

SAN JOSE STATE UNIVERSITY ACADEMIC SENATE

2015/2016

Agenda

September 14, 2015, 2:00 pm – 5:00 pm

Engineering 285/287

- I. **Call to Order and Roll Call –**
- II. **Approval of Minutes –**
 - Senate Minutes of May 11, 2015 Last meeting of 2014-2015**
 - Senate Minutes of May 11, 2015 First meeting of 2015-2016**
- III. **Communications and Questions**
 - A. From the Chair of the Senate
 - B. From the President of the University
- IV. **State of the University Announcements:**
 - A. Vice President for Administration and Finance
 - B. Vice President for Student Affairs
 - C. Associated Students President
 - D. Vice President for University Advancement
 - E. Statewide Academic Senators
 - F. Provost
- V. **Executive Committee Report**
 - A. Minutes of the Executive Committee –
 - Exec. Minutes of June 22, 2015**
 - Exec. Minutes of July 13, 2015**
 - Exec. Minutes of July 21, 2015**
 - Exec. Minutes of August 10, 2015**
 - Exec. Minutes of August 24, 2015**
 - B. Consent Calendar –
 - C. Executive Committee Action Items –
- VI. **Unfinished Business –**
- VII. **Policy Committee and University Library Board Action Items (In rotation):**
 - A. Professional Standards Committee (PS):
 - AS 1577, Policy Recommendation, Adjusting the timing of Performance Reviews During the transition to the new system for Retention, Tenure, and Promotion (RTP), Amends S15-7 (RTP Procedures) (Final Reading)***

AS 1576, Policy Recommendation, Further Clarification of the Transition to the new system for Retention, Tenure, and Promotion (RTP) Amends S15-8 (RTP Criteria and Standards) (Final Reading).

- B. Organization and Government Committee (O&G):
AS 1575, Senate Management Resolution, Modification of the Undergraduate Studies Committee Charge (Final Reading).

AS 1573, Senate Management Resolution, Modification of the Academic Disqualification and Reinstatement Review Committee Membership and Charge (Final Reading).

AS 1574, Senate Management Resolution, Dissolving the University Teacher Education Committee (Final Reading)

AS 1578, Policy Recommendation, Revision to the SJSU Strategic Planning Policy (First Reading)

AS 1579, Policy Recommendation, Budget Advisory Committee (First Reading)

- C. University Library Board (ULB):
- D. Curriculum and Research Committee (C&R):
AS 1580, Policy Recommendation, Credit by Exam for Challenge Examinations (First Reading)
- E. Instruction and Student Affairs Committee (I&SA):
AS 1581, Policy Recommendation, Instructor Drops in Online Courses (First Reading)

VIII. **Special Committee Reports:**

WASC Update by Dr. Camille Johnson, Time Certain: 2:45 p.m.

IX. **New Business:**

Statements followed by the Election of Two faculty representatives to the Presidential Selection Advisory Committee, Time Certain: 3:15 p.m.

X. **Adjournment:**

2014-2015 Academic Senate

**SENATE MINUTES
May 11, 2015**

I. The meeting was called to order at 2:05 p.m. and roll call was taken by the Senate Administrator. Forty-Five Senators were present.

Ex Officio:

Present: Sabalius, Heiden, Lessow-Hurley, Miller
Absent: Van Selst

CASA Representatives:

Present: Schultz-Krohn, Shifflett, Lee,
Grosvenor

Administrative Representatives:

Present: Feinstein, Terry, Larochelle
Absent: Mendoza, Qayoumi

COB Representatives:

Present: Sibley, Campsey

Deans:

Present: Kifer, Steele, Stacks
Absent: Green

EDUC Representatives:

Present: Kimbarow, Mathur

Students:

Present: Blaylock, Hernandez, Romero, McPherson, Jeffrey,
Amante

ENGR Representatives:

Present: Backer, Fatoohi, Sullivan-Green

Alumni Representative:

Present: Walters

H&A Representatives:

Present: Frazier, Brown, Bacich
Brada-Williams, Grindstaff
Absent: Riley

Emeritus Representative:

Present: Buzanski

SCI Representatives:

Present: White, Muller, Kress

General Unit Representatives:

Present: Matoush, Fujimoto, Huang

SOS Representatives:

Present: Peter, Coopman, Ng, Feist, Rudy

II. Approval of Academic Senate Minutes–

The minutes of April 27, 2015 were approved (43-0-2).

III. Communications and Questions –

A. From the Chair of the Senate:

Announcements from the Chair:

Chair Heiden informed any Senators appointed to the 2015-2016 Senate that were visiting that they could not vote during this meeting.

Chair Heiden informed the Senate that even though the community colleges have received notification from the CSU that at least 30 days are needed to review any proposed 4-year degrees, they recently sent yet another proposal with only a 1 ½ day turnaround. As a result, the CSU Statewide Senate sent a reply that it would be impossible to review the proposal in only 1 ½ days

and would refrain from trying to do so. The Chancellor sent a request for a 30 day review period to the community colleges, but has not received a response. The CSU Statewide Senate is going to draft a resolution, and the CSU chairs plan to write a letter to the community colleges endorsing that resolution, that calls for more consultation and respect for the process.

Chair Heiden presented certificates of service to departing Senators.

Chair Heiden will be sending out a call for nominations for a CSU Statewide Senate seat with a two year term ending 2017 today. There is also a call for nominations for a Senator from the College of Humanities and the Arts. Both the CSU Statewide Senate and the Humanities and the Arts petitions have deadlines to be submitted to the Senate Office by May 18, 2015.

Vice Chair Kimbarow presented a plaque from the Senate thanking Chair Heiden for her service as Senate Chair from 2013-2015. Chair Heiden thanked all Senators for their service to the Senate and for their support during her term as Senate Chair.

B. From the President of the University – Not Present.

IV. State of the University Announcements –

A. Vice President for Student Affairs –

Interim Vice President Terry announced this was her last Senate meeting as the Interim VP of Student Affairs.

There will be 5,225 students graduating this spring. Of these 5,225 students, 3,611 are undergraduates and 1,614 are graduate students. In August 2015, 480 additional students will graduate. Of these 480 students, 337 are undergraduates and 143 are graduate students. By Fall of 2015, a total of 5,705 students will have graduated.

B. Associated Students President –

AS President Miller announced that AS had narrowed their search for a new Executive Director down to two finalists. They have made a recommendation to their board.

Looloo Amante will be the new AS President for 2015-2016. Josh Romero will be the new Vice President.

There is a faculty vacancy on the AS Personnel Committee. Senators should email the AS President if they are interested.

AS hosted their first annual Spartan Showcase last week and it was big success.

AS President Miller thanked the Senate for their support and said he had learned a lot.

C. Vice President for University Advancement – None

D. CSU Statewide Senators –

SJSU and the CSU Statewide Senate passed resolutions calling on the Board of Trustees to draft a new Academic Freedom policy. As of today, 15 CSU campuses have passed similar resolutions.

There has been discussion about a 24th CSU campus that might go to Stockton.

Cal Poly SLO Statewide Senators wrote the CSU Statewide Senate about their concern over a move by administrators to replace the department chair with a department head. This will be discussed again this week. The understanding is that department heads are hired and appointed by the administration and serve for indefinite terms.

E. Provost –

Provost Feinstein announced that he thought the April 27, 2015 Senate meeting was “one of the finest displays of shared governance I have had the pleasure to participate in.”

There was some concern at the last meeting over administrator retreat rights and the financial impact on a department. Provost Feinstein and Senator Peter have done some work in this area and have come up with a preliminary plan that has now been implemented.

When an external candidate appointed to an MPP position with retreat rights retreats, the division of Academic Affairs will provide funds for the administrator to the college upon retreat at the academic year rate. When the faculty member fully retires or terminates, the salary dollars will be returned to the division. Academic Planning & Budgets will track these positions and maintain responsibility for calling back funds when the position is vacated. The division will maintain a prudent reserve to cover administrators with retreat rights. The reserve will be based on past retreat history and may be adjusted from year to year as events warrant.

F. Vice President for Finance and Administration –

The 2015-2016 budget has been planned for. A budget forum was held a few weeks ago and can be viewed on the budget central website.

The SSETF has been set for next year. This information is posted on the Finance website. A call for proposals has been sent out campus-wide.

Either this week or next week, the Administration and Finance Division will launch a new transparency tool on the web at opengov.com. Everyone can access the information on this site.

Question: Do we have any guarantee that the promised equity payments will be made in 2015-2016?

Answer: Provost Feinstein responded that the money was “not going anywhere.”

VP Larochelle responded that it is planned in the budget process to remove that money first from the budget for each of the next three years.

V.

Executive Committee Report –

A. Executive Committee Minutes –

Executive Committee Minutes of April 20, 2015 – No Questions.

Executive Committee Minutes of May 4, 2015 –

Senator Buzanski asked for clarification as to what “doodle” referred to in item 14.

Chair Heiden responded that doodle is a commonly used software tool for scheduling meetings that anyone can use located at <http://www.doodle.com>.

B. Consent Calendar – None

C. Executive Committee Action Items:

Senator Backer presented *AS 1571, Sense of the Senate Resolution, Supporting the Resolution Prepared by the Coalition on Intercollegiate Athletics (COIA) (Final Reading)*.

The Senate voted and AS 1571 passed as written (36-4-5).

Senator Heiden presented *AS 1572, Sense of the Senate Resolution, Endorsing the Statement on Shared Governance at San José State University (Final Reading)*.

The Senate voted and AS 1572 passed unanimously as written (45-0-0).

Chair Heiden and the Executive Committee presented *AS 1569, Sense of the Senate Resolution, Honoring and Thanking Dr. Judith Lessow-Hurley for her Dedication and Service to the Senate and the University (Final Reading)*. **The Senate voted by acclamation and AS 1569 passed unanimously (45-0-0).**

Senator Lessow-Hurley was given a standing ovation by the Senate, and was presented with a plaque honoring her service to the Senate and the University.

Senator Lessow-Hurley commented on how important the work of the Senate was and stated that she was proud to have served on the Senate for so many years.

Vice Chair Kimbarow and the Executive Committee presented *AS 1570, Sense of the Senate Resolution, Honoring and Thanking Dr. Lynda Heiden for her Dedication and Service to the Senate and the University (Final Reading)*.

The Senate voted by acclamation and AS 1570 passed unanimously (45-0-0).

Provost Feinstein presented Chair Heiden with a plaque for her service to the university

on behalf of the Provost and the President.

Chair Heiden thanked the Senate, the Provost, and the President.

VI. Unfinished Business - None

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

A. Professional Standards Committee (PS) – None

B. Organization and Government Committee (O&G) –

Senator Grosvenor presented *AS 1564, Policy Recommendation, Change to the membership and charge of the Strategic Planning Board (SPB) and the Strategic Planning Assessment Agency (SPAA) (Final Reading)*.

Senator Lessow-Hurley presented an amendment to add the Chair of the Senate (or designee) (voting) to the SPB. The amendment was seconded. The Senate voted and the Lessow-Hurley amendment passed (40-2-3).

Senator Sabalius presented an amendment to remove the cabinet member (non-voting) from the SPB. The amendment was seconded. The Senate voted and the Sabalius amendment passed (13-3-29).

Senator Shifflett presented an amendment that was friendly to add to the last sentence at the end of the 2nd Resolved clause, “effective with the Fall 2015 semester.”

Interim VP Larochelle presented an amendment to add a member from Student Affairs, Academic Affairs, Administration and Finance, Athletics, and University Advancement. The amendment was seconded.

Senator Peter made a motion to refer the Larochelle amendment and the policy back to the committee with the instruction that they consult with the President on what membership he would want the committee to have in order to sign off on this policy. The motion was seconded. **The Senate voted and the motion to return to committee passed (42-2-1).**

C. University Library Board (ULB) – None

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

Senator Brada-Williams presented *AS 1555, Policy Recommendation, Credit By Examination (CBE), and Challenge Examinations (Final Reading)*.

Senator Shifflett presented an amendment to strike section D. The amendment was seconded. The Senate voted and the Shifflett amendment passed (21-9-10).

Senator Backer presented an amendment that was friendly to make item “E” a new item “D.”

Senator Brada-Williams presented an amendment that was friendly to add a new sentence to the end of item “C” to read, “Departments may set deadlines for students to request the exam be given in a given semester.”

The Senate voted and AS 1555 passed as amended (32-6-2).

E. Instruction Student Affairs Committee (I&SA) – None

VIII. Special Committee Reports: None

IX. New Business: None

X. Adjournment – The meeting adjourned at 3:45 p.m.

2015/2016 Academic Senate

MINUTES
May 11, 2015

I. The meeting was called to order at 4:10 p.m. and roll call was taken by the Senate Administrator. Forty-One Senators were present.

