

2006/2007 Academic Senate

**MINUTES
October 23, 2006**

I. The meeting was called to order at 2:05 p.m. and attendance was taken. Forty-six Senators were present.

Ex Officio:

Present: Van Selst, Sabalius,
Gorman, Gutierrez,
Lessow- Hurley, Veregge
Absent: Kassing

Administrative Representatives:

Present: Phillips, Najjar, Sigler, Lee

Deans:

Present: Merdinger, Wei, Hegstrom
Absent: Stacks

Students:

Present: Bridgeman, Reyes,
Dresher, Patel, Henderson,
Sakadjian

Alumni Representative:

Present: Thompson

Emeritus Representative:

Present: Buzanski

Honorary Senators (Non-Voting):

Present: Norton

General Unit Representatives:

Present: Thames, Griffith

CASA Representatives:

Present: David, Fee, Perry, Canham
Absent: Hooper

COB Representatives:

Present: Campsey, Gehrt
Absent: Jiang

ED Represent:

Present: Maldonado-Colon, Parsons, Rickford

ENG Representatives:

Present: Meldal
Absent: Backer, Gao

H&A Representatives:

Present: Desalvo, Leddy, Harris, Vanniarajan
Absent: Van Hooff, Belet

SCI Representatives:

Present: Bros, McClory, Kaufman, Hamill, Hilliard

SOS Representatives:

Present: Peter, Hebert, Von Till

II. Approval of Academic Senate Minutes –
Minutes of September 25, 2006 were approved as is.

III. Communications and Questions –

A. From the Chair of the Senate:

Chair Lessow-Hurley said, "I'd like to start by sharing some information with you. The Provost and I attended a CSU conference on student success this week, and the Senate Chairs met with the Provost to provide input for a plan to succeed Cornerstones. Each

campus has been asked to convene a campus-wide conversation in early spring to discuss the areas that the new system-wide planning effort will address. The focus is essentially on access and student success, so that fits in with our own strategic planning efforts. The Provost and I have discussed the possibility that this could be a really excellent opportunity to provide input to the Goals Advisory Committee (GAC) as we begin to think about refreshing our goals. For one thing, we had Vision 2010, but 2010 is right around the corner. A good planning effort is not static, and it is important we move forward. We did really good work as we began our planning, but there are several areas that certainly need more attention. My attention has been called repeatedly to the question of graduate education and the need for graduate students. That will become even more important as we begin to consider a free-standing EdD. Most importantly and very particularly exciting, we have lots of new faculty. As I have gotten to meet them in this role, I have found they have lots of new ideas and directions we could move in.

You will also be pleased to know that Rona Halualani, from Communications Studies, has been selected to serve as a member of the new system-wide Cornerstones Steering Committee. She has been active both in strategic planning and WASC. I don't think we could have better representation, so that is very good news.

The other key issue at the Provost and Chair's meeting was the question of accessibility to electronic and information technology for persons with disabilities. If you checked your email today, you should have received the coded memo from the Chancellor's office that I sent out early this morning. I was very moved by the presentation that we experienced at the meeting. We had a presentation from a professor at one of the southern campuses, who talked about his experience coming through the CSU system with a disability. It wasn't until the end of his presentation that it became clear that he was seriously visually impaired. We also saw some films of students that came through the CSU system that speak to the question of what they need in terms of access to be able to function academically. They were both informative and moving. I think that providing access for students and persons with disabilities to all of our information sources is certainly in keeping with our emphasis on inclusive excellence, but at the highest level it is also a question of basic human rights. We will be bringing more information to the Senate, and the campus will be engaged in this entire activity. Instruction and Student Affairs [Committee] will undoubtedly be involved in formulating policy on availability of textbooks and other kinds of issues. Keep your eye on this, because it is going to require all of our attention.

We had our Senate Retreat, and I'd like to thank Senator Thames for her hard work. It was a very worthwhile and enjoyable experience. We are working on the action items that surfaced in our conversations. Our conversation focused on how to make the Senate relevant to the faculty, and raise the profile of the Senate. We also had an excellent presentation from Senator Peter, and I'd like to thank him for his participation as well. Some of the issues have been formulated into policy recommendations, and they are working their way through the system.

