

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**SM-S19-1, Senate Management Resolution, Charge and
Membership of Senate Policy Committees**

Legislative History: The charge and membership information for the Executive Committee and Committee on Committees reside in Bylaws 4 and 5 respectively. The charge and membership information for the Curriculum and Research Committee is found in SM-S89-3.

Whereas: A comprehensive review of the charge and membership of committees with input from policy committees, operating committees, special agencies, and other university committees has been conducted, and

Whereas: Archived documents assumed to contain the charge and membership of the Professional Standards Committee and the Organization and Government Committee are not readily available, therefore be it

Resolved That the charge and membership of policy committees be as noted in this proposal, and be it further

Resolved That SM-S89-3 be rescinded, and be it further

Resolved: That bylaws 4 and 5 be updated to reflect the changes in this proposal for the Executive Committee and the Committee on Committees.

Rationale: Beginning in January 2018, O&G invited all committees to review their charge and membership. A separate Senate Management Resolution containing all policy committee charge and membership information is needed since in some cases the original documentation is not readily available for reference or future updates.

Approved: 2/4/19

Vote: 8-0-1

Present: Curry, French, Gallo, Higgins, Grosvenor, Millora, Ormsbee,
Rodan, Shifflett

Absent: Capizzi, Saldamli

Financial Impact: None

Workload Impact: None

Charge and Membership of Senate Policy Committees

Executive Committee - Update to charge proposed.

See bylaw 4: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Charge: Acts as an Ad Hoc Advisory Committee to the President on request; acts for the Academic Senate at such times when the members may not be available; formulates policy proposals; refers matters of business to the appropriate agencies; develops and approves the agenda for Senate meetings; handles external relations with elected officials and their staff, as appropriate; prepares nominations/appointments as needed to policy committees, operating committees, special agencies, and other committees for Senate (or administrator) approval.

Membership

Senate Chair (elected)

Vice Chair (elected)

Past Chair or faculty at Large – in years when there is no past chair (elected)

President (EXO)

Provost (EXO)

VP, Administration & Finance (EXO)

VP, Student Affairs (EXO)

Chief Diversity Officer (EXO)

Statewide Senator (elected)

AS President (EXO)

Chair Committee on Committees/Assoc. Vice Chair (elected)

Chair Curriculum & Research (elected)

Chair Instruction & Student Affairs (elected)

Chair Organization & Government (elected)

Chair Professional Standards (elected)

Committee on Committees - Update to charge proposed.

See bylaw 4: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Charge: Recruits faculty, staff, students, and administrators to serve on university committees. Prepares nominations for policy committees, operating committees, special agencies, and other committees as needed. In cooperation with the Organization and Government Committee, makes recommendations for the improvement of the Senate's committee operations and structure. Maintains a record of faculty, staff, students, and administrators currently serving on University-level committees, and at the request of the President or other administrator, may recruit nominees and suggest names of faculty, staff, and students for service on committees as needed. Acts as Election Committee.

Membership

1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 Student Senator

Curriculum and Research - No update proposed.
<http://www.sjsu.edu/senate/docs/SM-S89-3.pdf>

Charge: Responsible for all matters relating to curriculum and research and for development of an academic master plan.

Membership

AVP, Research (EXO)
Vice Provost for Undergraduate Education (EXO)
Dean, College of Graduate Studies (EXO)
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 Student Senator

Instruction and Student Affairs – Update membership
<http://www.sjsu.edu/senate/docs/SM-F13-1.pdf>
<http://www.sjsu.edu/senate/docs/SM-F04-2.pdf>
<http://www.sjsu.edu/senate/docs/SM-S04-2.pdf>

Charge: Responsible for all matters relating to instruction and to student affairs, including recruitment, admission, retention, academic status, educational equity, rights and responsibilities. The Instruction and Student Affairs Committee may establish task forces in consultation with the Executive Committee of the Academic Senate to address specific matters that are beyond its ability or the ability of the Student Success Committee to address in a reasonable time period.

Membership

AVP, Student Affairs or Designee (EXO)
AVP, Enrollment Services or Designee (EXO)
Associate Dean for Undergraduate Studies (EXO – non-voting)
Associate Dean for Graduate Studies (EXO - non voting)
Director, Student Involvement (EXO)
Director, University Housing Services (EXO)
Alumni Representative
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
AS President
3 Student Senators
1 Graduate Student

Organization and Government - Update to charge proposed.

Note: original charge and membership (archived) will be superseded with the passage of this Senate Management Resolution.

Charge: Considers problems related to and prepares recommendations regarding governance of the University, including revisions of the Senate Constitution and By-Laws, and the structure and purview of colleges and departments. This committee is also responsible for reviews and recommendations regarding the charges, functions and creation or abolishment of University and Senate committees in consultation with the committee on committees where appropriate.

Membership

President's Designee (EXO)
1 faculty, College of Business
1 faculty, College of Education
1 faculty, College of Engineering
1 Member, General Unit
1 faculty, College of Health and Human Sciences
1 faculty, College of Humanities & Arts
1 faculty, College of Science
1 faculty, College of Social Science
1 Student Senator

Professional Standards – Update to membership.

Note: original charge and membership (archived) will be superseded with the passage of this Senate Management Resolution.

Charge: Responsible for all areas pertaining to faculty affairs and professional standards.

Membership

Senior Vice Provost (EXO)

1 faculty, College of Business

1 faculty, College of Education

1 faculty, College of Engineering

1 Member, General Unit

1 faculty, College of Health and Human Sciences

1 faculty, College of Humanities & Arts

1 faculty, College of Science

1 faculty, College of Social Science

1 Student Senator