

2015/2016 Academic Senate

MINUTES  
March 7, 2016

**I. The meeting was called to order at 2:00 p.m. and roll call was taken by the Senate Administrator. Forty-One Senators were present.**

**Ex Officio:**

Present: Kimbarow, Sabalius, Amante,  
Van Selst, Lee, Heiden

**Administrative Representatives:**

Present: Blaylock, Feinstein,  
Larochelle  
Absent: Lanning, Martin

**Deans:**

Present: Green, Jacobs, Stacks  
Absent: Hsu

**Students:**

Present: El-Miaari, Medrano, Gay, Romero  
Absent: Sarris

**Alumni Representative:**

Present: Walters

**Emeritus Representative:**

Present: Buzanski

**General Unit Representatives:**

Present: Matoush, Medina, Kauppila

**CASA Representatives:**

Present: Schultz-Krohn, Lee, Shifflett, Sen, Grosvenor

**COB Representatives:**

Present: Virick, Sibley  
Absent: Campsey

**EDUC Representatives:**

Present: Mathur  
Absent: Laker

**ENGR Representatives:**

Present: Backer, Sullivan-Green, Hamed-Hagh

**H&A Representatives:**

Present: Frazier, Bacich, Khan  
Absent: Grindstaff, Riley

**SCI Representatives:**

Present: Kaufman, White, Beyersdorf  
Absent: Clements

**SOS Representatives:**

Present: Peter, Curry, Wilson  
Absent: Coopman

**II. Approval of Academic Senate Minutes–**

The minutes of February 8, 2016 were approved as written (39-0-2).

**III. Communications and Questions –**

**A. From the Chair of the Senate:**

Chair Kimbarow thanked everyone that showed up for the basketball game on March 1, 2016. Provost Feinstein announced that over 400 employees attended, and the coaches said this was the highest attendance they had ever had at a women's basketball game. Provost Feinstein thanked VP Blaylock for the T-shirts given out at the game.

Chair Kimbarow announced that the “Essence of Blackness” event on March 24, 2016 at 5:30 p.m. in the Student Union Ballroom. Chair Kimbarow urged Senators to attend.

Chair Kimbarow announced that on Sunday, May 1, 2016, from 4 p.m. to 6 p.m., President Martin will host all Senators at her home.

Chair Kimbarow forwarded two documents he received from the CSU Statewide Senate for Senators to review. One document was about shared governance, and the other was about the faculty strike and gave guidelines on what to announce in classrooms.

Chair Kimbarow announced that the Chief Diversity Officer position finalists will be on campus March 18<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.

**B. From the President of the University – No report.**

**IV. State of the University Announcements. Questions. In rotation.**

**A. Vice President for Student Affairs (VPSA) –**

Every student on campus is receiving information about the coffee with faculty program. This semester Student Affairs is opening it up to all students.

**B. Associated Students President –**

AS is beginning their election process. Students are in the process of turning in their candidacy paperwork.

AS will host the CSSA meeting on campus in April 2016.

On March 16, 2016, the CFA will give a report on the possible faculty strike to the AS Board of Directors.

AS will appoint a new Director of Faculty Affairs also on March 16, 2016. This director will be on the Senate and also serve on the Professional Standards Committee.

**C. Vice President for University Advancement (VPUA) – No report.**

**D. CSU Statewide Senators –**

Senator Lee reported on resolutions passed by the CSU Statewide Senate at the last meeting. The CSU Statewide Senate approved a resolution (largely due to Senator Van Selst and his efforts), requiring a 4<sup>th</sup> year of High School Math and Qualitative Reasoning as an admission requirement for all CSU campuses.

There was also a resolution opposed to the trustee action that took away faculty power to choose faculty representatives for the honorary degree committee. The resolution asserted that faculty representatives should be selected by faculty.

Another resolution that passed had to do with workplace bullying in the CSU. Essentially the resolution calls for establishing principles in terms of how we treat our fellow faculty, staff, and students.

The CSU Statewide Senate looked at and took positions on a number of pending legislative acts. The most common position was to sit back and watch and see how things unfold.

There was a lot of discussion about what some presidents in the CSU did in terms of informing faculty about what they may or may not say about a potential strike in their classrooms. The CSU Statewide Senate took a strong position that faculty should determine what they say or don't say in faculty classrooms.

There was a net gain of 196 professors in the CSU which is good, but the bad news is that the tenure/tenure-track density went down, because we hired even more lecturers.