Ex Officio:

Present: Kimbarow, Heiden, Sabalius,
Amante,
Absent: Van Selst

CASA Representatives:

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

Administrative Representatives:

Present: Feinstein, Terry, Larochele
Absent: Qayoumi, Mendoza

COB Representatives:

Present: Campsey, Sibley, Virick

Deans:

Present: Stacks, Steele
Absent: Hsu, Green

EDUC Representatives:

Present: Laker, Mathur

Students:

Present: El-Miaari, Abukhdeir,
Medrano, Sarras
Absent: Cuellar, Gay

ENGR Representatives:

Present: Backer
Absent: Sullivan-Green

Alumni Representative:

Present: Walters

H&A Representatives:

Present: Frazier, Bacich, Brada-Williams,
Grindstaff
Absent: Riley

Emeritus Representative:

Present: Buzanski

SCI Representatives:

Present: Kaufman, White, Muller

General Unit Representatives:

Present: Fujimoto, Matoush, Medina,
Kauppila

SOS Representatives:

Present: Peter, Coopman, Curry, Wilson

II. Approval of Academic Senate Minutes–

There were no minutes for approval.

III. Communications and Questions –

A. From the Chair of the Senate:

Past Chair Heiden passed the gavel to Chair Kimbarow.

Chair Kimbarow commented on how excited he was to be Senate Chair this year, and spoke of the opportunities to move forward working with the President's new cabinet.

Chair Kimbarow welcomed the new Senators for 2015-2016.

Chair Kimbarow announced that today's meeting was primarily to elect Senate Officers for the 2015-2016 Academic Senate and thanked all the candidates for their willingness to serve as leaders in the Senate.

B. From the President of the University – Not present.

IV. Executive Committee Report –

A. Executive Committee Minutes –

B. Consent Calendar –

AVC Backer presented the initial consent calendar for 2015-2016 and made four amendments. **The Senate voted and the consent calendar was approved as amended.**

C. Executive Committee Action Items: None

V. Unfinished Business - None

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

A. Professional Standards Committee (PS) – None

B. Curriculum and Research Committee (C&R) – None

C. Organization and Government Committee (O&G) - None

D. Instruction and Student Affairs Committee (I&SA) – None

E. University Library Board (ULB) – None

VII. Special Committee Reports – None

VIII. New Business – Election of 2015-2016 Senate Officers

A. Vice Chair of the Senate

Chair Kimbarow announced the candidate and called for any additional nominations from the floor. There were no additional nominees. Senator Frazier presented his candidacy statement. **Senator Frazier was elected by acclamation.**

B. Associate Vice Chair of the Senate

Chair Kimbarow announced the candidates and called for any additional nominations from the floor. There were no additional nominees. Senators Backer and Grosvenor presented their candidacy statements. **Senator Backer was elected.**

C. Chair of the Professional Standards Committee

Chair Kimbarow announced the candidate and called for any additional nominations from the floor. There were no additional nominees. Senator Peter presented his candidacy statement. **Senator Peter was elected by acclamation.**

D. Chair of the Curriculum and Research Committee

Chair Kimbarow announced the candidate and called for any additional nominations from the floor. There were no additional nominees. Senator Mathur presented her candidacy statement. **Senator Mathur was elected by acclamation.**

E. Chair of the Instruction and Student Affairs Committee

Chair Kimbarow announced the candidates and called for any additional nominations from the floor. There were no additional nominees. Senators Kaufman and Laker presented their candidacy statements. **Senator Kaufman was elected.**

F. Chair of the Organization and Government Committee

Chair Kimbarow announced the candidates and called for any additional nominations from the floor. Senators Shifflett and Laker presented their candidacy statements. **Senator Shifflett was elected.**

G. CSU Statewide Representative on the Executive Committee

Chair Kimbarow announced the candidate and called for any additional nominations from the floor. Senator Van Selst was the only nominee. Senator Sabalius presented on behalf of Senator Van Selst who could not make the meeting due to a late flight. **Senator Van Selst was elected by acclamation.**

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

A. Provost – None

B. Vice President of Finance and Administration – None

C. Vice President for Student Affairs – None

D. Associated Students President –

AS President Amante announced that the new AS Board of Directors will begin June 1, 2015. There are three returning board members and 13 new members.

In the Fall semester there will be a \$4 increase to student fees to pay for the Student Involvement Representation Fee. There is an opt-out option.

AS will be visiting legislators this year to push for the reinstatement of Pell grants.

E. Vice President for University Advancement – None

F. CSU Statewide Senators – None

X. Adjournment – The meeting adjourned at 4:50 p.m.

Executive Committee Minutes
June 22, 2015
1:00-2:40, ADM 167

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

1. New and returning members welcomed: VP Student Affairs - Reginald Blaylock, Instruction & Student Affairs Chair - Michael Kaufman, Curriculum & Research Chair - Ravisha Mather
2. Consent Calendar deferred to next meeting. Chair Kimbarow will follow up on question related to an appointment listed as 'Academic Senate Seat'.
3. James Lee elected to serve as statewide senator representative on the Executive Committee for the summer. During the 1st senate meeting in the fall a formal election will be held.
4. Appointment Recommendations for President Qayoumi

Athletics Board (2 positions with terms ending 2018): Kyung Mo Han; Annette Nellen
Spartan Shops Board (2 positions with terms ending 2018): Joseph Giglierano; Tanvi Kothari

Associated Students Personnel Committee (1 position with a term ending 2017): Stefan Frazier

Note: for future, the committee asked that materials provided for review include the charge of each committee (as is done with call for nominations).

5. Appointment of FAR (Faculty Athletic Representative) deferred to next meeting. Chair Kimbarow will review information in F05-2 and notes from earlier Executive Committee Meeting discussions on the Faculty Athletic Representative.
6. Update on Strategic Planning item: O&G chair Shifflett shared information gathered this summer and asked for input from the Executive Committee regarding their perspectives on (a) what it means when strategic planning 'works', and (b) two alternative configurations for committee(s) and membership. Discussion was fruitful and will continue at next meeting of the Executive Committee.
7. Additional Policy Committee Updates were deferred to next meeting.
8. Administration Updates:

Provost:

- 57 new faculty coming in; authorized additional 66 hires for next year
 - About 30 people separating each year (e.g., mostly FERP; a few mid career change to opportunities at other institutions)
- Focusing on tenure density (based on information in October to compare across CSU)
- Working on salary augmentation - intention to address problems of inversion and compression
- Furniture for teaching spaces coming in this summer

VP Student Affairs

- Great show rates at new student orientation
- Wellness center opened 6/15/15
- Director of housing candidates will be on campus beginning this week

Interim VP Administration & Finance

- Extra 96 million dollars from legislature (proposed by CSU Board of Trustees) supported by governor
- Next - See what expectations come out of the chancellor's office. Support budget at campus level would then be revisited once we know allocation - e.g., increase funding enrollment

9. Senate Retreat discussion deferred to next meeting

10. Percolating Issues. Update from Chair Kimbarow

- What do we do at SJSU about rape prevention?
- Tenure and TT faculty teaching late afternoon and night class?
- Legacy emails being retired. VPAF will look into timing of transition and forwarding options.

These minutes were taken and transcribed by Senator Shifflett on June 22, 2015. The minutes were edited by Chair Kimbarow on June 23, 2015. The minutes were approved by the Executive Committee on July 21, 2015.

Executive Committee Meeting Minutes
ADM 167, 1:00 to 2:20 p.m.
July 13, 2015

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

1. Closed Session: Personnel Discussion

These minutes were taken by Senator Bethany Shifflett. The minutes were edited by Chair Kimbarow on July 13, 2015. The minutes were approved by the Executive Committee on August 24, 2015.

Executive Committee Meeting Minutes
ADM 167, 1:00 to 3:00 p.m.
July 21, 2015

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

1. Approval of EC Minutes of June 22, 2015
M/S/To approve the minutes of June 22, 2015. Vote: 9-0-2
2. Consent Calendar (dated July 13, 2015)
M/S/To approve the consent calendar dated July 13, 2015. Vote: 10-0-1
3. Transition Planning

The interim President, Sue Martin, is coming to campus next Tues. (7/28) and would like to meet with faculty exec from 1-2. Room TBD. Chair Kimbarow asked that the faculty members of the Academic Senate Executive Committee should let him know if they can't attend the meeting with Sue Martin.

There will be a farewell for President Mo Qayoumi tentatively scheduled for October 1 at 3:30 pm. Former chair Heiden and Chair Kimbarow will write a Sense of the Senate resolution thanking the president for his service.

Provost Andy Feinstein reported that there will be two searches in the upcoming year that will be delayed because of the selection of the new permanent President: Chief Diversity Officer (chaired by VP Blaylock) and the VP Administration & Finance (chaired by Provost Feinstein). The finalists will not be brought to campus until a new permanent president is selected. There was a discussion of the two search processes. VP Blaylock reported that the Chief Diversity Officer search will be a new search. Academic Senate Chair Kimbarow will send out a call for nominations for these two search committees by the beginning of September.

Nomination process for faculty: Changes made were to move the close of nominations to 8/28/15 and the ballot distribution to the College faculty to September 1. The changed calendar for the "The Advisory Committee to the Trustees Committee for the Selection of the President" was approved unanimously.

4. WASC Report

Provost Andy Feinstein reported on the WASC report. The WASC report included issues for SJSU to address including campus climate and shared governance. The link to the letter is: http://www.sjsu.edu/wasc/docs/WASCCommission_ActionLetter_071515.pdf. There will be a special visit in less than two years. Thalia Anagnos, AVP Graduate & Undergraduate Programs, and Carl Kemnitz, Deputy Provost will be leading the effort to address the issues and write the interim report. There was a suggestion that SJSU have an event for the WASC steering

committee in the Fall to thank them for their efforts. Chair Kimbarow and Senator Lee will write a Sense of the Senate resolution to thank the committee for their efforts.

5. Faculty Athletics Representative (FAR) Appointment

There was a discussion of the extension of the term of the current FAR for SJSU which was requested by the existing FAR, Bill Campsey.

M/S/Approved To recommend the renewal of Bill Campsey's appointment as FAR to the President to the end of the Fall semester (12/31/2015) and that the President's office conduct a search for a FAR in Fall semester. Vote: 10-1-0

M/S/Approved Unanimously To refer F05-2 to Organization & Government for a review of the term of office of the FAR.

There was a discussion about the term limits for the SJSU FAR. The committee looked at the policy and the policy requires a FAR and a FAR-designate. Therefore, the current FAR is not eligible to apply for the FAR position.

6. SPB Proposal

Bethany Shiflett presented the current draft of the SJSU Strategic Planning Policy. The Executive Committee asked questions and gave several suggestions.

These minutes were taken and transcribed by the Associate Vice Chair, Pat Backer, on July 21, 2015. They were edited by Chair Kimbarow on July 21, 2015. The minutes were approved by the Executive Committee on August 10, 2015.

Executive Committee Meeting Minutes
ADM 167, 10:30 am to 12:00 p.m.
August 10, 2015

Present: Kimbarow, Peter, Qayoumi, Frazier, Lanning, Shifflett, Heiden, Feinstein, Lee, Kaufman, Backer, Larochele, Blaylock, Mathur (arrived 10:44 am)
Absent: Amante

1. Approval of EC Minutes of July 21, 2015

M/S/To approve the minutes of July 21, 2015. Vote: 11-0-2

2. Consent Calendar (dated August 10, 2015)

M/S/To approve the consent calendar dated August 10, 2015. Vote: 13-0-0

3. Campus building projects update (Mo)

SJSU President Mo Qayoumi gave an update about the facilities planning and improvements going on at SJSU. He has been working with the Chancellor's office about capital outlay and the need for new buildings and renovations on campus. The Cabinet has been developing a ten-year plan for facilities at SJSU. He discussed the need for a renovated or new Science building and a new Art & Engineering building. When these new buildings are done, the old campus buildings could be repurposed for other departments/uses. Also, this facility plan will be connected to our next capital campaign. The Executive Committee discussed the proposed facilities plans. VP Larochele is going to share the plan with the broader SJSU community in the future.

President Qayoumi discussed his new position as Chief Advisor to the President for Infrastructure and Technology in Afghanistan. He will be traveling to the country frequently and helping build the infrastructure and jobs in the country.

4. Research Foundation (Pam Stacks, Sandeep Muju)
Time Certain 11:00

Pam Stacks and Sandeep Muju discussed several issues related to the Research Foundation. AVP Stacks distributed a Q&A about the Research Foundation. The handout covered indirect costs and Research Foundation revenues. She asked the Executive Committee to review the handout and distribute to faculty who have questions. Sandeep Muju discussed the various issues related to revenue and F&A costs related to the Research Foundation.

