

SAN JOSE STATE UNIVERSITY

Engineering 285/287

Academic Senate

2 p.m. - 5 p.m.

2000/2001 Academic Senate

MINUTES
September 25, 2000

I. The meeting was called to order at 2:05 p.m. and attendance was noted. Thirty-five senators were present.

CASA Representatives:

Ex Officio: Present: Glogoski, Malloy, Saltmarch

Present: Gorney-Moreno, Hegstrom, Shifflett Absent: Briggs

Absent: Davila, McNeil

COB Representatives:

Present: Nellen

Administrative Representatives:

Present: Noble, Rascoe

Absent: Caret, Kassing, Lee

ED Representatives:

Present: Rickford, Sosniak

Absent: Lessow-Hurley

Deans:

Present: Sigler

Absent: Breivik, Hidalgo, Novak

ENG Representatives:

Present: Hambaba, Singh

Absent: Huang

Students:

Present: Drummond, Shetty, Zajac

Absent: Casas, Rodriguez, Saran

Haggas (as guest)

H&A Representatives:

Present: Huebner, Manning, Stork, Van Hooff, Vanniarajan,

Williams

Alumni Representative:

Present: Hollands (as guest)

SCI Representatives:

Present: Hamill, Stacks, Garcia, Veregge

Emeritus Representative:

Absent: Buzanski

SOS Representatives:

Present: Brent, Nuger, Roth

Honorary Senators (Non-Voting):

Present: Young

Absent: Norton

SW Representative:

General Unit Representatives:

Present: Austin

Present: Carolin, Whitlatch

Absent: Thames

II. Approval of Minutes

The minutes of [May 8, 2000 \(Last Meeting 99/00\)](#) were approved with corrections.

The minutes of [May 8, 2000 \(First Meeting 00/01\)](#) were approved with corrections.

III. Communications

A. From the Chair of the Senate

The Chair welcomed Senators new and old to the second meeting of the Fall, 2000 Senate. She introduced the new fulltime Administrative Analyst, Olympia Williams. She also announced that Julie Steinhorst would continue in her part-time position as the office Administrative Assistant. She went on to thank the President for his generous support for the Academic Senate Retreat and the Provost for providing funds to secure a guest speaker. The Chair remarked on her "Opening Day of Campus" remarks that focused on the previous year's Senate accomplishments. She stated that much of the Senates past year's energy was focused toward issues facing the entire CSU system. She urged the Senate to focus this year on issues which affect our campus. Chair Gorney-Moreno then focused the Senate's attention toward specific resolutions passed by the California State University Senate during their meeting in May 2000.

The first resolution brought to the Senate's attention was policy AS-2489-00/FGA, *Shared Governance in the CSU*. In their rationale for the resolved clauses they noted, San Jose State University's "Out of Crisis Paper" and subsequent senate resolutions that expressed anxiety over a perceived isolation of the Chancellor and Trustees from campuses.

In AQS-2481-00FA, *Principles for Year-Round Operations*, under the resolved clause item 6 states: "Individual campuses through their normal curricular processes shall choose which programs and courses are appropriate for year-round operation." The Chair felt that these are relevant issues that committees should be discussing and considering for referrals and policy recommendations.

The last CSU Senate Resolution that the Chair addressed was AS-2497-00/FA, in the resolved it asked: "that each campus senate take a lead role in establishing a task force of administrators, senate, and union leadership to develop a faculty recruitment and retention plan."

The Chair ended her opening statements by asking faculty to assist in the recruitment of students for all of the Academic Senate's Committees.

Senator Bethany Shifflett, Statewide Senator stated that the SJSU's Academic Senate should look to many of our established committees to address Senate issues/policy concerns before always creating new committees to address these issues.

Senator Dominique Van Hoff, the representative for SJSU's International Program, discussed an announcement of the many openings and opportunity's available to faculty abroad. She also distributed the Resident Director faculty position available in France for 12 months. She encouraged senators to call her for further information or stop by the Senate Office to review the International Programs handbook. She also distributed information about the upcoming International Programs Conference during June 2001.

