

2003/2004 Academic Senate

**MINUTES
September 29, 2003**

I. The meeting was called to order at 2:00 p.m. and attendance was taken. Thirty-Four Senators were present.

Ex Officio:

Present: Brent, Nellen, McNeil,
Shokouh, Sabalius, Van Selst
Absent: Crowley

CASA Representatives:

Absent: David, Gonzales, Palakurthi

Administrative Representatives:

Present: Lee, Kassing, Goodman
Absent: Rascoe

COB Representatives:

Present: Campsey, Donoho, El-Shaieb

ED Represent:

Present: Katz, Lessow-Hurley

Deans:

Present: Meyers, Andrew,
Gorney-Moreno
Absent: Brievik,

ENG Representatives:

Present: Singh, Pour, Choo

Students:

Present: Tran, Torres, Lam
Absent: Gadamsetty, Sherman,
Paat

H&A Representatives:

Present: Vanniarajan, Desalvo
Absent: Van Hooff

Alumni Representative:

Absent: Guerra

SCI Representatives:

Present: Bros, Kellum, Branz
Absent: Hyde, Veregge

Emeritus Representative:

Absent: Buzanski

SOS Representatives:

Present: Ogaz, Baba

Honorary Senators (Non-Voting):

Present: Norton

SW Representative:

Present: Coach

General Unit Representatives:

Present: Liu, Thames

II. Approval of Academic Senate Minutes –

Minutes of May 12, 2003 – approved.

Minutes of September 8, 2003 – approved.

III. Communications

A. From the Chair of the Senate –

Chair Nellen welcomed all Senators back for the Fall semester. Chair Nellen then welcomed the new Senators; Stephen Branz (Science), Marlene Coach (Social Work), Allison Heisch (Humanities and the Arts), and Bob Hyde (Science) who is replacing David Matthes for one semester while he is on sabbatical. Chair Nellen said she looks forward to a very interesting, challenging, and rewarding year as Senate Chair, and that she will need everyone's continued

contributions in order for the Senate to have a productive year and one that helps to shape our main role here of providing the best teaching and learning environment for students and faculty. Chair Nellen thanked Senator Brent for the New Senator Orientation session he held immediately prior to this meeting. Chair Nellen said that she will continue that training today by offering explanations for several of the agenda items. "Today, we will see all three types of motions that come before the Senate," Chair Nellen stated. Chair Nellen thanked the Provost for providing copies of the history book and Reed magazine for all Senators.

Chair Nellen said her remarks were going to focus on three areas; first-a reminder of the importance of your role as Senators, second-some administrative announcements, and third-her observations on where the Senate needs to focus its efforts this year. Chair Nellen said she can't "underscore the importance of your role as Senators enough. The university needs policies on everything from deciding degree requirements to deciding how close a smoker should be to a building. Such policies could be mandated by the administration, but they do work better when there is collaboration, discussion, and generation of ideas among administrators, faculty, and students. The Academic Senate and its predecessor, the Faculty Council, has created a very strong environment of shared governance on campus, but it is up to us to ensure it remains as strong as possible. It is also up to us to be sure that we are being as effective as possible in our work, that we are responding to issues, keeping abreast of things going on at the Chancellor's office, legislature and Governor's office, statewide Senate, and local campus so that we can respond accordingly to identify issues before they become problems, or missed opportunities." Chair Nellen asked Senators to bear in mind by-law 1.12 which states that each member is responsible for assessing "the attitudes and viewpoints of the constituency that elected him/her. However, it is a policy that no member shall come instructed, and that in voting, each member represents the entire University." Chair Nellen asked Senators to be sure they have some way of communicating with the group that elected them, perhaps by using email or a listserv, etc. to get input on matters before the Senate. Chair Nellen said she will be emailing the faculty after each meeting to let them know what happened, as well as before Senate meetings when we have subjects of wide interest to them.

Chair Nellen said that Senators may recall that we endorsed a resolution to change the Senate Constitution, Article III, Section 3b, to allow lecturers with at least one year of service to be eligible to be Senators. The resolution was put to a faculty vote at the beginning of the Fall 2003 semester. The resolution passed by a vote of 243 to 96. Interim President Crowley ratified the resolution last week, as required by Article VI to the Senate constitution. Chair Nellen said that lecturers are now eligible to fill vacant Senate seats from their colleges, and we currently have openings in the College of the Humanities and the Arts, and in the College of Social Sciences.

Chair Nellen said that there was a resolution before the Senate at the May 12, 2003 meeting on mandatory Email for students. A motion was made to send the proposal back to the Executive Committee for further study. The Executive Committee met with several people involved with this issue over the summer, and a referral was made to the Instruction and Student Affairs Committee to follow-up on this. The Executive Committee felt this was more of a communication with students issue, than a technology issue.

