

## 2017-2018 Year-End Committee Report

Committee:	Organization & Government
Chair	Dr. Bethany Shifflett
Number of Meetings Held	19
Chair Elect for 2018-2019	Dr. Bethany Shifflett

### Items of Business Completed 2017-2018

Finished (e.g., our work passed on to other committees/individuals) - not taken to senate by O&G

- Modification of titles in F12-5, S05-13, S99-9 (will be updated through Senate office)
- Referral on staff seat on Senate - study undertaken with IEA and report sent on to strategic planning committee through the provost.

Senate Approved

Passed at 5/14 Senate Meeting

- Resolution to update charge and membership of Alcohol and Drug Abuse Committee

Passed at 4/30 Senate Meeting

- Resolution to rescind F97-4 - Educational Equity Advisory Board (final reading)
- Resolution to rescind SM-S95-2 - Standing Rules (final reading)

Passed at 4/9 Senate Meeting

- Amendment to department voting rights policy

Passed at 3/12 Senate Meeting

- Rescind S90-13 At-Large Committee Appointments
- Rescind F71-14 Acting Appointments; Vice Presidents or Deans

Passed at 2/12 Senate Meeting

- Rescind F88-5 (continuing ed) - part of ongoing clean up of policies
- Rescind F72-1 (athletics board membership) - part of ongoing clean up of policies

Passed at 9/18 Senate Meeting

- Rescind SM-F04-1 and SM-S97-8 Related to the University Teacher Education Committee
- Rescind SM-S11-1 Budget Advisory Committee Responsibilities
- Amend SM-S04-2: Dissolving the Improvement of Instruction Committee...

- Modification of BAC responsibilities - to include lottery funds (subsequently not signed by President)

Passed at 10/23 Senate Meeting

- Faculty Trustee Reports to Senate
- Rescind S88-7 Conditional Admissions

Passed at 11/27 Senate Meeting

- Combined resolution rescinding senate management resolutions
- Rescind SM-S01-1 - External Relations Task Force
- Rescind SM-F08-3 - Grad Studies & Research Committee Membership
- Rescind SM-S96-6 - lottery funds committee

Passed at 12/11 Senate Meeting

- Addition to the Responsibilities of the Budget Advisory Committee (F15-9) Related to Lottery Funds

Senate Rejected (12/11)

- Constitutional Amendment and related Bylaw pertaining to administrative representatives on the Senate

### **Unfinished Business Items from 2017-18**

- Ongoing review of university policies (round 3 to commence summer and fall 2018)
- Ongoing review of the charge and membership of university/senate committees

### **New Business Items for 2017-2018**

- Constitutional Amendment and bylaw change related to administrative representatives on Senate. Committee voted to table to fall 18, revisit, and take back to the Senate.
- Revisit amendment to F15-9 which was passed by the Senate but not subsequently signed by the President: Addition to the Responsibilities of the Budget Advisory Committee (F15-9) Related to Lottery Funds

Organization & Government  
Minutes for First Fall Meeting 8/28/17  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tabitha Hart (recorder)

Present: Bailey, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Shifflett, Curry, Tran, Rangasayee

Absent: Ramasubramanian

**Rescind SM-F04-1 and SM-S97-8 Related to the University Teacher Education Committee**

In 2015 the AUTEK committee was dissolved, but there was no resolution to rescind SM-F04-1 and SM-S97-8. This corrects that oversight. This is just cleanup.

Feedback: include the titles of SM-F04-1 and SM-S97-8 in parentheses in the “Resolved” section.

Vote: 7 in favor, 0 against, 1 abstention

**Rescind SM-S11-1 (Budget Advisory Committee Responsibilities)**

Back in 2015 F15-9 took care of everything to do with budget advisory committee, and should have rescinded SM-S11-1 (Budget Advisory Committee Responsibilities) but did not. This corrects that oversight. This is just cleanup.

Feedback: include the title of SM-S11-1 in parentheses in the “Resolved” section.

Vote: 8 in favor, 0 against, 0 abstention

**Amend SM-S04-2: Dissolving the Improvement of Instruction Committee...**

The Improvement of Instruction Committee does not exist.

Furthermore, Bethany found another policy (SM-S98-1) that has some information on the disposition of the charge.

We did some wordsmithing and then voted.

Vote: 8 in favor, 0 against, 0 abstention

## **Discuss Referral: AVP Seat faculty affairs on the Senate**

There's the issue of cleaning up the language, but the bigger issue is creating a seat on the senate for AVP of FA.

Having someone so familiar with faculty affairs on the Senate is a good idea. But is this the right person? There will be a Senior AVP for University Personnel coming on board – so we could wait for the merger to settle out. Or it might be better to do it now and not wait.

We could do it as a bylaw, but it is more appropriate to do it as a constitutional amendment.

Could this person be appointed by VP for Organizational Development in consultation with the Provost? (FA division won't be reporting to the Provost anymore, but rather to VP for Organizational Development.)

Who is the right person to represent the faculty?

Maybe what is being looked for is access, advice – not a vote, per se. So how about bringing these folks on as non-voting members? They are there, speaking up when needed, sharing information and engaging in the discussion, but they don't vote.

We will think it over for the next couple of weeks.

We also need to clean up the bylaw language. Draft language suggested at the meeting.

## **Review of University Policies**

- Fall Assignments
  - Bailey
    - S66-11 (Selective Service Board reports re students) through S68-18 (Special Major)
  - Grosvenor
    - F68-4 (F.M. Radio Station) through S70-5 (Use or Possession of Alcohol Beverages on School Grounds, see also S02-5)
  - Hart
    - S70-12 (Acute Accent (é) placed on the "E"; of San José in all Written Communication) through F71-14 (Acting Appointments; Vice Presidents or Deans)
  - Higgins
    - S72-22 (Student Loans) through S73-10 (Admission of Disqualified Students to Extension Courses)
  - Ormsbee
    - S73-19 (Faculty Personnel Records; Confidentiality; Access) through S75-5 ("Undeclared&Quot; Undergraduate Category)
  - Rajkovic

- S75-12 (EXAMPLE: Maximum Unit Load during Inter-Session; Summer Session; Credit Hours) through S79-4 (Campus Policy on Student Field Experiences During Strikes)
- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)
- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)
- Shifflett
  - S88-7 (Conditional Admissions) through S90-13 (At-Large Committee Appointments; Vacancies)
- Review template to be used (*it's in the drive and Bethany also emailed it out*).
- Need two volunteers to go first at next O&G meeting: **Todd and BJ**.

Bethany will add assignments for Thi and Julia.

Our job is twofold:

1. Look at the policies assigned to you. (Everyone has 10 assigned to them.) Look for problems – not a diagnosis of the content of the policy, just technical issues – it's just clean up work. If you're not sure if it needs to be updated or not, then formulate a question and send it out, for example, ask [person] in [unit] about [topic].
2. Look for things where you think we might be out of compliance. It's not our job to bring people into compliance, but if it seems like something we aren't following then we can bring that up, and it will go to Stef and on up the chain.

Bethany showed us the ones she did as an example for us to follow. Keep it short and to the point, but also have as a back up a note page with the information that you collect. So, submit 2 documents – the table and the note page.

- Resources:
  - University Policies: [http://www.sjsu.edu/senate/policies/pol\\_chron/index.html](http://www.sjsu.edu/senate/policies/pol_chron/index.html)
  - Senate Committee membership: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)
  - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

## Information Items

### Expecting referrals:

- Staff seat on the senate
- Related to Chancellor's draft ExOrder related to Proposed Changes in Academic Preparation Requirements
  - New committee needed? Existing committee charge updated?

SJSU Academic Senate  
Organization and Governance Committee  
9/11/17 Minutes

Shifflett, Bailey, Curry, Hart, Higgins, Grosvenor, Ormsbee, Rajkovic, Ramasubramanian, Tran

- (1) **Minutes approved 7-0-0** (Rajkovic, Ramasubramanian, Tran not present)
- (2) Modification Bylaw 1.10. to refer only to “Academic Affairs” and not “Provost”. Make active voice, not passive.

Bailey motion – Hart 2nd

**APPROVED 9-0-0** (Tran not present)

Putting on senate agenda as a first reading.

- (3) Constitutional Amendment – add AVP FA? After discussion in Exec. Comm., maybe explore some language that allows some flexibility. Bethany will draft a resolution for consideration at next committee meeting.
- (4) Rescind SM-F06-2. Had added VP for Advancement to Senate. Now F16-5 took VP UA out of senate. Modify standing rule 7 to update in accordance.

Motion – Grosvenor; Second Ormsbee

**APPROVE 10-0-0**

(5) Review of Policy

- See Grosvenor document with comments.  
F68-20 Grosvenor to write referral to IS and A.
- See Ormsbee document with comments – edited at meeting per discussion.

S73-24 – Ormsbee to write referral to CR

S74-2 – Grosvenor to send to ISA and ask to consult with CR

S75-5 – Ormsbee to write referral to CR

Review all the policies and make one aggregate referral to the senate at the end of the review/semester.

Volunteers: Higgins, Bailey

ADJOURN; 3:41 pm

Motion Grosvenor; Second Higgins

**APPROVE 10-0-0**

Organization & Government  
Minutes 9/25/17 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Todd Ormsbee (recorder)

Present: Bailey, Curry, Higgins, Ormsbee, Rajkovic, Ramasubramanian, Shifflett; Than, Rangasaye & Hart arrive late.

Absent: Grosvenor

**Approval of 9/11 Minutes** (thank you Jaye)

Approved 6-0-0

**Bylaw 1.10 modification (originally related to request for AVP FA on senate)**

- Issue: Need to modify language about reporting to provost in bylaw 1.10
- Discussed feedback from Senate
- Discussed various options

BS: Feedback to first reading, people who want the deputy provost or VP of Academic affairs? If we're going to change positions on the senate, it's a constitutional amendment.

SH: If we add positions, it just adds positions. If we go down the road, we're opening the doors to more people want in. Should stay with the largest common denominator.

AR: Academic deans already connected. Question about AVP Faculty Affairs?

JB: AVP of FAs is no longer

BS: take the AVP out of the definition; change the constitution to be two academic deans & two AVPs

JB: Disagree making the AVP specifically faculty affairs. If you limit to AVPs in Academic Affairs...is there a way to say. Don't change the constitution if we don't have to.

BS: Allow the AVP of FAs to run for the senate seat. Faculty doesn't pick them. This is administrative representative representatives. They select; we provide the framework.

Clarify the language so that it's "academic deans" with "inclusive of CIES & the Library; take out all reference to

JB: How do we make sure that we fix the problem brought up last week?

JC: Won't solve the request to keep AVP of FA in the senate.

JB: Also got a request to add deputy provost.

SH: Current shape is "porkbarreled" and gaming the system. Faculty Affairs is still seen as the thing it used to be.

JB: may dilute the academic representative

BS: what are the terms?

JB: Leave it to president and selection rather than collective revisions of the constitution

AR: What if we end up with both CIES & Library

JC: suggest limiting it so that no more than one of the Dean representatives can be from either CIES or Library

JB: If we leave it to the voters (the academic deans) will elect other deans from the colleges rather than the library or CIES

BS: Maybe we can just eliminate the definition in the Bylaws, because the new

*Collective editing with the language in the constitution might eliminate the need for a definition*

BS: Will look at all of Bylaw 1 to make sure it now still makes sense.

JC: This doesn't address the suggestion for the Deputy Provost to be a voting member.

JB: It's not appropriate for associate deans to serve, so it's not appropriate for deputy provost to be there.

JC: We already have the provost, so we don't need the deputy from the same office.

### **Constitutional Amendment Component of Referral: AVP Seat faculty affairs on the Senate**

- Issue: Request to consider adding a seat to the senate for the AVP FA
- Continued discussion from 9/11 meeting
  - Constitutional amendment to Article II, Sec. 2?
    - Administration representatives shall consist of the President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the Chief Diversity Officer, ex officio; and four (4) academic deans, at least two of whom shall be deans of colleges, elected by the academic deans for staggered two-year terms.
  - Discussed in the context of the bylaw above.

### **See notes for Bylaw 1.10 above for notes on Amendment to II.2**

#### **Rescind SM-S01-1; Creating a Temporary External Relation Task Force** (<http://www.sjsu.edu/senate/docs/SM-S01-1.pdf>)

- Issue: Task force does not exist and no one took official action; confirmed with Senate Chair - rescind.
- Discussed then vote on draft recommendation
  - NOTE: based on feedback from Senate, a collective resolution with multiple items will be brought to the senate. We are voting on individual items as we address them.

BS: Explanation.

SH moves to approve; JB seconds

Approved 7-0-0

#### **Rescind SM-F08-3; Changing the Membership of the Graduate Studies and Research Committee** (<http://www.sjsu.edu/senate/docs/SM-F08-3.pdf>)

- Issue: In clarifying the membership of the Graduate Studies and Research Committee, SM-F15-4 should have at the same time rescinded SM-F08-3 which also pertained to membership for this committee.
  - <http://www.sjsu.edu/senate/docs/SM-F15-4.pdf>

- Discussed then voted on draft recommendation
  - NOTE: As with previous item, a collective resolution with multiple items will be brought to the senate. We are voting on individual items as we address them.

BS: In 2015, we modified the Graduate Studies membership, and overlooked the need to rescind this. Questions?

Move to approve: JC

Second: SH

Vote: 7-0-1

### **Review of University Policies**

- Bailey
  - S66-11 (Selective Service Board reports re students) through S68-18 (Special Major)
  - S66-11 refer to ISA to see if this is still policy or what current policy is for referring selective service.
  - S66-12 refer to C & R to double check current transfer policies
  - S66-15 no action
  - S66-20 refer to I&SA to make sure still compliant
  - F66-4 Obsolete, replaced by S00-6. Goes to Senate Chair to clean up the web site
  - F66-13 referring to C&R to make sure it's correct with course numbering
  - S67-2 no action needed
  - S67-31 C&R this requires a second look and may
  - F67-11 no action needed
  - S68-18 Special Major—review and possibly update for current procedures/positions/flow C&R
- Higgins
  - S72-22 (Student Loans) through S73-10 (Admission of Disqualified Students to Extension Courses)
  - S72-22 Outdated, must be enrolled now in only 6 UG credits or 4 G credits. I&SA referral to update.
  - F72-1 Outdated. Composition of Athletics Board. Superseded by S13-7. Refer to O&G
  - F72-3 no action

- F72-8 grade reports distribution report — BS: send to senate office and see if we're in compliance and you decide if we need to do
  - F72-9 no action
  - S73-4 no action needed, amended twice
  - S73-6 Priority staff. No action needed.
  - S73-7 outdated? Silke to revisit.
  - S73-10 no action needed
- Need two volunteers to present their review at next O&G meeting

**Volunteers for 10/2: T. Hart & B. Shifflett**

**Updates from Referrals to Senate Chair/Office**

**SM-S97-2; Creating a Method to Review Two Reports Related to Academic Priorities**

Referral to assure that this work was completed as described in the work action language in the SM in 1997. The special committee was labeled an “ad hoc” group, intimating short-term assignment. POSSIBLE LINKAGE TO SM S97-4 - Amending the Method for Reviewing Two Reports Related to Academic Priorities as well.

Feedback: No Knowledge of this, rescind?

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**SM-S01-1; Creating a Temporary External Relation Task Force**

Task force likely defunct; confirm with Executive Committee - then rescind.

Feedback: Yes, proceed.

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**SM-F08-2; Procedure for the SJSU Campus Selection of a Member for the Faculty Trustee Recommending Committee**

Do we have a “faculty trustee recommending committee.”? Doesn't the CSUAS recommend now?

Feedback: This isn't for recommending a trustee nominee, but for selecting someone from our campus to serve on a systemwide committee that would then recommend a nominee.

I see **no reason to eliminate this for now**. We may be asked in future to select someone to join such a committee.

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**SM-S01-2; Meeting Times of Senate Operating Committees**  
(<http://www.sjsu.edu/senate/docs/SM-S01-2.pdf>)

Includes Amendment to Standing Rule 18f. Standing Rules:  
<http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>

Concern: When looking at current standing rule it looks like the change is not there. Just check that SM-S01-2 was implemented? or superseded? Change made back at some point but later mistakenly cut?

Feedback: Check with faculty ExCom. If just a clerical error, can be handled by Senate Office.

### **Issue of Reports**

SM-S06- 1; Addition to membership of the IRB Task Force.  
Noticed in F05-1 supposed to present final report to C&R. Could not find report on Senate Website. Can that be posted?

SM-S07- 1; Extending the Term of the Institutional Review Board-Human Subjects Task Force.  
Includes final report to C&R. Could not find report on Senate Website. Can that be posted?

SM-S13- 5; Establishment of a Senate Archives Task Force.  
Update on the task force was supposed to be provided at the February 2014 Academic Senate Meeting, which did not occur. If Senate office has report, please post.

Feedback: There are no official reports to load. Quite often when it said a final report was to be given to a committee, it didn't necessarily mean that an in-writing report was to be done. Many times just an update was given verbally.

As for the Senate Archives Task Force, this entire issue was dropped. The task force was originally going to be created to determine what to do about the Senate files since the library would not take the hard copies unless they were taken out of binders and placed in special preservative paper and boxed in a specific way. The Senate Office of course does not have the funds for this and the library would not fund it either. However, we are now in the process of scanning in the old files and getting rid of the hard copies.

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**Motion to adjourn; no objection.**

Organization & Government  
Minutes 10/2/17 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tijana Rajkovic (recorder)

Present: Bailey, Curry, Grosvenor, Hart, Higgins, Rajkovic, Rangasayee, Shifflett, Tran

Absent: Ormsbee, Ramasubramanian

**Approval of 9/25 Minutes** (thank you Todd)

Motion to approve: Hart; Second: Higgins; Vote: 5-0-1

**New Item: Faculty Trustee to report to Senate**

- Sense of senate resolution: In recognition of the fact that there is a faculty trustee from SJSU, the Senate Chair could invite the trustee to attend Senate meetings when needed.
- Assigned to Grosvenor to bring draft to next O&G meeting (10/16/2017)

**Bylaw 1.10 modification** (originally related to request for AVP FA on senate)

- Issue: Need to modify language about reporting to provost in bylaw 1.10
- Continued discussion in parallel with amendment to constitution. Changes made to the bylaw and constitution to separate the process from representation. The Constitutional Amendment now lists the administrative representatives, and the Bylaw includes the selection and election processes.
- Motion to approve as amended: Higgins; Second: Curry; Vote: 9-0-0
- Take to the senate as another 1st reading on 10/23

**Constitutional Amendment** (originally related to request for AVP FA on senate)

- Issue: Request to consider adding a seat to the senate for the AVP FA and subsequently a way for the deputy provost to be on the senate
- Continued discussion from 9/25 meeting in parallel with above bylaw modification
- Modified Article II, Sec. 2 to include only the administrative representative membership
- Motion to approve as amended: Tran; Second: Hart; Vote: 9-0-0
- Will be a 1st reading in the Senate on 10/23

**SM-S97-2** Creating a Method to Review Two Reports Related to Academic Priorities and **SM-S97-4** Amending the Method for Reviewing Two Reports related to Academic Priorities.

- Issue: In the spring review of senate management resolutions, this was tagged as in need of being rescinded.
  - However, it's simply part of the historical record and should not be deleted from the record.

**SM-S01-2; Meeting Times of Senate Operating Committees**

(<http://www.sjsu.edu/senate/docs/SM-S01-2.pdf>)

Includes Amendment to Standing Rule 18f. Standing Rules:  
<http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>

Issue: When looking at current standing rule it looks like the change is not there. SM-S01-2 never implemented? Not superseded. Change made back at some point but later mistakenly cut?

f) Chairs of Senate Policy Committees, 1) as members of the Executive Committee, shall maintain liaison between their respective committees and the Executive Committee, and shall consult the Executive Committee regarding policy proposals, policy review, and other matters in the area of their committee's responsibility which may be brought before the Senate; 2) as chairs of their respective committees, they shall preside at meetings, shall review existing policies in the area of their committee's responsibility and suggest appropriate revisions, shall take care that operating committees reporting to their committee meet and conduct business, and shall direct committee operations, seeing that minutes are taken and filed with the Senate office, agendas sent, policies drafted, annual reports filed, etc.