AVP Stacks is going to meet with the UCCD to discuss this issue.

5. Budget Advisory Committee Resolution (Bethany)

Bethany Shifflett discussed the latest version of the resolution. The plan is for this resolution to come to the Academic Senate at the same time as the resolution for Strategic Planning.

6. Transition planning

Sue Martin is starting her first day on campus on August 20, the first day of classes. Senate Chair Kimbarow received a request to change the President's address from August 20 to a later date. There was a suggestion to have a welcome event on 8/20 followed by a fall address on another date.

There was no time remaining for the following agenda items.

Time Permitting:

7. Policy Committee Updates:

O & G
C & R
PS
ISA

8. Updates:

Provost
VPSA
VPUA
Interim VPAF
AS President

These minutes were taken and transcribed by the Associate Vice Chair, Pat Backer, on August 10, 2015. They were edited by Chair Kimbarow on August 10, 2015. The minutes were approved by the Executive Committee on August 24, 2015.

Executive Committee Meeting Minutes
ADM 167, Noon to 1:30 p.m.
August 24, 2015

Present: Kimbarow, Peter, Martin, Frazier, Lanning, Shifflett, Heiden, Feinstein, Lee, Kaufman (12:14 p.m.), Backer, Larochelle, Blaylock, Amante (12:15 p.m.), Mathur

1. Approval of Executive Committee Minutes of July 13, 2015. A motion was made and seconded to approve the minutes. The committee voted and the minutes were approved (10-0-3).
2. Approval of the Executive Committee Minutes of August 10, 2015. A motion was made and seconded to approve the minutes. The committee voted and the minutes were approved (13-0-0).
3. A motion was made and seconded to approve the consent calendar dated August 24, 2015. The committee voted and the consent calendar was approved (13-0-0).
4. The committee welcomed Interim President Martin.
5. The committee discussed the allocation of research foundation funds and the proposed funding model changes. Some departments have expressed concern about the Deans being able to decide how much allocation should go to each department. Concern has also been expressed about changes to the traditional 1/3rd, 1/3rd, 1/3rd allocation. Provost Feinstein will reach out to the department chairs to discuss their issues. The Provost emphasized that no allocation model has been approved at this point.
6. Updates:
 - a. From the President:

Interim President Martin will be focusing on establishing strong relationships across SJSU. President Martin emphasized that the university has a lot of talent and we need to complement each other. The President also wants to focus on strengthening relationships with the Chancellor's Office and ensuring SJSU is represented in discussions about building and other issues on campus.
 - b. From the Provost:

Provost Feinstein announced he was very excited to have Interim President Martin here and looks forward to the coming year. Provost Feinstein complimented Interim President Martin and Chair Kimbarow on their upbeat "Welcome Back" speeches. Several faculty members approached Provost Feinstein with questions and concerns during his visits to various College Fall Forums. Provost Feinstein will be responding to everyone that approached him by email.
 - c. From the Vice President of Student Affairs (VPSA):

VP Blaylock commented on how fortunate it was for him to be able to work with Interim President Martin and Provost Feinstein. Student Affairs (SA) will be funding a program to help students and faculty become more engaged by providing funds for students to take a faculty member to lunch.

SA will also be focusing on: 1) getting parents engaged with SJSU; and, 2) establishing a commuter center. SA intends to support student organizations on campus through a \$250,000 match of the funds Associated Students invests in student clubs and organizations.

The President's Commission on Diversity will be continuing this year and a meeting is scheduled in September.

- d. From the Vice President of University Advancement (VPUA): University Advancement (UA) has filled four of their six open development positions.

VP Lanning announced what a great story we have to tell about our own SJSU students and faculty designing the SJSU website.

UA will have new SJSU banners put up across campus.

VP Lanning will focus on the "legitimacy of relationships" this year. We are all part of one whole.

The Tower Foundation Board Retreat is scheduled for October 12th and 13th.

VP Lanning is looking at advertising and how we can utilize faculty to promote SJSU being one of two practice facilities used in preparation for NFL Super Bowl 50.

- e. Vice President for Administration and Finance (VPAF): The committee discussed whether there was any possibility we would be moving away from Peoplesoft to a different software in the future. Interim VP Laroche announced we would not be moving to other software, but Peoplesoft does have different options that could be looked at.

The committee discussed the removal of the bike racks. The bike racks have not been removed, but rather have been moved to exterior parts of campus to reduce congestion.

The recent move to a smoke-free campus has caused some problems such as people hiding behind trees and smoking, or forming groups and smoking. Signs have been ordered and will be posted when they arrive. The committee discussed the need to be clear what is on campus and what is not. The sidewalks belong to the city of San José.

Chair Kimbarow thanked Interim VP Laroche for the positive improvements he has seen in FD&O and their cooperation with departments across campus since she has taken over as Interim VP of Administration and Finance.

- f. From the Associated Students (AS) President:
AS just recently held their retreat, and will be working on increasing student awareness of what AS is.
AS will be also be restructuring their Student Senate to more closely match the Academic Senate with members from all colleges.
AS will have a "Peace Pole" on campus in honor of International Peace Day on September 21, 2015. Peace is written in 12 languages.
AS is preparing for homecoming week.
Student Senators will be meeting for training with Chair Kimbarow on September 8, 2015, noon to 1:00 p.m. in CLK 412.
Over 30,000 Clipper Cards have been given to students.
 - g. From the CSU Statewide Senator:
The next CSU Statewide meeting is scheduled for September 2-4, 2015.
 - h. From the Chair of the Curriculum and Research Committee (C&R):
A member of C&R has notified the Chair that he/she cannot be present for the meetings, but will phone in for conference calls. The committee discussed this and recommended the chair inform the committee member that this runs counter to policy and will not be permitted. The committee member should be reminded of the Senate's committee meeting attendance policy.
 - i. From the Chair of the Professional Standards Committee (PS):
An Exceptional Assigned Time Committee (EATC) must be reconstituted to review applications for this award by October 1, 2015. In accordance with University policy S15-1, the Executive Committee must select the General Unit member. A committee member asked for clarification as to who is in the General Unit. The General Unit consists of all Unit 3 Faculty that do not fall under one of the colleges, and all SSP IIIs and SSP IVs. The committee discussed the procedure for soliciting nominations. It was decided that the same procedure should be followed as for all Senate elections. The Senate Administrator will send out a call for statements of interest that will be brought to the Executive Committee for review at the September 21, 2015 Executive Committee meeting.
7. The meeting adjourned at 1:24 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on August 24, 2015. They were edited by Chair Kimbarow on August 26, 2015. The minutes were approved by the Executive Committee on August 31, 2015.

Consent Calendar 2015-2016				
September 14, 2015				
Academic Senate Seats				
	NAME	Unit	Term	
	Sharmin Khan	Humanities & the Arts	2018	
Statewide Academic Senate				
	NAME	Unit	Term	
	James Lee	SJSU	2017	
Policy Committees				
COMMITTEE	NAME	UNIT	TERM	NOTES
Executive Committee	James Lee	Statewide Senate	2016	
Committee on Committees	Brandon Do	Student Senator	2016	
Committee on Committees	Joshua Nelson	Humanities & the Arts	2016	
Curriculum & Research	Nadim Sarras	Student Senator	2016	
Curriculum & Research	Scott Heil	AVP/Inst. Plng & Acad. Resources (Rep)	2016	
Instruction & Student Affairs	Zhane Gay	Student Senator	2016	
Instruction & Student Affairs	Ismail Abukhdeir	Student Senator	2016	
Instruction & Student Affairs	Eric Medrano	Student Senator	2016	
Instruction & Student Affairs	Sharmin Khan	Humanities & the Arts	2016	
Instruction & Student Affairs	Lisa Simpson	Education	2016	
Organization & Government	Abid EIMiaari	Student Senator	2016	
Organization & Government	Gita Mathur	Business	2016	swapping committees with G. Mathur
Curriculum & Research	Robert Sibley	Business	2016	swapping committees with R. Sibley
Professional Standards	Rocio Dresser	Education	2016	
Professional Standards	Gercia Cuellar	Student Senator	2016	
Operating Committees				
COMMITTEE	NAME	UNIT	TERM	
Faculty Diversity Committee	Valerie Mendoza	Humanities & the Arts	2018	
Institutional Review Board—Human Subjects	Amy D'Andrade	CASA	2016	1 year replacement; is on sabbatical
International Programs and Students	Brent Duckor	Education	2018	
Student Evaluation Review Board	Shannon Wright	Humanities & the Arts	2018	
Student Fairness Committee	Birsan Sirkeci	Engineering	2017	
Student Fairness Committee	Anna Santana	Student	2016	
Student Fairness Committee	James Gonzales	Student	2016	
Student Success	Ismail Abukhdeir	Student	2016	
Undergraduate Studies	Nadim Sarras	Student	2016	
Undergraduate Studies	Lisa Oliver	Education	2016	
Other Committees				
COMMITTEE	NAME	UNIT	TERM	
Academic Disqualification and Reinstatement Review committee	Jinny Rhee	Dean, Engineering or designee	EXO	
Academic Disqualification and Reinstatement Review committee	Pamela Richardson	Dean, Applied Sciences and Arts or designee	EXO	
Academic Disqualification and Reinstatement Review committee	Kathleen McSherry	Dean, Humanities and the Arts or designee	EXO	
Academic Disqualification and Reinstatement Review committee	Lynn Trujillo	Dean, Social Sciences or designee	EXO	

Board of General Studies	David Parent	Faculty—Engineering	2018	
Board of General Studies	Martina Bremer	Science	2016	
Campus Planning Board	Colette Rabin	Education	2017	
Campus Planning Board	Galina Owens	Students/AS Director of Business Affairs	2016	
Campus Planning Board	Luis Cervantes Rodriguez	Students/AS Director of Environmental Affairs	2016	
Heritage and Public History	Rebecca Kohn	Director, University Library Special Collections	EXO	
Institutional Review Board—Human Subjects	Elizabeth Mullen	Business	2016	
Sustainability Board	Luis Cervantes Rodriguez	Student	2016	
Sustainability Board	Patricia Lopez	Education	2016	
Traffic, Transit & Parking	Joyce Lum	Student	2016	
University Library Board	Emily Chan	Library Faculty	2018	
Remove:				
COMMITTEE	NAME	UNIT	TERM	
Academic Senate Seat	Gilles Muller	Science	2016	Appt as MPP
Committee on Committees	Valeria E. Molten	General Unit	2016	Promoted to MPP
Curriculum & Research	Gita Mathur	Business	2016	swapping committees with R. Sibley
Faculty Diversity Committee	Gilles Muller	Science	2017	Appt as MPP
Graduate Studies & Research	Mary Warner	Humanities & the Arts	2016	
Graduate Studies and Research	Sigurd Meldal	Engineering	2017	
Graduate Studies and Research	Miri Van Hoven	Science	2016	on sabbatical
Graduate Studies & Research	Valeria Molteni	General Unit	2016	Appt as MPP
Heritage and Public History	Danelle Moon	Director, University Library Special Collections	EXO	
Institutional Review Board—Human Subjects	Marjorie R. Freedman	CASA	2017	1 year replacement; is on sabbatical
Institutional Review Board—Human Subjects	Meg Virick	Business	2016	
Institutional Review Board—Human Subjects	Shahab Ardalan	Engineering	2016	
International Programs and Students	Arnold Danzig	Education	2018	
Organization & Government	Robert Sibley	Business	2016	swapping committees with G. Mathur
Organization & Government	Gilles Muller	Science	2016	Appt as MPP
Program Planning	Diana Wu	General Unit	2016	
Student Success	John May	Engineering	2017	
Undergraduate Studies	Ravisha Mathur	Education	2016	
University Library Board	Asha Agrawal	Social Sciences	2017	on leave for 1 year; needs replacement for 2015-2016
University Library Board	Samuel Obi	Engineering	2017	on leave for FA2015; needs replacement for F05

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 September 14, 2015
5 Final Reading
6

AS 1573

7 Senate Management Resolution
8 Modification of Academic Disqualification and Reinstatement
9 Review Committee Membership and Charge
10

11 Legislative History: Modifies SM-F09-2
12

13 Whereas: The Academic Disqualification and Reinstatement Review Committee (ADRRC)
14 is an administrative committee currently charged with the review of academic
15 disqualifications and academic reinstatement petitions, and
16 Whereas: The ADRRC has taken on other responsibilities beyond the review of
17 university level probation and disqualification, and
18 Whereas: The titles for some of the ex officio positions have changed, therefore be it
19 Resolved That SM-FO9-2 be modified as follows with regard to membership, titles, and
20 charge:
21

22 Membership:

23 Associate Dean Undergraduate Studies (Co-Chair)
24 Associate Dean Graduate Studies (Co-Chair)
25 Dean, Applied Sciences & Arts or designee
26 Dean, Business or designee
27 Dean, Education or designee
28 Dean, Engineering or designee
29 Dean, Humanities & the Arts or designee
30 Dean, Science or designee
31 Dean, Social Sciences or designee
32 AVP, Enrollment Services or designee
33 AVP, Student Academic Success Services or designee
34 Director, EOP or designee
35 Director, Academic Advising & Retention Services or designee
36 Director, Counseling & Psychological Services or designee
37

38 Note: all seats remain ex officio.
39

40 Charge

41 The Academic Disqualification and Reinstatement Review Committee enforces
42 academic regulations governing disqualification and reinstatement to the
43 University. Responsibilities include:
44

- 45 • The review of academic disqualifications and academic reinstatement petitions,

- 46
- 47
- 48
- 49
- 50
- 51
- 52
- 53
- Hearing appeals to departmental probation and disqualification, Presidential Directive 2009-05 decisions, and other administrative actions for which students have no other appeal body.
 - Establishing university guidelines for probation and disqualification in the major
 - Approving departmental guidelines for probation and disqualification in the major

54 Note: Grading appeals and disciplinary appeals are explicitly excluded from the
55 committee charge.

56

57

58 Rationale: These changes bring titles up to date and reflect what has been established practice
59 with regard to the appointment of the Associate Deans from undergraduate and graduate studies
60 to this committee. In addition, in recognition of the ongoing development of departmental
61 policies with regard to probation and disqualification in the major, it places the authority and
62 responsibility for the development of guidelines, review of departmental policies, and subsequent
63 appeals, with the group historically responsible for matters pertaining to academic probation,
64 disqualifications, and reinstatement.

