PI may appeal to the IACUC and request to appear at a convened session of the IACUC. Resubmission of a protocol that was denied approval should only occur after a formal appeal at a convened meeting of the IACUC.

7.6 Department heads, College Deans and the Institutional Official shall have the authority to deny approval for commencement of an animal-related activity that the IACUC has approved. However, no institutional entity, individual or body may authorize the commencement of an animal-related activity that is pending approval or has been denied approval by the IACUC.
7.7 The IACUC reserves the right to refuse or suspend review of a protocol submission at any time. Reasons for the IACUC’s decision to deny review of a protocol submission shall be provided to the PI in writing.

7.7.1 PIs that have any business with the IACUC known to be delinquent, non-compliant or otherwise unresolved to the satisfaction of the Committee may have approval of any or all ongoing activities under their direction suspended by the IACUC until such matters are considered resolved and in good standing.

7.8 If protocol approval should expire or approval of the activity be suspended by the IACUC while animals are actively held for study, the entire colony shall be considered relinquished and may be reassigned to the care and oversight of the Campus Veterinarian. Investigators will not be permitted to handle or direct the care or use of relinquished animals under the control of the Campus Veterinarian until an alternate IACUC-approved protocol is in-place.

7.8.1 The Principal Investigator shall assume fiscal responsibility for the housing and care of any and all relinquished or abandoned animals held under the veterinary holding protocol. If necessary, the Dean and/or Institutional Official may request funds from the respective University department to ensure all animals are adequately provided for until the matter of IACUC approval is considered resolved.

7.9 IACUC Approval Exemptions

7.9.1 In cases where there is a question as to whether or not IACUC approval is required for a proposed animal activity, personnel should consult with the University Animal Care office. Upon consultation with the IACUC Coordinator, the PI of a proposed study involving animals or animal tissues may submit a request for IACUC approval exemption available on the IACUC resources webpage.

7.9.2 The IACUC Chair may grant IACUC approval exemption based on the information provided by the PI with respect to the provisions set forth in this policy. Denial of a request for exemption implies that IACUC approval for the proposed activity is required.

7.9.3 If accepted, an official letter of IACUC approval exemption will be provided to the PI to satisfy requirements for animal subjects oversight.

7.10 Annual review of protocols
7.10.1 All active protocols for animal care and use shall be reviewed and approved by the IACUC annually. The IACUC coordinator will route the PI of a protocol the appropriate annual review request information one month before the protocol anniversary date.

7.10.2 The PI is required to respond to all IACUC requests listed on the annual review cover letter and return the completed annual review form provided by the IACUC Coordinator by the designated date. Questions concerning annual review documents should be directed to the IACUC coordinator.

7.10.3 Failure by the PI to respond in a timely manner to the IACUC’s annual review request may result in protocol approval suspension for an ongoing animal activity.

8.0 Project Risk Assessment, Personnel Safety and Training.

8.1 All activities will be assessed by the IACUC for a safe and healthy work environment to ensure that risks associated with experimental use of animals are maintained within acceptable levels. In addition to complying with University Injury and Illness Prevention Program (IIPP) procedures implemented by SJSU Environmental Health & Safety, personnel will be required to adhere to standards set forth by the IACUC with regard to personal protection and safety. The IACUC requires the PI and all personnel associated with an activity to be familiar with the personnel safety risks, precautions to mitigate safety hazards and emergency response procedures with respect to an IACUC-approved protocol.

8.1.1 In the event of an injury related to animal handling or potential exposure to a zoonotic disease, personnel shall immediately seek medical attention and report any such exposure to their PI or appropriate supervisor. The PI or supervisor is required to report personnel accidents and injuries to Risk Management or University Personnel within 24 hours of the incident to ensure appropriate follow-up care is offered.

8.2 A University-wide Laboratory Animal Occupational Health Program (LAOHP) shall be in-place to ensure medical consultation, treatment, health surveillance, workplace ergonomics, and related services for all personnel working with study animals in the classroom, research labs, workshops, studios, and in the field. The LAOHP shall focus on maintaining a safe and healthy workplace for all personnel involved in IACUC-approved activities and shall be consistent with all Federal, State and local Occupational Health and Safety requirements. The LAOHP medical services shall include pre-employment health screening, immunizations, medical consultation and surveillance, and managing personnel injury and exposure to allergens, chemicals, and pathogens.
8.2.1 The IACUC will inform the PI of the minimum level of personnel participation in the LAOHP at the time of protocol approval. The IACUC’s decision to provide safety related information and/or require personnel participation in the LAOHP will be based upon the potential hazards identified in the protocol posed by the animals and materials used; on the exposure intensity, duration, and frequency; on the susceptibility of personnel and on the history of occupational illness and injury in the particular workplace. Individual participation in an activity deemed high-risk by the IACUC shall be sanctioned by the IACUC only with clearance by a LAOHP appointed physician. Instructions for personnel enrollment into the LAOHP shall be made available on the IACUC resources webpage.

8.3 The University Animal Care department shall maintain a Crisis Readiness and Response Program (CRRP) to protect the well-being of laboratory animals during times of natural disaster, systems failures, and intentional actions against the University. In time of need, the CRRP shall direct the flow of information, interdepartmental response and resources in an organized fashion. The CRRP shall identify an Institutional Crisis Management Team (ICMT) charged with making assessments of the institution’s risk of disaster, recommending and implementing risk-reduction strategies and managing crisis situations in real time. The ACPM shall review the CRRP annually and report findings (and any changes thereto) to the IACUC where it shall be reflected in the meeting minutes. All personnel directly associated with the CRRP must be adequately trained.

8.3.1 The University Animal Care department shall maintain a Media Security Policy (MSP) that adequately promotes and enforces the safety of personnel, animals, activities and facilities of SJSU and its affiliates. The MSP applies to all personnel on the permitted use and dissemination of photographic and video images related to animals, animal activities and animal facilities. The Animal Care department’s Media Security Policy shall be made available on the IACUC resources webpage.

8.4 The IACUC shall maintain a personnel training program for all individuals responsible for the care or use of animals. All personnel shall be appropriately qualified and experienced in conducting procedures involving live animals. Personnel who are expected to perform veterinary anesthesia, surgery or other experimental manipulations must be qualified through experience and training to accomplish these tasks in a humane and scientifically acceptable manner. Personnel shall also have access to and, where appropriate, engage in continuing education and training in the care and use of animals as it relates to their work.

8.4.1 IACUC policy training shall include (but not be limited to): principles of the intent and requirements of animal welfare law; alternatives to the use of live animals in research; resources that could prevent unintended or unnecessary duplication of research involving
animals; the concept, availability and use of research testing methods that limit the use of
animals or minimize animal distress; basic needs, proper handling and care of each
species of animal to be used; proper pre- and post-procedural care of animals; aseptic
surgical methods and procedures; proper use of anesthetics, analgesics and euthanizing
agents; and the means whereby animal morbidity and animal-related concerns are
managed and reported.

8.4.2 Verification of individual qualifications and basic understanding of animal welfare
policies is required by the IACUC before personnel can be associated with an approved
protocol. For ongoing activities, IACUC policy training for all personnel listed on an
approved protocol shall be renewed no less than every three years, or as otherwise
requested by the IACUC or IACUC Coordinator.

8.4.3 The PI is responsible to ensure and document individual training and proficiency in
animal care and use procedures. The IACUC may require individuals to receive veterinary
training and/or certification in practical animal handling or surgery before being permitted
to participate in certain activities. The ACPM shall verify and document individual training
and proficiency of ACF personnel responsible for animal care.

9.0 IACUC Membership and Meeting Bylaws.

9.1 IACUC members shall be appointed by the University President and will advise the
Institutional Official about matters pertaining to animal care and use in research and
instruction at all facilities where animals are held or used. IACUC members are obligated
to treat all information and materials presented to them as privileged and confidential so
as not to reveal Committee deliberations or action, proprietary information or trade
secrets; or to jeopardize individual employment relations or external funding.

9.2 The membership of the IACUC shall be composed of individuals who are qualified
through training or expertise in order to conduct its business. The IACUC membership
shall conform to Office of Laboratory Animal Welfare (OLAW), under the US Department
of Health and Human Services, requirements; right now (spring 2024) this includes no
fewer than five (5) voting members, and shall include at least:

9.2.1 A Doctor of Veterinary Medicine with training or experience in laboratory animal
science and medicine;

9.2.2 One member without any affiliation with the University except for their service on
the IACUC who is a non-animal user to represent general community interests;
9.2.3 One member whose primary concerns and expertise shall be in a nonscientific area (i.e., ethicist, lawyer, peace officer, member of the clergy);

9.2.4 One member shall be trained and experienced in research involving animals; and

9.2.5 One Chair and one vice-Chair. The Chair and vice-Chair seats may only be filled by a primary voting member of the Committee who is a full-time faculty member within one of the Colleges of the University.

9.3 An individual who meets the requirements of more than one of the categories outlined in section 9.2 of this document may fulfill more than one required seat of the IACUC.

9.4 No more than 3 IACUC members can be from the same administrative unit of the University.

9.5 Alternate members may be appointed by the University President to serve and participate on the IACUC. Based on their expertise, alternates may serve to fill a variety of primary member seats to be formally identified in their appointment letter. Alternate members may voluntarily attend and participate in any IACUC business. However, when the primary member and alternate are both present only one vote can be cast amongst them.