SM-S01-2 says:

Accordingly, change Standing Rule 18 f to read: Standing Rule 18 f)

- i) Normally operating committees shall meet on a schedule agreed on by the committee. Special or unscheduled meetings may be called by the committee chair.
- ii) In Spring semester, before March 31, the continuing membership (those whose terms do not expire at the end of the semester) of each operating committee shall prearrange their meeting schedule for the following academic year. This schedule shall be reported to the Committee on Committees and Associated Students, and the schedule will be listed on the forms soliciting applications for operating committee membership.
- iii) Policy committees may request operating committees reporting to them to give priority in consideration to any specific matter referred to the operating committee.

Assigned to Hart to bring draft to next O&G meeting (10/16/2017)

Review of University Policies

- Tabitha
  - S70-12 (Acute Accent (é) placed on the "E"; of San José in all Written Communication) through F71-14 (Acting Appointments; Vice Presidents or Deans)
    - S70-12: Website fix required; send to Senate Office
    - F70-12: Website fix required; send to Senate Office
    - F70-13: Rescind because superseded by F14-1; refer to ISA.
    - S71-7: Rescind because there are newer guidelines on proxy representatives, probably in the bylaws. Hart to revisit bylaws.

- F71-15: Rescind because out of date. Refer to O&G.
- F71-14: Rescind because superseded by the Selection and review of administrators policy passed last year. Refer to O&G.
- Bethany
  - S88-7 (Conditional Admissions) through S90-13 (At-Large Committee Appointments; Vacancies)
  - See document with comments

Two volunteers to present their review at next O&G meeting (10/16/2017): Curry and Tran

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Organization & Government  
Meeting Minutes 10/16/17

BJ Grosvenor & Vidya Rangasayee (recorders)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 10/2 Minutes** (thank you Tijana)

**Review Bylaw 1.10 and Constitution Proposals**

- Issue: With edits to the history and/or rationale made, just need to check that nothing overlooked

**Minutes: Bylaw 1.10** - First reading at next Senate meeting on 10/23/2017. Line 31-32 was modified to read *any vacancies arising before the end of the term shall be filled using the same processes noted above.*

**Minutes: Constitution** - Reviewed, no modifications. No action.

**Faculty Trustee Report to Senate (BJ)**

- Issue: Since the faculty trustee is an SJSU faculty member, we should recommend a way to build into the Senate meeting agenda a report from the faculty trustee.
  - Sense of Senate resolution

**Minutes:** We discussed the language. No language change needed. The committee proposes this Sense of the Senate Resolution – go forward as a Final Reading – on 10/23/17. Vote registered.

**Staff Seat(s) on Senate**

- Issue: Referral has been sent to us to consider adding staff representatives to the senate
  - Discuss, then prepare for next meeting a draft resolution

**Minutes:** Discussion centered on the wording presented in the referral. *Instructions: To facilitate robust communication and collaboration among all university personnel, in the spirit of shared governance, and in recognition of our shared educational mission, we request a revision to F16-5 to create full voting positions on the senate for one staff member from Student Affairs, Administration & Finance, University Advancement, and University Personnel.* There was some support for the list presented. There was some conversation on having two divisions represented (Academic Affairs and Students Affairs)

Committee member assignment: Tabitha Hart shall bring a draft of a new policy to our next meeting on 10/30/2017.

### **S88-7 Conditional Admissions**

- Issue: Are these conditions still in place? Is there still a special admissions committee? If no, what group/person sets the max units - toward the end of the policy it says:
  - "Non-disadvantaged Special Admits: Maximum of 59 baccalaureate credit units, with a lesser number set as appropriate by the Special Admissions Committee at the point of admission."
- Information from Deanna Gonzales:
  - As of 2009, when the CSU declared impaction, SJSU implemented campus level impaction. At that time the Chancellor's office mandated that all applicants meet all CSU requirements to attend an impacted campus. This meant the Exception Admissions Committee was disbanded. My office is guided by the Chancellor's EOs (EO 962) that allow admission exceptions under Title 5. Annually, SJSU receives an allocation of exception codes to use for those students who do not meet the requirements due to administrative error or general life circumstances. All cases for exceptions are reviewed and authorized by me.
- So, rescind S88-7?

**Minutes:** Bethany shared the university history in regard to this item. Director of Undergraduate Admission and Outreach – clarified information we needed to have to make a decision. Policy recommendation to rescind S88-7. Approved by Committee.

### **SM-S96-6; Lottery Funds Committee**

- Issue: In the spring, O&G tagged this item for possible rescinding:  
<http://www.sjsu.edu/senate/docs/SM-S96-6.pdf>
- Needs revising or rescinding? Does such a group even exist? Are lottery funds disbursed in this manner any more? Is the money simply being diverted to the library? Also, the BAC is newly reconstituted and the policy creating it has no mention of groups reporting to it.
- Alternatively, build into BAC policy what got lost with regard to review and disbursement of lottery funds.
- Whatever is done, web site needs to be updated.
- Discuss, then prepare a draft resolution for next meeting
  - Points raised by others when asked for input
    - The Lottery Committee was non-operational for at least the last 7 years I served on the Senate
    - This committee was abolished by S01-9.

- Well, it has been non operational, but not because of the will of the faculty. There was an administrative decision to remove the lottery fund distribution from this committee years ago--the story is somewhat complicated--it predates Mo even.
- I still believe that the lottery funds should be dispensed with the kind of faculty input that the committee used to provide, and the destruction of this committee is one area where faculty input into the budget has regressed. This is especially important during lean budget times--small scale lottery grants used to be the chief source of support for faculty travel and small scale research funds. We have a Provost who has found other sources of support for RSCA, but there is no way to predict what the policies of the next Provost may be.
- Of course, there is the practical matter that Administrative decisions have made the committee useless.
- I'm just finding it hard to support the abolition of a committee--although it admittedly has no practical use--simply because it seems to ratify a decision that I find reprehensible
- Hah! I'm still fighting a 16 year old battle.
- Interesting, though, that while S01-9 abolished the Lottery Committee, its replacement mechanisms are not being implemented--namely that the BAC has not been creating annual categories for Lottery fund distribution, and so far as I know there are no College Lottery Committees that are allocating anything.
  - That is because S09-6 rescinded S07-3. Up until S07-3 got rescinded the reporting requirement by colleges was still there every semester, but S09-6 dropped that part of the policy off.
    - Note from Bethany: S16-3 rescinded S09-6
- I believe the trail of policies listed under the [budget] policies by category can help you piece together what happened there. I think it went this way if I remember correctly. First the Lottery Committee was abolished. Then it went to the BAC. Then I believe most of the responsibilities transferred to the SPB. When it went to the SPB was when the allocation of the lottery funds changed over to the Provost. At least that is how I think it went.
- One way or the other, we need to restore oversight over Lottery fund distributions. They have dropped completely off the radar and are being used in a manner quite contrary to their intended purpose--to support ongoing regular expenses like Library acquisitions. Every few years we complain about this at the budget report--but it is futile to complain without doing something about it.

**Minutes:** Bethany opened the discussion with what our course of action should be on the lottery funds committee, also clarifying that we don't have to modify the strategic planning at the moment.

Julia spoke about the Budget Presentation from last week. There has been other cases where funds have been swept up to the Provost. Feedback received from people outside of O&G as well. Need clarity.

Open Discussion points:

- Can we get the committee back? We can propose that as a policy recommendation. It will have to be new. It's already been abolished.

- Can we make it their charge (Budget Advisory Committee). We know where the monies are going now.
- We are out of compliance with the law. No one wants the acquisitions budget to diminish.
- The VP for A&F knows it's a concern. We don't want to be out of compliance.
- Do we [O&G] want to be engaged in the Lottery funds. Is this under O&G responsibility or should we have a liaison.
- Why wouldn't we? During budget presentations, we only get information on distribution of funds. Need transparency on how the decisions get made.
- We have seen decline of state budget while student grow.
- In the debrief, decision making process is a grey area, can we include that in the 2018.
- When we have something more substantive, we will convey the direction to BAC.
- Budget reports were quick and fast. We have only had 2 of the special budget sessions at Senate. We are getting more information than we had but not on the process/decision-making.

Tiana and Bethany will work on this topic for next meeting. Will bring the recommendations to the next meeting.

### **Discuss Combining Resolutions for Presentation to the Senate**

- External Relations Task Force
- Grad Studies & Research Committee Membership

Minutes:

Can we combine the resolutions and bring one item to the senate? If we can clarify this to the audience. Combine the WHEREAS and resolve. Passed unanimously.

### **Review of University Policies**

- Thi
  - F90-5 (International Programs) to S93-9 (Recognition of Retired Support Staff/Administrator)
- Julia
  - S93-11 (Campus Smoking Policy) to S95-4 (Student Fees Reporting)

Minutes:

F90-5 - No action needed

S92-2 - No action needed. Do we need a cleanup. Not required.

S92-3 - No action Needed

S92-11 - No action needed

Thi presented the policies. No action needed.

Julia presented the policies review. S94-8 may need rescind. Bethany will inform the C&R about this. They can rescind portions of the document while revising the RSCA policy

S99-10 is not available? May have been rescinded. F12-5 replaced S99-10.

Need two volunteers to present their review at next O&G meeting  
Vidya and Tijana will go next meeting.

Any questions on assignments?

Reminder: Fall Assignments  
Meeting Adjourned.

Committee materials are available on our shared google drive:

<https://drive.google.com/open?id=0Bwx-rATDGD5hZm1SYmZCUEN1eU0>

Organization & Government  
10/30/17

Meeting Minutes

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

BJ Grosvenor (recorder)

Present: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Bylaw 1.10**

Discussion: Consider adding clarifying rationale in the by law document to edify the reasons for the makeup of the representation of Senate. Other items that will continue to be discussed, 1) move info on representation into the bylaws 2) why different selection processes 3) discuss who should be determining who their reps will be.

**Review of Constitutional Proposal**

Discussion: The committee discussed representation, considerations for who should be voting members of the Senate. A few versions of representation were discussed (deputy provost, AVP rep and how to get the best representation for any given year. The committee also clarified the roles of University Personal and the change of positions within Faculty Affairs. Discussed the pros and cons of going to four plus one (five (5) administrators).

**Staff Seat(s) on Senate**

Discussion: Referral has been sent to us to consider adding staff representatives to the senate. A thought that was put forth were two. First, what benefit would staff receive from one representative on the Senate? Would they feel assured to speak, or with less information challenge the conversations? Second, would it be beneficial to have a staff representative on each of the policy committees? With this option, the staff would not be required to serve on the Senate. They would have voting rights on the committee. The process for electing would follow the same process as faculty. There was a suggestion of a separate call for nominations to truly encourage staff to run for a position. Tabitha will bring an updated draft proposal to next meeting.

**SM-S96-6; Lottery Funds Committee**

Discussion: Work is still happening on this issue.

- Resolution to rescind - reviewed draft that was part of combined resolution – passed.
- Remaining item yet to take care of.
- Resolutions to discuss regarding disposition of the responsibilities of the former lottery funds committee. Tijana and Bethany will bring draft to next meeting.

**Combined Resolutions for Presentation to the Senate**

Discussion: We worked on all of three of these issues this past term. It has been determined that we can bring these items as one agenda item to the next Senate meeting.

- Rescind SM-S01-1 - External Relations Task Force
- Rescind SM-F08-3 - Grad Studies & Research Committee Membership
- Rescind SM-S96-6 - lottery funds committee

Vote: 11-0-0

**S71-7 Update** (Tabitha)

- Deferred to next meeting
- Issue: Follow up needed after original review of S71-1. Compliance issue noted.

***Assignments for recording minutes:***

Higgins, 11/6

Ramasubramanian, 11/13

Tran, 11/27

Curry 12/4

**Organization & Government**  
**Meeting Minutes 11/06/2017**  
**Alumni Room (MLK Library, Rm 4005, 4th Floor); 2-4pm**

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***Silke Higgins (Recorder)***

- Present: Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Ramasubramanian, Shifflett, Rangasayee (arrived 3:05pm), Tran (arrived 3:20pm)
- Absent: Bailey

**Approval of Minutes from 10/16/2017**

- Motion to Approve: Grosvenor
- Seconded: Hart
- Vote: 7-0-0

**Agenda Items**

**A. S71-7 Update (Tabitha Hart) - Note: Deferred from 10/30 meeting**

- Discussion about email Hart sent to O&G on October 30, 2017 (explanation of further research into S71-7)
  - Policy S71-7: Deals with situations where ex officio members held multiple seats on policy committees, overlapping, unable to attend all meetings. Sent surrogates. S71-1 explains how the surrogate is to be determined. Surrogates cannot vote.
  - Hart researched, could not find any replica of this rule anywhere; found policies that discourage people from sitting on more than one committee - Senate does not want this to happen.
  - S16-11 states that persons on policy committees should not hold seats on operating committees.
  - Senate chair could add reminder about the rule to every administrators at the beginning of every academic year.
  - Overall, S71-7 is fine, and still in use, but violations seem to be occurring; happened just this semester - unintentional, no harm intended.
  - Shifflett will take care of letting Senate chair know we believe there is a compliance concern and ask that the policy be brought to the attention of all chairs of university committees.
  - **B. Review Bylaw 1.10 and Constitution Proposals**

**Discussion: Constitution**

- Shifflett went to VPs and asked the leadership team; also went directly to AVPs. All asked for feedback. 2 AVPS said that the original proposal of three seats fine.

- Camy Johnson stated that AALT felt that Academic Affairs should be able to choose their own representation without limitations from the senate. Also prefers to retain 4 seats.
- Discussion of the O&G group ensued once more about the merit/demerit of 3+1, or 4+1:
  - The point was made that the original referral did not even include a suggestion for 4+1; it merely asked to add/retain AVP of Faculty Affairs on the senate.
  - Comment: 4+1 could appease those seeking expansion, and is also forward-thinking.
  - Question: Could language be grafted to “limit” the AVP seats to a maximum of two?
    - If that is added, then there could be a push for another person to fill the seat if only one AVP wants to serve. Opens a slippery slope.
  - Question: What happens when someone does not want to serve?
    - The Provost will let someone know in the most kind terms that it would be a wonderful idea if they were to serve.
- Bigger question: Should O&G take this to the next Senate meeting as a first reading, rather than a final reading? It was decided to vote on bringing it back as a first reading:
  - Motion to approve as amended: Moved: Hart; Seconded: Curry
  - Vote: 10-0-0

### **Discussion: Bylaw 1.10**

- Nothing has changed; pushing back on the recommendation that they would like to select amongst themselves
  - Do not meet as a group; how will person who never meet make an informed decision on who should serve? How will the appropriate person be selected?
  - Changes proposed: Addition, starting on Line 35: *“For the AVP representative outside of academic affairs, the selection process is intended to meet the needs of the Academic Senate in any given year.”*  
This addition will provide an explanation for why it is important to carefully select who will serve.
- Bylaw 1.10 will also return to the next Senate meeting as a first reading.
- Motion, approve as amended: Moved: Hart; Seconded: Ormsbee
- Vote: 10-0-0

### **C. Staff Seat(s) on Senate (Tabitha Hart)**

- Feedback received ranged from support for staff representation to disapproval of even the idea of having staff representation.

- Arguments for representation: Faculty depend on staff; staff represent untapped resources and expertise; staff representation works for the good of the body.
- Executive committee did not meet on November 6, 2017 - therefore, O&G has no additional information
- Shifflett proposes to hold the proposal until the Executive Committee has had time to meet and discuss the issue.
- Members sharing their views on how and why it is important to have staff representation.
  - Discussion ensued on whether or not staff should be on an operating committee but not policy committee.
- After extended discussion it was decided to table the discussion until O&G is undertaking an environmental scan of all committees in the spring.

#### **D. SM-S96-6; Lottery Funds Committee (Bethany Shifflett & Tijana Rajkovic)**

- History:
  - S01-9 abolished the lottery committee
  - F15-9 re-instituted a Budget Advisory Committee
- Proposed resolution seeks to place responsibility for review, oversight, and advice with the Budget Advisory Committee
- Modify 1.3.9 to add “lottery funds”
  - Add subsection to say that committee should review and make recommendations for the use of lottery funds
- Rationale is extensive and exhaustive, clearly delineating the trail of historical documents; this is necessary because there is no policy “trail” to refer to.
- Question: Looks like over the course of the last years, lottery funds were used to replace library funds from the SJSU; should this be mentioned in the rationale?
  - Reluctant to point fingers at anyone
    - More thinking about adding that the original budget should be restored to the library
      - Still rather have it as part of the history, and make it the Budget Advisory Committee’s responsibility to make sure the library is receiving adequate funding
- Argument for adding strong/clear message about library funding must be added to ensure library will continue to receive funding
  - Doing so will open up the slippery slope for anyone to be added who needs/wants money
    - Suggestion for adding a “whereas” in a broader sense (e.g. a sentence like “has been used to address budget shortfalls, e.g. library acquisitions”), in order to not point out possible problems with how the funds were/are used

- Question of timing: Should we vote on these changes today, or next Monday?  
O&G members are ready to vote on the substantive changes today.
- Will be a first reading, first time O&G is voting on this item today.
  - Motion to approve: Moved: Curry; Seconded: Tran
  - Vote: 10-0-0

**Review of University Policies**

- Postponed until next meeting.
-

Organization & Government  
Minutes 11/13/17 Meeting  
Library room 4005; 2-3:30pm

Anand Ramasubramanian (recorder)

Present: Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett

Absent: Bailey, Tran

**11/6 Minutes Approved** (vote: 7-0-0)

**Review of University Policies**

- Shifflett described the basics on writing a referral, and asked members to send in referrals for the fall semester to Shifflett before 12/1; 5 PM so that they can be discussed at the 12/4 meeting.
- Group reviewed the list of policies compiled for this semester focusing on what items need to be referred out.
- Group discussed the review of F83-10 through S88-5. Minor changes suggested for a follow up on referrals. Group discussed on F85-8, and referred to Jaye as an information item.
- Group discussed the review of S79-7 to F73-8. Minor changes suggested for a follow up on referrals.
- Hart and Rajkovic volunteered to present their reviews (round 2) for next meeting.
- Higgins volunteered to review referral materials that Shifflett will compile.

**Survey of Staff**

- Issue: to inform discussions around staff positions on committees/Senate would be helpful to have direct input from Staff.
  - Shifflett will bring a draft of a survey for the inclusion of staff on various senate committees and the senate. The survey will be sent to both faculty and staff.

**Organization & Government  
Meeting Minutes 11/27/2017  
Alumni Room (MLK Library, Rm 4005, 4th Floor); 2-4pm**

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***Silke Higgins & Thi Tran (Recorders)***

**Membership**

- Present: Curry, Hart, Higgins, Grosvenor, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran
- Absent: Bailey, Ormsbee

**Approval of Minutes from 11/13/2017**

- Motion to Approve:
- Seconded:
- Vote:

**Agenda Items**

**Amendment of BAC Responsibilities**

- O&G decided to make it a policy recommendation after input from Senate
- Explanation of what a “budget action” is was requested by members of the Senate.
  - O&G decided not to provide an explanation as this could lead to a slippery slope of becoming “i.e.” Instead of “e.g.” over time (as experienced previously with the Deans).
- O&G’s suggested modification on line 39 (1.3.9 from F15-9...) to eliminate the words “Operating Fund” raised concerns in the Senate; removing the words might change the way the funds might be used, especially where the Auxiliaries are concerned.
  - O&G decided to place back the words “Operating Fund” in order to alleviate concerns.
- Line 40: Questions were raised after the Senate meeting why lottery funds were explicitly named as having to be included in the BAC summary report.
  - O&G’s stance is that this would ensure that information on the lottery funds would be regularly reported.
  - Line 66-67: Added to rationale explanation of why it is appropriate to explicitly include lottery funds in the BAC summary report.