65

66

67 Approved: 8/31/15

68 Vote: 7-0-0

69 Present: Grosvenor, Mathur, Laker, Curry, Gleixner, Shifflett, Elmiaari

70 Absent: Fujimoto

71

72 Financial Impact: None expected

73 Workload Impact: No change from current situation.

1 San José State University
2 Academic Senate
3 Organization and Government Committee
4 September 14, 2015
5 Final Reading
6

AS 1574

7
8 Senate Management Resolution
9 Dissolving the University Teacher Education Committee

10 Legislative History and Background: SM-S12-1 established the University Teacher Education
11 Committee (UTEC) to replace the All University Teacher Education Committee. No reports
12 have come in since AY 11-12 and based on that last report the group was not particularly active
13 and identified no new business for the upcoming (12-13) academic year.
14

15 Whereas: The University Teacher Education Committee has not been active in recent years;
16 and
17 Whereas: There is not enough interest to constitute this committee reflecting a lack of felt
18 need for its services; therefore be it
19 Resolved: That the University Teacher Education Committee be dissolved effective with the
20 approval of this resolution.
21
22

23 Rationale: Little interest has been expressed in keeping this committee when inquiries were
24 made of the Dean and faculty in the College of Education. Existing structures (e.g., meetings of
25 chairs/directors) appear to be handling issues related to teacher preparation programs,
26 accreditation, and curricular planning. Therefore, at this point in time the UTEC should be
27 dissolved.
28
29

30 Approved: 8/24/15

31 Vote: 6-0-0

32 Present: Grosvenor, Mathur, Laker, Curry, Shifflett, Elmiaari

33 Absent: Fujimoto, Gleixner
34
35

36 Financial Impact: None

37 Workload Impact: None.
38

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 September 14, 2015
5 Final Reading
6

AS 1575

7 Senate Management Resolution
8 Modification of Undergraduate Studies Committee Charge
9

10 Legislative History: Modifies SM-S98-2
11

12 Whereas: The Undergraduate Studies Committee in recent years has been providing
13 support to academic programs on curricular initiatives, and
14 Whereas: There is a need for a group of faculty to actively gather information on
15 undergraduate curricula and provide sustainable support to college curriculum
16 committees in developing new undergraduate curricula, and
17 Whereas: The Undergraduate Studies Committee members are frequently asked to obtain
18 feedback and consult with relevant stakeholders in their respective units, therefore
19 be it
20 Resolved That the charge of the Undergraduate Studies Committee be broadened to
21 encompass these vital activities as follows:
22

23 Reviews and coordinates the undergraduate curriculum and its development; advises on policies
24 relevant to undergraduate education; **encourages and supports curricular innovation on campus;**
25 formulates or considers and makes recommendations on policy for awarding honors to
26 undergraduate students; reviews and makes recommendations on proposed departmental honors
27 programs; **and members serve as liaisons to their respective units.**
28

29 Rationale: The Undergraduate Studies Committee is the logical group to provide on going
30 support for new undergraduate curricular initiatives. Broadening their charge officially
31 recognizes the work they've taken on and provides for a permanent and sustainable resource for
32 academic programs.
33

34 Approved: 8/24/15

35 Vote: 6-0-0

36 Present: Grosvenor, Mathur, Laker, Curry, Shifflett, Elmiaari

37 Absent: Fujimoto, Gleixner
38
39

40 Financial Impact: None expected

41 Workload Impact: No change from current situation.
42

6
7
8 **POLICY RECOMMENDATION**
9 **Further Clarification of the Transition to the new system for**
10 **Retention, Tenure, and Promotion (RTP)**
11 **Amends S15-8 (RTP Criteria and Standards)**
12

13
14 Resolved: That the following amendment be incorporated into the first resolved clause
15 of S15-8 which is shown in italics below, with the shown amendments
16 edited into the public copies of S15-8:
17

18
19 Resolved: *That S98-8 be rescinded and replaced with the following policy according*
20 *to the following time schedule and conditions:*
21

- 22 1) *This policy will be effective for all tenure/tenure track faculty appointed*
23 *for AY 2016/17 and subsequently.*
- 24 2) *This policy will be effective for all tenure/tenure track faculty regardless*
25 *of appointment date beginning in AY 2020/21 (after five years). 2021/22*
26 *(after six years.)*
- 27 3) *During a transition, tenure/tenure track faculty appointed before AY*
28 *2016/17 shall have the choice to be evaluated using the criteria and*
29 *standards of the old policy or according to this policy. (The criteria and*
30 *standards of the old policy means these sections of S98-8: II (Criteria)*
31 *V.B (Standards for Tenure), and VI.B (Standards for Promotion)*
32 *excluding the procedural sections on retention.)*
- 33 4) *Faculty who choose to be evaluated under this policy may not*
34 *subsequently return to be evaluated by the criteria and standards of the*
35 *old. Their decision must be made prior to the faculty member's next*
36 *performance review and be included as a statement in the beginning of*
37 *the Working Personnel Action File (i.e. the dossier) for all performance*
38 *reviews during the transition period.*
- 39 5) *The Office of Faculty Affairs will devise a method by which the personnel*
40 *committees and other reviewing bodies may readily distinguish between*
41 *candidates being evaluated under S98-8 and the attached policy (e.g.,*
42 *different color binders).*
- 43 6) *Resolution of discrepancies during the transition. The choice between*
44 *the old and new criteria and standards applies to those sections of policy*
45 *explicitly identified above, but also to any other sections of policy*
46 *scattered elsewhere in the overall policy that clearly reference criteria*
47 *and standards. If there is ambiguity about whether the old or the new*
48 *sections apply, the AVP for Faculty Affairs shall define which applies.*
- 49 7) *The AVP for Faculty Affairs, in consultation with the Professional*
50 *Standards Committee, shall be further empowered to adjust the*
51 *implementation of this policy to accommodate other issues that may*
52 *arise as a result of the transition from S98-8 to S15-8. This entire*
53 *resolved clause will expire when no more faculty are covered by S98-8*
54 *and shall be edited out of public copies of S15-8.*

62 *Rationale: It was the intent of S15-8 to allow faculty a choice between the Criteria and*
63 *Standards of the old system and those of the new system during a transition*
64 *period. The reason for this choice is that our faculty, including those*
65 *currently in their first year, accepted their positions at SJSU after being*
66 *given a copy of the current RTP policy, which created a reasonable*
67 *expectation that they would be evaluated by those criteria and standards.*
68 *Professional Standards believes that many if not most faculty will choose*
69 *the newer standards, but feels an ethical obligation to offer our current*
70 *probationary faculty a choice.*

71
72 *Unfortunately, the implementation clauses (1 and 2 above) are confusing or*
73 *contradictory about whether our "first year" cohort of faculty may exercise*
74 *this choice. In point 1 (above) it seems that only faculty who start in AY*
75 *2016/17 will be placed entirely under the new standards, implying that our*
76 *current 1st year cohort (the 2015/16 class) will be able to choose. But in*
77 *point 2 (above) a phase-out end date is set which will be before our first*
78 *year cohort comes up for the final tenure decision. Thus the two clauses*
79 *are contradictory. The amendment in point 2 (above) fixes this by*
80 *extending the phase-in for a sixth year.*

81
82 *Clause 7 is added so that the Senate does not have to consider any other*
83 *minor transitional amendments. Implementation of a complex policy is*
84 *bound to expose similar issues and it would be less disruptive if the AVP for*
85 *Faculty Affairs, in consultation with Professional Standards, can simply*
86 *settle any such issues promptly rather than returning to the Senate*
87 *repeatedly as implementation issues arise.*

88
89

90 *Approved: (Email vote August 31-September 1, 2015)*

91

92 *Vote: (8-0-0)*

93

94 *Present: (Peter, Green, White, Lee, Cuellar, Virick, Kauppila, Riley)*

95

96 *Absent: ()*

97

98 *Financial Impact: No changes over the previous policy.*

99

100 *Workload Impact: No changes over the previous policy.*

6
7
8 **POLICY RECOMMENDATION**
9 **Adjusting the timing of Performance Reviews**
10 **During the transition to the new system for**
11 **Retention, Tenure, and Promotion (RTP)**
12 **Amends S15-7 (RTP Procedures)**
13

14
15 Resolved: That the following be inserted as a sixth and final resolved clause to S15-7,
16 and be edited into the public copies of S15-7:
17

18 ***Resolved: Any probationary faculty member who has completed a***
19 ***performance review under S98-8 prior to Fall 2016 (e.g.,***
20 ***received a second year review during AY 2015-16 or***
21 ***earlier) shall continue to be reviewed under the timeline***
22 ***(2-4-6) begun under the old policy until the tenure***
23 ***decision is completed. The AVP for Faculty Affairs, in***
24 ***consultation with the Professional Standards Committee,***
25 ***shall be further empowered to adjust the implementation***
26 ***of this policy to accommodate other issues that may arise***
27 ***as a result of the transition from S98-8 to S15-7. This***
28 ***clause will expire at the end of AY 2019-20.***

29
30
31 ***Rationale: One of the reasons PS recommended that our RTP policies be adopted a***
32 ***year in advance of their implementation was to give the campus sufficient***
33 ***time and notice to anticipate implementation issues and head off problems.***
34 ***One such issue has been detected and this amendment will correct the***
35 ***problem.***
36

37 ***Under our old policy, probationary faculty were reviewed in their 2nd and 4th***
38 ***probationary years prior to the final tenure decision being made in their 6th***
39 ***year. Under the new policy they will be reviewed in their 3rd year, with the***
40 ***possibility of an additional review in their 4th or 5th year, prior to the final and***
41 ***decisive review in their 6th year. The problem concerns the transition to the***
42 ***new system for people who have already started their review cycle under***
43 ***the old system.***
44

45 ***Under S98-8 (the old policy) faculty who are in their 2nd year this year are***
46 ***being reviewed. Next year S15-7 goes into effect and all 3rd year faculty are***
47 ***to be reviewed. This would mean that this cohort of faculty would be***
48 ***reviewed two years in a row.***
49

50 ***A worse problem is that faculty who are currently in their 3rd year will miss***
51 ***both the 3rd year review of the new policy and the 4th year review of the old***

52 *policy, and progress to the final tenure decision without having had any full*
53 *review.*

54
55 *What this simple amendment does is to keep all faculty who have started*
56 *their review cycle on the old timeline on the same 2-4-6 timeline. This*
57 *eliminates both of the problems just mentioned. Faculty who are currently in*
58 *their 1st year, however, will be the first cohort to fully utilize the new 3+ 6*
59 *review cycle.*

60
61 *One very important note: the timing of reviews is completely unrelated to a*
62 *faculty member's privilege to choose between the old and new Criteria and*
63 *Standards during the transitional period. Staying with the old timing cycle*
64 *does not necessarily mean staying with the old Criteria and Standards—this*
65 *remains a faculty member's choice.*

66
67 *The final sentence in this amendment adds a temporary "elastic clause" to*
68 *the policy to allow the AVP for Faculty Affairs to make additional*
69 *adjustments that may be required during implementation. We hope that this*
70 *may prevent the need to come to the Senate with additional amendments*
71 *for temporary issues during the transition.*

72
73
74
75 *Approved: (August 31, 2015)*

76
77 *Vote: (7-0-0)*

78
79 *Present: (Peter, Green, White, Lee, Cuellar, Virick, Kauppila)*

80
81 *Absent: (Riley)*

82
83 *Financial Impact: No changes over the previous policy.*

84
85 *Workload Impact: No changes over the previous policy. The transition to a system which*
86 *might involve fewer reviews would be delayed, but it is hard to estimate any impacts.*

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 September 14, 2015
5 First Reading
6

AS 1578

7 Policy Recommendation
8 Revision to SJSU Strategic Planning Policy
9

10 Legislative History: Rescinds S09-6 and SM-S12-2; Amends Senate Bylaw 10.1
11

- 12 Whereas: Strategic planning is a collaborative process that enables us to create a shared
13 university vision, and
14 Whereas: The recently endorsed statement (May 2015) on shared governance points out
15 that ‘Whether formulating policy, issuing directives, or making decisions of less
16 formal character, both the Senate and the Administration should consult widely
17 with those affected by decisions’, and
18 Whereas: An update to existing policy on strategic planning at this time is needed to bring
19 closure to the Vision 2017 strategic planning process and initiate the next cycle of
20 strategic planning, therefore be it
21 Resolved: That S09-6 and SM-S12-2 be replaced by this policy, and be it further
22 Resolved: That senate bylaw 10.1 be amended to delete item E (strategic planning
23 assessment agency), and be it further
24 Resolved: That the attached policy be adopted and a strategic planning steering committee
25 be constituted by fall 2016.