President Kassing was unable to attend today. However, President Kassing has invited the Senate to a holiday gathering at his residence on December 3rd, 2006, so mark your

calendars. Invitations should be forthcoming."

B. From the President of the University –

Provost Sigler gave a report for President Kassing. Provost Sigler said, "President Kassing is on his way to the airport to catch a plane to Long Beach. He asked me to give his report. First, I'd like to talk a little bit about the homecoming celebration. I think it was one of the best homecoming weeks we've had in recent times. All of the individuals involved in planning the events really deserve our gratitude and congratulations.

The Tower Dinner held on Thursday [October 19, 2006] was a magnificent event. We had close to 600 people in attendance. There was broad representation of faculty, staff, administrators, community members, and supporters of the university. The person selected to receive the award, Connie Lurie, is loved by the university. She has been a great friend of the university and has funded a lot of significant projects on campus. I know that during my tenure as the Dean of the College of Humanities and the Arts, I had the privilege of working with her implementing the Lurie "Authors in Residence" that brought to the campus significant writers. Simon Winchester came all the way from England to attend the event, and also gave a presentation that day. She [Connie Lurie] has also been instrumental in establishing programs in support of former foster children who are on campus. Some of these students were also in attendance.

On Friday [October 20, 2006] I saw many of you at the picnic. It was wonderful to see you and your family members. It was a very successful event.

President Kassing particularly wanted me to tell you how impressed he was with the faculty presentations in the alumni college. He [President Kassing] has told me that I need to work with Fred [AVP Najjar] to get more people attending the event, because he feels we are a resource to the community. We need to involve more members of the community. The president attended about 3 of the presentations and he was very impressed.

Chair Lessow-Hurley mentioned [planning after] Cornerstones. Up until now [the planning process], has been called *Access and Excellence*, but it may be changed to *Access to Excellence*. What has happened so far is that the steering committee (which is composed of members of the board of trustees, a number of campus presidents and vice presidents, two provosts, two or three faculty members, and a number of students) met for one day [October 16, 2006] for a day-long meeting, and they identified a number of domains under which they are going to be organizing the planning. The Provosts and the Senate Chairs were given an opportunity to provide input and now the committee is going to continue to meet, and there is also going to be a public discussion process. There is a strategic planning website at the system-level that is going to be posting this information. At San Jose State, our intention is to look at the topics and provide information to the system giving them our recommendations. At the same time we want to look at those questions and see if we missed something when we were developing our own process, and then we will have to go back and reassess some of these elements.

Chair Lessow-Hurley also talked about Academic Affairs Coded Memorandum 2006-41, which addresses accessibility. Basically, this is a three-year road map for addressing accessibility to electronic materials. It has three areas: web accessibility, accessibility to instructional materials, and criteria to be used in procurement. The first year we need to envision planning and the evaluation of the campus. Then the second year we will be facing implementation of the plan we have developed, and the third year will be assessment. We will be looking at what we have done and accomplished."

Questions:

Senator Peter asked if the accessibility issue was going to pertain to the library collection. Provost Sigler said, "I don't know for sure. There is a meeting next Monday and Tuesday. I am attending on Tuesday. There will be a template that tells us what we need to do. We will begin with web pages. The first task is to look at the 20 most visited or public web pages on campus. We need to make sure these are accessible. Later on we will be looking at other web pages. The Senate will have to be involved in developing policies or guidelines regarding accessibility to instructional materials, particularly early ordering of textbooks. Eventually, we will be working with the office of Academic Technology to change some of the distance learning programs to make sure they are accessible."

Senator Peter asked, "Can you tell us about the status of the RTP policy?" Provost Sigler said, "The President has the policy on his desk. He will be making a decision very shortly. He is consulting with various groups. He has asked me to consult with the Deans. My expectation is that he will probably sign the policy. However, he may have a delayed implementation date if he identifies significant issues, or he may report to the Senate indicating areas he thinks may need to be addressed in the future."

Senator Peter said, "I am becoming concerned that we haven't seen very much of the President recently. I hope you will convey our invitation to the President to join us at the Senate, and be a more regular participant. I think he has missed three meetings in a row." Provost Sigler said, "I think it is only two meetings." Senator Peter said, "He wasn't at the Senate retreat in addition to the last two Senate meetings."