- Curry suggested moving the examples listed up in the sentence (to Line 40, after “...actions external to the campus...”, which resulted in not only making the sentence flow and removing the lottery funds mention out of the spotlight, but also solved the problem of what “budget actions” are.
- Vote
  - Motion to Approve as Amended: Hart
  - Seconded: Curry
  - Vote: 7-0-0

### **Discussion of Survey of Staff: Focus Group Data Collection**

(Guest Speaker: Ravneet from IEA, Time Certain 2:30pm)

- Focus is on engagement, communication is also a big part of this undertaking
- Ravneet: Current timeline difficult to achieve
  - Shifflett: Timeline a conscious decision as faculty is gone in January and staff stress levels are likely to be much lower
  - Shifflett: Flexible on when report would be delivered, if initial results could be shared
  - Shifflett: Everything must be wrapped up before the end of May, otherwise O&G would lose an entire academic year to implement any change
    - Ravneet: Before Spring Break would be a reasonable deadline
  - Hart: Would the focus group dialogues be transcribed, and if so, could O&G get these records
    - Ravneet: Providing the transcriptions could result there having to be an IRB, it is best to inquire. If IRB is needed, this could affect the overall timeline
    - Committee discussed: Data would not be used for research, so we might be exempt.
  - Ravneet will connect with Shifflett, but as soon as the meeting is set, the group will be informed, and any O&G member will be able to attend.

### **Constitutional Amendment**

- Silke: Getting real close in terms of percentage with respect to faculty representation on the senate.
- Tabitha: Would changes like these be done mid year or next academic year?
  - Shifflett: Next academic year
- Group discussed ramifications of 3+1 proposal.
  - Shifflett: Look to get others involved at the committee level.

- Change → Article II - Membership: "...two college deans from academic affairs inclusive of CIES and the library; one Associate Vice President from Academic Affairs; and Associate Vice President from a division outside academic affairs."
- Motion: Silke, Second: Tabitha
- Vote: 8-0-0

#### **Bylaw 1.10 Amendment**

- Title change: "...Administrative Representatives on the Senate."
- Committee agreed that Shifflett would add verbiage to 1.10 (around line 31).

#### **Review of University Policies**

- Group discussed the review of F96-9 through S98-8.
  - S97-4 → Referred to ISA for update on continuance of policy implementation
- Group discussed the review of S01-5 through S03-4.

**Organization & Government**  
**Minutes 12/4/17 Meeting**  
**Alumni Room (Library Admin Room 4005); 2:30-4:00pm**

Julia Curry (recorder)

Start Time: 2:32. Adjourned: 4:03pm.

Pizza provided by O&G Chair

Present: Curry, Grosvenor, Ormsbee, Hart, Higgins, Rajkovic, Rangasayee, Shifflett, Tran

Absent: Bailey, Ramasubramanian,

**Minutes from 11/13 Approved (missed previously): 6-0-0**

**Minutes from 11/27 Approved: 6-01**

**Amendment of BAC Policy**

Issue: An additional edit needed to BAC policy. Presently, F15-9 says Finally, F14-1 revoked the temporary assignment of Budget Advisory Committee responsibilities and returned responsibilities to the Strategic Planning Board." However, F14-1 is about priority registration... Cannot locate a policy that returns responsibilities to the SPB. Decision to strike this sentence.

Tiana and Bethany after conducting extensive research for the line and for item on any policies did not find anything. No one in the Senate office found anything either.

Therefore Bethany indicates that a new Resolved is necessary in line 38 on lottery-BAC proposal\_3.doc

Bethany explained that in 2014 a CSU audit was conducted to see if CSU was in compliance with Lottery guidelines. They were not. Thus, in 2016 guidelines were issued by the CSU to the campuses on the use of lottery funds. From BAC co-chair, the information she has suggests that we are in compliance with the CSU guidelines, but those guidelines may not be in compliance with the State Lottery Act. The BAC is already engaged in discussions about lottery funds.

O&G discussed having information relayed to the BAC through BJ. Since the VP for Administration the information can also be conveyed to the President.

Further discussion from the point where we left the lottery fund. Because we amended the proposal, it was necessary to vote again.

Tabitha: moved, Tiana second.

Vote: 7-0-0

We will send to senate as final reading. Bethany updated list on document.

With 4 people absent and unable to vote.

### **Bylaw 1.10 Amendment**

- Issue: Language providing for selection of the AVP from outside AA added to have the AVPs recommend a rep to the President and recommend consultation with the Executive Committee in determining the appointment.

Discussion:

O & G discussed the language of Bylaw 1-10 pertaining to Administrative Representatives on the Senate. Language from lines 27-31 regarding the process for non-Academic Affairs AVPs for selection of representatives was changed. It was recommended that staggered 2-year terms be clarified. The committee further indicated the process for making recommendations to the President.

Extensive wordsmith took place with some compromise and clarification. Essentially, the committee wanted to make sure that any reader understood that Academic Affairs would be responsible for sending the name of the candidates to the President who in consultation with the Executive Committee would make the final decision on representatives.

The suggestion was that O&G use punctuation to ensure clarity in the final proposal. To be certain the constitution language was consulted so that the language conformed with the bylaw.

Further discussion ensued for clarity. O & G adjusted punctuation, plural/singular, and number of candidates. Committee decided to use the terms "nominate" and "recommend" and "may" rather than "will" recommend as points of clarity. It appeared that administrators do not know each other and may not be able to collectively agree on who to recommend. It was clarified that in fact the President does convene this group from time to time. They do know each other, so there is no concern over their ability to identify candidates.

In the end, the committee checked to ensure that the language for this representative paralleled the other representatives. Finally a decision to vote came about.

Motion-BJ and Thi –second

Vote: 9-0-0

### **Review of University Policies**

Thi Tran reviewed and reported on F08-2 (Repetition of Courses; Academic Renewal) through F09-2 (Policy on Late and Retroactive Enrollment). Thi sent his report and is included with the materials for the meeting.

F08-2: Everything consolidated into one document. No action needed.

F08-2: No action needed.

F08-3: No action needed.

F08-4: No action needed. More documentation. Sabbatical leave has not been updated since fall 08.

F08-5: No action needed. Discussion about the importance of not erasing policies that are replaced with new senate bylaws when approving and updating new policies. It is important to keep the archive for future readers. This provides a step-by-step guide about how to retain history of policies and changes.

S09-1: No Action needed. Recordkeeping committee so that anyone who requests information, they can see the process.

S09-3: No Action needed.

Discussion ensued because there was a question that O&G amended something like this last year. Bethany said that when we amended it, maybe this should have been struck, we amended 1.6, don't know about 1.5. F16-2 was reviewed to make sure that O&G had cleaned this up, and found that 1.6 was addressed, but 1.5 needs further review. Bethany will examine.

S90-04: No Action needed.

S90-05: No action needed.

Discussion about whether this needs to go to C&R, because of the California Promise, etc.

S90-07: Thi suggested this may require updating. After discussion, it was decided that no action was needed.

F09-2: No Action needed.

Thi had one referral to write and to send to Bethany for next steps.

Bethany Shifflett- second round of reviewed policies

Assignment: S07-5 (Amendment of By-Law 10 Special Agencies,...) through F08-1 (Amendment to S08-7, Policy for the Protection of Human Research Subjects)

S07-5 No action

F07-01 Added some language to her document.

F07-02 Read. Senate needs to deal with that. Compliance issue.

F07-3: Access to instructional materials- getting things to accessible format, in a timeline manner.

Discussion about getting information. Are deans doing this? Don't think so.

Going to senate chair.

S08-2: No action needed.

S03-3: No action needed.

Discussion about planning board and a new charge has not been notified when heritage committee was removed.

S08-5: No problem

F08-1: C&R might want to amend F17-1 so that second to last resolved be changed...this is not a minor edit. Send to C&R.

**F08-2:** detailed policy about repetition of courses. Everything is fine, no action.

**F08-3:** Conflict with Thi's discussion. Faculty diversity committee is missing a co-chair. Senate chair – looked at representation on the web. It appears someone resigned on the committee.

## Last comments and Reminders:

**Regarding Policy Review Referrals:** Please get your referral documents to Bethany.

Review of policy reviews from Round 1. Referrals have been received from: Silke, Tabitha, BJ, and Todd. **Need from Jay, Anand and Vidya.**

**For Round 2-** need one from Thi. Recommendation that we use Todd's referral (which he sent to everyone) as a model to prepare referrals.

## Policy Review Assignments for Spring - updated 11/22 (Round 2 - Spring 2018)

Bailey

- S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime-Time Scheduling Period)

Curry

- S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)

Grosvenor

- S95-5 (Competency in Written Communication ....) through F96-8 (Duties of Senate Officers)

Higgins

- S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom....)

Ormsbee

- S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)

Rangasayee

- S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)

Ramasubramanian

- S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)

#### **Additional item on agenda:**

Regarding the vote from lecturers in special session, do they vote in spring or fall?

BJ pointed out that special session refers to winter and summer. Thus, special session that does not conform with the requirement of regular time appointment which is fall and spring terms.

Read Ken Peter's memo...

Professional Standards – heading to no vote.

BJ asked if the departments must set their policy.

Todd asked if when we were writing the professional standards policy we specified rules. If not, the policy allowed others to determine.

Further discussion about whether we can say: lecturers can only vote when concurrently teaching. There was some discussion about how whoever the chair is will impact whoever is appointed for concurrent teaching. There was a suggestion that we clarify the meaning of "special session" in this context. Bethany points out that the discussion is only regarding summer. Therefore, it appears that they are using the term wrong, it sounds. If they mean, winter and summer, those are not special sessions. Bethany points out that faculty who only teach during special sessions do not vote. Todd closes with the point that lecturers vote only when they are teaching during the time when a vote is taking place.

Last action at this meeting: O&G said *Good-bye* to Thi (who is graduating). He tells us that he will be at City Hall, working for the SJ Council. He can be found at the 18<sup>th</sup> floor.

O&G adjourned at 4:03.

Organization & Government  
Minutes 1/29/18 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tijana Rajkovic (recorder)

Present: Bailey, Curry, Grosvenor, Ormsbee, Hart, Higgins, Rajkovic, Ramasubramanian, Shifflett

Absent: Norman, Rangasayee

**Approval of 12/4/17 Minutes (Julia)**

Motion to approve: Grosvenor; Second: Hart; Vote: 7-0-0

**Need a rep to attend 2/7 and 2/14 focus group meetings - noon in IRC 101**

- Bethany has a conflict. Just a matter of having an O&G person there to welcome the group, say hello - so it's clear it's a senate-IEA partnership. Just 5 minutes needed.
- Volunteers: Curry on 2/7 and Grosvenor on 2/14.

**Staff Engagement Focus Group Data Collection (deferred to Feb 5th meeting)**

Update from Ravneet

Discuss next steps - open forum?

**Bylaw 1.10 proposal and Constitutional Amendment**

- Issue: Constitutional amendment failed to pass the senate in December; bylaw not taken up then since it was linked to the constitutional amendment.
- Discuss and vote: drop all? try again?
  - Possible options:
    - Do nothing. It failed, let it go.
    - Do nothing this semester, bring back in the fall (new senate)
    - Bring back this semester with no changes - try again
    - Bring back this semester with compromise
      - Two college deans from academic affairs inclusive of CIES and the library; two Associate Vice Presidents, at least one must be from Academic Affairs.
      - Bylaw would then read: Associate Vice Presidents (AVP) within Academic Affairs will select the two AVP representatives for a two-year term.
- O&G discussed the issue. No action this semester. Will bring back in the fall

**Amend Voting Rights Policy?**

- Issue: Chairs and directors policy passed in Senate treats FERP and PRTB faculty the same when it comes to voting on chair nominations. This is at odds with voting rights policy. Need to discuss modifying voting rights policy so both policies are consistent: proportional votes.

Section 4.6 presently reads:

4.6 Faculty Early Retirement Program (FERP). Faculty participating in FERP retain departmental voting rights. They retain a full vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment.

- Modifications made to Section 4.6: “Faculty Early Retirement Program (FERP). Faculty participating in FERP retain departmental voting rights proportional to their appointment. They retain a proportional vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment.”
- Continue discussion and vote on 2/5.

### **Review of University Policies**

- Ormsbee and Higgins to bring their reviews to next O&G meeting (2/5).
- Chair Shifflett to email spreadsheet to all.

### **Resolutions related to polices referred to O&G for review**

- No action needed on F71-15 (All programs of continuing education transfer to dean of ed services)
  - While there is no such dean, historically it is OK. Presently CE is under CIES but there is no policy that supersedes F71-15 to refer to in order to rescind F71-15. Closest related policies:
    - F73-9 set Continuing Education-Course Standards
    - F77-2 adopted the Continuing Education Unit (CEU) in alignment with a CSU EO
    - S78-6 set Guidelines for CEU (Continuing Education Unit) Courses
- No action needed on F97-4 (Educational Equity Advisory Board). While it is true that the Educational Equity Council referred to in F97-4 does not exist, it’s an historical artifact and no action on our part is needed.
- No action needed on F07-1 (Senate Vacancies). Section 1.6.2 of S16-6 naturally supersedes section 1.6.2 of F07-1 and no action is needed.
- Proposal to rescind F88-5 (Continuing Education Committee)
  - Rescind because the Committee no longer exists.
- Proposal to amend F72-1 (Athletics Board Composition)
  - Need to update charge and membership, and more information about history.
  - Chair Shifflett to contact the Athletics Board chair, ask for input.

Policy recommendations currently bundled in one recommendation. Separate the two policy recommendations.

### ***Assignments for Remaining O&G referrals***

(Hart) F71-14 Acting Appointments; Vice Presidents or Deans

- Main point: F71-14 has now been superseded by S16-8, on the selection and review of administrators.
- Assigned to Hart.

(Shifflett) S90-13 At-Large Committee Appointments; Vacancies

- Main point: Should have been rescinded by F16-2. F16-2 amends bylaw 6.13 and addresses at-large vacancies.
- Assigned to Chair Shifflett.

**Volunteer needed:** S09-3 Senate Elections

- Main point: Amends 1.5 and 1.6 of the Bylaws. In the past, when Academic Senate seats were not filled, a reminder was sent out and whoever applied first was given such seat. This policy changed that procedure. O&G needs to look at policy change for bylaw 1.6; see F16-2.
- Assigned to Ormsbee.

**Volunteer needed: New referral related to modification of titles in F12-5, S05-13, S99-9**

- Issue: Appears to be a simple clean up of existing policies. Need a Senate management resolution to take care of the updates.
- Chair Shifflett to contact Pam, and bring the issue back to O&G.

**Resolution to amend/rescind F97-4 - Educational Equity Advisory Board**

- Issue: F97-4 mentions a committee that does not exist. However, need to think how to best resolve this given activity in the works (see notes document on this item) related to establishing a President's leadership group on inclusive excellent. Between this, existing Faculty Diversity Committee, and work of the fairly new Office of Diversity, Equity & Inclusion, expectations for the old equity advisory board probably covered.
- O&G decided to wait until action from President.

**Review of University Committees: Charge and Membership**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees.
- O&G discussed and decided to bring to Senate one resolution to all changes.
- Reviewed today:
  - O&G
    - O&G charge discussed and changes suggested: "Considers problems related to and prepares recommendations regarding governance of the University, including revisions of the Senate Constitution and By-Laws, and the structure and purview of colleges and

departments. This committee is also responsible for reviews and recommendations regarding the charges and functions and creation or abolishment of University and Senate committees (where appropriate consults with the Committee on Committees).”

- O&G membership: no change needed.
- Curriculum & Research
  - No change needed.
- Next meeting:
  - Professional Standards

Listing of membership for all committees:

[http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

**Item not signed by the President - amendment to BAC policy – deferred to next meeting**

- Issue: Need to find out what the concern(s) is(are) then go from there.

**Organization & Government  
Minutes, 2/5/18 Meeting**

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Silke Higgins (Recorder)

**Present:** Curry, Grosvenor, Norman, Ormsbee, Hart, Higgins, Rajkovic, Ramasubramanian, Shifflett

**Absent:** Bailey

**1. Introductions and Welcome** to new O&G member: Kyle Norman

**2. Approval of 1/29/17 Minutes** (Rajkovic)

Voting process: Motion to Approve: Hart. Second: Curry. Vote: Passed, 9-0-0

**3. Staff Engagement Focus Group Data Collection**

- **Update provided by Ravneet:** 6 focus groups have been scheduled (12-1, during lunch hour, with lunch being provided), will be completed by Valentines Day. Ravneet aims to have between 5-10 people per group. Groups are divided by years of service; so far, the average is 9.4 years of service. Staff feedback is interesting; a key component revolves around engagement - staff members are thinking about the goals of the university and how each staff member's work aligns with these goals. Turn around time for the sample write-up will be rigorous if it is to be provided by the original date originally given by O&G.
- **O&G discussion of next steps:** O&G decided on the Open Forum model. What is the best time of the day, given that staff members have set work hours, and lunch hour is not paid? Lunch hour is best, with incentive, like lunch. Can O&G get AVPs to share in the cost of lunch, so that staff members have an incentive to attend the sessions? Shifflett will investigate. In regards to a date for the session, O&G agrees that the date will be set in accordance with the first opportunity room is available at a lunch hour.

**4. Item Not Signed by the President - Amendment to Lottery Funds/BAC Policy**

- **Issue:** President Parpazian with the wording about what the "committee can or should discuss – anything relevant should be open to discussion" (Section. 1.3.9).
- **Proposed Solution by O&G:** O&G Chair Shifflett will confer with Senate Chair Frazier and/or Chief of Staff Bailey on the matter and devise appropriate wording of the amendment, to subsequently be brought to the President via Bailey (in order to stay in line with established reporting structure). Shifflett will report back to O&G.

**5. Amend Voting Rights Policy**

- **Issue:** The Chairs and Directors policy that passed during a recent Senate meeting treats FERP and PRTB faculty the same in regards to voting on chair nominations. Doing so is at odds with the current voting rights policy. The proposal brought forth today aims to modify voting rights policy so both policies are consistent in assigning proportional votes.

- Proposed amendment by O&G: *4.6 Faculty Early Retirement Program (FERP) and Partial Reduction in Time Base Retirement Program (PRTBRP). Faculty participating in FERP or PRTBRP retain departmental voting rights proportional to their appointment. They retain a full-proportional vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment*
- O&G agrees that above-stated proposal is appropriate, in line with what is sought of being expressed, and aligns with what the Senate decided.
- Voting process: Motion: Ormsbee. Second: Hart. Vote: Passed, 9-0-0.

## **6. Modifications of Titles in F12-5, S05-13, and S99-9**

- **Issue:** Title changes were recommended by AVP Stacks
  - Senate Chair can make editorial changes; therefore, O&G votes to refer these changes back to Senate Chair Frazier.
  - Voting process: Move: Grosvenor. Second: Curry. Vote: Passed, 9-0-0

## **7. Resolutions related to Polices Referred to O&G for Review**

- **Issue:** Proposal to rescind F88-5 (Continuing Education Committee). O&G agrees to proposal to rescind F88-5. Appropriate policy documentation updated accordingly.
  - Voting process: Move: Grosvenor. Second: Rajkovic. Vote: Passed, 9-0-0
- **Issue:** Proposal to rescind F72-1 (Athletics Board Composition) because F07-2 does establish the membership that matches the current membership except for 1 seat – which was added in S13-7.
  - O&G agrees to proposal to rescind F72-1. Appropriate policy documentation updated accordingly.
  - Voting process: Move: Grosvenor. Second: Hart. Vote: Passed, 9-0-0
- **Issue:** O&G also agrees that the Senate must update the policy website to comply with S13-7, so that the Associate Athletics Director for Student Services is a non-voting member (it is currently listed as a voting member seat).
  - Shifflett will remind the Senate office to make the appropriate changes.