Five new Board of Trustees members have been appointed and one trustee timed out after not requesting reappointment.

**E. Provost** – No report.

**F. Vice President for Administration and Finance (VPAF)** –

VP Laroche announced that campus security is a priority for the campus and Administration and Finance has a role to play in this. Progress has been made and some of the accomplishments in the past six months include ensuring all the blue light phones have been fixed or replaced. The bad news is that the phones continue to keep breaking. However, a procedure is in place to test them once a month.

One of the things the campus did not have the ability to do after switching to the new phone system was broadcast an emergency through the phone system. Administration and Finance has been working with Information Technology to get campus phones to broadcast emergency messages. What took the longest to achieve in this process was manually checking to see where every person and every extension was located. A test of the emergency broadcast system will be done building-by-building tomorrow (March 8, 2016).

Another security measure being established is a self-contained external video security system. Administration and Finance has been working with a vendor to create this system that will run through WIFI and cellular service. We do not have surveillance cameras on our campus. Our cameras are for investigatory purposes for UPD to use when/if necessary.

The Fire Marshal inspected the Student Union and told us that we could have temporary occupancy, but we needed to do several things. The list of things we had to do included filling some holes in the wall and changing some fire alarms around so it doesn't look like we are ready to open yet. There is also an issue with the door locks. Administration and Finance is working with the Student Union management to determine when they will be ready to officially open.

However, the Subway is training people now, and hopes to open in two weeks. A Starbucks will also be open on the first floor soon.

**Questions:**

Q: There was an event last Saturday and we advised people to park in the fourth street garage, and at least two of them had their cars scratched badly. What can we do if a visitor's car is damaged, and what are we doing about safety?

A: We need more security cameras and this is our overall goal. We had 9 or 10 cars stolen within the last 30 days from our parking garages, primarily the 10<sup>th</sup> street garage and they were all Hondas. We found the culprits, but that doesn't take away the impact to those people who had their cars stolen. Now we need to do a better job with protection.

Q: Is campus village II set to open soon?

A: We are on target and on time to open campus village II in Fall 2016.

**V. Executive Committee Report –**

**A. Executive Committee Minutes –**

**Executive Committee Minutes of February 1, 2016** – No questions.

**B. Consent Calendar** – The Senate approved the consent calendar of March 7, 2016 as written.

**C. Executive Committee Action Items:**

Chair Kimbarow presented *AS 1606, Sense of the Senate Resolution, Honoring Dr. Gus Lease for His 65-Years of Service to San José State University (Final Reading)*. **The Senate voted and AS 1606 was approved unanimously** (41-0-0).

**VI. Unfinished Business - None**

**VII. Policy Committee and University Library Board Action Items. In rotation.**

**A. Professional Standards Committee (PS) –**

Senator Peter announced that the PS Committee has been working on reviewing department guidelines for RTP this semester. The PS Committee received guidelines from 14 departments. All guidelines were reviewed and returned with suggestions. In addition, Faculty Affairs prepared a Dossier Prep Manual to assist faculty in preparing their dossiers under the new RTP policy. Senator Peter emailed Senators a draft of this manual. Please email Senator Peter any questions.

**B. Organization and Government Committee (O&G) –**

Senator Shifflett presented *AS 1578, Policy Recommendation, Revision to SJSU Strategic Planning Policy (Final Reading)*.

Senator Shifflett presented an amendment that was friendly to remove the number “2.4”

from line 236 and renumber all the following sections after 2.3, delete the 2<sup>nd</sup> Resolved clause, delete the 2<sup>nd</sup> Rationale paragraph, and remove “Amends Senate Bylaw 10.1, which provides a listing of special agencies. Senator Feinstein presented an amendment that was friendly to remove the second period in line 233 after “campus.” Senator Van Selst presented an amendment that was friendly to change line 112 to read, “Each non ex officio member.” **The Senate voted and AS 1578 passed as amended** (41-0-0).

Senator Shifflett presented *AS 1598, Policy Recommendation, Accreditation Review Committee (Final Reading)*. **The Senate voted and AS 1598 passed as written** (40-0-1).

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Senator Shifflett presented *AS 1599, Policy Recommendation, Committee Obligations and Senate Membership (Modifies Bylaw 1.6.2) (Final Reading)*.

Senator Shifflett presented an amendment that was friendly to re-letter the items under the original bylaw 1.6.2 so the original b through e will become b through f. **The Senate voted and AS 1599 passed as amended** (28-0-0).

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Senator Shifflett presented *AS 1603, Policy Recommendation, Committee Obligations and Senate Membership--Modification of Bylaw 6 (Final Reading)*

Senator Sabalius presented an amendment that was friendly to line 48 to insert, “an elected” before member, and on line 49 to change it to read, “regularly scheduled policy committee,” and on line 55 to change it to read, “The chair of the committee.” Senator Backer presented an amendment to lines 51 and 56 to insert, “(if a policy committee,...)” before “operating committee,” and on lines 51 and 52 and lines 56 and 57 to remove, “or the Executive Committee (if a policy committee).” The Senate discussed the amendment and Senator Backer, who is Chair of the Committee on Committees, explained that the actual procedure for approving the removal is by the consent calendar and the consent calendar is approved by both the Executive Committee and the Senate. However, this procedure is not specified in the bylaws and should be. Senator Peter then made a motion to return the policy recommendation to the committee with the changes that had been approved and were suggested by Senator Backer. **The Senate voted and the Peter motion to return to committee passed** (28-0-0).

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Senator Shifflett presented *AS 1600, Policy Recommendation, Expansion of Bylaw 15 – Updating Senate Documents (Final Reading)*.

Senator Sabalius presented an amendment that was friendly to capitalize the “c” in line 75 for “Senate Chair,” and to capitalize the “e” and “c” in “Executive Committee” on lines 75 and 76. Senator Peter presented an amendment that was friendly to insert “unanimous” before “consent from,” in line 75. **The Senate voted and AS 1600 passed as amended** (28-0-0).

Senator Shifflett presented *AS 1604, Policy Recommendation, Correction to the FAR Policy (S16-1) (Final Reading)*. **The Senate voted and AS 1604 passed** (28-0-0).

**C. University Library Board (ULB) – No Report.**

**D. Curriculum and Research Committee (C&R) –**

Senator Mathur presented *AS 1597, Policy Recommendation, Minimum Criteria for Undergraduate Minors (Final Reading)*. Senator Sabalius presented an amendment to change line 36 to read, “For any minor at least 6 units must be taken at SJSU.” The Senate voted and the Sabalius amendment passed (19-13-9). Senator Van Selst presented an amendment that was friendly to change line 38 to read, “For any minor at least 6 units must be taken in residence at SJSU.” Senator Frazier presented an amendment that was friendly to change line 30 to read, “Courses designated as “in preparation” for the major may be included in the minor.” Senator Peter presented an amendment that was friendly to change line 33 to read, “...If there is a level of proficiency required to enter a minor...” **The Senate voted and AS 1597 passed as amended** (40-1-0).

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Senator Mathur presented *AS 1601, Policy Recommendation: Amendment to Physical Education Exemptions (Final Reading)*.

Q: Does this mean we are not approving individual student exemptions, we are approving entire program exemptions?

A: Yes, the individual exemptions that are in other policies remain the same.

Q: I can understand why an individual student might need an exemption over the summer, but I’m having a hard time understanding why an entire program exemption would need to be done over the summer, can you explain?

A: If it comes in May or June, then the program has to wait three to four months to get an answer. The way the law is setup these have to be handled quickly.

Q: In the resolved clause it says when “these” TMC/SB1440 PE exemption requests are received, what does “these” refer to?

A: SB 1440 mandates that these TMC programs that are coming to SJSU from the community colleges must be approved by SJSU.

Q: Why is this different from any other curricular proposal?

A: The TMC is actually the community college TMC. All Associate of Arts, or Associate of Science transfer degrees have to conform to the community college TMC.

Q: The language says PE Exemption Request, so does that mean we have the right to say no? Do we say no to any of these requests?

A: In my experience we have never said no to a request, but we can.

A: We are required to approve these by our own PE policy, because we require PE unless the major has an exemption. The rule of SB1440 is that they take 60 units at the

community college and 60 units at SJSU and we cannot make them take 61 or 62 here. What happens is that when a TMC comes from the community college, if the department cannot accommodate 2 units of PE that is when the request comes to us. We could deny it, but we would be out of compliance with SB1440. Our own policy on PE waivers requires that it go to C&R for an exemption request.

**Senator Van Selst made a motion that was friendly to the body to make this policy recommendation a first reading to allow questions to be submitted to the committee.**

**E. Instruction and Student Affairs Committee (I&SA) –**

Senator Kaufman presented *AS 1602, Policy Recommendation, Greensheets (Syllabi) (First Reading)*. I&SA received a referral regarding Greensheets since the requirements for what must be in the Greensheets has grown immensely to include items such as campus messaging, peer connections, general expectations, student rights and responsibilities, drop and add policies, consent for recording, academic integrity, American Disabilities Act, religious accommodations, technological resources, writing center, and counseling services. This has resulted in syllabi growing in size from 4 pages to 9 pages. This new policy calls for everything that is university-wide to be located at a universal link instead of being included in each syllabus. Twice a year the I&SA will review the material on the website and determine what should be included.

**Questions:**

Q: Have you considered rather than a single link possibly having up to 10 links so there is some idea what they are, e.g. final exams, etc.?

A: Did not consider doing it as a series of links, but it would be very easy to have links on the webpage.

Q: You make reference to these links and then say they will be in an accessible format, can you clarify what that means?

A: All syllabi right now must be in an accessible format meaning they can be read by screen readers, and the fonts can be scaled in a way to allow people with size issues to read them appropriately. That is already a requirement of all syllabi, so this link will also be in an accessible format.

Q: You know whereas clauses really have no meaning, so would you consider removing the whereas clauses and creating a rationale instead?

A: Yes

Q: Are you confident that lecturers will be aware of the multiple content in one link?

A: I can tell you that even with everything that is currently listed that must go into the Greensheet it is not uncommon for someone hired at the last minute to create a one-page Greensheet. Part of what we call for in this policy is for I&SA and GUP to work together on a communications plan to make sure people are aware of what is on that page.

Q: Has the committee considered referring to Syllabi as Syllabi and not Greensheets?

A: We decided to include Syllabi with Greensheets in the title.

Q: In line 99-103 you discuss how changes to the Greensheet are to be made and say it must be in writing, has the committee considered how that will be done such as by email, or a handwritten note? In the past, you were able to make an announcement in class.

A: The committee felt if the student missed the day the announcement was made in class, they shouldn't be disadvantaged for missing that day. Everyone on campus would get notified of the change. It makes it less likely there will be a dispute over what the change was.

Q: It seems to me that the purpose of this policy is to try by using a link to reduce the amount of material in the Greensheet. Would the committee consider adding some language on line 175 such as, "with the principle of trying to maintain brevity and preciseness" as a goal or an aim?

A: I think it wasn't just about moving university-level things off of this page, but also to point out that Syllabi have been getting much, much, longer. I see your point and we will discuss this next week.

Q: It looks university professors are not precluded from repeating university-wide information should they choose to do so, is this correct?

A: There is nothing in here to preclude that, it just says the link must be there. It also talks about what you have to include, e.g. class schedule and required books.

Comment: Senator Peter told Senator Kaufman that when it was brought up that I&SA was going to be bringing this policy in a department meeting, the faculty threatened to come to the Academic Senate and give Senator Kaufman a crown and carry him around in a parade!

Q: On line 135, you are still requiring that the general education area of student learning objectives be included. I suggest those also be off loaded. In our department it takes about 2 ½ pages in the Syllabi. Will the committee consider this?

A: Yes.

Q: I'm thinking about the students that print the Syllabi, is the requirement that the link include the full address?

A: That is an excellent point. My idea was to create a URL.

Q: Has the committee considered removing the reference to Greensheets throughout the policy in the event they are completely phased out and green paper is no longer used?

A: That is a good point. If people think they have to print them on green paper, then they will.

Q: You know when you make a pdf and put it up on Canvas the link doesn't work? It raises the question about what will happen if the link doesn't work?

A: This is something we should talk to Canvas about.

Q: Has the committee considered including some language encouraging faculty to move away from the printed copy?

A: We did not but we will discuss it.

### **VIII. Special Committee Reports –**

#### **Athletics Board Annual Report** by Annette Nellen, Sen Chiao, Pat Backer, and Liz Jarnigan.

Professor Nellen introduced Sen Chiao, the new Faculty Athletics Representative (FAR), Pat Backer, the Coalition for Intercollegiate Athletics (COIA) representative/Co-Chair of the Athletics Board, and Liz Jarnigan, Senior Associate Athletics Director for Academic and Student Services/SWA.

The Athletics Board is governed by University Policy F07-2. “The Athletics Board has the responsibility to promote effective programs of athletics, to protect the environmental and educational rights of the athletes, and to ensure the integrity of the athletic programs. It has the special responsibility of relating the programs of athletics to the objectives of the University. While the Athletics Board has these generalized responsibilities, the Division of Intercollegiate Athletics has substantial control of its programs through direct administration. However, the President of the University has final responsibility for the programs, and decisions related thereto” (University Policy F07-2).

One thing the Athletics Board has instituted in recent years is an annual Academic Achievement Award to one Coach and one Assistant Coach.

Associate Professor Sen Chiao introduced himself as the new FAR. Professor Chiao has only been the FAR for the last two months. Professor Chiao became interested in serving as the FAR after seeing the academic progress some of the student athletes in his classes had made due to the new advising system in the Athletics Department. The FAR is required by NCAA rules. The FAR is the connecting person between the department and the athletics department. The coaches are not allowed to work directly with the faculty. The FAR must also recertify all the coaches every year in June.

Senator Backer introduced herself as the COIA representative from SJSU. COIA is composed of representatives from every campus Senate. Senator Backer is also the Co-Chair of the Athletics Board. The COIA representatives met at the NCAA headquarters in Indianapolis, Indiana for three days a few weeks ago. The COIA representatives talked about the future of COIA, and it appears that they are restructuring the organization. What this means to SJSU is that the Senate would have to approve their new bylaws. COIA will be focusing more on academic issues. This is what the NCAA wants.

Liz Jarnigan introduced herself as the Senior Associate Athletics Director for Academic and Student Services/SWA. APR stands for Academic Progress Rate. The APR is put out by the NCAA every year and holds all Division I and Division II institutions responsible for graduating and retaining their student athletes. It really measures our eligibility to compete from semester to semester and our retention of student athletes from semester to semester. Any student athlete at our university that is receiving athletic aid is a part of this cohort. Each student athlete can

earn one point for retention and one point for eligibility. In any given year, a student athlete is worth four points to our institution. You take the number of total points possible divided by the number of points earned and this gives you the APR. The NCAA has a cutoff of 930 or 93%. If any team falls below this cutoff line they are subject to penalties. The penalties can be severe, such as scholarship reductions and not being able to play in the playoffs.

Currently our overall APR score is 974. This is our second highest overall APR score. Last year was our highest score ever. In addition, our football team was not bowl eligible due to their record this year of 5/7 games, but an academic benchmark was used to determine the teams that would go to the bowl game out of all the teams that were 5/7 and SJSU's football team was chosen because of our high APR. They also won the bowl game.

There are eligibility requirements that must be met in order for student athletes to compete. The student athletes are told they must pass 15 units a semester to graduate in four years. Our student athlete graduation rates reached an all-time high last year of 28.9%, and this past year it was 27.9%. However, compared to the 9.9% graduation rate for the institution, the student athletes are performing exceptionally well.

The SJSU Student Athlete graduation rate compared to the overall graduation rates is 68% v 63% for all students at SJSU. Over the last seven years, we have done very well and have improved over 20 percentage points. [Clarification from Ms. Jarnigan, "They are the Federal Graduation Rates (FGR). That data is based on graduation within a 6 year time frame.]

Our men's and women's cross country teams earned special recognition from the NCAA for their academic scores. We have had ten teams earn their highest GPA scores ever in the last three semesters. Fifty-two SJSU athletes earned mountain west honors last year.

### **Questions:**

Q: Do we currently have any teams with low APR scores?

A: We do not have any teams doing poorly this year. Last year our men's basketball team was ineligible for post season as a result of lost eligibility points two years prior as a result of a coaching change. One bad year averages into the APR for four years. However, our men's basketball will have an APR in the 930's this year and if they have a perfect score this year, they are looking at an APR of 990 next year. There are a few teams in the 940's or 950's, but we have had 9 or 10 teams that had 1000 APRs for a single year, so our averages are going higher.

Q: Have any departments contacted you about what you are doing with advising that could be used by departments?

A: We do practice intrusive advising. However, we are good about strategically identifying those that need the most help.

Liz Jarnigan announced she would be leaving the university in June to join the Air Force Academy. She thanked the Senate and faculty for their support. The Senate thanked Ms. Jarnigan and wished her well.

**IX. New Business** – None

**X. Adjournment** – The meeting adjourned at 4:56 p.m.