IV. Executive Committee Report –

A. Executive Committee Minutes –

September 25, 2006 - No questions

October 9, 2006 - No questions

B. Consent Calendar – Approved as is.

C. Executive Committee Action Items: None

V. Unfinished Business - None

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

A. Curriculum and Research Committee -

Senator David presented *AS 1342, Policy Recommendation, Policy and Assurance for Humane Care and Use of Animals at San José State University (First Reading)*. Senator David said the main changes to the policy reflect changes in federal guidelines. Senator David said that she had asked Larry Young to answer any questions.

Questions:

Senator Peter asked, "Can you tell us how extensive the use of animals is in our labs on campus?" Mr. Young said, "It varies, we don't have a lot of animal use on campus. A majority of the animal use is happening in the field for conservation of species, etc. The number of active protocols at this time is about 170. The average maintained on campus is probably 60 or less."

Senator Hebert asked, "Is there any required notification from the chairperson of the Institutional Animal Care and Use Committee (IACUC) of exemptions?" Mr. Young said, "It does reflect in the minutes and the institutional officer is given a copy of all the minutes."

Senator Sabalius said, "In the committee vote, it appears there was a Senator that dissented. I am curious as to why?" Senator David said, "It was 11 to 1, and 1 committee member did not agree with the committee meetings being closed sessions. Most of our committee meetings on campus are open. We checked to see if there was any problem in terms of legality, and there was not. Not even the Academic Senate meetings have to be open under state law. There are other reasons why the committee meetings need to be closed. There were concerns about animal rights activists. In addition, the IACUCs at our sister CSU campuses are generally closed sessions for the same reason. We wanted a policy that would make it fairly easy for someone with a legitimate reason to gain access to a committee meeting. Usually this is a student that wants to see what goes on in the committee, or somebody with a protocol before the committee. There is no intention to keep someone with a reasonable interest in the committee from attending. Under the circumstances the committee felt this was a reasonable compromise."

Senator Hamill said, "From what I understand this is just some minor changes to an existing policy, and normally we get something [a copy of the policy marked] with deletions and additions in it." Senator David said, "We had a discussion about this. There is a version like this on the Senate website [this copy was emailed to the Senate]. We were concerned with the number of pages."

Senator Peter said, "What if a well-known animal rights activists requests permission to attend, what happens?" Senator David said, "We haven't had that situation yet."

Senator Bros said, "Were you concerned about the physical safety of the committee members?" Mr. Young said, "Yes, if the meetings were routinely open to the public."

Senator Norton said, "I'd like to point out that this is an administrative committee, and not a Senate committee, and the general provision for open Senate committee meetings does not apply."

Senator Hebert said, "The old committee had 7 members. Why is the AVP for Undergraduate Studies no longer on the committee?" Mr. Young said, "The Undergraduate Studies Committee is an advisory committee to IACUC. This makes it a conflict of interest to have the AVP Undergraduate Studies on IACUC as a voting member."

Senator David presented *AS 1341, Policy Recommendation, Revision of Program Planning Guidelines (First Reading)*. Senator David said, "The purpose of the changes are to make the planning process quicker, so that by the time the plan has went through various procedures it is not history; to include some standardized data elements that the departments would not themselves be responsible for gathering, but would come from the university and be given to the department to help them in their planning process; and to set a page limit and standardized format for the self study."

Questions:

Senator Peter said, "Several years ago David Spence suggested that the whole program planning process could be done away with. I'm curious as to whether there were any substantive discussions on whether the five-year cycle is necessary when we are doing assessment of the major on a semester-by-semester basis." Senator David said, "That did not come up in the Curriculum and Research [Committee] meetings. I don't know if it came up in the Program Planning Committee meetings. The chair of that committee should be here shortly and you can ask him."