## **8. Review of University Policies**

- **Ormsbee**
  - S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)
  - Appropriate documentation is available upon request via O&G Chair Shifflett.
    - 2 referrals will be made to the Senate Chair
- **Higgins**
  - S98-10 (The Employment of Teaching Associates....) through S99-9 (Board of Academic Freedom....)
  - Appropriate documentation is available upon request via O&G Chair Shifflett.
    - 1 referrals will be made to the Senate Chair

## 9. Review of University Committees: Charge and Membership

- **Modifying the Charge of International Programs and Students Committee (F90-5)**
  - **Currently Reads:** International Programs and Students Committee [ISA] - Reviews and recommends policies and procedures on SJSU international programs and activities; studies matters related to international students and scholars, as well as faculty and student exchanges; promotes, and supports an international perspective throughout SJSU.
  - **Proposal** (from IPSC Chair): *Stays informed about the experiences of international students & scholars and participants in SJSU study abroad programs. Advocates for the success of international and study abroad students through interactions with relevant SJSU offices and administrators. Partners with colleagues in various campus divisions to promote awareness of global opportunities for students, staff, and faculty. Reviews and recommends policies and procedures on SJSU international programs and activities.*
  - **O&G Discussion:** What does the committee do in terms of “staying informed;” what exactly does this verbiage mean? Shifflett explains that the proposed charge was written based on the experience of the group; O&G should not remove components thereof. O&G decides to change the wording from the original “Stays informed about the experiences of international students...” to “Considers issues related to the experiences of international students & scholars at SJSU and participants in SJSU study abroad programs...”
  - Voting process: Move: Grosvenor. Second: Norman. Vote: Passed, 7-0-1

## 10. Agenda Items Deferred to Next O&G Meeting (February 19, 2018):

- **Modifying the Charge of O&G**
  - **Proposed:** Considers problems related to and prepares recommendations regarding governance of the University, including revisions of the Senate Constitution and By-Laws, and the structure and power purview of colleges and departments. This committee is also responsible for reviews and recommendations regarding the charges and functions and creation or abolishment of University and Senate committees in consultation with the committee on committees where appropriate. (along with the Committee on Committees).
- **Continuing Reviews of Committees**
  - **Issue:** Over the course of the semester, O&G will review the charge and membership of all university committees.
  - Review on 2/19:
    - Professional Standards
    - Instruction & Student Affairs
    - Executive Committee

## 11. Review of University Policies

Volunteers for 2/19: Grosvenor and Ramasubramanian

Organization & Government  
Minutes 2/19/18 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Todd Ormsbee (recorder)

Members: Bailey, Curry, French, Grosvenor, Norman, Ormsbee, Hart, Higgins, Rajkovic, Ramasubramanian, Shifflett

Absent: Hart

**Introductions and Welcome** to new member: Rachel French

**Approval of 2/5/18 Minutes** (Thank you Silke!)

Approved: 7-0-1

**Staff Engagement Open Forum**

- The summary info from IEA will be directed to strategic planning through the Provost in addition to being shared with O&G.
- No open forum

If we find we do not have enough info to base a decision on regarding staff seats on Senate or Operating committees we'll wait and ask for input from strategic planning groups.

Update: Gray area for the staff open forum, as the senate was asking staff about working conditions which are typically handled by collective bargaining. Best done by administration. Back off the open forum and pass the baton to strategic planning. There won't be enough data from the completed focus groups to make a determination on a staff seat on senate.

Collective Bargaining vs. direct dealing; exposure from the way we've gone through this. Good decision to send to strategic planning.

Question: Why directed to Strategic Planning? How did it get expanded so far from what we started last fall for a staff position on Senate?

It would go through strategic planning which is engaged in finding ways to achieve particular goals. Come from IEA to us, we can make recommendations and send it up stream.

Question: Can we make sure that these voices don't get lost and ignored?

Strategic planning is already asking for data, so this looks good.

**Item not signed by the President - amendment to BAC policy**

- Issue: Need to find out what the concern(s) is(are) then go from there.
  - From Senate Chair: Unsigned policy. Mary didn't sign the lottery funds / BAC policy. She noted that she did not see the need to note something specific that the committee can or should discuss - anything relevant should be open for discussion.

Review of the status.

Review of the resolution that was vetoed, the modifying language of F15-9

Review of Senate debate

President's objection is the relationship of specific to general—unwinding the language, simplifying the policy

Because the library runs on lottery funds, we run risks of the BAC **not** doing this job at some point in the future.

The current BAC is committed to getting the library a steady budget not hooked to the lottery.

Discussion of the responsibilities of the BAC vs. the Senate as a whole. The senate can ask for lottery fund info in the yearly report.

We can step away from this unsigned policy by asking the Chair of the Senate to request this data every year.

We still have clean up needs in the resolution that was not signed; it will be reintroduced in a new resolution in conjunction with a recommendation for the chair to ask for the data yearly.

Concern that this will get dropped in the future.

What does the senate do with a bad report from a committee?

Informal in ExecCommittee to ask for better report.

How do we make sure that the data is actually in the CFO's report?

March 5: A new clean up resolution & a new referral.

Fix the word "oversight" in 4<sup>th</sup> whereas clause.

### **Amend Voting Rights Policy**

- Issue: Chairs and directors policy passed in Senate treats FERP and PRTB faculty the same when it comes to voting on chair nominations. This is at odds with voting rights policy. Proposal modifies voting rights policy so both policies are consistent: proportional votes.

4.6 Faculty Early Retirement Program (FERP) and Pre-Retirement Reduction in Time Base (PRTB). Faculty participating in FERP or PRTB retain departmental voting rights proportional to their annualized appointment. They retain a full-proportional vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment.

- Additional suggestions offered after Senate meeting
  - Have you considered the other two cases where the policies differ?
    - faculty teaching in a second department (not allowed to vote for chair)
    - **Opposing views:**
      - Strong sense is that this has to stay as is. Chair's and directors policy can and should specify who can vote for chair. Voting rights policy simply says a faculty member can request proportional voting rights in the department outside their permanent one. The two policies are

not in conflict and chairs and directors policy does a good job of making clear that for voting on chair nominations faculty outside the department don't get a vote.

- Voting for a Chair in a department to which you are loaned always seems inappropriate to me. That department has no influence over my tenure or evaluation and I have no permanent stake in that department. It would be a little as if people on vacation in California but resident in Idaho got to vote in California.
  - But if the department, at its option, wants to give me the vote for other matters so be it.
- External acting/interim chair. There is good reason to consider distinctions between the two types of votes but I'm not sure it outweighs the value of consistency. If we value consistency, it is still a good question as to whether the chair vote or regular department vote should be brought into alignment.
- **Opposing View:** There's the general principal of dept. voting rights in home/outside department and specifics about voting on nominations for a dept. chair that will differ. One is a specific case of the general. The general point about proportional votes for FERP and PRTB needs to be consistent and that was O&G's intent.

Make the language match the CBA, so that it reads the same in both the CBA & the policy. Need to change "proportional to the annualized appointment."

Additional suggestions: what about people temporarily visiting a different department. No: We allow 2<sup>nd</sup>-home-professors to ask for voting rights, but the Chair's & Director's policy disallows specific voting on the Chair/Director.

We brought into alignment with the Professional Standards policy on electing chairs.

New language that aligns

BJ moves to approve  
Silke seconds

Approved: 10-0-0

## **Review of University Policies**

- Need two volunteers to bring their reviews to next O&G meeting

Reviews today:

- Grosvenor
  - S95-5 (Competency in Written Communication ...) through F96-8 (Duties of Senate Officers)

Following discussion, referrals will be made about and to:

S95-5 Referred to O&G: Should the writing Communication committee be reporting to a policy committee.

F95-1 Board of Academic Freedom: Professional Standards already working on a resolution; write the referral to refer to F95-1 & S99-9

S96-2 Referred to PS to make sure language of policy matches/corresponds to CBA

F96-3 disallows students from serving on Senate and other committees at the same time, which is not at all followed  
F96-6 website problem for 83-11  
F96-8 Refer to O&G to fix the chair vs. vice-chair on the BAC

- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)

No action.

### **Review of University Committees: Charge and Membership**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees. NOTE: End point will be a ‘master’ document which we’ll propose as a new policy that will supersede any previous policies that reference a committee’s charge and/or membership.
- Review today:
  - Professional Standards

Review of Professional Standards:

All areas regarding faculty ... um. That’s silly. But the committee is functioning well, so...

Ask PS to write a better charge.

Etc.

No change to any committee charge.

Suggestion to chairs to add the “consider” language modeled in O&G

PS membership—no recommendation

Deferred to next meeting:

- Instruction & Student Affairs
- Executive Committee
- Committee on Committees

Listing of membership for all committees:

[http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

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***Assignments for recording minutes in Spring 2018:***

3/5 Hart

3/19 Curry

4/2 Grosvenor  
4/16 Ramasubramanian  
4/23 Norman  
5/7 French

Organization & Government  
3/5/18 Meeting MINUTES

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tabitha Hart (recorder)

Present: Bailey, Curry, French, Grosvenor, Hart, Ormsbee, Higgins, Rajkovic, Shifflett

Absent: Ramasubramanian, Norman

**Approval of 2/19/18 Minutes** (Thank you Todd!) 7-0-0

**Correction for BAC policy**

- Issues: Twofold:
  - No need to take care of correcting error in F15-9. Senate office already took care of edit to change reference to correct policy: SM-F17-3.
  - Since there is nothing to take to the Senate now, we should discuss possibility of a sense of the senate resolution around budget presentation content (with input from BAC) - extending our discussion from last meeting.
  - Note: Referral to Senate chair regarding request for lottery info in future budget presentations made on 2/20/18.

*Keep an eye on it – no action to be taken for now.*

**Policy Recommendations**

(Bethany) S90-13 At-Large Committee Appointments; Vacancies

- Main point: Should have been rescinded by F16-2. F16-2 amends bylaw 6.13 and addresses at-large vacancies.

*Looked at the policy recommendation draft, which is simply to rescind S90-13. It's simply clean up. We voted in favor 8-0-0.*

(Tabitha) F71-14 Acting Appointments; Vice Presidents or Deans

- Main point: F71-14 has now been superseded by S16-8, on the selection and review of administrators.

*We looked at the policy recommendation draft, which is simply to rescind. It's simply clean up. We voted in favor 8-0-0.*

(Todd) S09-3 Senate Elections

- Main point: Amends 1.5 and 1.6 of the Bylaws. In the past, when Academic Senate seats were not filled, a reminder was sent out and whoever applied first was given such seat. This policy changed that procedure. O&G needs to look at policy change for bylaw 1.6; see F16-2.

*This policy comes to us from Thi's referral (from last semester).*

*On the Senate website we want it noted that policy S16-6 amends S09-3. Likewise, we want it noted that policy S09-3 is amended by S16-6. Bethany will contact Eva Joice and simply ask for the website to be updated to this effect.*

*The policy that Todd drafted will be put on hold as we pursue the website update. If the website update goes through, we will not need to move forward with any policy update.*

## **Review of University Policies**

Reviews today:

- Bailey
  - S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime Time Scheduling Period)
    - *S10-1 no action needed*
    - *S10-2 no action needed*
    - *S10-3 (ISA) We will refer this back to ISA, and put in the referral that they should consult with Kathy Wong Lau on this policy, e.g. whether or not this policy needs to be updated or rescinded, whether it is outdated, etc.*
    - *S10-4 no action needed*
    - *S10-5 no action needed*
    - *S10-7 No action needed.*
    - *F10-1 (alcohol) might need review for compliance with CSU policy. Refer back to ISA.*
    - *F10-2 no action needed*
    - *F10-3 seems to indicate that there are a grading symbols (WB) that no longer exists or is no longer used. Refer back to ISA for update.*
    - *S11-2 refer to the Senate office so that they can see if this policy was ever revisited*
- Curry
  - S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)
    - *S11-5 No action needed*
    - *F11-4 no action needed (it did say that a report would be produced, but it's not our job to follow up on that)*
    - *S12-1 no action needed*
    - *S12-2 the official custodian of the personnel record is changing – it will now (going forward) be the Office of University Personnel. This old policy states that it's the individual, the AVP of Faculty Affairs, who is the custodian, but this will change. The documents physically reside in the Office of Faculty Affairs, which doesn't exist as it used to. What's more, all this information will be electronic in the future and will be in the cloud. Refer this to Professional Standards to update.*
    - *S12-4 Jaye will run this by the General Council*

- *S12-6 no action needed*
- *S12-7 no action needed*
- *F12-2 no action needed*
- *F12-3 no action needed*
- *F12-4 no action needed*

### **Reviews for March 19th meeting**

- Norman
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- French
  - F12-5 (Responding to Allegations of Research Misconduct) through F13-1 (Students' Rights to Timely Feedback on Class Assignments)
- Hart
  - SM resolutions not done in Spring 2017 by Boekema: SM-S94- 1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

### **Review of University Committees: Charge and Membership**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees. NOTE: End point will be a 'master' document which we'll propose as a new policy that will supersede any previous policies that reference a committee's charge and/or membership.
- O&G will use all this information to produce a policy (the ultimate master policy that supersedes all previous ones) on all the committees on campus. It will have info on each committee's charge, membership, and appointment process.
- Review today:
  - Instruction & Student Affairs
    - *End the final sentence after the word "matters." Change responsible language.*
  - Executive Committee
    - *The end of the final sentence "and handles..." will be taken back to the ExCom for discussion.*
  - Committee on Committees
    - *Needs an update. Bethany will ask for input from the COC chair.*
  - Student Evaluation Review Board (SERB)
    - Information from SERB chair:
      - SERB recommends that the committee charge be updated to:
        - 1) Remove the charge to "empirically test these rating instruments before final adoption" due to concerns about the feasibility of this process.
        - 2) Replace "present and former students" with simply "students" as we do not know of any need or protocol for gathering evaluations from former students.

- 3) Either remove or clarify the phrase "minimum number of three-tier evaluation".
- The rest of the description looks good.

Proposed charge:

In consultation with the appropriate disciplines, designs ~~a minimum number of three-tier~~ evaluation instruments to be used by all departments and colleges., ~~and empirically tests these rating instruments before final adoption~~. Constructs appropriate norm groups and norms the rating instruments. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. ~~Assists academic units in~~ ~~Develops~~ guidelines for the participation of ~~present and former~~ students in the evaluation of faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

*We reviewed and accepted the proposed charge (see above).*

Listing of membership for all committees:

[http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

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***Assignments for recording minutes in Spring 2018:***

|      |                 |
|------|-----------------|
| 3/19 | Curry           |
| 4/2  | Grosvenor       |
| 4/16 | Ramasubramanian |
| 4/23 | Norman          |
| 5/7  | French          |

Organization & Government  
3/19/18 Minutes

Location and Time: Alumni Room (Library Room 4005) 2-4pm

Julia Curry, recorder.

**Present:** Bailey, Curry, French, Grosvenor, Norman, Higgins, Rajkovic, Ramasubramanian Shifflett, Hart, Ormsbee

**Approval of 3/5/18 Minutes** (Thank you Tabitha!)

Approved. Vote: 8-0-0

Discussion to purchase a card for Peter Beyersdorf (former O&G member) – to be sent by O&G for his selection as Outstanding Professor. Agreed. Julia will get and send on behalf of O&G

### **Voting Rights**

- Issue: Request to look at adding language that would compel timely reporting of votes.
  - Suggestion: amendment to the policy specifying a time frame for dissemination of the outcome of department votes to the faculty.
  - S17-6 is silent on dissemination of the outcome of department voting rights votes. While one would think and hope it wouldn't be necessary to have to codify it in policy, there may be a need to do so e.g., the results of any department vote regarding voting rights shall be reported to the faculty within 5 working days....

### Discussion

Summary provided by Bethany. Once department passes voting rights proposal, it goes into effect next semester. The issue above raises the point that there may need to be guidance on reporting of the vote to the faculty of the department.

Our discussion centered on whether explicit language ought to be added to the policy that requires the department chair to communicate the outcome of the vote.

O&G members discussed what procedures are used in communicating the policies to be acted upon. Who should inform the Chair about communicating outcome? Does the Dean know communications in departments?

Timely reporting of results on any vote ought to be part of the operations of the departments. Maybe provide recommendation on procedure – a line that goes on the policy. Some guidance on steps on implementation and communication.

In the case under discussion, the faculty has no recourse. There is no guideline. Decided to recommend adding a timeline to section 3. Voting methods and Procedures as 3.5 two weeks, or 10 working days, example.

Volunteer: Rachel will write the sentence and bring to next meeting.

### **Policy Reviews - referral documents needed**

Bethany reminded all reviewers that if their review resulted in a referral, to send the referral documents to her by the middle of April to get all of these completed for the April 16 meeting. See list.

#### ***Jaye***

S10-3 Inappropriate Sexual Behavior (ISA and a have ISA consult with CDO)  
F10-1 Use and Abuse of Alcohol and Other Drugs (ISA)  
F10-3 Grading Symbols for Drops and Withdraws (ISA)  
S11-2 Extension of Prime Time Scheduling (Senate Chair)

#### ***Julia***

S12-2 Faculty Personnel Records: Confidentiality; Access (PS)

#### ***BJ***

S95-5 Competence in Written Communication; Writing Skills Test (WST); Writing Requirements Committee; Board of General Studies (BOGS) (O&G)  
F95-1 Board of Academic Freedom and Professional Responsibility (PS)  
S96-2 Direct Instruction Obligations; Ethics; Meeting Classes (PS)  
F96-3 Constitutional Amendments: Student Representation on Senate; Eligibility to become Senate Officers (TBD after getting info from AS President) – (O&G)  
F96-8 Duties of Senate Officers (O&G)

#### ***Silke***

F98-3: Intellectual/Creative Property (CR)

Some discussion about this as Silke did not believe there was any referral since this issues is currently under discussion. It was pointed out that there is currently an intellectual property document that is younger than this policy. Check to ensure that there is compliance with the younger document. Specifically, the referral is that C&R follows discussion to ensure that policy is in alignment with what comes out of CSU. If they find that F98-3 is out compliance with more recent policy, fix it even if there is current discussion on update and revision.

Bethany asked for a volunteer to work with Kyle since he is new to committee. Volunteer: BJ.

### **Review of University Policies for today:**

French, Rachael

F12-5 (Responding to Allegations of Research Misconduct) through F13-1 (Students' Rights to Timely Feedback on Class Assignments)

F12-5: No action needed.  
F12-6: No action needed. Maybe a compliance issue – send to Senate Chair.  
F12-7: No action needed  
F13-3: No action needed. Maybe a compliance issue – send to Senate Chair.  
S13-5: No action.  
S13-6: Senate amendment currently being considered so do not know if action may be necessary.  
S13-7: No action needed.  
S13-8: No action needed.  
S13-9: No Action needed. Discussion of example of use of policy recently.  
F13-1: Referral ISA

Timeframe is mentioned, but left vague, to reduce student fairness issues. Meant to be temporary. No omnibus revision of grading policies procedure has been passed. No changes.

Discussion- omnibus discussion. Each of us have encountered having to read multiple documents to know if we are in compliance. Because of our work, discussion has been stimulated and potential action beyond O&G to consider work on other policies possible.

Professional Standards had already done some clean-up which why they had such few referrals.

For the referrals, it was suggested that Rachael use the template or Todd's form to plug in the information and send to Bethany.

Bethany: discussion of review of policy committee changes. Discussed with committee chairs suggestions to consider. Reporting in that committee chairs have put rec. on their committee agenda. May come back with changes, if so, we need to look at it again. For review.

Review by Hart of Boekema's policies not completed in Spring 2017--SM-S94- 1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee). Changed date from March 26th meeting to April 2.

## **Review of University Committees: Charge and Membership**

- Reviewed today:
  - Alcohol & Drug Abuse Committee (see separate document for suggested changes to charge and membership)

O&G committee had extensive discussion about recommended ADAP charge. Specifically, it is necessary to ensure that the committee states its role as advisory. Examine the original charge which is stronger on role as adviser on policies. New charge description appears to move into an advocacy and training unit. The concern is that there

are no checks and balances and that new description may imply change in the role of the senate committee.

Recommendation that we examine their role as special agency with reporting responsibilities. They must continue to facilitate informing and advising.

As a result of the discussion we identified some research to be done to understand this committee. It was decided that we would send an email message with several resources to examine to continue discussion. Bethany asked people who had located relevant items to send them so that everyone could read them. Tabitha volunteered to begin the email so there is only one string. The goal is to learn the history of the development of this committee for further discussion.