9.6 Failure to maintain an adequately constituted committee per Section 9.2 of this policy would keep the IACUC from meeting to discuss official business until all seats are properly filled.

9.7 Member Resignation and Dismissal

9.7.1 Any IACUC member may voluntarily resign their post on the committee at any time by submitting written notification to the IACUC Chair or Coordinator. A minimum 30-day advance notice is requested to ensure functionality of the IACUC through the next scheduled meeting date. Any IACUC member with ‘special consultant’ status must abide by and possibly terminate their contractual agreement with the University as a matter of resigning their post.

9.7.2 In the event the IACUC Chair resigns or is voted off the Committee per Section 9.7.3 of this policy, the vice-Chair will immediately assume the Chair position and will complete the departing Chair’s term of office. A new vice-Chair shall then be elected from among the voting members at the earliest possible time.
9.7.3 The IACUC may formally dismiss a primary member from the committee with a majority vote by a quorum present. Written notification of dismissal will be provided to the primary member, the department head, Institutional Official and University President. Justifiable reasons for removal of a voting member shall be (but not limited to): 1) violation of ethical conduct; 2) attending less than half of scheduled meetings in a twelve-month period; 3) failure to participate in required semiannual site inspections or Program review as a subcommittee at least once every two years; 4) failure to participate and adequately engage in protocol review; or 5) failure to complete required training as an IACUC member.

9.7.4 Removal of an alternate member may be initiated by their respective primary member with approval from the IACUC Chair.

9.8 The University Animal Care department shall provide staff support to the IACUC by providing announcements and agendas for its meetings, recording the minutes of its meetings, serving as a repository of all IACUC correspondence and records, and the like.

9.9 The IACUC Coordinator shall serve as the first and primary contact point for requests, inquiries and submissions to the IACUC and shall serve as a non-voting member of the IACUC. The IACUC Chair, vice-Chair and Coordinator shall have the authority to verify IACUC approval of animal related activities, modifications thereto, and official business on behalf of the Committee.

9.10 The IACUC shall make every effort to meet on a monthly basis to review protocols submitted by the campus community and to tend to routine business except during the month of July. Meeting dates and protocol submission deadlines shall be made available on the IACUC resources webpage at the beginning of each semester. Regular meetings may be canceled by the IACUC Chair if there is no business to transact.

9.11 Outside attendance of an IACUC meeting may be permitted by consent of the IACUC Chair following receipt of a written request submitted to the IACUC Coordinator by the interested party. If permission is denied, the minutes of the IACUC will reflect the reason for denial.

9.12 Emergency meetings of the IACUC may be assembled to address issues surrounding violations of approved protocols; what is viewed by the Campus Veterinarian
to be an urgent, significant modification request to an approved study; or issues related to
animal welfare or personnel safety.

9.13 When meeting announcements are circulated by the IACUC Coordinator, primary
members are responsible to communicate to their respective alternate/s if they cannot
attend themselves and produce a group response to ensure representation at a given
assembly.

9.14 A simple majority of the voting members shall constitute a quorum, which is required
for the IACUC to conduct all official business.

9.15 No member may participate in official IACUC business if there presents a conflict of
interest, except to provide information requested by the IACUC, nor may the person who
has a conflicting interest contribute to the constitution of a quorum.

9.16 The IACUC may solicit ad hoc reviewers with specific expertise for their input on a
case-by-case basis. Ad hoc reviewers may participate in, but not vote on official IACUC
business.

9.17 The IACUC shall assemble a subcommittee (at least two members) to conduct a
review of the institution’s Animal Care Program, as well as inspect all of the institution’s
animal care and use facilities at least once every six months. Reports of IACUC
semiannual evaluations shall be prepared and submitted to the Institutional Official per
federal requirements at least once every six months.

9.18 IACUC procedures for protocol review; protocol approval; response to reported
concerns related to the care and use of animals; suspension of an activity involving
animals; and internal and external reporting shall conform to the procedures outlined in
this policy.

9.19 Member Elections and Appointments

9.19.1 To fill vacancies on the committee, the Chair of the IACUC will identify and
recommend individuals in writing to the Institutional Official for appointment by the
University President.

9.19.2 In April of each year a Chair and vice-Chair shall each be selected by a majority of
the IACUC’s voting members for a one-year term (August – July). The IACUC Coordinator
shall notify the Institutional Official in writing as to the results of the Chair election for
confirmation.
9.19.3 Newly appointed members may only participate in official IACUC business upon successful completion of all orientation and training requirements administered by the IACUC Coordinator.

9.19.4 Other than non-affiliated member/s whose appointments are considered on an annual basis, IACUC members are appointed for a term of three years with reappointment possible.

9.20 Member Resignation and Dismissal

9.20.1 Any IACUC member may voluntarily resign their post on the committee at any time by submitting written notification to the IACUC Chair or Coordinator. A minimum 30-day advance notice is requested to ensure functionality of the IACUC through the next scheduled meeting date. Any IACUC member with ‘special consultant’ status must abide by and possibly terminate their contractual agreement with the University as a matter of resigning their post.

9.20.2 In the event the IACUC Chair resigns or is voted off the Committee per Section 9.20.3 of this policy, the vice-Chair will immediately assume the Chair position and will complete the departing Chair’s term of office. A new vice-Chair shall then be elected from among the voting members at the earliest possible time.

9.20.3 The IACUC may formally dismiss a primary member from the committee with a majority vote by a quorum present. Written notification of dismissal will be provided to the primary member, the department head, Institutional Official and University President. Justifiable reasons for removal of a voting member shall be (but not limited to): 1) violation of ethical conduct; 2) attending less than half of scheduled meetings in a twelve-month period; 3) failure to participate in required semiannual site inspections or Program review as a subcommittee at least once every two years; 4) failure to participate and adequately engage in protocol review; or 5) failure to complete required training as an IACUC member.

9.20.4 Removal of an alternate member may be initiated by their respective primary member with approval from the IACUC Chair.

9.0 The following references have been used collectively in developing this policy and assurance:
● American Veterinary Medical Association Guidelines for the Euthanasia of Animals (2020)
● Animal Welfare Act (Public Law 89-544 as amended)
● California State University System Executive Order 715
● California State University System Executive Order 890
● SJSU Policy S18-5
● Endangered Species Act (Public Law 93-205)
● Guide for the Care and Use of Laboratory Animals (NRC, 2010)
● Health Research Extension Act (Public Law 99-158)
● Public Health Service Policy on the Humane Care and Use of Laboratory Animals (2002)
POLICY RECOMMENDATION

Amendment A to S17-1, University Policy, Culminating Activities and Final Examinations Policy

Amends: S17-1

Whereas, SJSU’s final examination periods are among the longest in the CSU system; and

Whereas, Research shows that students, especially teenagers and young adults, are not the most effective academically in early morning hours. It suggests that taking early morning examinations is akin to taking examinations with jetlag, which can be problematic given that such final examinations and culminating activities may be a significant portion of a student's final course grade; and

Whereas, In response to this body of evidence, the State of California now requires high schools to begin no earlier than 08:30 AM; and

Whereas, Early exam times outside of business hours may make commutes challenging for students who rely on public transportation to arrive in time to take a final exam that begins at 07:15 AM, the current start time of final examinations; and

Whereas, Early morning examination periods may be assigned to classes that start as late as 10:25, which is significantly different than the normal class meeting times; and

Whereas, The current policy related to final examinations does not provide equal consideration for culminating activities other than final examinations, such as papers, projects, artistic works, presentations, or performances; and

Whereas, With the expansion of online coursework and programs, the policy should provide specific guidance on culminating activities for online, hybrid, and asynchronous courses; and

Whereas, The current Excused Absence Policy should be clearly identified and applied within the context of culminating activities for courses; therefore, be it,
Resolved, That University Policy S17-1 be revised as follows.

Approved: April 9, 2024

Vote: 15-0-1

Present: Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda Jackson (non-voting), Amy Leisenring (non-voting), Ravisha Mathur, Kelly Masegian, Sarab Multani, Romey Sabalius, Soma Sen, Jon Tucker, Julian Vogel

Absent: Gilles Muller

Financial Impact: None

Workload Impact: Small initial workload for Academic Scheduling to modify the current final exam schedule, as well as update relevant documentation.

Original Policy:

Approved: November 14, 2016

Vote: 16-0-0

Present: Campsey, Kaufman, Khan, Medina, Medrano, Miller, Nash, Ng (non-voting), Perea, Sen, Simpson, Spica, Sullivan-Green, Trousdale, Walters, Wilson, Whyte

Financial Impact: None

Workload Impact: Small workload addition for chairs to educate and consult with faculty members about appropriate culminating experiences.
University Policy
Culminating Activities and Final Examinations

Faculty members are required to have a culminating activity for their courses. Culminating activities can include a final examination, research paper, project, creative work, performance, portfolio, or other appropriate assignment. Supervision, internship, and individual study courses are not required to have a culminating activity.

Timing and Schedule for All Culminating Activities

Culminating activities, including final examinations, shall not be held or be due prior to the start of the culminating activity period for the given academic year term. They shall not be held or be due during the instructional period or on “Study/Conference Day.”

All courses are assigned a day/time for their culminating activity to be held or be due based on the start time and meeting pattern of the course and its mode of instruction. These culminating activity periods shall be scheduled during the final week of the academic year term, as assigned in the academic calendar, and shall:

- Be scheduled for no more than two hours in duration;
- Start no earlier than 0830; and,
- Be spaced a minimum of fifteen minutes apart.