Senator Hegstrom asked if Undergraduate Studies had been consulted. Senator David said, "I believe they were consulted. Bob Cooper, the AVP for Undergraduate Studies, is also on the Curriculum and Research Committee." Senator Hegstrom asked, "How would the standardized data elements appear?" Senator David said, "That is to be reported by the university, Institutional Planning and Research (IPAR), to the departments." Senator Hegstrom said, "It is difficult for me to comprehend how these data elements will suddenly appear without someone coordinating it." AVP Cooper said, "The data elements will initially be a part of a revision to the IPAR website."

Senator Peter said, "Could you summarize how our ongoing assessment efforts do or don't overlap with what is required here." AVP Cooper said, "The notion here is to make use of those ongoing assessment efforts as the assessment data for program planning, so the added piece that program planning puts in every five years is to review and reflect on those five years of assessment data and make plans for the next five years."

Senator Sabalius asked, "Is the diversity profile something mandated to be included by any legislation?" AVP Cooper said, "It is not mandated by any legislation, it is part of the position request procedures that the university is going through. It is included here because making the plan is part of program planning. It is supposed to be revised annually if you

make a request, but it is our standard set of documents for requesting positions."

Senator Rickford asked, "Does the elimination of affirmative action in California or elsewhere necessarily suggest that one would like to eliminate at the same time the principles, values, ideas, attitudes and dispositions behind the concept of affirmative action and are we the kind of university that would like to subscribe to such an approach?" AVP Cooper said, "I certainly hope that we are not and I would indicate that although the policy here doesn't require it, we have to report these kinds of categorical data to the federal government. They're part of the standard reporting requirements for higher education and I believe the reason for those mandatory reporting requirements is that the goals of affirmative action are still held strongly by many."

Senator Peter said, "With regard to workload, I understand you are making an effort to limit the pages involved, and is the provision of this data also designed to reduce the department workload, and are there any other changes in the policy that should make this process less of a burden than the old one?" Dr. Perales said, "The subcommittee that developed the program planning guidelines looked at this. For example, I'm from the Department of Health Sciences and we had a report that was over 400 pages long."

Senator Hebert said, "If research suggests that students learn better when they can identify with the faculty, why isn't a student diversity profile for the department included as part of the report?" AVP Cooper said, "I think the presumption is that most departments teach both their majors and many other students, and the diversity profile of the university, I hope, is well known by all."

B. Organization and Government Committee -

Senator Hebert presented *AS 1339, Senate Management Resolution, Removal of Membership on the All University Teacher Education Committee (AUTEC) (Final Reading)*. Senator Van Selst made a friendly amendment to add "the university's" before "COORDINATOR -- SUBJECT MATTER PREPARATION" in both whereas clauses.

The Senate voted and AS 1339 passed as amended.

C. Instruction and Student Affairs Committee - None

D. University Library Board - None

E. Professional Standards Committee - None

VII. Special Committee Reports –

Dr. Bethany Shifflett gave a report on WASC. Dr. Shifflett said, "I sent you an email about the the material I am presenting here today. If you have questions, please hold them and let me get through ten minutes here. I sent you links to the pertinent places on the web site where you can get information about WASC."

Dr. Shifflett said, "The commission met in the summer after they received the team's [WASC] report in March 2005. Here is what they had to say. The commission considered two matters

with respect to San José State University. The first matter had to do with the special visit conducted on March 1-3, 2006, and the other was SJSU's response to finding that several SJSU programs had been introduced without obtaining prior approval from the WASC Substantive Change Committee. The commission was impressed with the progress that SJSU had made in response to the commission action following the Capacity and Preparatory Review (CPR). In their report they expressed a belief that the university has a firm foundation for the educational effectiveness review. This is really good news. The team [WASC] was impressed when they came. They were confident that we had laid a good foundation, and the commission (after reviewing their report) concurred.

The team found significant progress on the areas of concern identified after the CPR visit. The three areas were strategic planning, assessment, and enrollment management. Given that those were the concerns when they came for the special visit, they reiterate in this letter that they will revisit those issues when they return in March 2007.

At the Educational Effectiveness visit it will be essential for SJSU to demonstrate that there is continuing progress on the issues arising from this special visit. This would include showing that the structure has been put in place to support the key issues of strategic planning, assessment, and enrollment management.