***Assignments for recording minutes in Spring 2018:***

4/2 Grosvenor  
4/16 Ramasubramanian  
4/23 Norman  
5/7 French

Organization & Government  
**Minutes 4/2/18 Meeting**

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

BJ Grosvenor (recorder)

Members: Bailey, French, Grosvenor, Hart, Norman, Ormsbee, Higgins, Shifflett  
Absent: Curry, Ramasubramanian, Rajkovic,

**Action Items**

**Approval of 3/19/18 Minutes** (Thank you Julia!)  
6-0-0

**Review of University Committees: Charge and Membership**

Issue: Over the course of the semester, O&G is reviewing the charge and membership of all university committees. A request for committees to review their charge and membership was made in January. As committees send their recommendations, O&G reviews and solidifies changes.

**Alcohol & Drug Abuse Committee**

Discussion

Reviewed the CSU Executive Order 930 (Drug-Free Workplace Policy) and the SJSU policy F10-1 (The Use and Abuse of Alcohol and Other Drugs) which rescinded SO2-5. No need to reference EO 930; F10-1 is our policy which was called for in EO 930.

*Reasoning behind the changes in the Charge and Membership*

Proposed membership and descriptions of potential seats were. After our vote today, this will be shared with Interim VP of Student Affairs – Sharon Riley and to the co-chairs of the current ADAP Committee.

Reviewed the proposed resolution. Discussed keeping the name of the committee the same.

**Vote:** 8-0-0.

**Graduate Studies & Research Committee [CR]**

Discussion

Reviewed the listing of the current membership and the charge. A discussion ensued regarding support for potentially splitting this committee in two, thus creating more support for undergraduate research initiatives and activities.

An email will be sent to the GS&R committee chair to get their feedback on this idea. No action by O & G until we hear back.

## **Institutional Review Board - Human Subjects [CR]**

### Discussion

Reviewed the listing of the current membership and the charge. The charge was ok. The conversation lead to a recommendation to have the committee review their membership to see if the representation is still appropriate for the work of the committee. No action from O & G until we hear back on our request for their self-review.

## **International Programs and Students Committee [ISA]**

### Discussion

Reviewed the charge. It appears an addition is needed. In their charge – (original language) *Reviews and recommends policies and procedures on SJSU international programs and activities* (suggestion) including faculty led programs (FLP).”

## **Program Planning Committee [CR]**

### Discussion

Reviewed the charge. For some it appeared that the Program Planning Committee has more responsibility than is what outlined currently. The chair of O & G will draft a modified charge and will send that to the Program Planning Committee chair for input and bring back a recommendation to O & G for further discussion.

## **Voting Rights**

Issue: discussed at last meeting adding language to the voting rights policy - a new section 3.5 that would pertain to timely reporting of results - something along the lines of: the results of departmental voting should be communicated to the relevant groups and/or individuals within two weeks of the vote.

### Discussion

Reviewed item 3.5 on the policy. Editing was suggested to include the language “to other relevant stakeholders”

**Vote:** 8-0-0

## **Review of University Policies**

Reviews today:

Norman - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)

|

Discussion

Reviewed the policies and discussed the appropriate committee to send referrals to if needed. Clarified when no action was needed.

Hart - SM resolutions not done in Spring 2017 by Boekema: SM-S94- 1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

Discussion:

Reviewed the policies and discussed the appropriate committee to send referrals to if needed. Clarified when no action was needed.

**Reminder:** For all reviews that resulted in a referral, need to get referral documents to Bethany by April 16th:

*Assignments for recording minutes in Spring 2018:*

4/16 Ramasubramanian  
4/23 Norman  
5/7 French

## 4/23/18 - Organization & Government Meeting Minutes

Attendees: Norman (Recorder), Bailey, Shifflett, Hart, Ramasubramanian, Ormsbee, Rajkovic, French  
Absent: Higgins, Grosvenor, Curry,

1. Approval of 4/16/18 minutes (Thank you Anand!)  
Motion to approve: Ramasubramanian; Second: Ormsbee; Vote: 7-0-0
  
2. Review of University Committees: Charge and Membership
  - Alcohol and Drug Abuse Committee
    - Minor changes to charge made. Membership was discussed thoroughly. O&G made great strides in finalizing membership and hope to vote officially on all positions and who is allowed designee options by next meeting after follow-up with the committee, VP of Student Affairs and the President
  - Accreditation Review Committee
    - Charge is precisely matter-of-fact and in compliance. Membership was discussed briefly. The only real question raised was if more students should be on the committee, but there were no changes made for the time being. The consensus was that we should leave as is particularly given the need for the group that took SJSU through their most recent review should remain in place to take care of follow through and next steps. Revisit in a year.
  - Athletics Board
    - Charge is quite wordy and repetitive; it is suggested the committee tightens up the language. Membership was discussed briefly. Only change made was to update a position name, because the specific director position listed in the membership no longer exists and has already been replaced. Change title: Director, Extracurricular Affairs, Associated Students to Co-curricular Affairs.

## 5/7/18 - Organization & Government Meeting Minutes

Attendees: French (Recorder), Bailey, Shifflett, Hart, Curry, Grosvenor, Rajkovic, Higgins, Norman  
Absent: Ramasubramanian, Ormsbee

1. Approval of 4/23/18 minutes (Thank you Kyle!)  
Motion to approve: Silke; Second: Kyle; Vote: 6-0-0
2. Review of University Committees: Charge and Membership
  - Student Fairness: based on our recommendations and their feedback, Student Fairness provided a new charge. O&G made additional minor changes to charge. Final charge was approved by a vote of 8-0-0.
  - Alcohol and Drug Abuse Prevention Committee: O&G discussed additional ADAP and Presidential feedback on membership. President Papazian prefers less specificity with regards positions in general for policies. O&G discussed whether this agency was formed by presidential directive or Senate policy (without settling on an answer). A few minor clarifications and one addition to the proposed ADAP membership list were made.  
  
- O&G also discussed minor changes to ADAP's charge. Final charge and membership approved by a vote of 9-0-0.
  - Institutional Review Board (IRB): O&G discussed feedback from the IRB chair. O&G will vote on the suggestion to remove the AD of Research from IRB membership via e-mail.
  - Graduate Studies and Research: GS&R doesn't want to split the committee into two now.
  - Budget Advisory Committee: O&G briefly discussed the charge and membership and made one minor change to the charge. It was noted that while the committee has campus-wide responsibilities, it does not have campus-wide representation, and suggested that a new seat be created for a Presidential appointee from outside Academic Affairs. Changes to charge and membership approved by a vote of 9-0-0.
  - Campus Planning Board: O&G discussed that the Campus Planning Board is actively discussing not only the Board's charge, but the ongoing role of the Board. Tabled to Fall 2018.
  - Strategic Planning Steering Committee: O&G briefly discussed the charge and membership, and the fact that a new Strategic Plan will begin being implemented in Fall. Tabled to Fall 2018.
  - University Library Board: O&G discussed the meeting schedule for the ULB (which, as a special agency, theoretically does not need to be anchored to the Senate Policy Committee meeting schedule, but for historical reasons is treated as a policy committee and does make university policy). Referred the question to Executive Committee.
  - Student Success Committee: O&G briefly discussed the charge and membership. No changes.

- Sustainability Board: O&G briefly discussed the charge and membership and made one change to membership. O&G discussed the membership of a representative from Spartan Shops – will they still exist? Question referred to Charlie Faas.
- Academic Disqualification and Reinstatement Review Committee: O&G briefly discussed the charge and membership. No change.
- Traffic Transit and Parking Committee: O&G briefly discussed the charge and membership. Referred to the committee for clarification of the scope of the committee's work and request a revised charge to reflect that scope.

3. Adjourned at 3:41 p.m.

Organization & Government  
Agenda for First Fall Meeting 8/28/17  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tabitha Hart (recorder)

Members: Bailey, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett

**Action Items** (please bring your own hard copy if you want to work from paper).

**Rescind SM-F04-1 and SM-S97-8 Related to the University Teacher Education Committee**

- Issue: In the spring review of all senate management resolutions, the need for this update identified.
- Discuss and vote
- Bring to senate as a final reading

**Rescind SM-S11-1 (Budget Advisory Committee Responsibilities)**

- Issue: In the spring review of all senate management resolutions, the need for this update identified.
- Discuss and vote
- Bring to senate as a final reading

**Amend SM-S04-2: Dissolving the Improvement of Instruction Committee...**

- Issue: In the spring review of all senate management resolutions, the need for this update identified.
- Discuss and vote
- Bring to senate as a final reading

**Discuss Referral: AVP Seat faculty affairs on the Senate**

- Issue: Investigate making the AVP of Faculty Affairs a member of the Senate
  - Constitutional amendment to Article II, Sec. 2?
  - Just a bylaw change: expanding Sec. 1.10?
  - Need to modify language about reporting to provost in bylaw?

**Review of University Policies**

- Fall Assignments
  - Bailey
    - S66-11 (Selective Service Board reports re students) through S68-18 (Special Major)
  - Grosvenor
    - F68-4 (F.M. Radio Station) through S70-5 (Use or Possession of Alcohol Beverages on School Grounds, see also S02-5)
  - Hart

- S70-12 (Acute Accent (é) placed on the "E"; of San José in all Written Communication) through F71-14 (Acting Appointments; Vice Presidents or Deans)
- Higgins
  - S72-22 (Student Loans) through S73-10 (Admission of Disqualified Students to Extension Courses)
- Ormsbee
  - S73-19 (Faculty Personnel Records; Confidentiality; Access) through S75-5 ("Undeclared" Undergraduate Category)
- Rajkovic
  - S75-12 (Maximum Unit Load during Inter-Session; Summer Session; Credit Hours) through S79-4 (Campus Policy on Student Field Experiences During Strikes)
- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)
- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)
- Shifflett
  - S88-7 (Conditional Admissions) through S90-13 (At-Large Committee Appointments; Vacancies)
- Review template to be used
- Need two volunteers to go first at next O&G meeting
- Resources:
  - University Policies: [http://www.sjsu.edu/senate/policies/pol\\_chron/index.html](http://www.sjsu.edu/senate/policies/pol_chron/index.html)
  - Senate Committee membership: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)
  - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

## **Information Items**

### **Expecting referrals:**

- Staff seat on the senate
- Related to Chancellor's draft ExOrder related to Proposed Changes in Academic Preparation Requirements
  - New committee needed? Existing committee charge updated?

Organization & Government  
Agenda 9/11/17 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Jaye Bailey (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

### **Introductions**

**Approval of 8/28 Minutes** (thank you Tabitha)

#### **Bylaw Component of Referral: AVP Seat faculty affairs on the Senate**

- Issue: Need to modify language about reporting to provost in bylaw 1.10
- Discuss then vote on draft policy recommendation
- Will be a 1st reading in the Senate on 9/18

#### **Constitutional Amendment Component of Referral: AVP Seat faculty affairs on the Senate**

- Issue: Request to consider adding a seat to the senate for the AVP FA
- Continue discussion started in 8/28 meeting
  - Constitutional amendment to Article II, Sec. 2?
    - Administration representatives shall consist of the President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the Chief Diversity Officer, ex officio; and four (4) academic deans, at least two of whom shall be deans of colleges, elected by the academic deans for staggered two-year terms.

#### **SM-F06-2; Amendment to Senate Standing Rule 7**

- Issue: In the spring review of all senate management resolutions, the need for this update identified.
- Proposal amends the Rule by removing the Vice President of University Advancement on the agenda of each Senate meeting. Need to amend standing rule 7 since we removed this seat from the senate.
  - Easiest mechanism, rescind SM-F06-2?
- Discuss and vote
- Bring to senate as a final reading

#### **Review of University Policies**

- Grosvenor
  - F68-4 (F.M. Radio Station) through S70-5 (Use or Possession of Alcohol Beverages on School Grounds, see also S02-5)
- Ormsbee

- S73-19 (Faculty Personnel Records; Confidentiality; Access) through S75-5 (“Undeclared” Undergraduate Category)
- Need two volunteers to present their review at next O&G meeting
  - Any questions on template to be used?
- **Reminder: Fall Assignments**
  - Bailey
    - S66-11 (Selective Service Board reports re students) through S68-18 (Special Major)
  - Hart
    - S70-12 (Acute Accent (é) placed on the "E"; of San José in all Written Communication) through F71-14 (Acting Appointments; Vice Presidents or Deans)
  - Higgins
    - S72-22 (Student Loans) through S73-10 (Admission of Disqualified Students to Extension Courses)
  - Rajkovic
    - S75-12 (Maximum Unit Load during Inter-Session; Summer Session; Credit Hours) through S79-4 (Campus Policy on Student Field Experiences During Strikes)
  - Rangasayee
    - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)
  - Ramasubramanian
    - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)
  - Shifflett
    - S88-7 (Conditional Admissions) through S90-13 (At-Large Committee Appointments; Vacancies)

From 8/28 meeting minutes: Our job is twofold:

1. Look at the policies assigned to you. (Everyone has 10 assigned to them.) Look for problems – not a diagnosis of the content of the policy, just technical issues – it’s just clean up work. If you’re not sure if it needs to be updated or not, then formulate a question and send it out, for example, ask [person] in [unit] about [topic].
2. Look for things where you think we might be out of compliance. It’s not our job to bring people into compliance, but if it seems like something we aren’t following then we can bring that up, and it will go to Stef and on up the chain.

Keep it short and to the point, but also have as a back up a note page with the information that you collect. So, submit 2 documents [to bethany] – the table and the note page.

- Resources:
  - University Policies: [http://www.sjsu.edu/senate/policies/pol\\_chron/index.html](http://www.sjsu.edu/senate/policies/pol_chron/index.html)
  - Senate Committee membership: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)
  - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Organization & Government  
Agenda 9/25/17 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Todd Ormsbee (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 9/11 Minutes** (thank you Jaye)

**Bylaw 1.10 modification (originally related to request for AVP FA on senate)**

- Issue: Need to modify language about reporting to provost in bylaw 1.10
- Discuss feedback from Senate
  - broaden to include VP FA
  - broaden to include Deputy Provost
- Edit as needed then vote on final draft of policy recommendation
- Will be a final reading in the Senate on 10/23

**Constitutional Amendment Component of Referral: AVP Seat faculty affairs on the Senate**

- Issue: Request to consider adding a seat to the senate for the AVP FA
- Continue discussion from 9/11 meeting
  - Constitutional amendment to Article II, Sec. 2?
    - Administration representatives shall consist of the President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the Chief Diversity Officer, ex officio; and four (4) academic deans, at least two of whom shall be deans of colleges, elected by the academic deans for staggered two-year terms.
  - Discuss then vote on draft recommendation
  - Will be a 1st reading in the Senate on 10/23

**Rescind SM-S01-1; Creating a Temporary External Relation Task Force**  
(<http://www.sjsu.edu/senate/docs/SM-S01-1.pdf>)

- Issue: Task force does not exist and no one took official action; confirmed with Senate Chair - rescind.
- Discuss then vote on draft recommendation
  - NOTE: based on feedback from Senate, a collective resolution with multiple items will be brought to the senate. We are voting on individual items as we address them.

**Rescind SM-F08-3; Changing the Membership of the Graduate Studies and Research Committee (<http://www.sjsu.edu/senate/docs/SM-F08-3.pdf>)**

- Issue: In clarifying the membership of the Graduate Studies and Research Committee, SM-F15-4 should have at the same time rescinded SM-F08-3 which also pertained to membership for this committee.
  - <http://www.sjsu.edu/senate/docs/SM-F15-4.pdf>
- Discuss then vote on draft recommendation
  - NOTE: As with previous item, a collective resolution with multiple items will be brought to the senate. We are voting on individual items as we address them.

**Review of University Policies**

- Bailey
  - S66-11 (Selective Service Board reports re students) through S68-18 (Special Major)
- Higgins
  - S72-22 (Student Loans) through S73-10 (Admission of Disqualified Students to Extension Courses)
- Need two volunteers to present their review at next O&G meeting
  - Any questions on assignments?

**Updates from Referrals to Senate Chair/Office**

**SM-S97-2; Creating a Method to Review Two Reports Related to Academic Priorities**

Referral to assure that this work was completed as described in the work action language in the SM in 1997. The special committee was labeled an “ad hoc” group, intimating short-term assignment. POSSIBLE LINKAGE TO SM S97-4 - Amending the Method for Reviewing Two Reports Related to Academic Priorities as well.

Feedback: No Knowledge of this, rescind?

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**SM-S01-1;** Creating a Temporary External Relation Task Force

Task force likely defunct; confirm with Executive Committee - then rescind.

Feedback: Yes, proceed.

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**SM-F08-2;** Procedure for the SJSU Campus Selection of a Member for the Faculty Trustee Recommending Committee

Do we have a “faculty trustee recommending committee.”? Doesn’t the CSUAS recommend now?

Feedback: This isn't for recommending a trustee nominee, but for selecting someone from our campus to serve on a systemwide committee that would then recommend a nominee. I see **no reason to eliminate this for now**. We may be asked in future to select someone to join such a committee.

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**SM-S01-2;** Meeting Times of Senate Operating Committees  
(<http://www.sjsu.edu/senate/docs/SM-S01-2.pdf>)

Includes Amendment to Standing Rule 18f. Standing Rules:  
<http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>

Concern: When looking at current standing rule it looks like the change is not there. Just check that SM-S01-2 was implemented? or superseded? Change made back at some point but later mistakenly cut?

Feedback: Check with faculty ExCom. If just a clerical error, can be handled by Senate Office.

**Issue of Reports**

SM-S06- 1; Addition to membership of the IRB Task Force.  
Noticed in F05-1 supposed to present final report to C&R. Could not find report on Senate Website. Can that be posted?

SM-S07- 1; Extending the Term of the Institutional Review Board-Human Subjects Task Force.

Includes final report to C&R. Could not find report on Senate Website. Can that be posted?

SM-S13- 5; Establishment of a Senate Archives Task Force.

Update on the task force was supposed to be provided at the February 2014 Academic Senate Meeting, which did not occur. If Senate office has report, please post.

Feedback: There are no official reports to load. Quite often when it said a final report was to be given to a committee, it didn't necessarily mean that an in-writing report was to be done. Many times just an update was given verbally.

As for the Senate Archives Task Force, this entire issue was dropped. The task force was originally going to be created to determine what to do about the Senate files since the library would not take the hard copies unless they were taken out of binders and placed in special preservative paper and boxed in a specific way. The Senate Office of course does not have the funds for this and the library would not fund it either. However, we are now in the process of scanning in the old files and getting rid of the hard copies.

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• ***Reminder: Fall Assignments***

- Hart
  - S70-12 (Acute Accent (é) placed on the "E"; of San José in all Written Communication) through F71-14 (Acting Appointments; Vice Presidents or Deans)
- Rajkovic
  - S75-12 (Maximum Unit Load during Inter-Session; Summer Session; Credit Hours) through S79-4 (Campus Policy on Student Field Experiences During Strikes)
- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)
- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)

- Shifflett
  - S88-7 (Conditional Admissions) through S90-13 (At-Large Committee Appointments; Vacancies)
- Tran
  - F90-5 (International Programs) to S93-9 (Recognition of Retired Support Staff/Administrator)
- Curry
  - S93-11(Campus Smoking Policy) to S95-4 (Student Fees Reporting)

From 8/28 meeting minutes: Our job is twofold:

1. Look at the policies assigned to you. (Everyone has 10 assigned to them.) Look for problems – not a diagnosis of the content of the policy, just technical issues – it’s just clean up work. If you’re not sure if it needs to be updated or not, then formulate a question and send it out, for example, ask [person] in [unit] about [topic].
2. Look for things where you think we might be out of compliance. It’s not our job to bring people into compliance, but if it seems like something we aren’t following then we can bring that up, and it will go to Stef and on up the chain.

Keep it short and to the point, but also have as a back up a note page with the information that you collect. So, submit 2 documents [to bethany] – the table and the note page.