The schedule for the culminating activity period for each academic year term shall be published prior to the beginning of the registration period for that term.

Final Examinations or other Timed Culminating Activities

In the case where there is to be a scheduled final examination, whether in person or online, it must occur during the scheduled culminating activity period for that course. If a final examination is to be a take-home examination, it may not be due prior to the start of the scheduled culminating activity period for that course.

Courses with multiple sections may be assigned a day/time for a group final examination. This examination schedule will be announced at the beginning of the semester in the course syllabus.

Online or hybrid courses without a designated day or time will be able to select a culminating activity period from a designated list offered by the university.
Submission Dates for Culminating Activities

Submission dates and times for final papers, projects, creative works, portfolios, or other culminating activities shall fall no earlier than the beginning of the scheduled culminating activity period for the course.

Exceptions to Timing and Schedule for Culminating Activities

Courses may have culminating activities where students cannot feasibly be examined during the scheduled culminating activity period. Instructors or course coordinators, as appropriate, shall provide a rationale for an exception to the college dean for approval, with notification to the department chair/director.

Students may request an excused absence for a culminating activity per the university Excused Absence Policy (S22-2). Students should inform their instructor of the need to reschedule the culminating activity as quickly as feasible so a suitable alternative can be identified.

A student may request the rescheduling of a culminating activity if three or more are held/due within a 24-hour period. Requests must be made at least three weeks prior to the last class meeting of the semester. If one of those culminating activities scheduled for that 24-hour period is an individual activity, such as a final paper or project, the deadline for that activity will be moved to a mutually agreeable time within the culminating activity period.
POLICY RECOMMENDATION

University Policy, Student Advising and Holistic Student Support Services Policy

Whereas, Advising of students is critical to their academic and personal success at SJSU; and

Whereas, Academic advising affects a student’s selection of a degree program, retention in their chosen program, and progress towards a timely graduation; and

Whereas, Supporting the student beyond their academics more holistically is also crucial to their educational journey and success in their chosen program; and

Whereas, One of the most important relationships between students and advisors, whether faculty or staff, is that which develops during the cooperative planning of their educational journey, and this relationship can have far reaching consequences in student success beyond academics; and

Whereas, Over 30 years has passed since the approval of S89-10: Undergraduate Academic Advisement; Advising. Many of the challenges noted then were also identified by the NACADA reports shared with the greater campus community in August 2019¹ and February 2024² relate to faculty and staff advising. These include lack of an advising curriculum, disparate participation in advisor training for all advisors, inaccessibility of advisors, inconsistency in the quality of advising, and a lack of a cohesive advising strategy; and

Whereas, The 2019 report lists the following recommendations:
  • Establish campus-wide leadership and strategic planning efforts to enhance academic advising.
  • Consider an exclusively professional advisor model to more effectively meet the needs of students.
  • Create SJSU advising definition, vision, mission, goals and learning outcomes that apply across the university.

¹ NACADA Consultants SJSU Report Final 2019
² NACADA Consultants SJSU Report Final 2024
Clearly define roles and responsibilities of academic advisors.

Provide a framework to evaluate and assess academic advising success.

Create a comprehensive, ongoing, advisor training and professional development program for all faculty and professional academic advisors.

Expand the role and responsibilities of the Academic Advising and Retention Services Office to support the leadership and campus framework of academic advising.

Reaffirm the Advising Council to support the advancement of established university-wide strategic goals and learning outcomes related to academic advising and student success.

Develop an advising communication plan for the institution appropriate for all constituencies.

Revise and implement a comprehensive orientation program that gives equal prominence to students’ academic journey.

Develop and implement a technology plan for academic advising.

Whereas, the 2023 report states that: “The highest priorities for improvement of academic advising at SJSU are related to the 1) Organization and 2) Collaboration and Communication conditions.

There needs to be transparency and sharing of the overall strategic plan and direction for academic advising.

To foster effective communication, it’s essential to consistently share thoughts and needs. Clear and frequent communication, both in writing and verbally, is key to ensuring that your intentions and desires are well-understood by others.

It is absolutely essential to create ways for faculty and staff to collaborate and communicate to improve your academic advising programs and systems. It is impossible for excellent advising to occur in siloed system.”

Additional, more detailed suggestions are included throughout the body of the report; and,

Whereas, SJSU’s vision states that students need to “proactively engage[ing] with academic advisors on their journey;”3 and

Whereas: A comprehensive advising plan requires crucial engagement of both staff and faculty advisors; and

Whereas: University Policy S15-8: Retention, Tenure and Promotion for Regular Faculty Employees: Criteria and Standards specifically states that the Service Category must include “…advising, mentoring, and participating in activities to enhance

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3 SJSU Academic Advising Vision, Mission, and Values 2019
student success that are not subsumed in teaching or the primary academic assignment;” and

Whereas: Some lecturer faculty may assume advising responsibilities as part of their work assignment, which counts as service to the university in periodic evaluations and range elevation; therefore, be it

Resolved: That the administration of San Jose State University prioritize making demonstrable changes to the advising structure based on the recommendations from the 2019 and 2023 NACADA reports and from current publications; and therefore, be it

Resolved, That University Policy 89-10 be rescinded and replaced with the following.

Background/Rationale: Will be included in final read.

Approved: April 9, 2024

Vote: 15-0-1

Present: Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda Jackson (non-voting), Amy Leisenring (non-voting), Ravisha Mathur, Kelly Masegian, Sarab Multani, Romey Sabalius, Soma Sen, Jon Tucker, Julian Vogel

Absent: Gilles Muller

Financial Impact: None

Workload Impact: Small initial workload for Academic Scheduling to modify the current final exam schedule, as well as update relevant documentation to say culminating activity.
University Policy
Student Advising and Holistic Student Support Services

I. Tenets of Advising

San Jose State University shall be a student-ready campus and provide excellent advising and holistic support for students throughout their educational journey.

SJSU shall have a comprehensive advising structure that is consistent and equitable for all students. A clear definition of advising and holistic student support services, as well as mission, vision, and values statements will be developed and be readily available to everyone within the SJSU community.

All forms of advising and holistic student support services shall occur in a supportive manner which is sensitive to the needs of a diverse student population.

All students should be active agents in constructing and achieving their academic, career, and personal goals.

“Academic advising should be systemic (throughout the university), systematic (all parts function methodically and seamlessly to promote the whole) and purposeful (missional and intentional) to meet institutional strategic goals.” *

Advising at SJSU encompasses a wide range of services to support students. Such services include: Academic Advising, Career Advising, and Holistic Student Support Services.

The coordination, delivery, and assessment of advising shall be a shared responsibility of the SJSU advising community and university administration, which includes faculty, staff, and appropriate administrators at the university, college, and department levels.

Positive, collaborative relationships must be maintained among all members of the advising community. Communication is a critical component of such relationships. Such communications should ensure all members of the advising community are aware of the complete advising structure, goals, objectives, training and professional development opportunities, and opportunities for engagement.

University resources, including both financial resources and appropriate staffing hours, that support advising goals and objectives should be a priority and
appropriate to the work required.

All advisors within the SJSU advising community shall act as a source of referral to other forms of advising and holistic student support services as needed.

SJSU will require comprehensive on-boarding/training appropriate to each advisor’s or staff’s role that focuses on the quality of advising and leads to positive outcomes for students’ educational journeys for all incoming advisors and support staff. Comparable continuous professional development programs will also be required for those within the comprehensive advising structure. Such programs, while focusing on the responsibilities of the person’s role, will also ensure that they are up-to-date on current advising standards, have training and development opportunities to engage with those outside the SJSU community, have awareness of the roles of others in the SJSU advising community, and the referral system as well as promoting a collaborative mindset.

SJSU will develop an assessment program that evaluates the quality, effectiveness, and availability of advising and support services to all student populations at various stages of their academic career. Student satisfaction will be a significant component of this assessment program.

Online and special session programs may have their own advising structures and access to support services that are unique to their program. Students should consult with their programs to determine which advising and services apply based on their program and standing.

II. Support Services for All Students

Career Advising. Career advising is defined as assistance for students to successfully prepare for employment through career exploration, personal skill development, and connection to employers.

Career advising should be conducted by career center specialists, advisors, and faculty and supported at the university level. Career advising should be connected to college and department-level activities, as faculty play a critical mentoring role in career choice, and student groups have formal interactions with industry members that can lead to employment.

Holistic Student Support Services. Holistic student support services provide for the student beyond their academics, including health and wellness, basic needs, financial support services, and programs that support various social and cultural identity groups. Holistic student advising requires comprehensive knowledge of the many offices and programs that provide holistic support, including, but not limited to: SJSU Cares; Student Wellness Center; Counseling and Psychological Services (CAPS); Accessible Education Center (AEC); Peer
Connections; Education Opportunity Program (EOP); Bursar’s Office; Financial Aid Office; Cultural Centers and other Resource Centers.

Members of the SJSU advising community should be capable of providing appropriate referrals to a variety of offices based on student needs.

III. Undergraduate Academic Advising

**Major/minor Advising.** Major and minor advising is defined as the utilization of program information and advising tools in partnership with student information to design a pathway to completion of their academic program(s).