Chair Nellen said that Senators have a small slip of paper in front of them asking whether they prefer a Wednesday or a Friday for scheduling a Fall 2003 Senate Retreat. Chair Nellen asked Senators to complete the form, and Vice Chair Donoho will collect them during today's meeting.

Chair Nellen said that at our next meeting on October 27, 2003, we will be joined by the recently appointed Faculty Trustee Kathy Kaiser from CSU Chico, and CSU Statewide Senate Chair Bob Cherney from San Francisco State University.

Chair Nellen said that the Senate Executive Committee co-sponsored a forum with campus members and the Presidential Search Advisory Committee on September 18, 2003. Input has been received and will be posted to the website.

Chair Nellen said that on September 15, 2003, a Senate Forum was held with all of the chairs of the Senate committees. The chairs were able to meet and share some of the items on their agenda and get feedback. They were also given a handbook on how to effectively run a Senate committee.

Chair Nellen said the Affirmative Action Committee will be sponsoring a forum on October 16, 2003. All Senators should have a copy of the flyer about this event in the materials in front of them today. Also some Budget Forums will be held starting in October 2003 regarding the CSU and campus budgets.

Chair Nellen thanked Senator Van Selst for offering to serve as the faculty member on the Homecoming Queen/King selection committee.

Chair Nellen said that Senator Shokouh is looking for a faculty member to assist him in drafting a possible Senate resolution regarding an October 16, 2003 event honoring Tommy Smith and John Carlos.

Chair Nellen encouraged Senators to use the Senate website to view policies, look at by-laws, see committee lists, and link to other Senates and other CSUs. It is a rich source of information and can be useful to Senators in their role as a Senator. There is also a powerpoint presentation that is an overview to the Senate that Senators may want to share with their colleagues. Chair Nellen then thanked Eva Joice for working so hard to keep the website up-to-date, and for getting it better organized over the summer. Chair Nellen thanked both Eva Joice and Sandy Thoi (Student Assistant) for their hard work on getting the Constitutional Amendment and other elections materials out campus-wide. It has been a very busy summer and fall for the Senate office, Chair Nellen said.

Chair Nellen commented on her observations and goals as Senate Chair this year. Chair Nellen said she believes "the Senate has had many successes over the past few years including; the Library policy, enabling MUSE to operate, the functioning of our GE approval and assessment process, moving from an academic dishonesty policy to a focus on academic integrity, having new SOTEs and procedures, recognition of the relevance of service

learning courses, lecturer representation on campus matters, improvement in the role of the Budget Advisory Committee, campus climate policies, and creation of the University Information Technology Board, just to name a few of our successes in the past few years." Chair Nellen said some areas she would like to see the Senate pursue this year include: "continuing to improve communication to and from the Senate; raising the profile of the Senate and its committees on campus--which can be aided by Senators keeping in touch with members of their college; continuing to look at the Senate structure to see if it is adequately representing the campus; improving the budget process and getting the Budget Advisory Committee to play a more significant role in that process; watching the new Library to ensure it appropriately serves the needs of this and future generations of students and faculty; engaging the campus in a dialogue on what it means to be an educated citizen." Chair Nellen said there are some areas where we need to take next steps including: "a referral to Instruction and Student Affairs on possibly creating a Code of Student Conduct as a result of the change from an academic dishonesty to an academic integrity policy; the Professional Standards Committee will be looking at updating our RTP policy as a result of the new SOTE policy the Senate passed; improving the peer review process; and the Executive Committee needs to bring a report to the Senate this year on athletic funding as a result of the resolution supporting the Knight Commission report on improving administration of athletics on campuses. Other things that the Senate needs to be focused on include the fact that we will have a new President next year, and the WASC accreditation process that is currently going on," Chair Nellen said.

B. From the President of the University – No Report, Interim President Crowley is out of town today.

IV. Executive Committee Report –

A. Executive Committee Minutes – No comments.

B. Budget Advisory Committee Minutes – No comments.

C. Consent Calendar – approved with the following exceptions:

Jessica Torres was not appointed to the Curriculum and Research Committee

Sampath Gademsetty was not appointed to the Board of General Studies

Jessica Torres was not appointed to the Undergraduate Studies Committee

D. Executive Committee Action Items:

1. Meet your fellow Senators – Chair Nellen had all Senators break into groups and complete a short quiz with questions about San José State University.

2. Chair Nellen said that we need to elect a new Chair for the Organization and Government Committee to replace Pam Stacks who is no longer a member of the Senate. Chair Nellen said that she only had one nominee, Senator Sally Veregge. Chair Nellen asked for nominations from the floor. There were no additional nominees. Chair Nellen then declared Senator Veregge the new Chair of the Organization and Government Committee by acclamation.