26
27 Rationale: A range of perspectives exist regarding problems related to the existing strategic
28 planning policy and it’s implementation (e.g., change in leadership, unwieldy committee size,
29 lack of clarity regarding the process and/or committee responsibilities). Utilizing information
30 from those involved in the last strategic planning cycle as well as those new to campus, this is an
31 ideal time to revise the strategic planning policy in ways that bring closure to vision 2017,
32 nurture collaboration across and within divisions, and act on the recommendations from the
33 WASC visiting team with respect to engaging the campus community around strategic planning.
34

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

40 This policy recommendation seeks to provide a structure and guidelines that clarify roles and
41 responsibilities, improves communication and campus engagement throughout the life cycle of
42 strategic planning, and results in a process that is transparent, inclusive and leads to the outcomes
43 identified in the strategic plan.
44

45
46 Approved: 8/31/15

47 Vote: 7-0-0
48 Present: Grosvenor, Mathur, Laker, Curry, Gleixner, Shifflett, Elmiaari
49 Absent: Fujimoto

50
51 Financial Impact: Costs associated with the facilitation of meetings and materials related to a
52 variety of communication strategies are expected.

53
54 Workload Impact: An increase is expected for a strategic planning support staff person and
55 individuals and groups tasked with (a) the planning and implementation of meetings and events,
56 (b) leadership responsibilities in the planning and implementation of initiatives associated with
57 the strategic plan, and (c) evaluation and reporting responsibilities related to the strategic
58 planning process and its outcomes.

59
60 **1. Strategic Planning Steering Committee**

61
62 The Strategic Planning Steering Committee (SPSC) will be a special agency of the Academic
63 Senate. The SPSC will be advisory to the President and serve as a resource to solicit the views
64 of the SJSU community as they pertain to the university's strategic direction. This steering
65 committee is also intended as a resource to the campus community to facilitate the healthy
66 development, implementation and evaluation of the strategic plan throughout its life cycle. The
67 strategic planning steering committee plays an important role in nurturing shared governance in
68 ways that provide for an inclusive process that leads to the achievement of common goals.

69
70 **1.1 Charge**

71
72 Responsible for providing strategic leadership, in collaboration with the President, in all aspects
73 of the development, implementation, evaluation, and revision of a strategic plan for SJSU.
74 Ongoing review of the process along with communication and engagement with campus
75 constituents will be central to the steering committee's responsibilities as well as the plan's
76 legitimacy and efficacy.

77
78 **1.2 Membership**

79
80 Academic Senate Chair (SPSC co-chair) (EXO)
81 Provost or Designee (SPSC co-chair) (EXO)
82 VP Student Affairs or Designee (EXO)
83 AVP Administration & Finance or Designee (EXO)
84 Chief Diversity Officer or Designee (EXO)
85 Athletics Director or Designee (EXO)
86 AS President (EXO)
87 1 Dean
88 1 Department Chair
89 1 Faculty-at-large
90 1 Graduate Student
91 1 Staff
92 1 SJSU Alumni Board Member

93 1 Tower Foundation Board Member

94

95 Support Staff (not a member):

96 Manager, Special Projects (Administration & Finance Division)

97 Director Institutional Effectiveness and Analytics

98

99

100 **1.2.1 Recruitment and Appointment of Members**

101

102 Each member will initially serve a 3-year term renewable for one additional 3-year term.

103 Recruitment of applicants to serve on the strategic planning steering committee will be done
104 through the normal committee on committees process for the seats designated for a dean, chair,
105 faculty member, staff member and student. Recommendations for an alum member will be
106 solicited from the SJSU Alumni Board. Recommendations for a community member will be
107 solicited from the SJSU Tower Board. When filling initial appointments, the Associate Vice
108 Chair of the Senate will stagger the terms. When there are multiple applications for a seat the
109 Executive Committee of the Academic Senate will select individuals to serve. In considering
110 potential SPSC members attention should focus on the person’s skills and experience in these
111 areas: strategic planning, assessment, engagement of individuals and groups.

112

113 **1.3 Responsibilities of the Strategic Planning Steering Committee**

114

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

118

119 1.3.1 Plan, initiate and take part in conversations about strategic planning goals and priorities for
120 the University with the campus, groups and individuals having a leadership role on campus (e.g.,
121 Academic Senate, Deans, Chairs, President, President’s Cabinet, Students), and external
122 communities. Representatives are tasked with facilitating an inclusive dialogue among the entire
123 SJSU community. While this clearly involves listening to groups and individuals actively
124 engaged in leadership roles on campus, the strategic planning steering committee should
125 especially seek input from those who are not often consulted or involved in such processes. The
126 task of engaging diverse voices in an ongoing manner is critical for establishing and
127 implementing effective planning and evaluation processes.

128

129 1.3.2 Consider all university resources in preparation of a strategic plan including, but not
130 limited to: budget, space, human capital, technology, and other university assets.

131

132 1.3.3 Circulate a draft of the overall strategic plan and priorities to obtain input from the
133 campus.

134

135 1.3.4 Prepare, for the President’s consideration, a strategic plan for SJSU which includes
136 recommendations for a limited set of goals, strategies for achieving those goals, and performance
137 measures to assess outcomes related to each goal. The strategic plan will typically span a 5-7
138 year time frame.

139 1.3.5 Following consultation with the Budget Advisory Committee, advise the President
140 regarding the alignment of campus resources with the strategic plan.

141
142 1.3.6 Provide suggestions with respect to communication plans related to strategic planning.

143
144 1.3.6.1 Individual steering committee members will communicate and promote the
145 approved strategic plan and implementation strategies among the groups they represent.

146
147 1.3.7 Annually, collect a report detailing activities and accomplishments from the individuals
148 assigned to lead initiatives related to one of the strategic planning goals.

149
150 1.3.8 Annually document and evaluate actions and outcomes of the strategic plan. Data from
151 multiple sources and perspectives should be examined whenever possible. Evaluations should be
152 made with respect to progress and effectiveness of implementation in the context of appropriate
153 performance measures, timelines, and allocated resources. Included should be an evaluation of
154 the strategic planning process overall and suggestions for any modifications that might be called
155 for.

156
157 1.3.9 As identified in the strategic planning process (section 2) prepare reports as needed. In
158 addition, the Academic Senate chair annually completes the summary report required of all
159 special agencies and communicates that report to the senate.

160
161

162 **2. Strategic Planning Process**

163

164 **2.1 Review the University Mission with the President**

165

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

168

169 **2.2 Internal & External Analyses Conducted by the SPSC**

170

171 The SPSC will examine SJSU's internal and external environment in a variety of ways to
172 facilitate subsequent recommendations with respect to the strategic plan. The information
173 evaluated should include recommendations from the most recent WASC review, campus-wide
174 data, and outcomes of the last strategic planning cycle.

175

176 **2.4 Develop Goals and Draft Strategic Plan**

177

178 The SPSC will plan and implement dialogues to guide the development of goals to be included in
179 the strategic plan. Dialogs should be conducted in a thorough, collaborative, and inclusive
180 manner.

181

182 The SPSC will circulate widely a draft of the overall strategic plan to obtain further input from
183 the campus.

184

185 The SPSC will seek the endorsement of the Academic Senate for their recommended strategic
186 plan.

187
188 The SPSC will prepare and present to the President for his/her consideration a final draft
189 strategic plan. Recommendations should include a limited set of goals, strategies for addressing
190 goals, and metrics to evaluate performance.

191
192 The President is responsible for finalizing the strategic plan.

193 194 **2.5 Communicate the Strategic Plan to Campus**

195
196 The President will take the lead on communicating the strategic plan and its progress.
197 Communication will be reinforced by the President’s Cabinet, the Academic Senate, the SPSC,
198 and those serving as the lead for each goal in the strategic plan. The President’s area of the SJSU
199 web site should maintain an updated record of the plan, its progress, and a mechanism to collect
200 feedback throughout the strategic planning cycle.

201 202 **2.6 Implementation of Strategic Plan**

203
204 The President assigns responsibility for the implementation of each goal. One individual will be
205 designated as the lead for each goal. That person will organize implementation efforts (e.g.,
206 establish task forces or working groups) as needed.

207
208 Each person taking the lead for a goal will be responsible for planning and implementing
209 strategies, monitoring progress, and collecting performance measures related to their goal. Each
210 lead can form working groups and engage the help of other units and individuals as needed.
211 Each spring, leads will prepare a report for the strategic planning steering committee regarding
212 activities and accomplishments for the previous year.

213 214 **2.7 Monitoring the Strategic Plan**

215
216 The SPSC will regularly review the University’s progress on established goals and the strategic
217 planning process overall.

218
219 The SPSC will obtain information from the budget advisory committee so that advice can be
220 conveyed to the President regarding the alignment of campus resources to the strategic plan.

221
222 Each year, the SPSC will prepare, in consultation with the president, a summary report that will
223 be widely distributed.

224
225 In the final year of a strategic planning cycle, a summary report for the President from the SPSC
226 will focus on the University’s cumulative achievements as well as an evaluation of the process.

227 228 **2.8 Communicate outcomes at the conclusion of the strategic planning cycle to campus.**

229

230 In alignment with an overall communications strategy that keeps the SJSU community informed
231 throughout the process and reflects input provided by the SPSC, the President’s Cabinet, and the
232 Academic Senate, outcomes of a completed strategic planning cycle will be conveyed to campus
233 by the President.

234

235

236

237 **3. Policy Modifications**

238

239 Following implementation, if modifications to this policy appear needed the strategic
240 planning steering committee will provide the Academic Senate Chair with its
241 suggestions. The chair of the Academic Senate will then refer the recommendations out
242 to the appropriate policy committee for timely review and subsequent action.