Major and minor advising should be governed by curriculum and policies as described in the university catalog. Major and minor curriculum is developed by the faculty and is department-driven. Advising may be formal or informal and conducted by staff advisors and faculty.

**General Education Advising.** General Education advising is defined as the utilization of General Education and SJSU Studies guidelines to assist students in identifying coursework that satisfies these requirements. Such guidance requires specialized knowledge for select programs that have General Education requirements met within the major.

General Education advising should be primarily staff advisor-driven, with appropriate consultation with departments, at the college level in the student success centers.

IV. Graduate Academic Advising and Research Advising

Effective academic advising is an important aspect of all successful graduate degree and credential programs. While graduate students should receive strong advising at all stages of their educational career, their advising needs vary as they progress through their programs.

There are two types of advisors that the majority of graduate programs utilize: Graduate Program Coordinator and Graduate Research Advisor. Departments may have additional faculty or staff advisors. Students should consult with their department to identify the program’s specific advising structure for graduate students.

**Graduate Program Coordinator.** The Graduate Program Coordinator (also sometimes called a Graduate Advisor or Graduate Director) is the primary point of contact for graduate students at the program level and serves as a liaison between programs/departments and the College of Graduate Studies. While the specific responsibilities of Graduate Program Coordinators vary across programs, they are generally responsible for supporting academic student
success, assisting students in making timely progress towards degree, overseeing comprehensive examinations, and advising students on degree requirements and policies and procedures at the program, college, and university levels. Further, Graduate Program Coordinators formally approve students’ candidacy forms, assist with student petitions and forms, and assist students who are placed on academic notice or probation, and refer students to other support services on campus when needed.

**Graduate Research Advisor.** The Graduate Research Advisor is responsible for overseeing a student’s research, scholarly, and creative activity as it most often relates to the student’s culminating experience (e.g., thesis, project, and/or dissertation). The Graduate Research Advisor almost always serves as a student’s thesis chair or project advisor. Because of their close academic relationship to the student, Graduate Research Advisors often advise students on issues specific to their program of study, such as course selection and career pathways.
Policy Recommendation
Board of Professional Responsibility

Legislative History: This proposal would rescind S99-9 (Board of Professional Responsibility) and replace it with the following policy recommendation:

Rationale: The policy establishing the Board of Professional Responsibility has not been updated in 25 years, while the procedures and university offices for addressing breaches of professional ethics have undergone many changes in that time. In addition, the current makeup of the Board dates to a time when the Boards of Academic Freedom and Professional Responsibility were a single unit with a much broader charge. As a result, the current Board is difficult to staff and often cannot operate due to lack of a quorum. Finally, the current policy has been amended by Amendment A to S99-8 and S99-9, which resulted in the establishment of an independent Board of Academic Freedom, but the sections of S99-9 declaring the mission and organization of the Board of Professional Responsibility were deleted as a result. This proposal establishes the Board of Professional Responsibility as a separate entity, including its mission and organization/membership, and updates the policy to reflect changes in reporting structures and procedures.

Resolved: That S99-9 (Board of Professional Responsibility) be rescinded and replaced with the following:

Approved: April 8, 2024

Vote: 9-0-0
Present: Blanco, Chen, French, Kazemifar, Pendyala, Pruthi, Raman, Riley, Smith
Absent: Barrera, Lacson

Financial Impact: None anticipated

Workload Impact: Some additional workload for the administrative office(s) charged with directing complaints to the correct committees, and specifically for the Office of Faculty Services with regard to establishment and posting of procedures, as well as evaluating findings to be placed in Personnel Action Files.
Policy Recommendation
Board of Professional Responsibility

I. Mission

The Board of Professional Responsibility (BPR) is charged with monitoring and ensuring professional responsibility in alignment with University Policy S99-8 (Professional Responsibility), except as noted in Section IV below. To carry out this charge, BPR will:

1. Monitor the state of professional responsibility at the University, and make reports and recommendations to the Academic Senate regarding revisions of policy and other documents relating to professional responsibility;

2. Be available to consult confidentially with all members of the University on issues related to professional responsibility;

3. Address complaints of infringements of academic freedom brought by members of the University, issuing findings as appropriate;

4. Advise and assist the Office of Faculty Services on the handling of all complaints about breaches of professional responsibility;

5. Review and adjudicate disputes made regarding Student Fairness Committee recommendations, as described in University Policy S14-3, VI.

6. Present an annual report to the Academic Senate relaying all essential information pertaining to professional responsibility cases, including but not limited to number of complaints, general categories, types of complaints, methods of resolution, and any trends year to year.

II. Appointment, Qualifications, and Terms of Membership

1. BPR will evaluate allegations of professional misconduct and infringements of academic freedom in violation of University Policy S99-8. All members shall sign a statement prepared by University Personnel indicating that they agree to keep confidential all content of committee deliberations. Committee members may not participate in deliberations until after having signed the agreement.

2. BPR will consist of five tenured faculty members-at-large, from different colleges/academic units; membership is restricted to Full Professors. The members shall be appointed by the Academic Senate after recommendation by the Senate Executive Committee, selected through a nominating process.

3. Nominees for the BPR must submit a one-page statement to the Academic Senate Executive Committee indicating their interest and experience in the areas of BPR’s work. Faculty whose names are placed in nomination for BPR shall have
a reputation for ethical behavior, and their integrity and honor will be held in the
highest regard by their colleagues. The members of the Academic Senate
Executive Committee should perform due diligence in verifying the reputations of
the nominees.

4. BPR members will serve staggered terms of two years, with the potential for
reappointment for up to two additional terms. The BPR will elect a Chair for a one-
year term, covering the academic year. Members will be replaced by the process
described above as their terms expire.

III. Complaints Containing Allegations of Faculty Professional Misconduct

1. Complaints containing allegations of faculty professional misconduct will be
resolved through the policy and procedures established herein, and any policies
governing the resolution under the specific offices set forth below in paragraph 4.

2. Complaints containing allegations of faculty professional misconduct may be
submitted to any university administrative office designated by the University to
receive such complaints.

   a. A list of these offices shall be publicly posted by the University through its
      various platforms of communications.

   b. Each office is responsible for assigning the responsibilities related to these
      complaints to a selected representative in their respective offices.

   c. For BPR, University Personnel shall designate a person to assist BPR with
      the responsibilities related to transmitted complaints.

3. Transmission. Upon receipt of any complaint, the administrative office receiving
the complaint shall transmit it within two business days, to the designated office
of the University charged with overseeing Title IX, professional ethics and/or
other similar issues.

4. Receiving Offices. Upon receipt of any transmitted or originating complaint, the
Office for Title IX and Equal Opportunity shall evaluate whether the complaint
may rise to the level of unlawful discrimination or harassment. It will then transmit
all other complaints (those not involving unlawful discrimination or harassment) to
the appropriate university office or committee.

University offices that may be appropriate to handling complaints include but are
not limited to: Research Compliance, University Personnel (including Faculty
Services and Academic Employee Relations), and the University Ombudsperson.
All receiving offices shall develop policies and procedures to process any
complaints from receipt to resolution that shall be publicly posted by the office
and/or University through its various platforms of communications.
Allegations involving misconduct by a faculty member of professional responsibility in alignment with University Policy S99-8, and not meeting any of the above criteria shall be referred to the BPR.

5. Consultation. The members of the BPR, acting under the authority of the President, shall provide consultation to the Office of Faculty Services involving any complaints containing allegations of faculty misconduct. BPR must be consulted for any type of reprimand and/or other personnel issues within its purview.

6. Complaints transmitted to BPR. In consultation with the Office of Faculty Services, BPR shall develop and revise as needed procedures to process complaints from receipt to resolution. Appendix A includes a list of suggested procedures. BPR’S procedures shall be publicly posted by the University through its various platforms of communications.

IV. Alleged Infringements of Academic Freedom

1. University offices receiving complaints containing allegations of infringements of academic freedom in alignment with University Policy S99-8 shall transmit such complaints to the BPR within 10 working days of receipt.

2. BPR will develop and revise as needed procedures to evaluate allegations of infringements of academic freedom in violation of University Policy S99-8.

V. Communication of Findings

1. The findings of the BPR shall be presented to the subject and complainant in writing. Such findings may fall into three categories:

   a. The BPR may find that a complaint is without merit (or that the evidence is insufficient to determine that a complaint has merit). In such cases, the decision of the BPR is final.

   b. The BPR may find that a complaint has merit and that a satisfactory informal resolution can be reached. In such cases, the findings shall be sent to the principal parties, the President, the Chair of the Academic Senate, and University Personnel/Office of Faculty Services.

   c. The BPR may find that a complaint has merit and is of sufficient gravity that it requires documentation in the subject’s Personnel Action File. In such cases, the BPR shall follow the procedures for placing material in the PAF as established in the CFA/CSU Collective Bargaining Agreement.¹

¹ See CFA/CSU Agreement 11.3: Any material identified by source may be placed in the Personnel Action File. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material.
History

The procedures of this policy were first provided in S94-5 created by the Professional Standards Committee, and approved by the Academic Senate on May 2, 1994. S94-5 was approved and signed as University Policy on May 11, 1994. S94-5 was created to implement S93-12 on Academic Freedom and Professional Responsibility. S94-5 was slightly amended by F95-1 approved as University Policy on October 2, 1996. S94-5 and F95-1 were modified and reissued as a new policy (S99-9) on May 4, 1999. S99-9 was further modified by Amendment A to S99-8 and S99-9 on August 21, 2023.
Appendix A: Suggested Procedures for Complaints Containing Allegations of Professional Misconduct or Infringements of Academic Freedom

The BPR is charged with developing procedures, in consultation with the Office of Faculty Services, to address and resolve complaints in alignment with University Policy S99-8 (Professional Responsibility). These procedures may include (but are not limited to):

1. Development of questions to be addressed in an initial written assessment of the complaint;

2. Development of standards to determine whether an informal and/or formal investigation is required. This may include standards for timeliness of reporting. Members of the BPR may assist in investigations if requested by the Office of Faculty Services.