3. Senator Donoho presented AS 1218, Sense of the Senate Resolution: To Co-Sponsor Four Accreditation Forums this Academic Year (Final Reading) for the Executive Committee. Senator Lessow-Hurley presented a friendly amendment to change the last whereas clause to read, "Whereas, the accreditation forums (two fall, two spring) will provide faculty, staff, students and administrators opportunities to enhance their understanding of the accreditation process and to actively participate in examining the University's present status and future opportunities, now therefore, be it". **The Senate then voted and AS 1218 passed unanimously.**

4. Senator Katz presented AS 1217, Sense of the Senate Resolution: To Co-Sponsor a Dossier Preparation Workshop every September (Final Reading) for the Executive Committee. **The Senate then voted and AS 1217 passed unanimously.**

5. Senator Brent presented AS 1219, Senate Management Resolution: Creating a Graduation Ceremony Task Force (Final Reading) for the Executive Committee. Senator Lessow-Hurley presented a friendly amendment to change the membership to include a staff member from the President's Office, Mireya Salinas, and to remove the requirement that the Executive Assistant to the President be the Chair of the Task Force. Senator Shokouh make a friendly amendment to change the 3rd line of the membership to read, "2 additional students nominated by the VP for Student Affairs to Associated Students for approval." Senator Norton made a friendly amendment to change the 4th line of the membership to read, "1 SJSU alumnus/a selected by the Alumni Association Board of Directors." **The Senate then voted an AS 1219 passed as amended.**

6. Senator Shokouh presented AS 1216, (A confidential naming policy recommendation) (Final Reading) for the Executive Committee. All non-Senators were asked to leave during the presentation of this policy. Chair Nellen explained the naming process and importance of confidentiality per S00-3.

V. Unfinished Business - None

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

A. Organization and Government Committee –

Senator Liu presented AS 1220, Senate Management Resolution: Enlarging the Membership of the Program Planning Committee (Final Reading) for the Organization and Government Committee. Senator Brent presented a friendly amendment to change the name "Palakur" to "Palakurthi" in the "Absent" line. **The Senate then voted and AS 1220 passed with one abstention.**

B. Budget Advisory Committee –

Senator Brent presented AS 1191, Policy Resolution: Principles and Strategies to be Observed and Utilized during times of Budget Cuts (First Reading). Senator Brent said that this resolution came about largely as a result of the BAC Retreat of 2002. Budget cuts

had not yet hit at SJSU, but we knew they were coming. The BAC used Cal State Long Beach as a foundation. The BAC kept some items and deleted others. For example, Senator Brent said, Cal State Long Beach opposed CMS, but the BAC didn't feel that was necessary at SJSU. Senator Brent said that the principles were the most important part of the resolution. The BAC agreed that we should recommend that one of the first things we should do in times of budget cuts, is to cut things that the CSU and legislature tell us to do, but don't give us the funds to do. These were principles and strategies that the BAC was able to come to a general agreement on.

Questions:

Senator Campsey asked where this document is located. Senator Brent said it was in the packet. Senator Campsey asked what is going to stop this process from becoming, "our stuff is great, but those guys over there are sure losing money." Senator Brent said probably only the good will of those individuals involved the decision-making process. Senator Brent said if any criticism could be leveled against these principles and strategies, it would be that they are things that the BAC was able to come to general agreement on. Senator Brent said he "doesn't believe there is anything in this resolution that could advantage one college or one program over another. In fact, it may be that some of the more controversial ways we could cut budgets are not in here either," Senator Brent stated.

Senator Sabalius said that the CFA has a priority list of what things should be cut in what order based on their contract with the CSU. He asked whether the BAC consulted with the CFA. Senator Brent said no. Senator Brent said he was familiar with the language that Senator Sabalius was talking about. Senator Brent said that certainly as a group the BAC was in agreement that instruction must be preserved.

Senator Tran asked what was meant by "auxiliary contribution." Senator Brent said that what this meant was that we would take a look at what services the University provides using general fund money to auxiliaries and the basis with which the general fund is reimbursed for them. Senator Brent said that "by saying this the BAC wasn't saying anything was amiss, but was simply saying that, for example, ground leases were just imposed this past year and he is concerned about that because it just means students will wind up paying more. Nevertheless, it does seem to be an accepted accounting principle that if they are using our land, they should pay for the use of it." Senator Brent said that the BAC was just saying that things like this should be looked at where they make sense.

Senator Singh asked about the size of "unfunded mandates". Senator Goodman said that for example, CMS was an unfunded mandate.

Senator Branz asked what the "deep narrow cuts" meant in the 4th bullet. Senator Brent said that the BAC just meant that when it came time for cuts there should be some consultation about whether you spread the cuts evenly, or hit specific programs. The BAC did not mean to imply that either of these two possibilities was the recommended strategy, Senator Brent said.

Chair Nellen said that we have reached our time certain of 3:45 p.m. If Senators have any additional questions they can be forwarded to her directly.