Senator Annette Nellen gave an overview of the Sense of the Senate Resolution passed this summer by the Executive Committee: Sense of the Senate Resolution SS-F00-2, *Sense of the Senate Resolution Adopting Principles For Guiding The Consideration Of A Partnering Arrangements For Facilities Development At SJSU*. This resolution relates to the many projects that the campus has been approached about over the past few months. These guidelines have been implemented to help address the concerns that the campus community has regarding the projects that the university has been considering. The principles have been designed to be somewhat broad. They are designed to assist the President and Don Kassing when they are approached by outside companies wishing to establish partnering arrangements with the University.

The next item discussed by Senator Nellen, *Sense of the Senate Resolution SS-F003, Declaring an Annual Heritage Day, to be celebrated October 20*. Senator Nellen explained that the Executive Committee, acting as Senate, passed the resolution during the summer. Senator Nellen gave a brief background about the significance of October 20 and how it coincides with the ground breaking of the new Joint San Jose State University, City of San Jose Library. Senator Nellen discussed the significance of October 20 in regards to our campus specifically. A brief History of San Jose State University was given, stating that the city of San Jose donated a tract of land to the "California State Normal School," which at that time was called the Washington Square site. The first cornerstone of the new building was laid on October 20, 1870. This was one of the first instances of the university and city collaborating. Senator Nellen called for the Senate's participation in the "ground breaking" ceremony.

Senator Nellen then went on to explain that in honor of Heritage Day, the Senate has extended invitations to State Legislators, University Trustees, the California State University Board of Directors, and City Council Members. She noted that there was a typographical error in the resolution. The correction was noted and it has been changed. Senator Stacks also asked that the resolution reflect that the "Executive Committee acting as the Academic Senate" be inserted at the top of the resolution. The correction was noted and the change has been made.

B. From the President of the University

The President was not in attendance at the meeting. Acting Provost Lela Noble spoke instead. She limited her comments to three specific issues. The first issue addressed was that

Faculty Affairs was in the process of sending a memo to all departments and College Deans with this year's FMI schedule. Also, staff are meeting with IPAR (Institutional Planning and Academic Resources) to distribute funds that have been allocated to the campus. At this time the University will simply proceed with last years agreed upon contract. Second, Provost Noble notified the senate about a new committee that had been recently formed, the University Planning Council. She announced that they would coordinate all planning efforts that had previously been done by the Academic Senate, Council of Deans and the President's staff. The Council includes representatives of the university community who will address specific areas including identifying long-term core values of the campus and devising a 5-year plan which will identify both goals and ways to implement those goals. She noted Lee Dorosz is the new Chief Enrollment Strategist for the campus. He will work independently with staff and a committee to assess enrollment goals and processes to achieve and identify those goals for the university. The last topic the Provost addressed was the university's, FTES. The Provost stated that "we are about 190 FTES above last years numbers but that we have not reached our goal." Senator Stacks asked the Provost, "what will happen to the FMI schedule if the contract changes." The Provost stated that at this time there had been no change in the existing contract and that the university would therefore abide by the current contract in regards to the FMI schedule. However, if it does change then they will implement the new contract changes.

IV. Executive Committee Report

A. Minutes of Executive Committee

[June 1, 2000](#) minutes were approved.

[July 11, 2000](#) minutes were approved with corrections.

[August 28, 2000](#) minutes were approved with corrections.

[September 11, 2000](#) minutes were approved with corrections.

B. Consent Calendar approved with additions.

- C. Senator Roy Young presented [A.S. 1122](#) Sense of the Senate Resolution to Honor the San Jose State University's Men's Baseball Team for the Executive Committee. Senator Young requested that the rules regarding first reading be waived. A vote was taken and the Senate approved his waiver making A.S. 1122 a final reading. The Senate moved to questions and then debate. There were no questions. Senator Nellen offered a friendly amendment to change a grammatical error. It was accepted as friendly and the change was made. The Senate then voted and passed A.S. 1122 (SS-F00-4) unanimously.