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  - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Organization & Government  
Agenda 10/2/17 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tijana Rajkovic (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 9/25 Minutes** (thank you Todd)

**Bylaw 1.10 modification** (originally related to request for AVP FA on senate)

- Issue: Need to modify language about reporting to provost in bylaw 1.10
- Continue discussion in parallel with amendment to constitution
- Vote
- Take to the senate as another 1st reading on 10/23

**Constitutional Amendment** (originally related to request for AVP FA on senate)

- Issue: Request to consider adding a seat to the senate for the AVP FA and subsequently a way for the deputy provost to be on the senate
- Continue discussion from 9/25 meeting in parallel with above bylaw modification
- Article II, Sec. 2:
  - Administration representatives shall consist of the President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the Chief Diversity Officer, ex officio; and four (4) academic deans, at least two of whom shall be deans of colleges, elected by the academic deans for staggered two-year terms.
- Discuss then vote on draft recommendation
- Will be a 1st reading in the Senate on 10/23

**New Item: Faculty Trustee Report to Senate**

- Issue: Since the faculty trustee is an SJSU faculty member, should we build into the Senate meeting agenda a report from the faculty trustee?
  - Permanent? Bylaw Change?
  - Sense of Senate resolution?

**SM-S97-2** Creating a Method to Review Two Reports Related to Academic Priorities and **SM-S97-4** Amending the Method for Reviewing Two Reports related to Academic Priorities.

- Issue: In the spring review of senate management resolutions, this was tagged as in need of being rescinded.
  - However, it's simply part of the historical record and should not be deleted from the record.

**SM-S01-2; Meeting Times of Senate Operating Committees** (<http://www.sjsu.edu/senate/docs/SM-S01-2.pdf>)

Includes Amendment to Standing Rule 18f. Standing Rules: <http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>

Issue: When looking at current standing rule it looks like the change is not there. SM-S01-2 never implemented? Not superseded. Change made back at some point but later mistakenly cut?

f) Chairs of Senate Policy Committees, 1) as members of the Executive Committee, shall maintain liaison between their respective committees and the Executive Committee, and shall consult the Executive Committee regarding policy proposals, policy review, and other matters in the area of their committee's responsibility which may be brought before the Senate; 2) as chairs of their respective committees, they shall preside at meetings, shall review existing policies in the area of their committee's responsibility and suggest appropriate revisions, shall take care that operating committees reporting to their committee meet and conduct business, and shall direct committee operations, seeing that minutes are taken and filed with the Senate office, agendas sent, policies drafted, annual reports filed, etc.

SM-S01-2 says:

Accordingly, change Standing Rule 18 f to read: Standing Rule 18 f)

- i) Normally operating committees shall meet on a schedule agreed on by the committee. Special or unscheduled meetings may be called by the committee chair.
- ii) In Spring semester, before March 31, the continuing membership (those whose terms do not expire at the end of the semester) of each operating committee shall prearrange their meeting schedule for the following academic year. This schedule shall be reported to the Committee on Committees and Associated Students, and the schedule will be listed on the forms soliciting applications for operating committee membership.
- iii) Policy committees may request operating committees reporting to them to give priority in consideration to any specific matter referred to the operating committee.

Review of University Policies

- Tabitha
  - S70-12 (Acute Accent (é) placed on the "E"; of San José in all Written Communication) through F71-14 (Acting Appointments; Vice Presidents or Deans)
- Bethany
  - S88-7 (Conditional Admissions) through S90-13 (At-Large Committee Appointments; Vacancies)

Need two volunteers to present their review at next O&G meeting

Organization & Government  
Agenda 10/16/17 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

BJ Grosvenor & Vidya Rangasayee (recorders)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 10/2 Minutes** (thank you Tijana)

**Review Bylaw 1.10 and Constitution Proposals**

- Issue: With edits to the history and/or rationale made, just need to check that nothing overlooked

**Faculty Trustee Report to Senate (BJ)**

- Issue: Since the faculty trustee is an SJSU faculty member, we should recommend a way to build into the Senate meeting agenda a report from the faculty trustee.
  - Sense of Senate resolution
  - Discuss then vote

**Staff Seat(s) on Senate**

- Issue: Referral has been sent to us to consider adding staff representatives to the senate
  - Discuss, then prepare for next meeting a draft resolution

**S88-7 Conditional Admissions**

- Issue: Are these conditions still in place? Is there still a special admissions committee? If no, what group/person sets the max units - toward the end of the policy it says:
  - "Non-disadvantaged Special Admits: Maximum of 59 baccalaureate credit units, with a lesser number set as appropriate by the Special Admissions Committee at the point of admission."
- Information from Deanna Gonzales:
  - As of 2009, when the CSU declared impaction, SJSU implemented campus level impaction. At that time the Chancellor's office mandated that all applicants meet all CSU requirements to attend an impacted campus. This meant the Exception Admissions Committee was disbanded. My office is guided by the Chancellor's EOs (EO 962) that allow admission exceptions under Title 5. Annually, SJSU receives an allocation of exception codes to use for those students who do not meet the requirements due to administrative error or general life circumstances. All cases for exceptions are reviewed and authorized by me.
- So, rescind S88-7?

## SM-S96-6; Lottery Funds Committee

- Issue: In the spring, O&G tagged this item for possible rescinding: <http://www.sjsu.edu/senate/docs/SM-S96-6.pdf>
- Needs revising or rescinding? Does such a group even exist? Are lottery funds disbursed in this manner any more? Is the money simply being diverted to the library? Also, the BAC is newly reconstituted and the policy creating it has no mention of groups reporting to it.
- Alternatively, build into BAC policy what got lost with regard to review and disbursement of lottery funds.
- Whatever is done, web site needs to be updated.
- Discuss, then prepare a draft resolution for next meeting
  - Points raised by others when asked for input
    - The Lottery Committee was non-operational for at least the last 7 years I served on the Senate
    - This committee was abolished by S01-9.
    - Well, it has been non operational, but not because of the will of the faculty. There was an administrative decision to remove the lottery fund distribution from this committee years ago--the story is somewhat complicated--it predates Mo even.
    - I still believe that the lottery funds should be dispensed with the kind of faculty input that the committee used to provide, and the destruction of this committee is one area where faculty input into the budget has regressed. This is especially important during lean budget times--small scale lottery grants used to be the chief source of support for faculty travel and small scale research funds. We have a Provost who has found other sources of support for RSCA, but there is no way to predict what the policies of the next Provost may be.
    - Of course, there is the practical matter that Administrative decisions have made the committee useless.
    - I'm just finding it hard to support the abolition of a committee--although it admittedly has no practical use--simply because it seems to ratify a decision that I find reprehensible
    - Hah! I'm still fighting a 16 year old battle.
    - Interesting, though, that while S01-9 abolished the Lottery Committee, its replacement mechanisms are not being implemented--namely that the BAC has not been creating annual categories for Lottery fund distribution, and so far as I know there are no College Lottery Committees that are allocating anything.
      - That is because S09-6 rescinded S07-3. Up until S07-3 got rescinded the reporting requirement by colleges was still there every semester, but S09-6 dropped that part of the policy off.
        - Note from Bethany: S16-3 rescinded S09-6
    - I believe the trail of policies listed under the [budget] policies by category can help you piece together what happened there. I think it went this way if I remember correctly. First the Lottery Committee was abolished. Then it went to the BAC. Then I believe most of the responsibilities transferred to the SPB. When it went to the SPB was when the allocation of the lottery funds changed over to the Provost. At least that is how I think it went.

- One way or the other, we need to restore oversight over Lottery fund distributions. They have dropped completely off the radar and are being used in a manner quite contrary to their intended purpose--to support ongoing regular expenses like Library acquisitions. Every few years we complain about this at the budget report--but it is futile to complain without doing something about it.

### **Discuss Combining Resolutions for Presentation to the Senate**

- External Relations Task Force
- Grad Studies & Research Committee Membership

### **Review of University Policies**

- Thi
  - F90-5 (International Programs) to S93-9 (Recognition of Retired Support Staff/Administrator)
- Julia
  - S93-11(Campus Smoking Policy) to S95-4 (Student Fees Reporting)

Need two volunteers to present their review at next O&G meeting  
Any questions on assignments?

### **Reminder: Fall Assignments**

- Rajkovic
  - S75-12 (Maximum Unit Load during Inter-Session; Summer Session; Credit Hours) through S79-4 (Campus Policy on Student Field Experiences During Strikes)
- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)
- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)

Organization & Government  
Agenda 10/30/17 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

BJ Grosvenor (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 10/16 Minutes** (thank you BJ & Vidya)

**Review Bylaw 1.10 and Constitution Proposals**

- Issue: Both items had a first reading in the Senate on 10/23. Need to discuss points raised including:
  - Constitution change
    - will result in fewer admin reps from academic affairs
    - consider adding a position rather than replacing
    - review preamble to the constitution to guide our decisions
      - To provide for effective participation and deliberation by the academic community of San José State University in the formulation of governing policies for the University, this Constitution is ordained and established.
    - consider again the deputy provost
    - consider just being broad rather than specific regarding representation
  - By law change
    - move info on representation into the bylaws
    - why different selection processes
    - reconsider who should be determining who their reps will be

**Staff Seat(s) on Senate** (Tabitha)

- Issue: Referral has been sent to us to consider adding staff representatives to the senate
  - Discuss/edit draft resolution

**SM-S96-6; Lottery Funds Committee** (Bethany & Tijana)

- Issue: In the spring, O&G tagged this item for possible rescinding: <http://www.sjsu.edu/senate/docs/SM-S96-6.pdf>
  - Two items to take care of
    - Resolution to rescind - review draft then vote
    - Resolutions to discuss regarding disposition of the responsibilities of the former lottery funds committee (Tijana and Bethany will bring drafts to next meeting)

## **Combined Resolutions for Presentation to the Senate**

- Discuss and vote on combined resolution
  - Rescind SM-S01-1 - External Relations Task Force
  - Rescind SM-F08-3 - Grad Studies & Research Committee Membership
  - Rescind SM-S96-6 - lottery funds committee

## **S71-7 Update (Tabitha)**

- Issue: Follow up needed after original review of S71-1. Compliance issue noted.

## **Review of University Policies**

- Rajkovic
  - S75-12 (Maximum Unit Load during Inter-Session; Summer Session; Credit Hours) through S79-4 (Campus Policy on Student Field Experiences During Strikes)
- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)

Anand will present his review at next O&G meeting

- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)

## **Discuss next assignments**

- Bailey
  - F90-5 (International Programs) through S93-9 (Recognition of Retired Support Staff/Administrator)
- Curry
  - S93-11 (Campus Smoking Policy) through S95-5 (Competence in Written Communications....)
- Grosvenor
  - S95-8 (Selection of Faculty Representatives ....) through F96-8 (Duties of Senate Officers)
- Hart
  - F96-9 (Renaming I/C AS 985) through S98-8 (Appointment, Retention, Tenure and Promotion Criteria, ...)
- Higgins
  - S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom....)
- Ormsbee
  - S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)
- Rajkovic

- S01-5 (120 Unit Requirement for the Baccalaureate) through S03-4 (Number of Faculty Reps to the Advisory Committee ....)
- Rangasayee
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)
- Shifflett
  - S07-5 (Amendment of By-Law 10 Special Agencies,....) through F08-1 (Amendment to S08-7, Policy for the Protection of Human Research Subjects)
- Tran
  - F08-2 (Repetition of Courses; Academic Renewal) through F09-2 (Policy on Late and Retroactive Enrollment)

Reminder: From 8/28 meeting minutes, our job is twofold:

- Look at the policies assigned to you. (Everyone has 10 assigned to them.) Look for problems – not a diagnosis of the content of the policy, just technical issues – it’s just clean up work. If you’re not sure if it needs to be updated or not, then formulate a question and send it out, for example, ask [person] in [unit] about [topic].
- Look for things where you think we might be out of compliance. It’s not our job to bring people into compliance, but if it seems like something we aren’t following then we can bring that up, and it will go to Stef and on up the chain.
- Keep it short and to the point, but also have as a back up a note page with the information that you collect. So, submit 2 documents [to bethany] – the table and the note page.

Resources:

- University Policies: [http://www.sjsu.edu/senate/policies/pol\\_chron/index.html](http://www.sjsu.edu/senate/policies/pol_chron/index.html)
- Senate Committee membership: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)
- Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Organization & Government  
Agenda 11/6/17 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Silke Higgins (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 10/16 Minutes** (thank you BJ)

**S71-7 Update** (Tabitha) Note: deferred from 10/30 meeting

- Issue: Follow up needed after original review of S71-1. Compliance issue noted.
- Policy states: RESOLVED: That ex-officio seats be designated by the Committee on Committees as representing either the office, e.g., **the office** of the academic vice president, in which instance the officer **may designate a temporary or permanent substitute with full committee privileges**; or **the officer**, e.g., the academic vice president, in which instance **the officer may not designate a temporary or permanent substitute. (Note: if the officer cannot attend a meeting, he may send an observer, whose participation in the proceedings will be at the discretion of he committee, but the observer shall not vote.)**

**Review Bylaw 1.10 and Constitution Proposals**

- Issue: Consensus began to emerge at 10/30 meeting:
- Constitution change
  - 4 + 1
    - 2 deans from colleges in academic affairs
    - 2 AVP's from academic affairs
    - 1 AVP from an area outside academic affairs
  - Continue discussion to help craft final wording of change in constitution with particular attention to
    - Review feedback
      - Note: message was sent to VPs to forward to leadership teams for feedback; also AVPs were emailed directly
    - Why this distribution
    - Why senate benefits from someone outside academic affairs
  - Edit draft then vote
- By law change
  - Continue discussion to help craft final wording of bylaw resolutions with particular attention to why different selection processes
  - Edit draft then vote

### **Staff Seat(s) on Senate (Tabitha)**

- Issue: Referral was sent to us to consider adding staff representatives to the senate; then recalled.
  - Discussion on 10/30 pivoted away from staff on Senate to staff on policy committees
  - Discuss/edit resolution

### **SM-S96-6; Lottery Funds Committee (Bethany & Tijana)**

- Issue: In the spring, O&G tagged this item for possible rescinding: <http://www.sjsu.edu/senate/docs/SM-S96-6.pdf>
  - The need to rescind old policy taken care of at 10/30 meeting. What remains is to propose a way for there to be review/oversite of the use of lottery funds.
  - Based on comments on 10/30, draft proposes modification of BAC responsibilities.
  - Research from Tijana (thank you!):
    - Budget reports explicitly state that in 2001/2002, the work of the Lottery Committee shifted to the BAC. In 2002/2003, the Lottery Fund became a part of the base funding, and in 2006/2007, the Senior Management allocated out \$1.9 million permanently.
  - From the budget reports:
    - “Prior to 2001/02, a University Lottery Committee reviewed individual program and project requests from the campus community for distribution of Lottery funds.
    - In 2001/02 the work of the Lottery Committee shifted to the Budget Advisory Committee (BAC) of the Academic Senate. BAC also solicited requests from the campus community and reviewed and evaluated requests for Lottery funding.
    - In 2002/03 a portion of the Lottery Fund balance was used to meet University obligations and priorities. The Lottery Fund has since been considered a University-Wide resource for meeting centrally prioritized needs.
    - \$1.9 million of Lottery Funds were permanently allocated for specific academic purposes through the university budget planning process in FY 06/07. Specific uses are identified in the Academic Senate meeting minutes for FY 07/08. The remaining funds are earmarked for specific programs such as Diversity Projects, Student Research Competition and California Pre-Doctoral Program. (November 2010 Budget Report)
    - The Senior Management team has identified \$1.9 million of Lottery funding to be distributed annually to meet the operational needs of the University.” (October 2007 Budget Report)
  - The Senate minutes from December 2007 state that the Resource Review Board looked at the lottery funds, but it does not seem that the RRB was in charge of the allocation. The minutes also state that the Provost office worked with the colleges on the lottery fund balances.

### **Review of University Policies**

- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)

- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)

Need two volunteers for next meeting.

**Reminder:** Please get your referral documents to Bethany.

- Have them from: Silke, Tabitha, and Todd.

### **Assignments**

- Bailey
  - F90-5 (International Programs) through S93-9 (Recognition of Retired Support Staff/Administrator)
- Curry
  - S93-11 (Campus Smoking Policy) through S95-5 (Competence in Written Communications....)
- Grosvenor
  - S95-8 (Selection of Faculty Representatives ....) through F96-8 (Duties of Senate Officers)
- Hart
  - F96-9 (Renaming I/C AS 985) through S98-8 (Appointment, Retention, Tenure and Promotion Criteria, ...)
- Higgins
  - S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom....)
- Ormsbee
  - S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)
- Rajkovic
  - S01-5 (120 Unit Requirement for the Baccalaureate) through S03-4 (Number of Faculty Reps to the Advisory Committee ....)
- Ranganayee
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)
- Shifflett
  - S07-5 (Amendment of By-Law 10 Special Agencies,....) through F08-1 (Amendment to S08-7, Policy for the Protection of Human Research Subjects)
- Tran
  - F08-2 (Repetition of Courses; Academic Renewal) through F09-2 (Policy on Late and Retroactive Enrollment)

Organization & Government  
Agenda 11/13/17 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Anand Ramasubramanian (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 11/6 Minutes** (thank you Silke)

**Review of University Policies**

**Reminder:** Please get your referral documents to Bethany by ?? (set deadline). Have them from: Silke, Tabitha, and Todd.

- Review compilation file
  - Corrections needed?
- Rangasayee
  - S79-7 (Advisor's Signature Requirement on Registration Forms) through F83-5 (Amendment to UP F73-8, Advanced Standing by Examination)
- Ramasubramanian
  - F83-10 (Entry Level Mathematics (ELM) Examination Sanctions; Probation) through S88-5 (Rating Scale: Student Opinion of Laboratory or Activity Teaching Effectiveness)

Need two volunteers to present reviews for next meeting.

Need 1 or 2 volunteers to review referrals.

**Discuss Survey of Staff**

- Issue: to inform discussions around staff positions on committees/Senate would be helpful to have direct input from Staff.

**Policy Review Assignments (Round 2)**

- Bailey
  - F90-5 (International Programs) through S93-9 (Recognition of Retired Support Staff/Administrator)
- Curry
  - S93-11 (Campus Smoking Policy) through S95-5 (Competence in Written Communications....)
- Grosvenor
  - S95-8 (Selection of Faculty Representatives ....) through F96-8 (Duties of Senate Officers)

- Hart
  - F96-9 (Renaming I/C AS 985) through S98-8 (Appointment, Retention, Tenure and Promotion Criteria, ...)
- Higgins
  - S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom....)
- Ormsbee
  - S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)
- Rajkovic
  - S01-5 (120 Unit Requirement for the Baccalaureate) through S03-4 (Number of Faculty Reps to the Advisory Committee ....)
- Ranganayee
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)
- Shifflett
  - S07-5 (Amendment of By-Law 10 Special Agencies,....) through F08-1 (Amendment to S08-7, Policy for the Protection of Human Research Subjects)
- Tran
  - F08-2 (Repetition of Courses; Academic Renewal) through F09-2 (Policy on Late and Retroactive Enrollment)

Organization & Government  
Agenda 11/27/17 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Thi Tran (recorder)

Members: Bailey, Curry, Grosvenor, Hart, Higgins, Ormsbee, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

Guest: Ravneet Tiwana; Institutional Effectiveness and Analytics

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 11/13 Minutes** (thank you Anand)

**Amendment of BAC responsibilities**

- Issue: Looking to place responsibility for oversight of lottery funds with BAC.
- Discuss feedback from Senate
  - Concerned that 1.3.9 is too broad and may allow for the BAC reviews to be distributed too widely; give BAC too much oversight with the auxiliary.
  - Why you struck out “Operating Fund”?
  - What exactly is a “budget action?” Might be useful to clarify/explain what is meant by this.
- Discuss suggestion from Senate office: This SM Resolution for Monday is missing reference to the policy that it amends which is F15-9. That should be added I believe. I also think instead of coming as a SM it should be a policy amendment for the sake of clarity. It should be Amendment A to University Policy F15-9. Do you have a problem with my making it Amendment A to University Policy F15-9 and adding that it amends F15-9 to the Legislative History? .... always told that if a policy created a committee and there were future amendments to that policy it had to come as a policy amendment, because it does in fact amend the policy. Only if it was created with a Senate Management Resolution could it be modified by a SM Resolution.