C. Instruction and Student Affairs Committee – None

D. University Library Board – None

E. Organization and Government Committee – None

F. Professional Standards Committee – None

G. Curriculum and Research Committee – None

VII. Special Committee Reports – None

VIII. New Business –

A. Bethany Shifflett and AVP Bob Cooper gave an update on the WASC accreditation process. Bethany had all Senators break into six groups for an exercise. Bethany said that she is the Accreditation Coordinator. AVP Bob Cooper is our Accreditation Liaison Officer. He is our liaison with SJSU and the accrediting body. Bethany said, "The new accreditation process has three stages to it. The first stage is a proposal, and we are already done with this stage. A proposal was given to WASC and accepted by WASC that laid out how we are going to be reviewed. The second stage is where we are right now, it is called a preparatory review. In this academic year, we have to engage in discussion that helps us write a report around what is called capacity. Do we have the capacity to deliver high quality educational degrees at SJSU." Capacity can be defined as processes, policies, and resources, according to Bethany. After WASC comes here and visits us and takes a look at our capacity, we get the okay to move onto stage three. If we aren't cleared by WASC, we will have to revisit some things, and have them visit again, Bethany said. "When WASC comes to visit us, they will have already have received (on July 1 of next year) our full report, and they will have seen our portfolio, which is a web-based demonstration of evidence on what SJSU is all about. They will do quite a bit of their review by using this material. When they come to campus, they are here to audit and verify the information provided," Bethany stated.

When the WASC team arrives at SJSU, Bethany said she would expect that the Senate be fully engaged in discussion with them. Bethany said that we must be able to demonstrate that we have the processes, procedures, and resources in place to help us do the job we need to do. Bethany said, "We are reviewed here around four standards." The report that Bethany and Bob are going to do will revolve around these four standards. Bethany said that she and Bob will also use this time this year with WASC to look at enrollment management, and student development and success. Enrollment Management will have a separate area in the report they do. Bethany said that under each standard there are criteria for review. The criteria lay out what the key aspects of the standard are. What Bob and Bethany did for today was take a look at each standard and look at what they needed to engage the Senate in discussion with early on in the process. Bethany and Bob took six of these questions and that is what Senators will be discussing today in the six groups you are divided into. The questions are being used to facilitate in-depth discussion. Bethany said for everything we put out to the WASC team that says we are stellar they are going to say "where is the evidence of that?" Bethany said that the WASC Steering Committee is a very able group. The Steering Committee is charged with trying to collect the information from all the four corners of the university. Bethany said this

process is meant to get us engaged in discussions about who we are and where we want to be. Bethany said they have already met with all the Senate committee chairs and they have mapped all the criteria for review to the charges of all the Senate committees, and the committee chairs have been given information to discuss with their committee members.

Bethany said there will be focus group and division meetings throughout the year. There will also be campus-wide forums and the first one is on October 29, 2003, noon-1:30 p.m., in BC 32. The Senate then broke into six groups. Chair Nellen said she would be going around to each group to select someone to be the recorder. Bethany said the recorders need to write out a summary of what happens today and get that back to her.

AVP Bob Cooper took questions and answers after the groups finished. Senator Singh asked what kind of evidence they are collecting. Bob said that the one place we are in good shape with regard to our external constituencies is a place we are in hot water with respect to our campus community, and that is the assessment data for general education. Other places where we are in relatively good shape are in those departments that have accrediting agencies for their particular discipline. They typically are required to gather all kinds of evidence, some quantitative and some more qualitative that documents to those specific accrediting agencies that they are in good shape. Bethany said they are going out to every program director on campus to get information, not just the academic units. Senator Singh asked if they were collecting data just for this year? Bethany said that many of the programs have been collecting data for years. Bob said that one of the things they are trying to focus on is a system for gathering and collecting data for the future.

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

A. Vice President for Administration and Finance –no report given.

B. Vice President for Student Affairs – no report given.

C. AS President – Senator Shokouh said that AS has been trying to get more students for the Senate committees, but they can do only so much. He asked that Senators take the student applications and hand them out in their classes. Senator Shokouh asked for a volunteer Senator to assist him in drafting a resolution to bring before the Senate. Senator Brent volunteered.

D. Statewide Senators – Senator Sabalius said that at the last meeting of the CSU Academic Senate, he asked David Spence, the Executive Vice Chancellor whether he had an opinion as to whether individual campuses should keep Division 1A football or not. He said no, no, no. Senator Sabalius then asked if it would be left up to the individual campuses and he said yes, that would be the case. Senator Sabalius said that for the first time the proposed budget for the CSU campuses was given to the Academic Senate to review before it was sent up. It includes a request for a 4% increase in salary for faculty.

E. Provost– no report given.

X. Adjournment – The meeting adjourned at 5:00 p.m.