Senator James Brent presented [A.S.1124](#) Policy recommendation to the Joint Library Construction Site Mural Resolution. During questions and debate the policy met with much discussion from the Senate Floor. A.S. 1124 underwent extensive corrections and modification. Once the corrections were made and the question had been called, the corrected policy was submitted for a vote. The Senate then voted and passed A.S. 1124 unanimously (SM-F00-2).

Senator Pam Stacks, presented [A.S. 1125](#) Policy Recommendation Modification to

F90-4 Policy For Protection of Human Research Subject: Ethics: Institutional Review Board. There were no questions or debate only a friendly amendment to make a few grammatical corrections. They were accepted as friendly. The Senate then voted and passed A.S. 1125 unanimously (F00-1).

Policy Committee Action Items. In rotation.

- A. Curriculum and Research Committee -None
- B. Organization and Government Committee - None
- C. Instruction and Student Affairs Committee - None
- D. University Library Board - None
- E. Professional Standards - None

VII.

New Business

- A. Dr. Leon Washington, Associate Vice President for Enrollment Services, presented the Student Affairs Update. He addressed many of the issues that the campus community has been concerned about Admissions and Records. He focused his comments on the specific areas listed below. Many of the changes that have been implemented in Enrollment Services have been taken from the recommendations of the Shaffer Report, completed in 1999.

The Shaffer report focused on specific areas that the university needed to address to improve our current system within Enrollment Services. The report listed several recommendations to improve our current system. Of the many recommended improvements, a few were automatically implemented. Including, (1) reorganizing the structure of Admissions and Records, (2) addressing our technology needs to be more efficient in the processing of student transcripts, applications, and prerequisites, and (3) addressing student servicing issues.

1. Reorganization

- The university has located Academic Advising all in one location for student convenience and accessibility
- EOP (Equal Opportunity Program), Student Outreach and other similar student services have been consolidated to one office.
- The Shaffer report also recommended a manager to "go over" all work produced from the office to ensure accuracy and timeliness
- Graduate Studies and Research should handle all processes surrounding graduate student applications and records. This change has been implemented.

Dr. Washington stated "We are pleased to say that the Office of Enrollment Services has implemented the above recommendations."

1. Technology

- Admissions and Records has upgraded the phone system. The new upgraded phone system will be able to address all students holding within seven minutes.
- The office has improved scanners that will assist with inputting documents into the Admissions and Records computer system. This will reduce the time needed for staff to manually input transcript information.
- The office is also improving web-based services to better serve students. In the future students will be able to apply to the university via the web.

1. Student Servicing Issues

- The DARS system will be up and ready for use by mid-December.
- Admissions and Records have added additional staff to help cut down on those waiting in line for services.
- The office has improved the filing system to reduce transcript loss for students
- They are also in the process of implementing a list serve to keep the university community aware of issues facing Admissions and Records.

After the presentation, Senators were allowed to ask Dr. Washington questions. The first comment came from Senator Roth. He commented on the attitudes the staff in Admissions and Records have towards those that they service. He commented that the Admissions and Records staff might benefit from having customer service workshops to train them how to better service students, staff and faculty.

Senator Stacks addressed the issue of policy. She wanted to know what, if any, type of policy the Senate could pass to help with the many problems that Admissions and Records university staff, faculty and students face.

Senator Saltmarch made the recommendation to Dr. Washington that there should be a separate phone line for faculty use only (many agreed with her). This could help faculty to obtain needed information in a timely fashion without physically having to go over to Admissions and Records.

Senator Singh addressed the issue of lost documents and how this affects our enrollment and reputation as a university. Dr. Washington agreed stating that "this has been an ongoing problem within the department" and that they have implemented new strategies to assist with the reduction of lost documents.

Senator Hegstrom began to present [A.S. 1127](#) Opposition to Proposition 38: School Vouchers from the floor. Discussion was halted due to a loss of a quorum.

- VIII.** A motion was made to adjourn the meeting due to lack of a quorum it was accepted. Meeting was adjourned at 4:58PM.