We are now bringing to final form the essays we will submit to WASC. If you participated last week in any of the essay reviews, you know that the essays are about integrative learning, inclusive excellence, and community connections. In those three essays we are trying to demonstrate that the institution as a whole is effective in meeting our mission and goals. We have the obligation to present evidence in that report evidence that we are effective. A lot of what went on last week was Kathleen asking the question, can you bring to us additional data we've not touched on yet that maybe we don't know about, that maybe we don't have at our fingertips, or that's on the web that we missed. The writer's are working on the reports using the feedback they got last week. There will be a revision that works its way through the Educational Effectiveness Report Committee, and then we will post the report we send to WASC on the web. That then freezes everything in time, until the WASC team comes. We will do everything humanly possible to take every ounce of input you give us. The report is out there on the web through October. If you haven't looked at it yet, at least look at a piece of it and send feedback to us.

The second issue is complying with the policy on substantive change. It appeared that some programs had begun operations without prior approval of the Substantive Change Committee. This is a violation of both WASC and federal policy. We now have the additional obligation to respond to this in our report. The place where we have chosen to do this is in Appendix A. Appendix A must have an update from the time they last left us. We turned in our report in December 2005, which is the point we need to start from. We provide an update in Appendix A on each of the issues that WASC asked us about, including substantive change. So, we have a report that addresses Educational Effectiveness and an Appendix that would bring the team and commission up to speed on what progress we have made on each of the issues they have concerns with. Let me pause here and take questions."

Questions:

Senator Van Selst asked, "Regarding substantive change, is there a policy underway that would ensure we don't do that again?" Dr. Shifflett said, "Yes, and in fact they are going to look for that when they come. AVP Cooper in consultation with Enrollment Management folks set a process in place that would work on two fronts. The first is a screen where when you put a course on the books, it has a location. One of the issues is that if you are offering a course at a new location, that is considered a substantive change and needs to go through a review. So, this is one place we can catch that. Another place we can catch this is in program planning review. Departments could very well check no at times when it should be yes. This could result from lack of clarity on what substantive change is. A new screening process is now in place where that boxed gets checked by AVP Cooper or AVP Stacks. This gives us a new level of review."

Senator Peter said, "Can you give us examples of the programs that were introduced without approval, or was it just that they changed something." Dr. Shifflett said, "No programs were named in the commission report, so I actually don't know the answer to that question. I do know the types of things. If it is a new site, it requires a substantive change review. Even if it is a new site within your region (25 miles), it requires a substantive change review. It is a change in modality. In other words, if you decided to offer something by distance education, this would require a substantive change review. If it is now blended, where you have a new site but the same modality, it would require a substantive change review. These are examples of the type of things that require a review by the committee. Examples of bigger issues of substantive change include when you want to change your mission; change your legal status because you've moved to a lower or higher degree; or if you started a joint doctorate. These changes not only require a substantive review change, but also a review by the commission. Let me also just add two things I pulled off the federal web site. Any change in established mission or objectives of the institution, and the addition of courses or programs that represent a significant departure in either the content or method of delivery. The timeline is from the last visit of WASC. Changes of a substantive nature since the last WASC visit require a substantive change review."

Senator Buzanski said, "Dr. Shifflett you didn't say anything about enrollment management, and I do not at all understand what all the issues were about enrollment management. At the last Senate meeting, the Provost indicated that we were under enrolled for the semester, and therefore all of us need to go out and recruit as many students as possible for Spring semester. In the four decades I've been coming to this university, it has always been bring in as many students as possible. What exactly do we mean by enrollment management?" Dr. Shifflett said, "This is a Bethany response. What it means is us stepping back and saying, *What is the optimum size for our program? What is the optimum balance between our undergraduate and graduate programs?* It involves looking at what we intend the size, shape, and nature of this university to be. WASC is looking for an enrollment management plan. We did not have that in place at the time of their review."