3. Development of investigatory procedures to be utilized by consensus of all parties;

4. Development of procedures regarding the monitoring all investigations, including, but not limited to investigations involving any discipline-specific issues;

5. Development of notification procedures including but not limited to the subject of the complaint, the complainant, and other relevant parties;

6. Development of standards to address when informal resolution is not achievable, informal resolution and, if so, how said informal resolution would be conducted and how BPR will assist in achieving informal resolutions;

7. Development of standards to address when informal resolution is not achievable, the process by which the matter will be forwarded to the Senate Executive Committee who will provide a written determination after considering the written positions of all parties;

8. Development of standards for determining, if applicable, a prevailing party;

9. Development of processes for communication of findings to all required parties (see Section V above);

10. Development of due process and appeals processes (if appropriate) for BPR's review of any complaints;

11. Development of expected timelines for complaint review and resolution;

12. Development of confidentiality standards with respect to creation of documents, recording of any meetings and/or proceedings, and retention of parties' documents in addition to any of the foregoing.
Amendment E to University Policy S15-10
Revisions to SJSU Library Policy

Amends S15-10

Whereas: The adoption of S15-10 called for the ULB to review Section 7 of S15-10 after 5 years, and that review has not been completed.

Whereas: The University Library Program Planning Report noted that the current withdrawal procedure (Section 7) is directly opposed to standard professional practice.

Whereas: The librarian faculty and staff are professional experts in collection management and policy should defer to their expertise.

Whereas: A modern and effective withdrawal policy is vital to maintaining a healthy collection to support the academic mission of the university.

Whereas: The language in other parts of the policy does not reflect current terminology and practice.

Resolved: University Policy S15-10 be amended as follows.

Approved: April 8, 2024

Vote: Michael Aguilar, Nada Attar, Edgar Bering, Natali Carmona-Guzman, Deborah Hicks, Christine Holmes, Carli Lowe, Alison McKee, Anamika Megwula, Ali Mehran, Chunhui Peng, Morgan Sanchez, Sharon Thompson, Gemma Viñuales and April Wood

Present: 15-0-0

Absent: Anne Marie Engelsen

Financial Impact:
The financial impact of this amendment will be minimal and included in the library’s budget. The majority of changes proposed in this amendment do not have any cost implications. The expected costs related to changes proposed in section 7 will be for a collection analysis performed by an approved library vendor.

Workload Impact:
The majority of changes included in this amendment have no direct workload impact. Changes in section 7 will require labor from library staff and librarians as they manage the collection. Furthermore, any faculty or staff of the university participating in the consultation processes around collection will also contribute their labor. The labor is expected to be distributed over several years.

UNIVERSITY POLICY

S15-10, University Policy, Revisions to SJSU Library Policy

Legislative History:
At its meeting of April 27, 2015, the Academic Senate approved the following policy recommendation presented by Chair Eggers for the University Library Board. The first SJSU Library Policy (S98-06) was drafted and adopted with special attention to how the SJSU Library would operate and safeguard its collection should the joint library agreement with the City of San José be approved. The joint library contract was signed in December 1998, and the new Dr. Martin Luther King Jr. Library opened its doors in August 2003. Just prior to the grand opening, the Library Policy was replaced by S03-5 which updated the language in several sections to acknowledge that services provided by the reference desk could be managed jointly by SJSU and the City of San José. Subsequently, modifications to S03-5 were made to delete sections no longer relevant (section 3.1.3, 7.3, 9.2.4), to clarify decision authority with respect to the cancellation of duplicate reference subscriptions, to clarify ownership and provide for the co-location of the reference collection (section 5.1), to clarify data collection to track usage, to update terminology related to the Dean of the University library, and to make minor editing changes. S15-10 was approved and signed by President Mohammad Qayoumi on May 15, 2015.

At its meeting of December 11, 2017, the Academic Senate approved Amendment A to S15-10 presented by Chair Taylor for the University Library Board. Amendment A removes language specifying location of the reference desk in Section 5.1 of S15-10. Amendment A was approved and signed by President Mary A. Papazian on December 19, 2017.
On September 11, 2019, President Mary A. Papazian signed and approved University Policy S19-2. S19-2 amended (Amendment B) the charge of the University Library Board in University Policy S15-10 and is incorporated into the policy below.

On May 4, 2020, President Mary A. Papazian signed and approved Amendment C to University Policy S15-10 updating the charge and membership of the University Library Board to include a general unit seat. Amendment C is incorporated into the policy below.

On March 8, 2021, President Mary A. Papazian signed and approved Amendment D to University Policy S15-10 updating the membership of the University Library Board to include two University Library staff members on the University Library Board. Amendment D is incorporated into the policy below.

Library Policy for San José State University

1. Mission.

1.1 General Mission of the University Library. The primary mission of the San José State University Library is to support the academic life of the University. The heart of the Library’s mission is to provide the resources needed for SJSU’s constituents to pursue academic research and curricular endeavors. The Library also fills a fundamental educational mission by contributing to information literacy. To support its constituents, the library provides information and guidance with respect to effective identification, retrieval, evaluation, and use of information from the wide range of both print and digital materials available. The University Library values and continues to develop a robust browsable print collection of books and monographs while developing access to e-books and e-monographs. The Library seeks to foster an environment that supports lifelong learning, a campus culture of reading, and a forum for the lively exchange of ideas. By aiding faculty and students in these ways, the Library makes a major contribution to the wellbeing of our university community. SJSU also recognizes the desirability of encouraging the pursuit of knowledge by all people, and making its library resources as widely available as is consistent with its primary mission of service to its academic community.

1.2 The Library Collection. In partnership with the San José Public Library, the SJSU Library provides all library users with access to information and materials in print and digital formats. Maintenance of robust print and electronic collections suited to the various needs of SJSU’s academic programs and research
endeavors is essential. Recognizing the rich diversity of programs and constituents that the library serves, the library is committed to

- Developing and maintaining both the breadth and depth of the print and electronic collections.
- Developing and maintaining an up-to-date academic collection that is convenient to browse and desirable to use on the 6th, 7th and 8th floors of the library building.
- Archiving selected special-use, little-used, and unique materials in compact shelving and other areas of the library.
- Archiving rare and valuable materials to the extent possible to maintain the breadth and depth of its Special Collections.
- Acquiring materials that are essential to the University’s academic programs.
- Collecting and protecting information resources in all formats.
- Acquiring multicultural materials and works which present a variety of viewpoints.
- Supporting the research needs of SJSU faculty and students.
- Maintaining a collection of materials unique to San José State University as the oldest public institution of higher education in California.
- Working with libraries throughout and beyond the CSU to complement and supplement materials available to all library patrons.

2. Governance.

2.1 Administrative Authority and Officers.

2.1.1 The administration of the Library is vested in the Board of Trustees of the California State University, which has delegated this authority to the President of San José State University. The Board has also mandated that the Academic Senate shall be the primary advisory body on the academic mission of the Library, which in turn vests this advisory function in its committee structure and its policy recommendations.

2.1.2 The Library is an essential resource for the Academic division of the University and vital to the curriculum of the University, and is in the administrative charge of the Provost and Vice President for Academic Affairs who is the chief academic officer of the University.
2.1.3 The Dean of the University Library reports to the Provost and is responsible, through personnel and budget administration, for the effectiveness of the Library’s operations, the quality of its collections, the competence of its staff, its governance, and additional programs assigned by the Provost. The Dean of the University Library, equivalent to an academic dean, serves on the Council of Deans as well as appropriate faculty, administrative, or library committees. The Dean of the University Library works closely with all the College Deans and the Associate Vice Presidents in Academic Affairs and must ensure that the plans of the Library are consistent with the overall academic policies and mission of the University. The Dean of the University Library works closely with the City Librarian in coordinating those library operations and facilities that are shared jointly with the City, and sees that academic needs are supported by the relationship. The Dean of the University Library provides leadership to the faculty and staff of the Library and facilitates communication and collegiality between the general faculty and the Library. The Dean of the University Library works with the Academic Senate through its committees to formulate and revise University Policy concerning the Library.

2.2 Shared Resources. San José State University shall seek to maximize its library resources by sharing a facility with the City Library, subject to reciprocity and to the limits imposed by academic needs. The academic needs of San José State University shall be considered absolutely primary in the implementation and administration of any or all library agreements by SJSU personnel.

2.3 Name of the Library Organization. The name of the library supporting the academic mission of the University shall be the San José State University Library. This refers to the organizational entity and the academic collection of materials, and will be reflected on all official correspondence by University Library personnel. This library is housed in a physical facility with a different name which reflects a shared use of the building.

2.4 Administration of Shared Resources. All decisions that are properly shared with the City Library will be made according to the governing agreements, with University participation in the decisions conforming as closely as possible to the procedures described in this policy.