**Discuss Survey of Staff; focus group data collection (time certain: 2:30pm)**

- Issue: to inform discussions around staff positions on committees/Senate would be helpful to have direct input from Staff.
- Discuss process and framing of everything with IEA (Ravneet). IEA will be able to assist us by organizing focus group sessions for staff and help with design and administration of a survey of staff and faculty.
  - Focus groups?
  - Survey not ‘push polling’
  - Re orient toward engagement of staff?
- Set timeline

**Constitutional Amendment**

- Issue: Need to revisit the 3+1 original proposal in order to keep senate size and proportions the same.
- Discuss feedback from Senate

- Ken Peter: With regard to the recent questions on expansion of Senate membership. If an additional administrator is added, it would result in the Senate automatically expanding the number of faculty senators by 2.
- “1.3a The number of senators holding office under sections 3, 4 and 5 of Art. II of the Senate Constitution must be twice the number of senators not holding office under these sections.”

### **Bylaw 1.10 Amendment**

- Issue: perhaps there is a middle ground on selection of the AVP from outside AA. Have AVPs recommend a rep to the president who then consults with the ExCom regarding appointment.
- Discuss feedback from Senate
  - Did the committee consider allowing the AVPs to select amongst themselves?

Note: Need to change title of proposal before bringing back to the Senate

### **Review of University Policies**

**Reminder:** Please get your referral documents to Bethany by 5pm on 12/1. Have them from: Silke, Tabitha, and Todd.

Beginning of Round 2 Reviews:

- Hart
  - F96-9 (Renaming I/C AS 985) through S98-8 (Appointment, Retention, Tenure and Promotion Criteria, ...)
- Rajkovic
  - S01-5 (120 Unit Requirement for the Baccalaureate) through S03-4 (Number of Faculty Reps to the Advisory Committee ....)

Presenting reviews for next meeting (12/4)

- Shifflett
  - S07-5 (Amendment of By-Law 10 Special Agencies,....) through F08-1 (Amendment to S08-7, Policy for the Protection of Human Research Subjects)
- Tran
  - F08-2 (Repetition of Courses; Academic Renewal) through F09-2 (Policy on Late and Retroactive Enrollment)

### **Policy Review Assignments - updated 11/22 (Round 2 - Spring 2018)**

- Bailey
  - S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime Time Scheduling Period)

- Curry
  - S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)
- Grosvenor
  - S95-5 (Competency in Written Communication ...) through F96-8 (Duties of Senate Officers)
- Higgins
  - S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom...)
- Ormsbee
  - S99-11 (Conflict of Interests Policy for Principal Investigators...) through S01-3 (Naming of the Koret Athletic Training Center)
- Rangasayee
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)

Organization & Government  
Agenda 12/4/17 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2:30-4pm

Julia Curry (recorder)

Members: Bailey, Curry, Grosvenor, Ormsbee, Hart, Higgins, Rajkovic, Rangasayee, Ramasubramanian, Shifflett, Tran

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 11/13 Minutes** (thank you Anand)

**Approval of 11/27 Minutes** (thank you Thi & Silke)

**Amendment of BAC Policy**

- Issue: An additional edit needed to BAC policy. Presently, F15-9 says Finally, F14-1 revoked the temporary assignment of Budget Advisory Committee responsibilities and returned responsibilities to the Strategic Planning Board.” However, F14-1 is about priority registration... Cannot locate a policy that returns responsibilities to the SPB. Best to strike this sentence?
- Discuss and vote

**Bylaw 1.10 Amendment**

- Issue: Language providing for selection of the AVP from outside AA added. Have AVPs recommend a rep to the president who then consults with the ExCom regarding appointment.
- Discuss and vote

**Review of University Policies**

- Shifflett
  - S07-5 (Amendment of By-Law 10 Special Agencies,...) through F08-1 (Amendment to S08-7, Policy for the Protection of Human Research Subjects)
- Tran
  - F08-2 (Repetition of Courses; Academic Renewal) through F09-2 (Policy on Late and Retroactive Enrollment)

**Reminder:** Please get your referral documents to Bethany.

- For round 1, have them from: Silke, Tabitha, BJ, Tijana, and Todd.
  - None needed from Thi or Julia
  - Need referrals from Jaye, Anand, and Vidya
- For round 2, have them from: Tabitha, Tijana

**Do temporary faculty vote in a Chair Nomination election if they are appointed during special session?**

- Issue: The old Chair's policy and the new Voting Rights policy do not specifically address this.

First, the Senate Constitution identifies the faculty as "all University staff holding the title of Professor, Associate Professor, Assistant Professor, Instructor or Lecturer" but it does not distinguish between those who hold these titles under one kind of session vs. another, so I think the answer is that Lecturers teaching during special session are eligible.

The various pertinent policies all DO agree that Lecturers vote proportionally to their "fall and spring appointments." I see no reason why this would not pertain to special sessions too--but only to special sessions that were in progress at the time of the election. If a faculty member's sole claim to vote is that they previously had taught in a special session, or were scheduled to teach in a special session, but were not doing so at the time of the election--then they would not have a vote.

This would be analogous to how their regular session vote depends on their Fall or their Spring assignment, depending on which semester the election is taking place.

- Discuss and Bethany will share with PS chair Ken Peter

***Assignments for recording minutes in Spring 2018:***

1/29 Rajkovic  
2/5 Rangasayee  
2/19 Ormsbee  
3/5 Hart  
3/19 Curry  
4/2 Grosvenor  
4/16 Ramasubramanian  
4/23 Higgins  
5/7 Bailey

**Policy Review Assignments - updated 11/22 (Round 2 - Spring 2018)**

- Bailey
  - S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime Time Scheduling Period)
- Curry
  - S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)
- Grosvenor
  - S95-5 (Competency in Written Communication ...) through F96-8 (Duties of Senate Officers)
- Higgins
  - S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom...)
- Ormsbee

- S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)
- Rangasayee
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)

Organization & Government  
Agenda 1/29/18 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tijana Rajkovic (recorder)

Members: Bailey, Curry, Grosvenor, Norman, Ormsbee, Hart, Higgins, Rajkovic, Rangasayee, Ramasubramanian, Shifflett

**Welcome back & Welcome** to new member: Kyle Norman

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 12/4/17 Minutes** (Julia???)

**Need a rep to attend 2/7 and 2/14 focus group meetings - noon in IRC 101**

- Bethany has a conflict. Just a matter of having an O&G person there to welcome the group, say hello - so it's clear it's a senate-IEA partnership. Just 5 minutes needed.

**Staff Engagement Focus Group Data Collection (deferred to March 5th meeting)**

Update from Ravneet

Discuss next steps - open forum?

**Bylaw 1.10 proposal and Constitutional Amendment**

- Issue: Constitutional amendment failed to pass the senate in December; bylaw not taken up then since it was linked to the constitutional amendment.
- Discuss and vote: drop all? try again?
- Possible options:
  - Do nothing. It failed, let it go.
  - Do nothing this semester, bring back in the fall (new senate)
  - Bring back this semester with no changes - try again
  - Bring back this semester with compromise
    - Two college deans from academic affairs inclusive of CIES and the library; two Associate Vice Presidents, at least one must be from Academic Affairs.
    - Bylaw would then read: Associate Vice Presidents (AVP) within Academic Affairs will select the two AVP representatives for a two-year term.

**Amend Voting Rights Policy?**

- Issue: Chairs and directors policy passed in Senate treats FERP and PRTB faculty the same when it comes to voting on chair nominations. This is at odds with voting rights policy. Need to discuss modifying voting rights policy so both policies are consistent: proportional votes.

Section 4.6 presently reads:

4.6 Faculty Early Retirement Program (FERP). Faculty participating in FERP retain departmental voting rights. They retain a full vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment.

### **Review of University Policies**

- Need two volunteers to bring their reviews to next O&G meeting

### **Resolutions related to policies referred to O&G for review**

- No action needed on F71-15 (All programs of continuing education transfer to dean of ed services)
  - While there is no such dean, historically it is OK. Presently CE is under CIES but there is no policy that supersedes F71-15 to refer to in order to rescind F71-15. Closest related policies:
    - F73-9 set Continuing Education-Course Standards
    - F77-2 adopted the Continuing Education Unit (CEU) in alignment with a CSU EO
    - S78-6 set Guidelines for CEU (Continuing Education Unit) Courses
- No action needed on F97-4 (Educational Equity Advisory Board). While it is true that the Educational Equity Council referred to in F97-4 does not exist, it's an historical artifact and no action on our part is needed.
- No action needed on F07-1 (Senate Vacancies). Section 1.6.2 of S16-6 naturally supersedes section 1.6.2 of F07-1 and no action is needed.
- Proposal to rescind F88-5 (Continuing Education Committee)
  - Discuss and vote
- Proposal to amend F72-1 (Athletics Board Composition)
  - Discuss and vote

### ***Assignments for Remaining O&G referrals***

(Hart) F71-14 Acting Appointments; Vice Presidents or Deans

- Main point: F71-14 has now been superseded by S16-8, on the selection and review of administrators.

(Shifflett) S90-13 At-Large Committee Appointments; Vacancies

- Main point: Should have been rescinded by F16-2. F16-2 amends bylaw 6.13 and addresses at-large vacancies.

**Volunteer needed:** S09-3 Senate Elections

- Main point: Amends 1.5 and 1.6 of the Bylaws. In the past, when Academic Senate seats were not filled, a reminder was sent out and whoever applied first was given such seat. This policy changed that procedure. O&G needs to look at policy change for bylaw 1.6; see F16-2.

**Volunteer needed:** New referral related to modification of titles in F12-5, S05-13, S99-9

- Issue: Appears to be a simple clean up of existing policies. Need a Senate management resolution to take care of the updates.

### **Resolution to amend/rescind F97-4 - Educational Equity Advisory Board**

- Issue: F97-4 mentions a committee that does not exist. However, need to think how to best resolve this given activity in the works (see notes document on this item) related to establishing a President's leadership group on inclusive excellent. Between this, existing Faculty Diversity Committee, and work of the fairly new Office of Diversity, Equity & Inclusion, expectations for the old equity advisory board probably covered.
  - Discuss

### **Review of University Committees: Charge and Membership**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees.
  - Discuss and set timeline
  - Review today:
    - O&G
    - Curriculum & Research
    - Professional Standards

Listing of membership for all committees: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

### **Item not signed by the President - amendment to BAC policy**

- Issue: Need to find out what the concern(s) is(are) then go from there.

### ***Assignments for recording minutes in Spring 2018:***

2/5 Rangasayee  
 2/19 Ormsbee  
 3/5 Hart  
 3/19 Curry  
 4/2 Grosvenor  
 4/16 Ramasubramanian  
 4/23 Higgins  
 5/7 Bailey

### **Policy Review Assignments - updated 11/22 (Round 2 - Spring 2018)**

- Bailey

- S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime Time Scheduling Period)
- Curry
  - S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)
- Grosvenor
  - S95-5 (Competency in Written Communication ...) through F96-8 (Duties of Senate Officers)
- Higgins
  - S98-10 (The Employment of Teaching Associates...) through S99-9 (Board of Academic Freedom...)
- Ormsbee
  - S99-11 (Conflict of Interests Policy for Principal Investigators...) through S01-3 (Naming of the Koret Athletic Training Center)
- Rangasayee
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)
- Norman
  - F12-5 (Responding to Allegations of Research Misconduct) through F13-1 (Students' Rights to Timely Feedback on Class Assignments)

Organization & Government  
Agenda 2/5/18 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Silke Higgins (recorder)

Members: Bailey, Curry, Grosvenor, Norman, Ormsbee, Hart, Higgins, Rajkovic, Rangasayee, Ramasubramanian, Shifflett

**Introductions and Welcome** to new member: Kyle Norman

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 1/29/17 Minutes** (Thank you Tijana)

**Staff Engagement Focus Group Data Collection**

Update from Ravneet

Discuss next steps - open forum date?

**Item not signed by the President - amendment to BAC policy**

- Issue: Need to find out what the concern(s) is(are) then go from there.

**Amend Voting Rights Policy**

- Issue: Chairs and directors policy passed in Senate treats FERP and PRTB faculty the same when it comes to voting on chair nominations. This is at odds with voting rights policy. Proposal modifies voting rights policy so both policies are consistent: proportional votes.

4.6 Faculty Early Retirement Program (FERP) and Partial Reduction in Time Base Retirement Program (PRTBRP). Faculty participating in FERP or PRTBRP retain departmental voting rights proportional to their appointment. They retain a ~~full~~ proportional vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment.

**Modification of titles in F12-5, S05-13, S99-9**

- Issue: Changes recommended by AVP Stacks
  - F12-5, Policy Recommendation, Responding to Allegations of Research Misconduct
    - Update the title of the Research Integrity Officer (RIO) to: Associate Vice President for Research (AVP Research)
  - S05-13, Reporting of Organized Research and Training Units (ORUs)
    - Update in the policy where it refers to “AVP for Graduate Studies and Research to: The Associate Vice President for Research (AVP Research).
  - S99-9, Board of Academic Freedom and Professional Responsibility

- Update in the policy where it refers to “The Associate Vice-President for Graduate Studies and Research (AVP GS&R)” to: The Associate Vice President for Research (AVP Research). The Associate Vice President of Research is responsible for dealing with allegations of misconduct in funded research and should work with the Office of Faculty Affairs when such allegations involve Unit 3 faculty members.
- Discuss referring to Senate Office for editorial changes

### **Resolutions related to polices referred to O&G for review**

- Proposal to rescind F88-5 (Continuing Education Committee)
  - Discuss and vote
- Proposal to rescind F72-1 (Athletics Board Composition)
  - Update: info and request for feedback sent to Annette Nellen
    - F07-2 does establish membership that matches current membership except for 1 seat and that one was added in S13-7.
  - So, need to rescind F72-1 and also need to get Senate to update website to comply with S13-7 so that the Assoc Athletics Director for Student Services is a non-voting member.

### **Review of University Policies**

- Need two volunteers to bring their reviews to next O&G meeting

For Review today:

- Ormsbee
  - S99-11 (Conflict of Interests Policy for Principal Investigators....) through S01-3 (Naming of the Koret Athletic Training Center)
- Higgins
  - S98-10 (The Employment of Teaching Associates....) through S99-9 (Board of Academic Freedom....)

### **Review of University Committees: Charge and Membership**

#### ***Modifying Charge of International Programs and Students Committee (F90-5)***

**Current:** International Programs and Students Committee [ISA] - Reviews and recommends policies and procedures on SJSU international programs and activities; studies matters related to international students and scholars, as well as faculty and student exchanges; promotes, and supports an international perspective throughout SJSU.

**Proposal** (from IPSC Chair): Stays informed about the experiences of international students & scholars and participants in SJSU study abroad programs. Advocates for the success of international and study abroad students through interactions with relevant SJSU offices and administrators. Partners with colleagues in various campus divisions to promote awareness of global opportunities for students, staff, and faculty. Reviews and recommends policies and procedures on SJSU international programs and activities.

NOTE: need to discuss exactly how we're going to implement these changes. For example with IPSC do we revise SM 05-1?

### ***Modifying Charge of O&G***

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

### **Continuing Reviews of Committees**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees.
- Review today:
  - Professional Standards
  - Instruction & Student Affairs
  - Executive Committee

Listing of membership for all committees: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

### **Policy Review Assignments (Round 2 - Spring 2018)**

- Bailey
  - S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime Time Scheduling Period)
- Curry
  - S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)
- Grosvenor
  - S95-5 (Competency in Written Communication ...) through F96-8 (Duties of Senate Officers)
- Norman
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)

Organization & Government  
Agenda 2/19/18 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Todd Ormsbee (recorder)

Members: Bailey, Curry, French, Grosvenor, Norman, Ormsbee, Hart, Higgins, Rajkovic, Ramasubramanian, Shifflett

**Introductions and Welcome** to new member: Rachel French

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 2/5/18 Minutes** (Thank you Silke!)

**Staff Engagement Open Forum**

- The summary info from IEA will be directed to strategic planning through the Provost in addition to being shared with O&G.
- No open forum
- If we find we do not have enough info to base a decision on regarding staff seats on Senate or Operating committees we'll wait and ask for input from strategic planning groups.

**Item not signed by the President - amendment to BAC policy**

- Issue: Need to find out what the concern(s) is(are) then go from there.
- From Senate Chair: Unsigned policy. Mary didn't sign the lottery funds / BAC policy. She noted that she did not see the need to note something specific that the committee can or should discuss - anything relevant should be open for discussion.

**Amend Voting Rights Policy**

- Issue: Chairs and directors policy passed in Senate treats FERP and PRTB faculty the same when it comes to voting on chair nominations. This is at odds with voting rights policy. Proposal modifies voting rights policy so both policies are consistent: proportional votes.

4.6 Faculty Early Retirement Program (FERP) and Pre-Retirement Reduction in Time Base (PRTB). Faculty participating in FERP or PRTB retain departmental voting rights proportional to their annualized appointment. They retain a ~~full~~ proportional vote, regardless of their academic assignment in a given semester, through the last semester of their teaching appointment.

- Additional suggestions offered after Senate meeting
- Have you considered the other two cases where the policies differ?
  - faculty teaching in a second department (not allowed to vote for chair)
  - **Opposing views:**
    - Strong sense is that this has to stay as is. Chair's and directors policy can and should specify who can vote for chair. Voting rights policy simply says a faculty member can request

proportional voting rights in the department outside their permanent one. The two policies are not in conflict and chairs and directors policy does a good job of making clear that for voting on chair nominations faculty outside the department don't get a vote.

- Voting for a Chair in a department to which you are loaned always seems inappropriate to me. That department has no influence over my tenure or evaluation and I have no permanent stake in that department. It would be a little as if people on vacation in California but resident in Idaho got to vote in California.
  - But if the department, at its option, wants to give me the vote for other matters so be it.
- External acting/interim chair. There is good reason to consider distinctions between the two types of votes but I'm not sure it outweighs the value of consistency. If we value consistency, it is still a good question as to whether the chair vote or regular department vote should be brought into alignment.
- **Opposing View:** There's the general principal of dept. voting rights in home/outside department and specifics about voting on nominations for a dept. chair that will differ. One is a specific case of the general. The general point about proportional votes for FERP and PRTB needs to be consistent and that was O&G's intent.

### **Review of University Policies**

- Need two volunteers to bring their reviews to next O&G meeting

Reviews today:

- Grosvenor
  - S95-5 (Competency in Written Communication ...) through F96-8 (Duties of Senate Officers)
- Ramasubramanian
  - S05-9 (Revision to F01-3 and Approval of Teaching Associate Fee ...) through S07-4 (Dissolution of the Assessment Committee)

### **Review of University Committees: Charge and Membership**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees. NOTE: End point will be a 'master' document which we'll propose as a new policy that will supersede any previous policies that reference a committee's charge and/or membership.
- Review today:
  - Professional Standards
  - Instruction & Student Affairs
  - Executive Committee
  - Committee on Committees

Organization & Government  
Agenda 3/5/18 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Tabitha Hart (recorder)

Members: Bailey, Curry, French, Grosvenor, Hart, Norman, Ormsbee, Higgins, Rajkovic, Ramasubramanian, Shifflett

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 2/19/18 Minutes** (Thank you Todd!)

**Correction for BAC policy**

- Issues: Twofold:
  - No need to take care of correcting error in F15-9. Senate office already took care of edit to change reference to correct policy: SM-F17-3.
  - Since there is nothing to take to the Senate now, we should discuss possibility of a sense of the senate resolution around budget presentation content (with input from BAC) - extending our discussion from last meeting.
  - Note: Referral to Senate chair regarding request for lottery info in future budget presentations made on 2/20/18. Referral has been shared with BAC chairs.

**Policy Recommendations**

(Bethany) S90-13 At-Large Committee Appointments; Vacancies

- Main point: Should have been rescinded by F16-2. F16-2 amends bylaw 6.13 and addresses at-large vacancies.

(Tabitha) F71-14 Acting Appointments; Vice Presidents or Deans

- Main point: F71-14 has now been superseded by S16-8, on the selection and review of administrators.

(Todd) S09-3 Senate Elections (DEFER TO NEXT MEETING)

- Main point: Amends 1.5 and 1.6 of the Bylaws. In the past, when Academic Senate seats were not filled, a reminder was sent out and whoever applied first was given such seat. This policy changed that procedure. O&G needs to look at policy change for bylaw 1.6; see F16-2.