Senator Hegstrom said, "You mentioned three essays, can you tell me a little bit about them? You also mentioned evidence, is this related to the three essays?" Dr. Shifflett said, "Yes, each of the essays has a focus. The inclusive excellence essay is about demonstrating that we use the diversity in our environment to further our effectiveness as an institution. Another thing the

essay tries to draw out is that we are looking carefully at our graduation and retention rates, and we are choosing now to look across all years. We had a pattern in the past of looking at our graduation rates and our freshman to sophomore retention rates, and to forget the middle years. We are trying to say that we want excellence to include all demographic groups, and that we want to disaggregate retention data by important groups, and then we want to look at what impact we can have to make excellence inclusive. With respect to integrative learning, there is an interesting case being made in the essay where we say that we have worked at the general education level to integrate the information obtained in core general education and see it reflected at a different level of SJSU study. That is evidence of integrative learning. The other case being made for integrative learning is to say that by virtue of our existence in Silicon Valley we have been, and always have been, integrative in the fact that we bring the community in and we send students out to the community. We have professional experiences that by virtue of how they are done are integrative. Now we are looking at ways to improve and grow that concept of integrative learning. With community connections, we are saying just what our community connections are, strength to the community and SJSU."

VIII. New Business – None

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

A. Statewide Academic Senator(s) -

Senator Van Selst said, "One of the issues that we are looking at right now is student taping of classes, so you may be hearing more about that. One of the questions that came up was whether a faculty member was allowed to say no if a student wanted to tape a class. The short answer is yes, unless it is a disability issue."

B. VP for Administration and Finance –

VP Lee said, "The Trustee's budget for 2007/2008 should be out in November. We will also be giving SJSU's budget report to the Senate in December."

C. VP Student Affairs --

VP Phillips said, "I will just echo the Provost's comments at the beginning of our meeting where she was congratulating the homecoming committee and those involved in planning homecoming events, and let's not forget Athletics."

D. VP for Advancement --

VP Najjar said, "We are only 69 days away from the beginning of our 150th anniversary celebration." VP Najjar asked Senator Norton if he received his copy of the Donor Endowment Report. Senator Norton said, "No." VP Najjar said they were mailed last week, and he gave Senator Norton a copy of this report.

E. Associated Students President --

AS President Gutierrez said, "Good afternoon everyone. The homecoming events were a great success as was the Moviefest. I don't know how many of you actually attended the Moviefest, but at the Friday night event it was announced that it was the largest student crowd ever at any campus Moviefest nationwide. We had over 3,000 students in

attendance. I'd also like to offer my congratulations to our homecoming queen and king. Also, we have the Tommie Smith and John Carlos one-year sculpture anniversary on Wednesday [November 1, 2006]. We are still working on an Academic Advising resolution. The goal of the resolution is for students to receive a list of their department advisers and a map of on-campus resources. Also, today is the last day to register to vote. As of this morning we had over 420 students registered to vote. We are also working on the "sweat-free" campus project and we have made great progress on that."

F. Provost --

Provost Sigler said, "This is just a collection of random notes that I have. First, I'd like to reflect on two excellent events that took place on campus in the last two weeks. These events reflect what a university should be. One event involved Nobel Laureate Joseph Stiglitz reflecting on globalization. Another event that included a dialogue was the inclusive excellence discussion.

The University Planning Council (UPC) has sent out a request for faculty to apply for reassigned time for Spring 2007 to be engaged in projects that support student success. If you are interested in applying please fill out the form and turn it into the Provost's office. Only 1/10th of faculty can be selected.

Another item that will be coming from the UPC is instructions for full-time tenured and tenure-track faculty to receive up to \$750 for travel to conferences. Basically, the way we are going to do it is that the faculty member would get the travel approved at the department/dean level. At the end of the year, the deans would submit this information to the Provost's office, and the department would be compensated.

The campus will be closed on November 10, 2006 in observance of Veteran's Day. As a result of this, we have one less rescheduled holiday at Christmas. The campus will be closed on December 29, 2006, but there is no holiday for that. There will be instructions sent out regarding this. Most of you won't be affected because you are faculty members, but Deans will be getting information on how to have staff members account for their time."

Senator Sabalius asked, "Three of the holidays are scheduled at times faculty are usually off, does this mean faculty are getting ripped off?" Provost Sigler said, "No, because faculty members do have to have a number of instruction days." Senator Sabalius asked, "Would it be feasible to start the fall semester earlier so that we could have a week off at Thanksgiving?" Provost Sigler said, "I don't know."

X. Adjournment – The meeting adjourned at 4:02 p.m.