2.5 Charge of the University Library Board.

2.5.1 The University Library Board advises and assists the Dean of the University Library on matters concerning the academic role of the Library.
2.5.2 It serves as liaison between faculty and students and the Library administration, faculty, and staff; examines the relationships between the Library and the general faculty, the various colleges and the programs of the University, for the purpose of recommending improvements in Library services and policy, as well as the stature of the Library.

2.5.3 It recommends ways of assuring the stewardship of the Library’s various collections of materials in all formats.

2.5.4 It recommends ways of assuring that the Library provides an atmosphere appropriate to quiet study and research, collaboration, student academic success, and thoughtful reading.

2.5.5 It widely consults representatives from all groups and disciplines who use the Library’s resources for curriculum and research, so as to advise the Dean of the University Library on campus needs for the Library’s collections and academic services, and receives periodic reports on the Library’s progress and expenditures toward meeting those needs.

2.5.6 The University Library Board receives reports from the Library Dean regarding any issues raised at the King Library Management Team meetings that affect the management of the King Library. Presently, the King Library Management Team is comprised of eight members from the San José Public Library: the Library Director, Administrative Officer, and two Division Managers—and from the University Library: the Library Dean, Administrative Officer, and two Associate Deans.

2.5.7 In the event a joint task force from the University Library Board is needed to advise the King Library Management Team on policy issues related to joint affairs of the King Library, it will be constituted as detailed in 4.2.2 and 4.2.3 of the “Operating Agreement.”


2.5.8 The University Library Board may, in cooperation with the Library, co-sponsor events within the Library that bring members of the University community together with other citizens of the region for discourse on subjects of common scholarly and literary interest.
2.5.9 The University Library Board conducts periodic reviews of this policy and makes recommendations to the Academic Senate for appropriate revisions.

2.6 Organization of the University Library Board.

2.6.1 The University Library Board is a committee of the Senate authorized both to formulate and recommend policy related to the Library, and also to advise the Dean of the University Library on the implementation of University policies and generally on Library operations, combining the traditionally separate roles of policy and operating committees. When the Board formulates new policies or modifies the existing policy for consideration, it shall report directly to the Academic Senate. The chair of the University Library Board shall present policy recommendations to the Senate.

2.6.2. Board Membership.

2.6.2.1. The Dean of the University Library, ex officio (non-voting).

2.6.2.2. The immediate past chair of the Senate, or, in the absence of a past chair, the faculty-at-large elected to the Executive Committee, ex officio (voting).

2.6.2.3 Three regular (tenured or tenure-track) university library faculty who represent different professional specializations. These faculty will serve for staggered three-year terms.

2.6.2.4 Two members of the Library staff should be added to the membership. These members will serve for staggered three-year terms.

2.6.2.5 One regular (tenured or tenure-track) faculty member from each college as well as one faculty member from the School of Information. One member from the general unit [faculty or staff (SSP III or SSP IV)]. These faculty will serve for staggered three year terms.

2.6.2.6 Three students recommended by the Associated Students board to the Chair of the Senate’s Committee on Committees and apportioned as follows: one undergraduate and one graduate student (voting members); the President of Associated Students or designee ex officio (voting member). The President of Associated Students will serve as long as he/she holds his/her office. The other student members will serve one-year terms, provided they remain students in good standing. Student members may serve more than one term.
2.6.3 Faculty members, including Library Faculty, shall be recruited through normal Committee on Committees processes and approved by the Senate. If there are multiple applicants, potential faculty nominees may be asked to submit a one-page statement to the Executive Committee indicating their familiarity and experience with Library policy, services, and collections. The Executive Committee shall endeavor to nominate those with the greatest commitment to serve and the highest qualifications. Student members shall be nominated by Associated Students and approved by the Senate.

2.6.4 The University Library Board shall elect its own chair(s). The chair(s) shall be a faculty or or staff member who has preferably served a minimum of one year previously on the University Library Board.

2.6.5 The University Library Board shall meet regularly according to the same schedule as Senate Policy Committees.

2.7 Relationship of the University Library Board to Internal Library Governance

2.7.1 Nothing in this policy should be construed to limit the University Library Dean’s prerogative to solicit advice from any or all library faculty and staff, or to organize the internal advisory capacity of the Library in any manner suitable to the Library, e.g., use of the University Library Leadership Team.

2.7.2 Nothing in this policy should be construed to limit the Dean or the Library faculty and staff from constructing internal Library policies on the details of Library operations as appropriate, provided such policies are consistent with University Policy.

2.7.3 On matters related to the academic role of the Library, the Dean of the University Library should consult with library faculty and staff, with the University Library Board, and, as needed, with the university community, so as to ensure that multiple views and perspectives are considered in decision making.

2.7.4 The Dean of the University Library shall report annually at the beginning of the fall semester to the University Library Board on the status and usage of the library collection; on proposals that would substantially impact faculty, staff, or student access to the collection; and on CSU-wide initiatives. Public access to the report will be provided via the library newsletter or website.

3.1 Confidentiality of Patron Records. The San José State University Library has the responsibility to protect each individual library user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired. All patron records of San José State University Library are confidential. Such records, whether print or electronic, include patron name, usage data, and contact information. Thus, in compliance with the State of California’s Public Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

“All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows: (a) By a person acting within the scope of his or her duties within the administration of the library. (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records. (c) By order of the appropriate superior court. As used in this section, the term "patron use records" includes the following: (1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials. (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries. This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.”

3.1.1 The Library may keep statistics to track circulation patterns based upon user status or other factors, but this information will be aggregated and not released with any individual identifiers.

3.1.2 Adheres to the principles and guidelines embedded in the American Library Association’s Code of Ethics, Library Bill of Rights, Freedom to Read, and Freedom to View Statements.

(http://www.ala.org/advocacy/intfreedom/statementspols/https://www.ala.org/advocacy/intfreedom/freedomreadstatement)
3.2 Users Rights. Users of the Library have a right to the following:

3.2.1 A library environment free of disruptive activity.

3.2.2 Confidential access to library materials.

3.2.3 Library materials that are complete and not defaced.

3.2.4 Surroundings free from tobacco smoke, carelessly discarded waste materials, and resulting problems, most notably infestation by insects and vermin.

3.2.5 Quiet areas for individuals to study and to engage in research.

3.3 Environment. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the library follow this policy. The University will actively pursue disciplinary action(s) and other legal action(s) for the offenses listed below:

3.3.1 Talking or noise in the areas designated as quiet or silent study areas.

3.3.2 Smoking in the library.

3.3.3 Cutting, defacing, ripping, or tearing pages from any library materials. Mutilating or destroying records, compact discs, computer software or other library media material.

3.3.4 Removing library books, magazines, other materials, or library property without proper library check-out.

3.3.5 Soliciting in the library, i.e., asking people for money, to sign petitions, and so forth.

3.3.6 Harassing library patrons.

3.4 Users have the rights inherent in the principles of academic freedom, intellectual freedom, and complete freedom of information. Recognizing the need for freedom of information in an academic environment, there shall be no
censorship of any library resources, exhibits, or materials within the San José State University Library.

4. Circulation, Access, Rules and Fines. The SJSU library seeks to make its collection widely available to all library users. Existing operational policies related to the circulation of materials are found in internal library policies and can be accessed through the library’s website. (http://library.sjsu.edu/policies-procedures)

4.1 Unless otherwise indicated in this policy, all circulation categories and rules, fines, reserves, borrowing periods (including faculty semester loans), borrowing limits, recall and wait list procedures, and all other matters necessary to assure the availability of the collection and resources of the University Library for academic purposes shall be set by the Dean of the University Library in consultation with the University Library Board.

4.1.1 With regard to items identified as high demand, it is the library’s practice to purchase items for multiple simultaneous users in print or electronic format multiple copies and, as needed, place items on course reserve to limit the circulation period of those items.

4.1.2. Materials in high demand may circulate under special restrictions necessary to assure their availability for academic uses.

4.2 The Library Dean will consult with the University Library Board prior to the implementation of any changes in procedures that would substantially impact faculty, staff, and student access to the library collection.

4.3 The Library Dean will consult with the University Library Board prior to the implementation of any changes in charges for library materials which affect faculty, staff, or students. Examples of charges include fines and item replacement costs.

4.4 All SJSU patrons with outstanding fines will be blocked from library services in accordance with the library’s internal fines & fees policy (https://library.sjsu.edu/policies-procedures/fines-and-fees-policy)
4.5 Temporary faculty, emeriti faculty, teaching associates and graduate assistants who are issued faculty identification cards, and University staff will be treated as faculty members with regard to library privileges.

5. Faculty and Staff Support for the Curricular and Research Needs of the University.

5.1 General Faculty and Staff Support. The academic mission of the Library shall be advanced by specialized practices unique to a University or an academic library setting, whenever such practices are customary in libraries of institutions of higher education. Library faculty and staff will be enabled to carry out academically oriented functions and shall not merge unique academic functions and practices with the City Library. The City and University will share delivery of basic reference services. City and University materials in the reference collection shall be classified in the Library of Congress system and shall be co-located. All reference materials acquired by the University Library through purchase or donation shall be clearly identified as the property of the University by ownership marks. Referral policies and procedures will ensure that faculty and students, who seek specialized assistance for University coursework and research, will receive the most appropriate type of assistance from qualified University experts.