1 San Jose State University
2 Academic Senate
3 Organization and Government Committee
4 September 14, 2015
5 First Reading
6

AS 1579

7 **Policy Recommendation**
8 **Budget Advisory Committee**
9

10 Legislative History & Background: Rescinds SM-S03-1; Modifies S09-6; Amends Senate
11 Bylaw 10.1.
12

13 A coded memo from the Chancellor in 1987, provides the directive behind the guidance and
14 establishment of Campus Budget Advisory Committees. Historically, S05-10 abolished the
15 existing Budget Advisory Committee and replaced it with a Resource Planning Board. S07-3
16 then established a Resource Review Board noting that, “In practice it was found that the role for
17 the Resource Planning Board envisioned by S05-10 has proved to be unworkable due to budget
18 timelines and the composition of the board. This proposal, if adopted, abolishes the RPB and
19 creates a new special agency, the Resource Review Board (RRB).” Subsequently S09-6
20 (Strategic Planning Policy) rescinded S07-3 and established a Strategic Planning Board (SPB)
21 which would serve as the budget advisory committee. SM-11-1 then temporarily assigned
22 responsibilities of the Budget Advisory Committee to the Senate Executive Committee (plus 3
23 additional members) noting that, “the SPB has had limited meetings, due to management
24 transitions and considerable uncertainty in the CSU budget. Those same budget uncertainties,
25 however, make it all the more important that the Senate and the campus remain connected to the
26 budget advisory role.” Finally, F14-1 revoked the temporary assignment of budget advisory
27 committee responsibilities and returned responsibilities to the Strategic Planning Board.
28

29 Whereas: S09-6, which defined the Strategic Planning Board as the body to serve in the role
30 of a Budget Advisory Committee, is under reconsideration this fall, and

31 Whereas: The SJSU statement on shared governance notes that effective shared governance
32 depends on judicious use of fully collaborative and consultative decision making,
33 and

34 Whereas: The campus has not had an active budget advisory committee as called for in the
35 1987 coded memo from the Chancellor (BA 87-14) in recent years, therefore be
36 it

37 Resolved: That until such time as S09-6 is updated, provisions in that policy related to a
38 budget advisory committee be removed, and be it further

39 Resolved: That senate bylaw 10.1 be amended to add the Budget Advisory Committee to the
40 list of special agencies, and be it further

41 Resolved: That effective fall 2015 a special agency titled ‘Budget Advisory Committee’ be
42 established in accordance with the structure, membership, and charge detailed
43 below.
44
45

46 Rationale: A fully engaged budget advisory committee is critically important in the areas of
47 education, engagement, and transparency when it comes to (a) understanding our decentralized
48 budgeting process, (b) identifying problem areas connected to budget allocations and
49 expenditures, (c) serving in an advisory capacity to campus leadership highlighting issues and
50 concerns from the Academic Senate and campus community on budget-related matters, and (d)
51 serving as a resource to the campus community on budget-related questions. This proposal is
52 meant to provide for a budget advisory committee whose charge and responsibilities are in
53 alignment with the principles articulated in the SJSU Statement on Shared Governance and
54 provided by the System Budget Advisory Committee working with the Statewide Academic
55 Senate and and California State Student Association and endorsed by the CSU Chancellor in BA
56 87-14.

57
58 Approved: 8/31/15

59 Vote: 7-0-0

60 Present: Grosvenor, Mathur, Laker, Curry, Gleixner, Shifflett, Elmiaari

61 Absent: Fujimoto

62
63 Financial Impact: None expected.

64 Workload Impact: Additional workload for members of the Budget Advisory Committee.

65
66

67 **1. Budget Advisory Committee**

68

69 A Budget Advisory Committee (BAC) is an integral part of the effort to engage the campus
70 community in developing an understanding of our decentralized budgeting process. Working
71 closely with the Vice President for Administration and Finance the BAC will on a regular basis
72 review reports related to budget/finance situations, identify areas of concern, and provide
73 feedback and input on priorities and solutions. Meeting regularly, the BAC will be in a good
74 position to address and communicate budget issues to the Academic Senate and faculty as they
75 emerge throughout an academic year.

76

77 The Budget Advisory Committee will be a special agency. In conducting their budget-related
78 work, the President and the BAC should remain cognizant of the principles in BA 87-14
79 (Chancellor's coded memo) regarding access to information and consultation. In collaboration
80 with campus leadership, the BAC should strive to serve the campus through education,
81 communication, and transparency.

82

83 **1.1 Charge**

84

85 Provide input and recommendations to the President throughout the planning, implementation
86 and subsequent review of budget expenditures including advice on key campus priorities. The
87 BAC will assist with identifying challenges, serve as an advisory resource to the campus
88 community, and provide a mechanism to communicate financial issues across the campus in a
89 timely fashion. In addition, this committee will serve as a resource to enhance the campus
90 community's understanding of university-wide budgeting processes; develop a broad and deep
91 understanding of budget issues at all levels in order to identify and analyze problem areas and

92 propose solutions; and provide advice concerning the planning, development, and
93 implementation of materials to communicate budget-related information to the campus
94 community.

95

96 **1.2 Membership**

97

98 Senate Vice Chair (Co chair)

99 VP Finance (Co chair)

100 AVP Academic Budgets & Planning (EXO)

101 1 Dean

102 1 Department Chair

103 2 Faculty Senators

104 2 Faculty-at-large

105 AS President or Designee

106 Academic Affairs Staff Member (finance/budget responsibilities)

107

108 If any member cannot complete their term for any reason, or is absent from three regularly
109 schedule steering committee meetings, or repeatedly does not perform assigned committee
110 duties, a co-chair of the BAC may request a replacement from the Chair of the Committee on
111 Committees.

112

113 **1.2.1 Recruitment and Appointment of Members**

114

115 Members (other than ex-officio) serve a 3-year term which is renewable for one additional 3-year
116 term. When filling initial appointments, the Chair of the Committee on Committees will stagger
117 the terms of non ex-officio seats. The student member serves a 1-year term and can be re-
118 appointed. Solicitation of applications to serve on the Budget Advisory Committee will be made
119 through the normal Committee on Committees process for the seats designated for faculty, staff,
120 dean, and student members. When multiple applications are submitted for a seat, the Executive
121 Committee of the Academic Senate will select individuals to serve. In considering applicants,
122 attention should focus on the person's expertise in areas related to the planning and allocation of
123 budget resources and the need for continuity over time in membership for a portion of the seats.
124 In addition, efforts would be made to keep membership on the BAC separate from that on the
125 Strategic Planning Steering Committee.

126

127 **1.3 Responsibilities of the Budget Advisory Committee**

128

129 The co-chairs of the Budget Advisory Committee will convene and preside at meetings, prepare
130 agendas, propose and maintain time-lines for its activities, and take responsibility for the
131 effective operation of the committee.

132

133 1.3.1 Participate in and facilitate a highly transparent, informative, and participatory campus
134 budget planning and allocation process.

135

- 136 1.3.2 Participate in a budgeting process that integrates campus strategic goal setting, budget
137 review and planning, and allocations set by the president.
138
- 139 1.3.3 Participate in the review of the accomplishment of finance goals across divisions and other
140 appropriate units in the context of accountability with respect to the proper use of funds.
141
- 142 1.3.4 Advise the President regarding the timing and content of annual budget calls.
143
- 144 1.3.5 Advise the President during the fiscal year regarding significant or unanticipated events
145 that have a significant effect upon campus budget allocations.
146
- 147 1.3.6 Advise the President regarding the content and format for reporting annual budget data to
148 the campus community in a thorough and consistent manner such that annual changes in the
149 budget are easily tracked and understood.
150
- 151 1.3.7 Provide annual recommendations to the President regarding the proposed budget
152 allocations across the University's several divisions in line with the University Strategic Plan.
153
- 154 1.3.8 Receive reports related to enrollment targets and yield and contribute to discussions on
155 proposed budget allocations.
156
- 157 1.3.9 Review, analyze, and advise the President regarding significant budget actions external to
158 the campus that could impact the University's Operating Fund; e.g., the initial CSU budget
159 proposal and the Governor's May Revise.
160
- 161 1.3.10 Provide information to the Strategic Planning Committee regarding the alignment of
162 campus resources with the strategic plan.
163
- 164 1.3.11 At the conclusion of each academic year the Vice Chair of the senate will complete the
165 summary report required of all special agencies and communicate, at an appropriate level of
166 detail, information related to the BAC's work directly to the senate.
167

168 **2. Budget Review Considerations for the Budget Advisory Committee**

169
170 Information and input from multiple sources and perspectives should be examined
171 whenever possible. Information reported out to the campus community should be in a
172 format that is readily understood and facilitates productive dialogue. The tenor and
173 nature of communication with all individuals and groups providing and receiving budget-
174 related information should be positive, constructive, inclusive, and transparent.
175

176 The Budget Advisory Committee may access as needed all documents related to the
177 campus annual budget as well as expenditures. Committee members would receive the
178 training needed to access available data.
179

180 Given the complexity of our decentralized budgeting processes, the BAC will need to
181 become knowledgeable with regard to a wide range of SJSU resources, operations and
182 organizations. These are likely to include the following:

183

184 University

- 185 • Operating Fund Budget & Resources
- 186 • University Sources and Uses of Funds
- 187 • Expenditures by Division
- 188 • Comparisons to other CSU Campuses

189

190 Self Support Operations & Funds

- 191 • Continuing Education Reserve Fund
- 192 • Student Health
- 193 • University Housing
- 194 • University Parking
- 195 • Capital Outlay & Deferred Maintenance
- 196 • Intercollegiate Athletics
- 197 • Lottery
- 198 • Student Fees (e.g., Student Success, Excellence, & Technology Fee)

199

200 Auxiliary Organizations

- 201 • Associated Students
- 202 • Research Foundation
- 203 • Spartan Shops, Inc.
- 204 • Student Union, Inc.
- 205 • Tower Foundation

206

207

208 **3.0 Policy Modifications**

209

210 Following implementation, if modifications to this policy appear needed the Vice Chair of the
211 Senate will provide the Academic Senate Chair with the Budget Advisory Committee's
212 suggestions. The Chair of the Academic Senate will then refer the recommendation(s) out to the
213 appropriate policy committees for timely review and subsequent action.

7
8 **Policy Recommendation**
Credit by Exam for Challenge Examinations

9
10 **Background** SJSU has no campus policy governing Credit by Exam (CBE)- Challenge
11 Exams. Current practices are not in line with most other CSU campuses or
12 with guidelines given by the Chancellor’s Office. CSU Executive Order
13 1036, Article 1.1 addresses “Campus-Originated Challenge Examinations”
14 stating that “Students who pass campus-originated challenge
15 examinations... shall earn credit toward the degree.”
16

17 The Office of Academic Programs & Faculty Development of the CSU
18 Chancellor’s Office has informed the individual campuses that “challenge
19 exams” should generate Earned Units toward graduation, but should never
20 generate FTES (Full Time Equivalent Students). SJSU is among the 11 of
21 23 CSU Campuses not following these CSU Guidelines. The rationale is
22 that students receive no instruction when challenging a course, and FTES
23 is generated as a measure of faculty instructional time.
24

25 **Justification** Currently, SJSU students may earn credit by exam- challenge exams in two
26 different ways. The color coding shows in **green** where we are complying
27 with CSU policy, and in **red** where our campus is out of compliance.
28
29

Current Practice

Type of Exam	Administered by	Earned Units toward graduation	Course registration required & FTES generated	Student fee
AP, CLEP, & IB	External Testing Services	Yes	No	Paid externally, unless administered by the SJSU Testing Office
“Challenge Exam” (to SJSU course)	Individual faculty or departments	Yes	Yes *	Course registration required; may require

				sizable tuition fees
--	--	--	--	----------------------

* Only the AP (Advanced Placement), CLEP (College Level Examination Program), and IB (International Baccalaureate) Exams comply with EO-1036 and guidance from the Academic Programs Division of the Chancellor’s Office.

This policy proposes to administer “challenge exams” that do not generate FTES, but which do earn credit toward graduation. In table form, this policy will not modify the row associated with external examinations, but will modify the “challenge exams” as shown.

Proposed Policy

Type of Exam	Administered by	Earned Units toward graduation	Course registration required & FTES generated	Student fee
AP, CLEP, & IB	External Testing Services	Yes	No	paid externally, unless administered by the SJSU Testing Office
“Challenge Exam” (to SJSU course)	Departments or the Testing Office on behalf of a department	Yes	No	generally none, unless administered and/or evaluated by the Testing Office

Resolved That the existing “challenge exam” practices be discontinued and that the following be adopted immediately as campus policy for challenge examinations.

- A. **CBE- Challenge exams are not permitted to generate FTES, nor associated WTU (Weighted Teaching Units) workload.** Students are not eligible to take a CBE-Challenge exam for a particular course if that course has already been taken for a letter or CR/NC grade. A “W” grade shall not prevent a student from taking a CBE-Challenge exam. A student may not receive credit by examination via Challenge exam to remove a grade of “F,” “WU”, or “NC”. Students shall not be allowed to take a campus generated challenge examination for a particular course more than once. As is current practice, if a challenge exam is passed, then a grade of CR and a notation of CBE shall be recorded on the transcript. Earned units (UE) must be generated and these must be recorded on the SJSU transcript. Units earned through challenge exams will not be counted as part of

54 the SJSU residency requirements. Only matriculated SJSU students are eligible to take
55 CBE-Challenge exams.
56

- 57 B. **Where there are existing AP or CLEP or IB exams** that have been determined to earn
58 General Education (GE), American Institutions (AI), and/or course credit (see
59 <http://info.sjsu.edu/static/catalog/cbe.html>), these external exams should be used rather
60 than campus generated challenge exams. If there is a discrepancy between the units
61 earned according to the CBE website and the units assigned to the articulated course at
62 SJSU, the units found at the CBE website shall be assigned.
63
- 64 C. **Where there are no external AP or CLEP or IB exams equivalent to SJSU courses,**
65 the determination of whether “campus-originated challenge examinations” (per EO-1036)
66 are available for a particular course is determined by the department or college
67 curriculum committee, and not by individual faculty who may teach that course. A list of
68 courses allowable for CBE via challenge exams shall be recommended by
69 departments/colleges, approved by their respective Dean’s Offices, and maintained by
70 the Office of Graduate and Undergraduate Programs. Credit by examination for 100W
71 and for 200-level graduate courses are not eligible for CBE-Challenge Exams. Courses
72 that are cross-listed will be determined by the home department.
73
- 74 D. The Testing Office will oversee registration and reporting results of all campus challenge
75 exams. The Testing Office can oversee administration of the exam and will coordinate
76 with the department where needed. The costs of administering such exams by the
77 Testing Office shall be determined by the Course Fee Advisory Committee. Students
78 must register for Challenge Exams with the Testing Office **no later** than 5:00 p.m., 28
79 days after the last day to add classes.
80
- 81 E. The Registrar’s Office shall work with the Office of Graduate and Undergraduate
82 Programs and the Testing Office to develop reporting forms, processes, and transcript
83 notations consistent with this policy.
84
85

86 **Approved (C&R):** 6-0-0

87 **Present:** Anagnos, Backer, Buzanski, Mathur (Chair), Sibley, Schultz-Krohn

88 **Absent:** Bacich, Coopman, Matoush, Sarras, Stacks
89

90 **Curricular Impact:** The net effect may be more students taking (and passing) courses with
91 CBE- Challenge Exams. This in turn would lead to the freeing up of seats
92 in classrooms, more timely graduation for those who pass the CBE-
93 Challenge exams, and more access to enrollment of new students if the
94 CBE- Challenge Exam students graduate more quickly.
95

96 **Financial Impact:** As former challenge exams generated FTES and the proposed CBE-
97 Challenge exams will not do so, these CBE exams could reduce campus
98 FTES, though the effect is not anticipated to be very large.

99
100
101
102
103
104

Workload Impact: There will be an initial staff and administrative workload associated with the creation of new reporting forms and processes consistent with this policy, primarily affecting the Registrar's Office and the Office of Graduate and Undergraduate Programs. Systematizing the administration of SJSU CBE-Challenge exams could reduce faculty and staff workload.

6
7 **Policy recommendation:**
8 **Instructor drops in online courses**
9

10
11 Background: University policy S05-12 set the guidelines and some procedures for a
12 refund schedule for students when they drop a course as well as for use of
13 the “W” symbol on transcripts. According to that policy, instructors are
14 permitted to drop students from in-person courses if they did not attend
15 the first class meeting. Since that time, however, online courses have
16 become far more prevalent, which has led to the question of how to track
17 student commitment to a course that does not meet in person. This policy
18 revision adds a clause to determine how students establish a committed
19 presence in online courses (section 2b below).
20

21 Resolved: The first full paragraph of Section 2 of S05-12 shall be modified to read:

22
23 *Six instructional days before Census Day, i.e. the 14th day of instruction,*
24 *is the last day for the student to add a class; this is also the last day for an*
25 *instructor to drop a student who fails to establish a committed presence in*
26 *the class. “Establishing a committed presence” is defined as the following:*
27

- 28 • *In-person courses. Attending the first class meeting or, failing that,*
29 *informing the instructor prior to the second class meeting of the*
30 *reason for any absence and the intention to continue in the class.*
- 31 • *Online courses. One of the following: completing a class*
32 *assignment; informing the instructor of the intention to continue in*
33 *the class; three hours of logged time on the learning management*
34 *system with verifiable activity (chat session, discussion board*
35 *entries, etc.).*
36

37
38 Approved: 8/31/15

39 Vote: 14-0-1

40 Present: Kelley, Bruck, Walters, Brooks, Campsey, Sofish, Kaufman, Abukhdeir,
41 Gay, Amante, Wilson, Sen, Khan, Medina, Sullivan-Green

42 Absent: Rees, Branz, Medrano

43 Financial impact: None.

44 Workload impact: None.

Patricia Backer, College of Engineering

Nomination Statement

Faculty representatives to the Board of Trustees for the Selection of the President

I would like to be considered for election as a faculty representative. I have been a professor at San Jose State since 1990 and I have served on a wide range of department, college and university committees in this time. In my administrative roles as Chair of the Department of Aviation & Technology and Director of General Engineering, I have extensive experience in dealing with administrative issues and working to facilitate solutions. I am serving my fourth term on the Academic Senate and my fifth year as a member of the Senate Executive Committee.

SJSU needs a strong president who can work with faculty, staff and students to lead the university. We have an opportunity to take our university to a stronger and better position both in our local area as well as in the nation. I believe that choosing the right person as president can affect the environment at SJSU and help us work together for the future of our university.

I have extensive scholarly activities related to technology, teaching and learning both in engineering as well as in General Education. Since July 2010, I have been writing university-wide grants for the Office of the Provost so I have been able to interact with faculty and staff throughout the university. I believe my experiences would bring a unique perspective to the committee. If you have any questions or require further clarification, please do not hesitate to contact me at 408-924-3214 or by email at pat.backer@sjsu.edu.

Teaching in the English Department at SJSU since 1998, I have been the Graduate Coordinator for nine years, and the Associate Chair for two. I have also served four terms on the Academic Senate, including this past year as the Chair of Curriculum & Research. Seventeen years of service on this campus has given me insight into a range of issues and concerns due to my membership in committees such as Accessible Technology, Instruction and Student Affairs, Organization and Government, Student Success, Undergraduate Studies, a range of departmental committees, as well as my own grant and publishing activities. I have a great deal of recruitment and hiring experience, including recruiting for leadership positions such as being involved in two successful searches for the Dean of H & A and the Chair of the English Department. Serving on the Executive Committee this past year has given me insight into both the kinds of decisions required of the university's president and a keen awareness of what is needed to successfully fulfill that role. If elected, I will be searching for applicants with excellent communication skills, and strong, instinctual understandings of the need for transparency and shared governance. I will be urging the Board of Trustees to hire someone who is not only capable of decisive leadership but who can listen, learn from, and engage various constituents of the university.

-Noelle Brada-Williams

Statement of Interest
SJSU Presidential Search Advisory Committee

Craig B. Clements
Associate Professor
Department of Meteorology and Climate Science
San José State University

Since arriving at San José State University in 2007 I have experienced four changes in the leadership of the university and witnessed the negative impacts associated with those changes. During this period, I was working through the tenure process as an Assistant Professor and became very concerned about the stability of the university. As a result, I pursued other positions around the country and in the spring of 2012 I was offered tenure-track positions at different “R1” universities. At the time, I believed a research university might be a better fit for my career. But, after visiting other campuses, I realized that my career goals would actually be better fulfilled at SJSU. I decided that SJSU was my home and that I would do all that I could to enact change when the time came. I believe this is now my time to give back to SJSU. I look forward to playing a more active role on campus and am excited to serve the university as a member of the Planning Board and as a potential new CoS representative on the Academic Senate. It is my hope that this nomination for the Presidential Search Advisory Committee will allow me to have a positive impact on the university, its students, faculty, and staff.

I believe I offer the committee a well-rounded perspective for selecting the new president because I feel that I represent the typical, mid-career, Teacher-Scholar at SJSU. Because of the unique research program I developed here, I have been able to foster one-of-a-kind student experiences, and interact with faculty and students from different disciplines across campus. Additionally, I have had the opportunity to work at different capacities with many staff members from a range of units on campus. I believe this has led to a broader understanding of the campus community outside of the classroom.

When I envision the person who will ultimately fill the task as new president of SJSU, I see a leader who believes in shared governance between the president’s cabinet and the faculty and staff, and one who will have the capacity to promote a positive connection with our diverse student body. Additionally, the new president should have student experience at the top of their priority list. I believe our next president should be one who will stay the course through good and bad and will have the strength and fortitude to guide the university community by forging a better future for everyone.

Finally, our university should be more than just a stepping-stone for our next president. The president should come to this campus with the desire to take it to the next level with the help of its faculty and staff. We should want a president who will stay with us and not leave after only a short time. We deserve a president who will actively listen to the faculty’s concerns and ideas for developing a plan for our future. San José State University is the oldest public university in the state, and I am proud that I am a faculty here and I hope the next president will be as proud of our university as I am.

**Statement of Interest and Qualifications
Advisory Committee to the Trustees for the Selection of the
President**

**Lynda Heiden, Professor
Department of Psychology**

Chancellor White has instituted a new process for selecting CSU Presidents, with positive outcomes reported by campuses that have recently completed searches. However, because the search process no longer includes candidate visits to campus, strong faculty representation on the President's Search Advisory Committee is more important than ever.

We will benefit from faculty representatives who have served SJSU in leadership roles, have strong institutional memory, understand well the needs of our faculty, staff, and students, and will provide a strong voice during the recruitment and selection process. I believe that the range of leadership positions I have held at all levels -- Department, College, and University -- over my 25 years serving SJSU prepared me well to represent the faculty voice.

Most recently, I served a two-year term as Chair of the Academic Senate, following service as Vice-Chair of the Senate and chair of several policy committees. As many of you know, the last few years have been challenging for our campus as we worked through significant campus events and transitions in leadership. Doing so required me to have substantial contact with the Chancellor and staff in his office. I actively solicited input from faculty and many others on our campus during this time, and believe I was able to communicate all concerns effectively to the Chancellor. I am equally invested in learning from my colleagues their priorities for the selection of a new President.

Much progress has been made in filling interim administrative positions at SJSU with permanent, highly-qualified individuals at the VP level and below. We must now find a President who can join with us and the current administrative team in leading us forward. I am excited about the prospect of contributing to this effort.

State of Interest: Camille Johnson, College of Business

I would like to serve on the Advisory Committee to the Trustees Committee for the Selection of the President of San Jose State University. I am familiar with many different parts of campus, both in academic affairs and operations, and I have previously served on search committees.

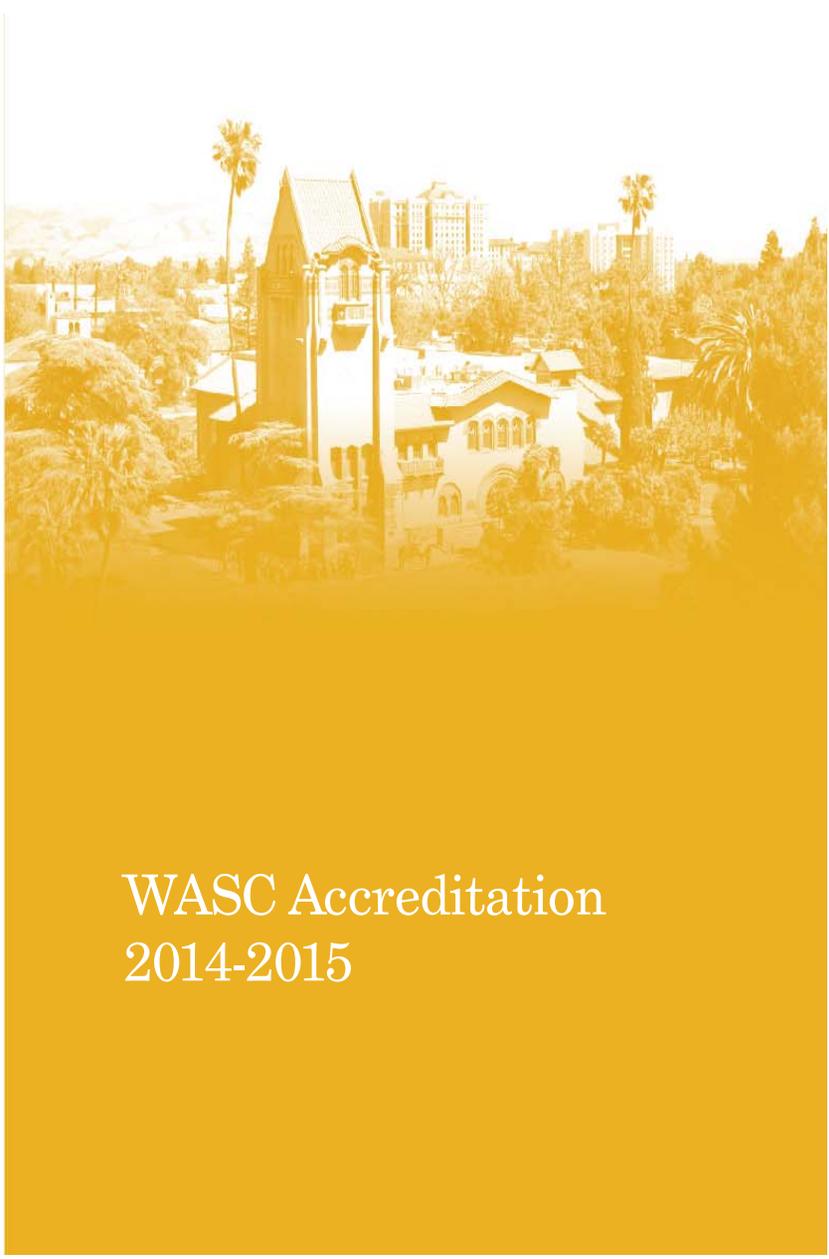
I have a broad understanding of the needs, challenges, opportunities, and triumphs of SJSU. Through formal and informal means, I have come to know faculty and staff from across the campus. As a member of the African-American Student Success Task Force, I have come to know staff in student services, as well as the needs of the community. I as a member of the Dean's Leadership Academy, I got to know faculty from H&A, Education, and the MLK Jr. Library. Through an informal summer research group, I have become friends with faculty from COSS, CASA, and SCI. As a data analyst on Vision 2017, I personally attended over 25 townhall forums, and I read the transcripts of each forum multiple times, so I have heard the desires and concerns of the broader campus. I respect and understand the diversity of needs and perspectives at SJSU on a personal and institutional level. In addition, I currently serve as the Faculty Chair of the WASC Accreditation Steering Committee. I wrote the WASC Institutional Report that was submitted in August 2014 and I coordinated the team visit in Spring 2015. This role gave me exposure to all aspects of the university including finance, faculty development, teaching and learning, and shared governance. I chaired a steering committee comprised of faculty and staff representing all the major units of the university. I also became familiar with the larger context in which SJSU functions. As a member of the CSU, we are subject to directives issued by the Chancellor's office and those issued by California State Senate. As a member of the Silicon Valley community, we serve a diverse population and industries. And as an institution of higher education, we face a changing landscape of state funding, alternative institutions, and shifting education strategies. I am aware of the ways that these external factors influence the decisions made by SJSU.

I have served on several university-wide and departmental-level search committees and understand the requirements of serving on such a committee. I served on the search committee that resulted in the hiring of Andy Feinstein as deputy provost. On that committee, I worked with the search firm, participated in all interviews and deliberations regarding the candidates, and gained insight into the multiple stakeholders and concerns that must be considered when finding a leader for our institution. In addition, I served on the search committee that resulted in the hiring of a new Director of Institutional Effectiveness and Analytics while concurrently serving as the chair of the School of Management search committee for two positions. I understand the demands of the committee and am prepared to meet them.

The next president of SJSU will need to navigate complicated waters. My personal experiences and my demonstrated commitment to SJSU would make me an effective and successful member of the Advisory Committee to the Trustees Committee for the Selection of the President.



SJSU SAN JOSÉ STATE
UNIVERSITY



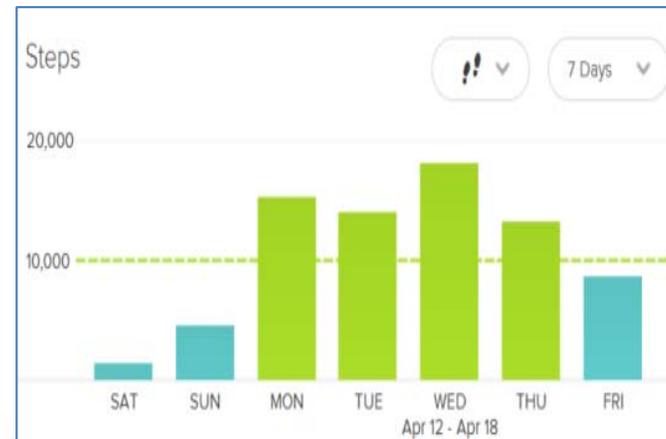
WASC Accreditation
2014-2015

WASC Events

- August 20, 2014: Institutional Report Submitted
- October 21, 2014: Additional documents submitted
- November 12, 2014: Off-Site Review (OSR)
- April 14-16, 2015: Accreditation Visit (AV)

Accreditation Visit

- 42 *Lines Of Inquiry* addressed
- 6 team members
- 3 days
- 25 meeting sessions
- Scheduled meetings with 90+ SJSU faculty, staff, students, and community members



Accreditation!

- 7 year accreditation
- Commendations for:
 - Diligence and dedication of mid-level leadership and staff
 - Financial management in times of financial challenges for all public universities
 - Early work on the 5 Core Competencies

Looking forward...

- Special visit in [spring 2017](#) (documentation provided fall 2016)
- Mid-cycle review [spring 2019](#) (documentation provided fall 2018)
- Off-site review [fall 2021](#) (documentation provided summer 2021)
- Accreditation visit [spring 2022](#)



Special Visit Report

- Nature of Institutional Context and Major Changes since the Last WASC Visit
- Statement on Report Preparation
- Responses to Issues Identified by the Commission
- Identification of Other Changes or Issues the Institution is Facing
- Concluding Statement
- On-Campus visit with arranged meetings
- Team room with required documents: Required Data Elements, Catalog, Budget, Financial statements and audits, Organizational charts and table, Summary data forms

Mid-Cycle Review

- Focuses on student achievement, drawing on evidence from an update of the institution's [Inventory of Educational Effectiveness Indicators \(IEEI\)](#) and retention and graduation data.
- The Mid-Cycle Review is a review of the institutional data and information that serves to identify the possibility of non-compliance with WSCUC's Standards.
 - WSCUC staff review contents presented in the institution's public student achievement website, the URL for which will be submitted in the Annual Report.
 - WSCUC staff gather and review retention and graduation data for undergraduate and graduate students.
- Items specifically mentioned in the Team Report (e.g. assessment of GE, progress on core competencies)

Responding to WASC

Visiting Team Report

- 50 pages
- Detailed commendations and areas of concern
- 7 components in the Institutional Report
 - 5 components received substantive comments

Commission Action Letter

- 4 pages
- Commendations and areas of concern
- Timeline for special visits, mid-cycle review, reaccreditation

Areas for Continuous Improvement

- ~30 specific areas to address
- Documenting actions being taken across campus to address these areas
 - A “living” document that is consistent updated
 - Awareness and transparency
 - Provide head start for future accreditation efforts
- October 16, Steering Committee Meeting

Component 3: Meaning and Integrity of the Degree

Area of Concern	Responsible Unit/Division
Student affairs assessment and development of outcomes associated with ULGs.	Student Affairs, Romando Nash Increasing assessment training among SA staff
Implementation of capstones and assessment of core competencies through capstones	UGCC
Creation of grad PLOs that are unique from undergrad PLOS	GUP
Increasing presence, awareness, and translation of ULGS and PLOs into student (and community)-friendly terms	?

Component 4: Educational Quality

Area of Concern	Responsible Unit/Division
Develop assessments of core competencies at or near graduation that are consistent in length, format, and details	Task Forces on Core Competencies
Improve consistency of assessment reports and increase closing the loop activities following assessment. Establish and document formal processes.	Assessment Facilitators Group Broadening WASC-based assessment training to Chairs and Directors
Written communication – sustain and support the plans of WAC and First Year Writing.	Task Forces on Core Competencies Broadening WASC-based assessment training
Expand (and document) information literacy instruction and responses to assessment findings.	Task Forces on Core Competencies Broadening WASC-based assessment training
Discussion, analysis, and responses to the NSSE results to determine areas of improvement	? IEA Deans, UCCD, Campus Climate

Component 5: Student Success

Area of Concern	Responsible Unit/Division
Campus climate and responses to the specific recommendations from the task forces	President's Commission for Diversity President and Cabinet
Campus climate and graduation rates	President and Cabinet SASS
Demonstrate how data is used to evaluate effectiveness of co-curricular programs, services, and initiatives. Develop student affairs strategic plan	Student Affairs SASS
Continue to improve degree audit and provide updates to the university community	GUP

Component 6: Program Review

Area of Concern	Responsible Unit/Division
100% participation in program review as scheduled	PPC, training Chairs and Directors
Demonstrate that the PPC chair has monitored and enforced progress on action plans	PPC
Action plans recommendations should include learning outcomes and assessment, be more directive and suggest specific actions	PPC, Provost
The goals of program planning should be clarified and process made less burdensome and more sustainable	PPC
Courses should be evaluated based on direct assessments of learning, not grades earned by students	Assessment Facilitators, Chairs and Directors, PPC
Programs should own and assess that their graduates are meeting general education outcomes and goals	PPC, Assessment Facilitators
All programs should describe their direct assessments of PLOS	Assessment Facilitators, Chairs and Directors, PPC
Documentation of responses to feedback from the Assessment Facilitators should be maintained.	Assessment Facilitators Implementation of Software
GE assessment should be defined and implemented	BOGS, PPC

Component 7: Financial

Area of Concern	Responsible Unit/Division
Continue the transition into budget practices to encourage multiyear fiscal planning	President and Cabinet
Continue to increase faculty lines to transition the composition of SJSU faculty and reenergize the campus	President, Provost, and Cabinet
Develop policies to ensure and protect transfer guarantee enrollments	
Develop and implement strategy, policies and programs to support international student success	SASS International House
Consolidation of services and integration of the infrastructure of auxiliaries across campus and coordinated fundraising efforts should be pursued	President, Provost, and Cabinet
Develop stable top leadership and continued outreach to faculty	President, Provost, and Cabinet

What the Senate needs to do

- Support and develop the presence of core competencies in GE (and assessment)
- Support and develop University Learning Goals as guiding principles for teaching and learning on campus
- Support the broadening of WASC-based training in assessment and strategic planning across campus
- Revisit SS-S12-1 and the WASC Steering Committee

Current WASC Steering Committee

- Nine faculty, with one representative from each of the seven academic colleges, the Library, and Counseling Services.
- The Provost
- Two faculty Co-Directors of Assessment
- The Chair of the Academic Senate (or designee)
- A staff member from Academic Affairs
- A Dean from one of the seven academic colleges
- A Department Chair selected by the University Council of Chairs and Directors
- An Administrator representing the President's Office
- An Administrator representing the Administration and Finance Division
- An Administrator representing the VP Student Affairs
- The Associate Dean for Undergraduate Studies and Director of General Education
- The Associate Dean for Graduate Studies and Research;
- The President of Associated Students (or designee)
- A member of the community, appointed by the President
- VP, Graduate Studies and Research
- AVP, Undergraduate Studies (WASC Accreditation Liaison Officer)
- AVP, Institutional Research
- AVP, Student Academic Success Services
- Vice President of University Advancement (or designee)
- Athletics Director (or designee)
- Dean, University Library (or designee)
- Director of Academic Technology
- Dean, International and Extended Studies (or designee)
- *Chair of PPC*
- *Center for Faculty Development*
- *Director, IEA*
- *Career Center*
- *Faculty Chair, Steering Committee*

WASC Committee 2015-2022

- Steering Committee Chair
- Executive Steering Committee
- Revised Charge for Steering Committee
 - Responsible for coordinating and reporting the efforts of their division/unit towards WASC goals and requirements

Document List

Name
Use category ▾
 Document type ▾

Name	Use category	Type	Last modified
An Explanation of the Unit Redemption Rate and Absolute Graduation Rate	Graduation Rate Review	Guide	Feb 11, 2015
Accreditation Liaison Officer Policy	General	Policy	Jul 02, 2014
Accreditation Visit (AV) and Seeking Accreditation Visit (SAV) Schedule - Sample	Accreditation Review, Seeking Accreditation Visit	Template	May 01, 2015
Accreditation Visit (AV) Chair Communication to Team - Sample	Accreditation Review	Sample	Apr 30, 2015
Accreditation Visit (AV) Conference Call Agenda - Sample	Accreditation Review	Sample	May 01, 2015
Accreditation Visit (AV) Confidential Team Recommendation Form	Accreditation Review	Form	May 07, 2015
Accreditation Visit (AV) Team Report Directions and Template	Accreditation Review	Template	Apr 30, 2015
Accreditation Visit (AV) Team Worksheet	Accreditation Review	Worksheet	May 01, 2015
Agreement to Abide by Policy on Ownership of Stock in For-Profit Institutions	General	Form	Sep 30, 2014
Agreements with Unaccredited Entities Policy and Guidelines	General	Policy	Feb 27, 2015
Application for Accreditation	General, Seeking Accreditation Visit	Form	Jul 08, 2014
Assessment Rubrics Combined	General	Rubric	Nov 24, 2014
Assistant Chair Role and Responsibilities Guide	Accreditation Review, Offsite Review, Seeking Accreditation Visit, Special Visit	Guide	Apr 30, 2015
Biographical Form for Evaluators	General	Form	Aug 04, 2014
Capstone Rubric	General	Rubric	Nov 24, 2014
Change in Ownership Implementation Form	Substantive Change Review	Form	Jun 20, 2014
Change of Contact Information Form	General	Form	
Change of Institutional Address Form	General	Form	
Change of Key Personnel	General	Form	

- Questions?

