

**SAN JOSE STATE UNIVERSITY  
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SAN JOSE, CA 95192**

**SM-S16-3, Senate Management Resolution, Remote Attendance at  
Senate and Committee Meetings**

**Legislative History:**

At its meeting of April 25, 2016, the Academic Senate approved this Senate Management Resolution presented by Senator Shifflett for the Organization and Government Committee. This resolution modifies Senate Standing Rule 17 which pertains to committee meetings.

**Senate Management Resolution:  
Remote Attendance at Senate and Committee Meetings**

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

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

Whereas: Remote attendance is a senate management issue and best addressed through the Senate's standing rules, and

Whereas: Guidance is needed on remote attendance for members and committee chairs, and

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

Resolved: That language be added to standing rule 17 to provide guidelines regarding remote attendance at Senate and committee meetings as noted in this senate management resolution.

Rationale: The option to attend meetings from a remote location is potentially beneficial in terms of morale (e.g., balance domestic and work obligations, commuting distance). Given the expansion of technological tools that facilitate remote communication some amount of flexibility should be available regarding meeting attendance. However, the standing practice has been in-person attendance. In addition, (a) campus resources may not be robust or reliable enough, depending on the location, to make remote attendance feasible, (b) the availability of technical

support, or lack thereof, for committee chairs will likely influence the viability of remote attendance, and c) the work of the executive committee, based on past experience, has been facilitated through direct exchanges among members. The burden of arranging for accommodations should not fall on the committee chair, thus the standing rule places that responsibility on the individuals requesting remote attendance. Of utmost importance is the quality of the exchange of ideas and information. The level of quality associated with in-person attendance should be maintained.

Approved: 4/11/16  
Vote: 7-0-0  
Present: Mathur, Gleixner, Shifflett, Beyersdorf, Becker, Curry, Laker  
Absent: Romero, Grosvenor  
Financial Impact: None expected.  
Workload Impact: Potential increase for committee chairs with regard to planning, organization, and management of meetings.

Modification to Standing Rule 17: add item g (1 through 4):

g) Remote Attendance

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

2) Academic Senate: Any action taken by the Senate requires the presence of a quorum of the elected members in person. Members of the Senate are expected to attend meetings in person.

3) Policy Committees: Members of policy committees are expected to attend meetings in person. At the discretion of the policy committee chair remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised. Such accommodations should be rare. The individual requesting remote attendance is responsible for making all necessary arrangements needed to facilitate remote attendance.

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