5.2 Expert Support for the Curricular and Research Needs of the University. The University Library shall provide support for the curriculum and research needs of the University by maintaining a scholarly and up-to-date collection; by maintaining electronic access to resources through a web site; and by employing Library faculty to assist general faculty and students with their curricular and research needs. The University Library will establish and maintain its academic support services in such a way that University faculty and students, who seek help for University coursework and research, will receive the most appropriate type of assistance from qualified University experts. For University faculty and students using services and collections within the physical Library building, the University Library will enable faculty and students to quickly identify services and
collections to meet their curricular and research needs. As a component within a varied mix of services and collections, the University will provide a proximate service point or service points with personnel qualified to assist students and faculty with the use of the University collection.

5.3 Professional Expertise of Library Faculty. Library faculty assisting SJSU students and faculty with their curricular or research needs shall be University faculty governed by the University Policies regarding appointment, retention, tenure, and promotion, post tenure review, academic freedom and professional responsibility, and all other appropriate University Policies. These faculty members will have a Masters of Library and Information Science as well as qualifications in relevant specialized academic disciplines. To obtain the necessary knowledge of the curriculum and the nature of research assignments, the Library faculty must develop and maintain close working relationships with faculty in the subject disciplines for which they do specialized reference, instruction, and collection development. Library faculty must have knowledge of scholarly publication and research strategies appropriate to all disciplines with a deeper understanding of those in the library faculty member's own subject specialties. The Library will take appropriate measures to assure that Library services are designed to enable Library faculty to maintain their expertise related to disciplines and that University students and faculty are directed to the most appropriate University Library faculty for their academic needs.

5.4 Library Academic Services Plan Library Program Plan. The University Library shall develop an evaluation plan to determine the effectiveness of services supporting the curricular and research needs of the University, which shall parallel the Program Planning process in the other academic disciplines of the University. The University Library shall develop a Program Plan which is a future-oriented process based on assessment, which shall parallel the Program Planning process in the other academic disciplines. The University Library, in consultation with the University Library Board, shall use the evaluation program plan to assess its research and instructional services and shall use the results of the assessment to enhance these research and instructional services provided to University faculty and students. After the initial assessment, the evaluation program planning shall be conducted every seven years.


6.1 The security of the collection is currently maintained via electronic anti-theft systems, physical search in appropriate situations, and surveillance of exits. Prior
to the implementation of any changes or modifications to these security
measures the Dean will consult with the University Library Board. Every effort will
be made to maintain the physical security of collections. The ULB recommends
high budgetary priority be given to regular equipment maintenance to assure the
physical safety and condition of the collection in the event of flood, fire,
earthquake, or disaster.

6.2 Monitoring of Theft and Loss.

6.2.1 Periodic audit of the collection. In order to conduct a complete inventory,
the University shall fund an audit of the library collection every ten years to
determine the number and distribution of missing items. The results of this audit,
including the number and distribution of missing items, shall be publicly reported
to the University Library Board and the University as a whole.

6.2.2 Limited audits of portions of the collection. If there is some evidence of
substantial theft or losses in particular portions of the collection, and if there has
been no recent general audit, the University Library Board shall request that the
Dean of the University Library conduct an inventory of the portion of the
collection in question to verify the losses.

6.2.3 Prevention of the theft of University Library resources is an important
obligation of stewardship. If an audit reveals a high theft rate in part or all of the
collection, the Dean of the University Library shall consult with the University
Library Board and take all necessary measures to reduce the theft rate.

7. Evaluation of the General Print Collection. Maintaining a high-quality
academic library collection requires periodic evaluation of the collection with
reference to the mission of the University and the diverse needs of each
discipline. This reflects the academic library’s commitment to meet its primary
responsibility to maintain the library collection’s relevance now and into the future
as well as a recognition that the library’s collections must evolve as the amount
of information grows and methods to access it change. The evaluation process is
conducted by liaison librarians in collaboration with faculty to facilitate sound
decision making with regard to the periodic relocating or discarding of materials.
In all cases, the primary goals are to improve the quality of the collection,
 improve the effectiveness of browsing, and to provide space for new acquisitions.
Collection evaluation is a professional responsibility of all library faculty involved
in collection development.
7.1 Relocating Materials (Stack Shift). This process does not involve discarding any materials. The procedure is standardized and only requires minimal review by the liaison librarian and not the full procedure of 7.2.2. The procedures are relatively automatic and standardized and usually require minimal review by the liaison librarian and the specific department associated with a particular Library of Congress classification. The Library of Congress Classification system is used to determine the scope and range of subject areas (http://www.loc.gov/catdir/cpso/lcco/).

7.2 Withdrawal of Materials. Withdrawal is an important procedure designed to maintain the quality of the collection. The Library recognizes that each disciplinary or interdisciplinary program has a unique set of needs in regards to library use and materials. These needs will be taken into account as withdrawal criteria are developed and decisions are made.

7.2.1 Withdrawal of Duplicates. This type of withdrawal is standardized and only requires review by the liaison librarian, and not the full procedure of 7.2.2. This type of evaluation begins with computerized identification of duplicate copies and circulation history. The procedures are relatively automatic and standardized and usually require minimal review by the liaison librarian and the specific department associated with the relevant Library of Congress classification.

7.2.2 Withdrawal Procedures. First, the liaison librarian will identify all departments and faculty associated with a particular Library of Congress classification. First, liaison librarians will collaborate with faculty in departments associated with that Library of Congress classification to identify the criteria the liaison librarian will use to review the collections (7.2.2.1). Second, the liaison librarian will work closely with all such identified departments to identify the appropriate criteria for use during the withdrawal review (7.2.2.1; 7.2.3). Second, materials identified for potential withdrawal will be made available for review by all faculty campus wide (7.2.2.2). Third, materials identified for potential withdrawal will be made available for review by all departmental faculty in the associated classifications (7.2.2.2). Third, a final review will take place with the departments associated with that Library of Congress classification (7.2.2.3). Finally, the library will make every effort to offer materials approved for withdrawal to other institutions through existing consortial relationships.

7.2.2.1 Identify Criteria for Withdrawal. Liaison librarians have the primary responsibility for evaluation of the collection. Liaison librarians will collaborate with all departments and faculty associated with the relevant Library of Congress
classification to determine the criteria for reviewing the associated collection. Liaison librarians will attend to interdisciplinary needs when developing criteria. If no department remains associated with a Library of Congress classification due to program discontinuation, then other CSU institutions maintaining programs similar to the one discontinued should be consulted to evaluate materials for withdrawal. The library should retain at least a basic information level in a discontinued program’s subject area.

7.2.2.2 Withdrawal Review. Material recommended for withdrawal from the collection will be shared directly with relevant departments via their liaison librarians for review. The information provided will include the criteria jointly established by the liaison librarians and departments and faculty along with a link to an analysis (circulation, holdings in other libraries, etc.) of the titles under consideration. Departments and faculty will have a period of a minimum of four weeks to respond to the recommendations and must respond by a deadline set by the liaison librarian. A blanket request to keep all materials on a list will not be considered a review.

7.2.2.2 Campus-wide Review. Recognizing the interdisciplinary nature of many subject areas, material recommended for withdrawal from the collection will be shared directly with all departments via their liaison librarians and listed by subject area on a shared website for a period of six weeks during a regular semester (Spring or Fall). The information provided will include the criteria jointly established by the liaison librarians and departments along with a link to an analysis (circulation, holdings in other libraries, etc.) of the titles under consideration. During this time, all faculty will be encouraged to review the material and provide feedback to their liaison librarian. A blanket request to keep all books on a list will not block the next stage of review.

7.2.2.3 Final Review. The final review will be a minimum of four weeks. Liaison librarians will share the information obtained in the campus-wide review with the departments associated with the Library of Congress classification area of the material being considered for withdrawal (7.2.2.1). Items identified for retention in the campus-wide review will normally be retained. In addition, faculty campus-wide can continue to offer feedback through liaison librarians. The liaison librarians will consult with the departments to identify materials on their lists that should be preserved. In the event a department feels strongly about removing an item that was requested to be kept during the campus-wide review, the liaison librarian will facilitate a discussion among the relevant individuals to reach a conclusion regarding retention for the item(s) in question. Any materials that this
final review deems worthy of preserving shall be kept in the San José State
University Library collection.

7.2.3 Potential criteria for selection of print materials for withdrawal from the
collection. The following general criteria, listed in alphabetical order, are
eamples of the types of criteria that may be taken into consideration when
identifying materials for withdrawal. The Library recognizes that each academic
department has a unique set of needs in regards to library use and materials, so
the following criteria will not necessarily be applicable for each subject area. In
addition, consideration will be given to the potential cross-disciplinary value of
materials as well as their use for historical research.

7.2.3.1 Availability. Availability can be considered both internally and externally.
Considerations include: a) Whether or not other copies or editions exist in the
SJSU collection and/or b) Whether or not the item can be readily borrowed from
other institutions via Interlibrary Services or other library resource sharing
programs. The desired format for availability will vary by
program/discipline/department. Some will require/prefer electronic versions of
materials while others will require/prefer print versions.

7.2.3.2 Content. A candidate for withdrawal may be one where the content has
been determined by the liaison librarians in collaboration with faculty in
departments associated with that Library of Congress classification area to be no
longer beneficial to the collection (e.g., superseded information, duplicated
content, changes in curricular needs).

7.2.3.3 Past use. Past use is generally considered a predictor of future use. Past
use is measured by circulation system records and counts, interlibrary loan
circulation records, and in-house usage statistics/records. Periods of inactivity
will vary by discipline and circulation records may not necessarily be an
appropriate criterion for withdrawal. Items, especially single copies, should not be
discarded solely because of low use.

7.2.3.4 Physical condition. A candidate for withdrawal may be one that is worn,
defaced, or otherwise in poor condition to the point that it cannot be used and its
value to the collection does not warrant replacement or preservation in the same
or an alternate format.

7.2.4 Evaluating collections supporting discontinued programs. The library should
retain at least a "basic information" level in a discontinued program's subject
Recognizing that the interests of departments frequently overlap, the primary liaison librarian must consult with his/her assigned faculties and other liaison librarians, who in turn will consult with faculty of relevant departments and other University constituencies. The historical research value of materials should also be taken into account. Consultation with other CSU institutions maintaining programs similar to the one discontinued should be part of the process of evaluating materials prior to their consideration for removal from the collection.

7.2.4 Disposal of withdrawn materials. Materials to be withdrawn that are not wanted by other CSU or partner libraries will be donated to organizations responsible for placing used books with national and international libraries. Materials to be withdrawn that are not wanted by other CSU or partner libraries will be donated to organizations responsible for placing used books with national and international libraries. Placed in a designated, well-marked area in the Library for at least two weeks, giving faculty, students, and the public the opportunity to claim them free of charge.

8. Acquisitions. At the beginning of an academic year, liaison librarians will solicit from faculty requests for new acquisitions. In addition, throughout the academic year faculty can request through their liaison librarian purchase of materials. The format requested (print or electronic) will be honored. Once the budget for purchases is exhausted, additional purchases will need to be postponed to review for the next fiscal year. When faculty members in an academic department do not send recommendations for materials by the ordering deadline determined and communicated to faculty by liaison librarians at the beginning of the academic year, the liaison librarian can either purchase materials on their behalf or make the unspent funds available to other departments who have requests exceeding their budget.

9. Supplemental Funding for the Library Collection. The Dean of the Library in collaboration with University Advancement and the Director of Development for the library shall identify and pursue potential donors to support the collection and the services of the library. In addition, the library shall be considered a priority in the distribution of student success funds.

10. Effects of Termination of the Joint Library Agreement on this Policy. In the event that the joint facility agreement is terminated, then only those parts of this policy germane to the University will remain in effect. The Dean of the University Library will consult with the University Library Board to determine
which policy elements to abandon on a temporary basis, and the University Library Board will promptly recommend permanent revisions to the SJSU Library Policy to the Academic Senate.
Athletics Board Annual Report

April 15, 2024
Present to the Senate
Athletics Board Members

Annette Nellen (Faculty Member-at-Large, tenured)
Miwa Merz (Faculty Member-at-Large, tenured)
Yinghua Huang (Chair, Faculty Member-at-Large, tenured)
Matthew Faulkner (Faculty Member-at-Large)
Shaun Fletcher (Faculty Member-at-Large)
Sarab Multani (President, Associated Students)
Jada Mazury (Student-Athlete Advisory Committee President)
Travis Boyce (Faculty Athletics Representative)
David Neighbors (Spartan Athletic Fund Designee)

Non-voting board members:
Laura Alexander, Jeff Konya, Robin Reynolds, and Shonda Goward
AY 2023-24 Charge

*President Teniente-Matson’s Nov. 28 memo to the Athletics board*

“As outlined in the general responsibilities and functions of the Athletics Board, I seek any recommendations that the Board may have regarding the varsity sports offerings at SJSU. The Director of Athletics will engage a third-party consultant to conduct a thorough review of the existing state of SJSU sports offerings.

Accordingly, I ask you to review the current Academic Policy F07-2 and advise me of any proposed modifications to the policy, following a thorough review process.”
Athletic Director’s Report - Jeff Konya

Community Service Award 2024 - Video

- Athletics’ Accolades
- Academic Updates
- Competitive Success
- Administrative, Financial, & Personnel Updates
- NCAA Environment & NCAA Transformation Committee
Faculty Athletics Representative Update

1. Monitored the academic performance of student athletes and teams
   a. Eligibility Grids
2. Addressed student athlete (academic) concerns
   a. Travel Letters
3. Represented the institution (delegate) at the 2024 NCAA Convention (Phoenix, AZ) and the 2023 Faculty Athletics Representative Annual Meeting (Indianapolis, IN).
4. Helped to shape policy at the conference (Mountain West Conference) and national level.
5. Regularly updated the President, Athletics Board, and SJSU Department of Athletics Administration on FAR activities and/or issues related to the academic integrity of the institution.
6. Regularly checked-in with the Assistant Director of Athletics for the Compliance Office and the Associate Director of Athletics & Managing Director & of Athletics of Student Athlete Resource Center.
7. Administered the (survey) 2023-24 National Study on Collegiate Wagering and Social Environments
   a. Women’s Swimming and Diving (January 2024)
   b. Men’s Soccer (TBA)
Faculty Athletics Representative - Notable Accomplishments
The Academic Progress Rate (APR) holds institutions accountable for the academic progress of their student-athletes through a team-based metric that accounts for the eligibility and retention of each student-athlete for each academic term.

- The APR system includes rewards for superior academic performance and penalties for teams that do not achieve certain academic benchmarks.
- Data is collected annually, and results are announced in the spring.
Academic Progress Progress Rate (APR)
San Jose State University 2022-23 AY

861 APR score in 2022-23 overall

7 teams received a 1000 APR score in 2022-2023.

- Women's Basketball
- Women's Cross Country
- Women's Golf
- Beach Volleyball
- Women's Tennis
- Women's Volleyball
- Women's Water Polo
Other Items of Business Completed 23-24 AY

1. The athletics board reviewed the third-party report by FirstTeam Sports Consulting, LLC and submitted a letter of recommendations to the President.

2. Interviewed candidates for the Academic Coach of the Year Award and selected two recipients.

3. Learned the special admits process for student athletics from Deanna Gonzales, Director of Undergraduate Admissions.

4. Reviewed FAR Responsibilities and Goals for the 23-24 AY.

5. Reviewed and discussed athletics-related budgetary issues with Dr. Tabitha Hart, Chair of Budget Advisory Committee.

6. Reviewed the current Academic Policy F07-2 and proposed modifications to the policy.
Q & A
AS 1871, Sense of the Senate Resolution, Reaffirming Freedom of Speech and Expression and Promoting Respectful and Civil Dialogue in our Campus Community

Whereas: San José State University continues to affirm its commitment to “creating a diverse community guided by core values of inclusion, civility, and respect for each individual,” (University Policy S01-13: Commitment to a Campus Climate that Values Diversity and Equal Opportunity), and

Whereas: San José State University has declared that “All members of the university community: students, staff, and all faculty” are protected by the tenets of academic freedom (S99-8 and 9 A); and

Whereas: San José State University supports a “lively and fearless freedom of debate and deliberation” and notes that “all members of the University community share in the responsibility for maintaining a climate of mutual respect” (SS S21-3); and

Whereas: The Academic Senate of San José State University has condemned ethnocentrism, xenophobia, and racism (SS S20–6), called on our university to preserve civility and combat bullying (Amendment B to University Policy S99-8), and has reaffirmed our “commitment to an inclusive campus climate” (SS-F16-1) and a “safe, supportive, and welcoming community” (SS-F16-1); and

Whereas: On February 19, 2024, a serious incident arose in Sweeney Hall between an SJSU professor and Pro-Palestinian protestors, which led to heightened tensions amongst the student body, both for students who were and were not present in the building; and

Whereas: Freedom of speech is a principle that supports the freedom of an individual or a community to articulate their opinions and ideas without fear of retaliation, censorship, or legal sanction; criticism of a government, political dissatisfaction, and the advocacy of unpopular ideas that people may find distasteful are nearly always protected by the First Amendment to the US Constitution. Only expressions that are shown to belong to a few narrow categories of speech, such as, but not limited to, defamatory language, threats, and words that explicitly incite violence, are not protected by the First Amendment; therefore, be it
Resolved that the Academic Senate of San José State University encourages faculty, staff, and students to learn about the resources and policies in place to support peaceful discourse over ideas. We urge our community to be mindful and empathetic when disagreeing with others, and to be aware of how actions can cause anxiety and fear amongst students, which often leads to feelings of deprived belongingness. We encourage our community to respectfully welcome discourse and disagreement, as they are the foundation and virtue of a free and democratic society. Be it further,

Resolved that the Academic Senate of San José State University strongly encourages, and suggests, the use of the Intra-Group Dialogue (IGD) Program in the Office of Diversity and Inclusion as a useful tool for engaging in difficult but civil discussions of controversial issues. IGD can build one’s capacity for inclusive excellence and engagement with social issues in day-to-day work/life. We believe this form of communication is vital for the future of our democracy. Be it further,

Resolved that the Academic Senate encourages the campus community to engage in civil and respectful discourse, without disrespecting or dehumanizing members of our community. We reaffirm that all ideologies and opinions are welcomed in our community, as long as they are protected by the First Amendment of the U.S. Constitution. We also reaffirm our University’s commitment to diversity, equity, and inclusion.

Estevan Guzman
Kelly Masegian
Sarab Multani
Kenneth Peter
Julian Vogel