**Review of University Policies**

Reviews today:

- Bailey

- S10-1 (Merger of Affirmative Action and Faculty Diversity Committees) through S11-2 (Extension of Prime Time Scheduling Period)
- Curry
- S11-5 (ABC/NC Grading) through F12-4 (Omnibus Recision of Lapsed and Obsolete Policies)

### Reviews for March 19th meeting

- Norman
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- French
  - F12-5 (Responding to Allegations of Research Misconduct) through F13-1 (Students' Rights to Timely Feedback on Class Assignments)

### Review of University Committees: Charge and Membership

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees. NOTE: End point will be a 'master' document which we'll propose as a new policy that will supersede any previous policies that reference a committee's charge and/or membership.
- Review today:
  - Instruction & Student Affairs
  - Executive Committee
  - Committee on Committees
  - Student Evaluation Review Board (SERB)
    - Information from SERB chair:
      - SERB recommends that the committee charge be updated to:
        - 1) Remove the charge to "empirically test these rating instruments before final adoption" due to concerns about the feasibility of this process.
        - 2) Replace "present and former students" with simply "students" as we do not know of any need or protocol for gathering evaluations from former students.
        - 3) Either remove or clarify the phrase "minimum number of three-tier evaluation".
      - The rest of the description looks good.

NOTE: look at master document - get feedback

Proposed charge:

In consultation with the appropriate disciplines, designs ~~a minimum number of three-tier evaluation instruments to be used by all departments and colleges.~~, ~~and empirically tests these rating instruments before final adoption.~~ Constructs appropriate norm groups and norms the rating instruments. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. ~~Assists academic units in~~ Develops guidelines for the participation of ~~present and former~~ students in the evaluation of

faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

Organization & Government  
Agenda 3/19/18 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Julia Curry (recorder)

Members: Bailey, Curry, French, Grosvenor, Hart, Norman, Ormsbee, Higgins, Rajkovic, Ramasubramanian, Shifflett

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 3/5/18 Minutes** (Thank you Tabitha!)

**Card for Peter Beyersdorf? (former O&G member) - Outstanding Professor Award**

**Voting Rights**

- Issue: Request to look at adding language that would compel timely reporting of votes.
- Suggestion: amendment to the policy specifying a time frame for dissemination of the outcome of department votes to the faculty. Without going into details, a department voted on a revision to their department voting rights policy last semester and the chair has not yet reported the results to the faculty. Per policy any revision to voting rights would take effect this semester but nothing has changed because no one knows the outcome.
- S17-6 is silent on dissemination of the outcome of department voting rights votes. While one would think and hope it wouldn't be necessary to have to codify it in policy, there may be a need to do so e.g., the results of any department vote regarding voting rights shall be reported to the faculty within 5 working days....

**Policy Reviews - referral documents needed**

Issue: For all reviews that resulted in a referral, need to get referral documents to Bethany:

**Jaye**

S10-3 Inappropriate Sexual Behavior (ISA and a have ISA consult with CDO)  
F10-1 Use and Abuse of Alcohol and Other Drugs (ISA)  
F10-3 Grading Symbols for Drops and Withdraws (ISA)  
S11-2 Extension of Prime Time Scheduling (Senate Chair)

**Julia**

S12-2 Faculty Personnel Records: Confidentiality; Access (PS)

**BJ**

S95-5 Competence in Written Communication; Writing Skills Test (WST); Writing Requirements Committee; Board of General Studies (BOGS) (O&G)  
F95-1 Board of Academic Freedom and Professional Responsibility (PS)  
S96-2 Direct Instruction Obligations; Ethics; Meeting Classes (PS)

F96-3 Constitutional Amendments: Student Representation on Senate; Eligibility to become Senate Officers (TBD after getting info from AS President)  
F96-8 Duties of Senate Officers (O&G)

### *Silke*

F98-3: Intellectual/Creative Property (CR)

## **Review of University Policies**

Reviews today:

- Norman
  - S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- French
  - F12-5 (Responding to Allegations of Research Misconduct) through F13-1 (Students' Rights to Timely Feedback on Class Assignments)

### ***Review for March 26th meeting***

- Hart
  - SM resolutions not done in Spring 2017 by Boekema: SM-S94- 1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

## **Review of University Committees: Charge and Membership**

- Issue: Over the course of the semester, O&G will review the charge and membership of all university committees. NOTE: End point will be a 'master' document which we'll propose as a new policy that will supersede any previous policies that reference a committee's charge and/or membership.
- Update: Policy committee chairs are reviewing their charge with their committees and will get feedback to us.
  - COC, C&R, ExCom, ISA, PS
  - See edits taken to policy chairs
- Review today:
  - Alcohol & Drug Abuse Committee (see separate document for suggested changes to charge and membership)
  - Faculty Diversity Committee
  - Graduate Studies & Research Committee
  - Institutional Review Board - Human Subjects

NOTE: With regard to Writing Requirements Committee, it looks like the sentiment is a wholesale revision of the policies governing the charge and membership of the committee. A subcommittee of WRC is working on changes.

Organization & Government  
Agenda 4/2/18 Meeting

Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

BJ Grosvenor (recorder)

Members: Bailey, Curry, French, Grosvenor, Hart, Norman, Ormsbee, Higgins, Rajkovic, Ramasubramanian, Shifflett

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 3/19/18 Minutes** (Thank you Julia!)

**Review of University Committees: Charge and Membership**

Issue: Over the course of the semester, O&G is reviewing the charge and membership of all university committees. A request for committees to review their charge and membership was made in January. As committees send their recommendations, O&G reviews and solidifies changes.

Review today:

- Alcohol & Drug Abuse Committee (see separate documents for suggested changes to charge and membership) [Special Agency]
  - One suggestion made: in the interest of efficiency and shorter names: consider simply "Substance Abuse Prevention" (omit "Alcohol")?
- Graduate Studies & Research Committee [CR]
- Institutional Review Board - Human Subjects [CR]
- International Programs and Students Committee [ISA]
- Program Planning Committee [CR]

Listing of membership for all committees: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

**Voting Rights**

Issue: discussed at last meeting adding language to the voting rights policy - a new section 3.5 that would pertain to timely reporting of results - something along the lines of: the results of departmental voting should be communicated to the relevant groups and/or individuals within two weeks of the vote.

- Discussion and vote

**Review of University Policies**

Reviews today:

- Norman

- S03-6 (Smoking Policy) through S05-4 (Academic Qualifications for Student Office Holders)
- Hart  
SM resolutions not done in Spring 2017 by Boekema: SM-S94- 1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

Reminder: For all reviews that resulted in a referral, need to get referral documents to Bethany by April 16th:

Organization & Government  
Agenda 4/16/18 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Anand Ramasubramanian (recorder)

Members: Bailey, Curry, French, Grosvenor, Hart, Norman, Ormsbee, Higgins, Rajkovic, Ramasubramanian, Shifflett

Guest: Ravneet Tiwana

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 4/2/18 Minutes** (Thank you BJ!)

**Staff Engagement Report (Ravneet)**

Issue: Review report from IEA.

- Discuss any next steps or proposals
  - Disposition of referral on staff seat on the senate

**Resolution to amend/rescind F97-4 - Educational Equity Council**

Issue: F97-4 mentions a committee that does not exist. However, needed to think how to best resolve this given activity in the works related to establishing a President's leadership group on inclusive excellent. Between this, existing Faculty Diversity Committee, and work of the fairly new Office of Diversity, Equity & Inclusion, expectations for the old equity advisory board probably covered.

- Discuss and get feedback on status of President's group
- Develop policy recommendation for next senate meeting
  - Review draft

Link to F97-4: <http://www.sjsu.edu/senate/docs/F97-4.pdf>

**Rescind dated policy SM-S95-2 related to Standing Rules**

Issue: Senate chair has noted that with these two management resolutions, the latter supersedes the former:

Discuss draft resolution and vote.

<http://www.sjsu.edu/senate/docs/SM-S95-2.pdf>

<http://www.sjsu.edu/senate/docs/SM-F97-2.pdf>

Further note: The standing rules on our web page are correct. "But it seems like, for clarity's sake, we should rescind that earlier management resolution."

Link to standing rules: <http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>

### **Follow up to Rescinding SM-S95-2**

Issue: When originally reviewed, determined it might be a compliance issue. “At least once a semester the Executive Committee shall include on the agenda, under State of the University Reports, a report from the Director of University Advancement.”

Discuss: Since this time added the VP Advancement to the Senate and then removed that seat from the senate. Perhaps we can rescind (earlier resolution already doing this) and then recommend informally that the VP advancement be invited to the Senate to provide an update on the day set aside for a special senate meeting on budget.

### **Review of University Committees: Charge and Membership**

Issue: Over the course of the semester, O&G is reviewing the charge and membership of all university committees. A request for committees to review their charge and membership was made in January. As committees send their recommendations, O&G reviews and solidifies changes.

#### ***Updates following 4/2 meeting***

- Graduate Studies & Research Committee chair (Dolores Mena) contacted asking for feedback on potentially splitting to two committees
- Institutional Review Board - Human Subjects chair (Bernd Becker) contacted asking for feedback on membership to see if the representation is still appropriate for the work of the committee? Colleges with 2 reps still the right ones?
- Program Planning Committee - not yet done. Need to prepare a draft of changes to charge (to clarify and expand) and get that to the committee for their consideration.

#### ***Review today:***

- Alcohol & Drug Abuse Committee [Special Agency]
  - Continue discussion from last meeting
    - Change all occurrences of ‘substance’ to ‘drug’ ?
    - Change to membership concerns raised by ADAP chair
  - No vote today; waiting on feedback from ADAP and VP SA
- Student Fairness [ISA]
- Undergraduate Studies [C&R]
- Accreditation Review Committee [Special Agency]
- Athletics Board [Special Agency]

Listing of membership for all committees: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

### **Review of University Policies**

Reviews are done for Round 2. Here's where we are with referrals

- ***Have referral documents from:***

- Jaye: F10-1, F10-3, S10-3, S11-2
- Tabitha: F97-4, S97-4
- Tabitha: SM-S94-1
- Silke: F98-3
- Rachel: F13-1
- Tijana: S02-6
- Todd: S00-5

- ***Need referral documents from:***

- Julia: S12-2; possibly S12-4
- BJ: S95-5, F95-1, S96-2, F96-3, F96-8
- Kyle: S03-6, S04-3
- Tabitha: SM-S95-2
- Todd: S00-6

Link to Senate Management Resolutions: [http://www.sjsu.edu/senate/manag\\_res/](http://www.sjsu.edu/senate/manag_res/)

Link to University Policies: [http://www.sjsu.edu/senate/policies/pol\\_chron/index.html](http://www.sjsu.edu/senate/policies/pol_chron/index.html)

Organization & Government  
Agenda 4/23/18 Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Kyle Norman (recorder)

Members: Bailey, Curry, French, Grosvenor, Hart, Norman, Ormsbee, Higgins, Rajkovic, Ramasubramanian, Shifflett

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 4/16/18 Minutes** (Thank you Anand!)

**Review of University Committees: Charge and Membership**

Issue: Over the course of the semester, O&G is reviewing the charge and membership of all university committees. A request for committees to review their charge and membership was made in January. As committees send their recommendations, O&G reviews and solidifies changes.

***Updates following 4/16 meeting***

- Student Fairness chair (Nadia Sorkhabi) contacted asking for feedback on modifications to charge.  
*In accordance with S14-3 (or subsequent SJSU/CSU policy or law), hears complaints of violations of student rights in instructional and curricular matters, including grade appeals, and hears and seeks redress of non-instructional student grievances concerning individual members of the faculty, administration or staff, and when appropriate makes recommendations for redress.*
- Undergraduate Studies chair (Maria Fusaro) contacted asking for feedback on the group's charge.  
Reviews and coordinates the undergraduate curriculum and its development **across all colleges**; advises on policies relevant to undergraduate education; **encourages and supports curricular innovation on campus**; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; reviews and makes recommendations on proposed departmental honors programs; and members serve as liaisons to their respective units.
- Program Planning Committee chair (Mary Wilson) contacted regarding changes needed to clarify and expand their charge to better reflect what they do.

Responsible for the implementation of the academic program planning process, as provided in the program planning policy and guidelines, and recommends to the Curriculum and Research Committee on proposed changes in the policy and guidelines and other matters relating to program planning and review.

GUP info:

<http://www.sjsu.edu/gup/ugs/faculty/programplanning/index.html>  
<http://www.sjsu.edu/gup/ugs/faculty/programplanning/committee/index.html>

Policy info:

<http://www.sjsu.edu/senate/docs/S17-11.pdf>

***Review today:***

- Alcohol & Drug Abuse Committee [Special Agency]
  - Continue discussion from last meeting
    - Consider feedback from ADAP, VP SA, President
- Accreditation Review Committee [Special Agency]
- Athletics Board [Special Agency]
- Budget Advisory Committee [Special Agency]
- Campus Planning Board [Special Agency]

Continue as time allows

- Strategic Planning Steering committee
- Student Success Committee
- Sustainability Board
- University Library Board
- Academic Disqualification and reinstatement review committee
- Board of academic freedom and professional standards (currently in process with PS)
- Board of General Studies
- Traffic Transit and parking advisory committee
  - Award committees
    - distinguished service award selection committee
    - outstanding lecturer award selection committee
    - outstanding professor award selection committee
    - president's scholar award selection committee

Listing of membership for all committees: [http://www.sjsu.edu/senate/comm\\_info/committees/index.html](http://www.sjsu.edu/senate/comm_info/committees/index.html)

Description of charge for all committees: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

**Note: Review of University Policies**

- Thanks everyone. Reviews are done for Round 2!
- Silke and Bethany will find a time in June to look at archives. We'll email you all to see who can/want's to join us :)
- Round 3 will commence in the fall.

Organization & Government  
Agenda 5/7/18 - Last Meeting  
Alumni Room (Library room 4005, check in at admin office desk, 4th floor); 2-4pm

Rachel French (recorder)

Members: Bailey, Curry, French, Hart, Norman, Ormsbee, Rajkovic, Ramasubramanian, Shifflett, Higgins, Grosvenor

**Action Items** (please bring your own hard copy if you want to work from paper).

**Approval of 4/23/18 Minutes** (Thank you Kyle!)

**Review of University Committees: Charge and Membership**

Issue: Over the course of the semester, O&G is reviewing the charge and membership of all university committees. A request for committees to review their charge and membership was made in January. As committees send their recommendations, O&G reviews and solidifies changes.

***Changes to consider based on committee input***

- **Student Fairness** chair (Nadia Sorkhabi) was contacted asking for feedback on modifications to charge. A combination of our recommendations and the committee's feedback:

In accordance with S14-3 (or subsequent SJSU/CSU policy or law), the student fairness committee adjudicates grade disputes and advises professors and departments on practices that will limit future problems and suggests ways to bring teaching practices and departmental practices in alignment with university policy. Based on the nature of the grievance, the student fairness committee also guides students to other institutional resources that are available to address various types of grievances.

No change to membership recommended

- **IRB** chair (Bernd Becker) sent feedback. We had asked if any changes needed to membership? Are the 'double' reps from some colleges still the appropriate ones needed?  
Feedback:
  - we should maintain the current composition to meet federal regulations and to make sure that the protocols are evenly distributed across the disciplines. Therefore, in terms of college representation, we are good.
  - we question the need for the AD of Research (Gilles Muller) to be an ex officio member. We already have the AVP of Research (Pam Stacks) as an ex officio. Two ex officio members from one office is not necessary. Both Pam Stacks and Gilles Muller agree with our recommendation to have that member removed (This does not affect our federal compliance). Remove the AD of Research from our membership list.
  - To be compliant with federal regulations, the IRB must have a Physician or Nurse Practitioner, a student, and a community member (the community member seat is "filled" right now, but this person has been MIA for years and should be removed).

**Graduate Studies and Research** chair (Dolores Mena) sent feedback. We had asked them to discuss splitting the committee. We were not advocating the split, just asking for them to discuss this and get back to us. Feedback:

- Although it was recognized that there may be some benefits to splitting the committee (e.g., decreased workload, ability to designate more time to topics/issues specifically related to Grad Studies vs. Research), the committee as a whole is not comfortable making a recommendation at this time. With the unknown future of the Graduate Studies and Research Offices (e.g., possibility of them being merged back into one unit), making a decision around this seems to be premature. The committee feels it would be best to revisit this discussion after the future of the Graduate Studies and Research Offices has been determined.

***Review today:***

- Alcohol & Drug Abuse Committee [Special Agency]
  - Continue discussion from last meeting
    - Consider feedback from VP SA, President
- Budget Advisory Committee [Special Agency]
- Campus Planning Board [Special Agency]

Continue as time allows

- Strategic Planning Steering committee
- Student Success Committee
- Sustainability Board
- University Library Board
- Academic Disqualification and reinstatement review committee
- Board of academic freedom and professional standards (currently in process with PS)
- Board of General Studies
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**NOTE: Waiting for input from:**

- Undergraduate Studies chair (Maria Fusaro) contacted asking for feedback on the group's charge.

Reviews and coordinates the undergraduate curriculum and its development **across all colleges**; advises on policies relevant to undergraduate education; **encourages and supports curricular innovation on campus**; formulates or considers and makes

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- Program Planning Committee chair (Mary Wilson) contacted regarding changes needed to clarify and expand their charge to better reflect what they do.

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Policy info:

<http://www.sjsu.edu/senate/docs/S17-11.pdf>

- Athletics Board co-chair (Annette Nellen) contacted regarding changes needed to better streamline the statement and highlight important components. Currently reads:  
The Athletics board performs such functions as to enable it to carry out its responsibilities to ensure academic integrity of the athletic programs and compliance with NCAA and affiliated conference athletic rules. It shall recommend to the President and to the Executive Committee of the Academic Senate policies that promote a strong environment of rules compliance and provide a positive academic environment for all student-athletes; it shall act in an advisory capacity to the President and his/her designee and to the Director of Athletics; it shall have an overall awareness of the athletic programs of the University and the rules, procedures and guidelines of the athletic organizations of which the University is a member, in order to make recommendations pertaining thereto and to act in an advisory capacity.

### *Status of O&G Items*

#### **O&G working on:**

- Ongoing review of resolutions to address policy problems we referred to ourselves
- Ongoing review of university policies (round 3 to commence summer and fall 2018)
- Ongoing review of the charge and membership of university/senate committees
- Constitutional Amendment and bylaw change: deferred to fall 2018
- Tabled referral on staff seat on Senate pending possible referral from strategic planning process related to staff engagement.

### **Planned for 5/14 Senate Meeting**

- Resolution to update charge and membership of Alcohol and Drug Abuse Committee (final reading?)

### **Passed at 4/30 Senate Meeting**

- Resolution to rescind F97-4 - Educational Equity Advisory Board (final reading)
- Resolution to rescind SM-S95-2 - Standing Rules (final reading)

### **Passed at 4/9 Senate Meeting**

- Amendment to department voting rights policy

### **Passed at 3/12 Senate Meeting**

- Rescind S90-13 At-Large Committee Appointments
- Rescind F71-14 Acting Appointments; Vice Presidents or Deans

### **Passed at 2/12 Senate Meeting**

- Rescind F88-5 (continuing ed) - part of ongoing clean up of policies
- Rescind F72-1 (athletics board membership) - part of ongoing clean up of policies

### **Passed at 9/18 Senate Meeting**

- Rescind SM-F04-1 and SM-S97-8 Related to the University Teacher Education Committee
- Rescind SM-S11-1 Budget Advisory Committee Responsibilities
- Amend SM-S04-2: Dissolving the Improvement of Instruction Committee...
- Modification of BAC responsibilities - to include lottery funds (subsequently not signed by President)

### **Passed at 10/23 Senate Meeting**

- Faculty Trustee Reports to Senate
- Rescind S88-7 Conditional Admissions

### **Passed at 11/27 Senate Meeting**

- Combined resolution rescinding senate management resolutions
  - Rescind SM-S01-1 - External Relations Task Force
  - Rescind SM-F08-3 - Grad Studies & Research Committee Membership
  - Rescind SM-S96-6 - lottery funds committee

### **Completed (no action needed by Senate)**

- Modification of titles in F12-5, S05-13, S99-9 (will be updated through Senate office)  
Committee materials are available on our shared google drive: