

SAN JOSÉ STATE UNIVERSITY ACADEMIC SENATE

2023/2024

Agenda

March 18, 2024/2:00 to

5:00 pm In Person

ENGR 285/287

- I. Call to Order and Roll Call:
- II. Land Acknowledgement:
- III. Approval of Minutes:
 - A. Approval of the Senate Minutes of February 26, 2024
- IV. Communications and Questions:
 - A. From the Chair of the Senate
 - B. From the President of the University
- V. Executive Committee Report:
 - A. Minutes of the Executive Committee:
Executive Committee Minutes of March 4, 2024
 - B. Consent Calendar:
Consent Calendar of 3/18/2024
 - C. Executive Committee Action Items: **None**
- VI. Unfinished Business: *none*
- VII. Policy Committee and University Library Board Action Items (In rotation):
 - A. Curriculum and Research Committee (C&R):
AS 1867, Amendment B to University Policy S14-6, Policy and Assurance for Humane Care and Use of Animals at San José State University (First Reading)
 - B. Organization and Government Committee (O&G):
 - C. Instruction and Student Affairs Committee (I&SA):
AS 1868, Amendment B to University Policy F17-4, Priority Registration (First Reading)
 - D. Professional Standards Committee (PS):
 - E. University Library Board (ULB):
AS 1869, Amendment E to University Policy S15-10, Revisions to

SJSU Library Policy (First Reading)

- VIII. Special Committee Reports:**
Report on NAGPRA/CalNAGPRA by Provost Del Casino

- IX. New Business:**
AS 1866, Sense of the Senate Resolution, Support of Campus Culture of Collegial Curriculum Decision in Response to CSU Chancellor's Office and CSU Trustees Impending Plans to Changes to General Education (First Reading)

- X. State of the University Announcements:**
 - A. CSU Statewide Representative(s)
 - B. Associated Students President
 - C. Vice President for Administration and Finance
 - D. Provost
 - E. Vice President for Student Affairs
 - F. Chief Diversity Officer

- XI. Adjournment**

2023-2024 Academic Senate Minutes
February 26, 2024

I. Call to Order and Roll Call

The meeting was called to order at 2:00 p.m. and 47 Senators were present.

Ex Officio: Present: Curry, Multani, Sasikumar, Van Selst, Rodan, McKee Absent:	HHS Representatives: Present: Baur, Chang, Sen Absent: None
Administrative Representatives: Present: Del Casino, Faas, Teniente-Matson, Fuentes-Martin, Dukes Absent:	COB Representatives: Present: Chen, Vogel Absent: None
Deans / AVPs: Present: d'Alarcao, Kaufman, Meth Absent: Shillington	EDUC Representatives: Present: Mathur, Munoz-Munoz Absent: None
Students: Present: Brown, Gambarin, Lacson, Mejia Absent: Doshi, Guzman	ENGR Representatives: Present: Sullivan-Green, Wong, Kao Absent: None
Alumni Representative: Absent: Vacant	H&A Representatives: Present: Sabalius, Frazier, Kataoka, Riley Absent: Han, Lee
Emeritus Representative: Present: Jochim Absent: None	SCI Representatives: Present: French, Heindl, Shaffer, Muller Absent: None
Honorary Representative: Present: Peter, Lessow-Hurley Absent: Buzanski	SOS Representatives: Present: Hart, Raman, Haverfield, Pinnell, Meniketti Absent: None
General Unit Representatives: Present: Flandez, Masegian, Pendyala, Velarde Absent: Johnson	

II. Land Acknowledgement:

Senator Wong read the land acknowledgement.

III. Approval of Academic Senate Minutes:

A. Approval of Senate Minutes of February 5, 2024 (45-0-2).

IV. Communications and Questions

A. From the Chair of the Senate:

Chair Sasikumar's update featured the following:

- Raise your tent card if you'd like to get on the speaker's list.
- If you would like to attend the training by the parliamentarian, on Friday, March 22, 2024 please sign up with the Vice Chair by this Friday.
- Chair Sasikumar announced that she was filled with pride to represent the Senate at the President's Investiture, and the role of the Senate in the Day of Remembrance. On the same day, there was a protest on campus, against an invited speaker. Ways the Senate could respond were discussed such as a Sense of the Senate Resolution, or possible amendments to the Campus Climate and Academic Freedom policies. Chair Sasikumar is open to working with any Senator, and encouraged senators to ask questions.

B. From the President:

President Teniente-Matson

- The President presented a slide on the top 5 priorities.
- Last month the President gave an in depth report on the budget. There will be a Budget Town Hall meeting on March 11, 2024.
- The President is conducting two searches. One for a new AVP of Title IX and the second for a new Chief of Staff.
- The President attended the Day of Remembrance. It was very moving.
- The President attended Advocacy Day in Sacramento. This is the day the CSU and Board of Trustees (BOT) lobby the legislators for additional funding.
- Yesterday was CSU Super Sunday and across the state CSU leaders visited Black churches.
- The Strategic Plan is in its final stages. The President's goal is to wrap it up in the next week or two.
- The President said she could not get into all the details of last Wednesday's disruption, but would share what she could. Last Wednesday, February 14, 2024, a faculty member submitted a normal form in which a guest speaker was invited to come on campus. The faculty member did not request police presence for the event. On February 16, 2024, both Chief Carroll and the faculty member became aware a protest was being planned. On February 19, 2024, Chief Carroll became concerned about the location of the event and the Chief and faculty member decided to move the event back to the original classroom in Sweeney Hall (SH). When they moved back to the classroom the protesters were already there. Chief Carroll escorted the faculty member and students out of the classroom, from there the President made the decision specific for the safety of all SJSU members to shut down the event. The President is working with university leadership and counsel to investigate. Personnel matters

may be involved that can't be discussed. Physical behavior that threatens the safety of this community will not be tolerated.

C: AS President Multani heard about the event from some students. Students feel that their voice and need for safety is being heard. The Senate is a very diverse body of people. However, if we can't have conversations about what is going on at this campus, then how do we expect the students to have these discussions? All perspectives need to come to light.

A: [President] I think you've met our new diversity officer. This was already the pathway we were going down to have a broader discourse between the various communities.

Q: When you released your communication you said the faculty member was already on administrative leave. I just want to know if that is paid or unpaid administrative leave?

A: Paid.

Q: If you were talking about open debate and an open dialogue, how do you reconcile shutting down an event?

A: Chief Carroll thought it was the safest thing to do. It became unsafe, also if it had escalated off campus police would have had to come on campus to assist. This was not about the topic.

Q: My office is in SH 200, so I was facing and watched the event as it was happening. My concern was for my students. The event seemed to be very disorganized and to escalate fairly quickly from my observation. Was there a discussion about the space? For example, the door they were all hanging around is the only disabled door for a disabled person to access. It was completely blocked by the protesters. There were also people from outside SJSU that were entering the building. We all need key cards to enter the buildings, so how did they get in? It would be good to have a discussion about not letting people outside SJSU into the building with the faculty member and also putting this in the Time, Place, and Manner policy might be a good thing. As a member of the SH Building it was very frightening. We had staff that didn't know what to do. We had to lock down our offices.

A: [President] I don't have answers to your questions. Part of that will occur during the investigation.

C: This comment comes from the protesters. There was a police officer present. Protesters heard him say some derogatory comments about the protesters. Something should be done about this police officer.

Q: This comment comes from the students of the professor. Many students are uncomfortable continuing to take this course. The last drop day was the day of this event. I was wondering if there is any chance for students to drop this course without having it as a withdrawal on their transcripts?

Q: The Budget Town Hall is on a Monday, March 11, 2024. There are afternoon Executive Committee and policy committee meetings. Will this interfere?

A: [Faas] No, it is from 9 a.m. to 11 a.m.

Q: You mentioned that the class was moved from MLK back to SH, does that mean it was moved from a public event to a private event?

A: That is my understanding that the faculty member and Chief Carroll made the decision to return it to its original classroom and then only the faculty member and students were escorted back to the classroom.

Q: Were the SJPD involved or just SJSU police?

A: [President] Just SJSU police.

Q: Were SJPD on standby?

A: [President] I'm unsure of their procedure.

Q: I think the event was based on invited guests, and you also mentioned a form they filled out. I'm wondering if specific things could be included in that form to be sure it isn't going to cause these issues?

A: [President] My understanding is that this was standard procedure for a public event on campus. The faculty member made the decision to make it a public event.

C: I understand then it's about the move of the venue and not necessarily the topic.

A: [President] Yes.

Q: I saw the flier for the protest and there was no indication on the flier who the organizers were or who was sponsoring the event. That leads me to thinking about when the instructor found a speaker that was talking about the two state solution and the need for peace, she had to fill out paperwork to make that a public event. Is there some reason someone planning a counter offense, if you will, shouldn't have to fill out some paperwork to alert the campus? It would seem to me that faculty have a right to free speech like everybody else. I looked at the video and it would seem to me there were at least two or three administrators there. Anyone in an administrator role should have handled this differently. Do you know who was there and what they were doing and will this be part of the investigation?

A: [President] Yes.

Q: It is my understanding that while people have the right to freedom of speech and they have the right to protest, there is a prohibition on a heckler's veto. Your right to free speech and to protest cannot silence someone else's right to free speech. Protesters if protesting peacefully, that would be fine. However, if they are interrupting the teaching of the class, or the speaker, that seems to me an ethical lapse on the part of the people that organized the protest. Is there a discussion of the heckler in the details and the fact the university will not tolerate this?

A: [President] What caused the event to stop was an altercation within the protest.

C: The President thanked Chair Sasikumar for her comments at the investiture and also thanked the Senate.

V. Executive Committee Report:

A. Minutes of the Executive Committee:

EC Minutes of January 29, 2024—no questions.

EC Minutes of February 12, 2024—no questions.

B. Consent Calendar:

Consent calendar of March 18, 2024

There was no dissent to the consent calendar.

C. Executive Committee Action Items: None

VI. Unfinished Business: None

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

A. Organization and Government Committee (O&G): No report.

B. Instruction and Student Affairs Committee (I&SA): No report

C. Professional Standards Committee (PS):

Senator French presented ***AS 1861, Amendment A to University Policy Selection and Review of Department Chairs and Directors (Final Reading)***.

Senator Chang presented an amendment to line 410 after, "sixth semester" to add (as defined as Spring and Fall). The Senate voted and the Chang amendment failed (0-47-0). Senator French presented an amendment to add a new line 132 to read, "Throughout this policy, the term semester" shall be defined as Spring and Fall terms." The amendment was seconded by Senator Riley. The resolution was friendly to the body.

Senator Pinnell presented an amendment to line 266 to add after, “probationary and lecturer faculty.” Senator Curry seconded. Senator Del Casino made a motion to refer the Pinnell Amendment to the Professional Standards Committee. Senator Kaufman seconded. The Senate voted and the Del Casino motion passed (38-0-0). **The Senate voted on AS 1861 and the resolution passed (34-0-1).**

D. University Library Board (ULB): No Report.

E. Curriculum and Research Committee (C&R): No Report.

VIII. Special Committee Reports:

Chair of the Student Fairness Committee (SFC), Mahima Agumbe Suresh, and Feyon Lau, Ombudsman gave their yearly report to the Senate, Time Certain: 3:30 p.m.

Chair Suresh commented that most of the work had been done in the fall semester. The SFC met 10 times and voted on four cases. There was some carryover from the previous year. The SFC would like to speed up the process of appointing students to the committee. Last year, they could not get started until both a student and faculty member were seated and the student wasn’t appointed until October. There are several cases of cheating and dishonesty issues. The SFC discussed what cases would be appropriate for the committee to hear. In our report, we have a couple of policy recommendations. Right now if students have an ongoing case with the SFC they are unable to graduate. We would like to modify the policy to allow for “extraordinary circumstances” in S09-7.

Ombudsman Lau commented that there are some issues with the timelines for grade changes. A timeline for the investigations needs to be in the policy (S14-3). The SFC would like voting rights for the staff and administrators, who participate in the case reviews.

Questions:

Q: I have a question about the date you said that you weren’t able to start until October 26, 2024, but AS appointed four students right away?

A: This is for Fall 2022-Spring 2023.

A: This year it was more about the students not showing up. It would help if they were not appointed every semester, but every year.

Chair Sasikumar: We are working on it.

Q: The student should be able to graduate. What happens if no passing grade? Not sure how to resolve the issue. How will it work if they don’t pass the class?

A: We don’t know either.

C: I'm in Graduate Studies and I can tell you we can't post that degree unless we are 100% certain that student is done. There cannot be any question that that student is done. We are very cautious of that. You could talk to the registrar about extraordinary circumstances.

A: The policy says no grades can be posted after graduation, this is where we would like except under extraordinary circumstances.

Q: If I have a student with an issue about a grade for a task, can I refer to you or where does the student go? I'm not clear.

A: First, they go to the instructor to try and resolve, then they go to the chair, dean, and then Ombudsman.

Q: Is this your recommendation?

A: It is very hard to say. It could be related to personnel issues. For certain things, reach out to the Ombudsman.

IX. New Business: None

X. State of the University Announcements:

A. Vice President for Administration and Finance (VPAF):

The Budget Town Hall will be from 9:30 a.m. to 11:30 a.m. at the Student Union Theater.

Food Announcement: Halal Shack in the Student Union will have extended hours starting March 11, 2024. Also, Nirvana Soul will be open by the end of March. We will have a grand opening.

Questions:

Q: What training in conflict resolution do our police officers receive?

A: They have constant training in the CSU and they also go to the Police Officer Standard Training (POST) classes.

C: Given the current climate on campus, they need a lot of training.

Q: Can you give us an update on the Alquist Building?

A: We are continuing with the process and it is continuing to move along, still it is slower than we would like. We have been distracted by the Signia project.

Q: A year ago, I asked about the need for cards to get into the building and you provided a reasonable answer. It is pretty clear from the events this week that people are just letting people in, so are they still needed?

A: We can't prevent people from holding the door open for someone. Lots of people went into the building that weren't staff, students, or faculty. Security is everyone's responsibility.

Q: Doesn't this put the responsibility on faculty?

A: This is everyone's responsibility. There are a lot less issues in our building using key cards.

C: Clearly you don't need a key card to get into the building during the day, but at night it is comforting to know the doors are locked and secure. It is also very nice to have access to the buildings at night and on the weekends without having to call the police department to let you in, so I appreciate that.

Q: There was a question in the Executive Committee about students not being able to get into the Engineering Building on Saturday and Sundays. This is because we do not want them using the labs without staff or faculty supervision. Staff train the students and they have to be recorded as knowing how to safely and properly operate the equipment in the labs.

A: Still, students can bring friends in with them and if there is no regulation on nights.

C: Most labs have Omnilocks and need codes. They keep good control over the labs.

C: I do not like the badging system. It feels as if big brother is checking on me, but it is safer.

C: I'm in HGH, but I won't confront someone bigger than me.

A: Make a phone call to the university police.

Q: I keep hearing about the investigation into the events of February 19. Who or what entity is doing this investigation?

A: Any number of people. There is the personnel side. There is the police department side, etc.

C: For 40 years, I worked here in SH. Sometimes faculty would prop open the doors for their students. Key cards have made this safer. I used to bring my dog if I came in on the weekend.

A: Thank you.

Q: I have a question about what the costs are for modalities other than key cards?

A: We have looked at using phones, but it was too cost prohibitive.

Q: Lots of students are reaching out to the AS President about the investigation and how long it will take? Will a message go out to the campus with the details?

A: The president has been very clear about the transparency and doing what is necessary to find out what happened.

Q: Can I get a rough estimate of how long it will take?

A: I just spent a couple of hours going over video footage today. It could take a while. There were quite a few folks in the room and the hallway and some were wearing masks.

B. Provost:

We sent out admissions letters. If we can land the class that we have, we'll have the largest class ever. North of 4,800, which is large. Transfers are down, but we had a really big push in January. Graduates are looking strong for California. International numbers are still down.

Dr. Goward and the Provost are putting out a summary letter about the NACADA report. This should go out shortly along with the 2019 and 2023 reports in their entirety.

We will be announcing the next phase of the Research, Scholarship, and Creative Activity (RSCA) later this week.

As far as the investigation is concerned, investigations are complicated and different pieces may be completed at different times. There will be Academic Affairs implications in all of that.

Questions:

Q: Can you speak to enrollment and FAFSA (Free Application for Federal Student Aid)?

A: There has been CSU systemwide strategy on this that is very useful including support to implement information technology (IT) updates. We moved the date from May 1 to May 15, 2024. This gives students more time to get everything in before they make their decision. One of the problems we are going to have is packaging financial aid in a timely manner so students can make choices. There is also communication on how to do it and where to get resources and things like that. We are going to be watching closely. We have no idea what kind of impact that can have on students. There was a Board of Trustees meeting where they talked about expanding financial aid past tuition to do more comprehensive financial aid. Really one of the biggest challenges is the cost of living. That was a topic when I was in Sacramento last week and had a very sobering conversation with state lawmakers about our budget which got a bigger hit to it. If we have to expand past May 15th, we are going to do it to give students more time.

Q: Many universities send out admissions letters and immediately afterwards send out scholarship and financial aid information. Are we one of those universities that do this, because it would really be a shame to lose those students we really want.

A: We are doing a lot of things. We also have Admitted Spartans Day. I (Provost Del Casino) will be in Oakland, Long Beach, and Seattle speaking with students. Academic Affairs has only had Enrollment for a few months and we will be evaluating everything. We do too much in the portal. I think we accepted 30,000 to get that 4,800 number which could change.

Q: You said you were in Sacramento last week do you have any sense of what that budget might be like?

A: I don't know yet. I will say that I'm not convinced the legislature has convinced the Governor that a deferral on the Compact is possible. I'm also not convinced that the legislature is in the same position as the Governor in terms of whether or not there will be a budget reduction beyond the Compact funding. That was very sobering to be in a room of legislators. There is interesting debate on projections right now. The legislative office came back now that the hole is \$73 billion and then the Governor's Office came back and said you're missing a bunch of revenue that hasn't come in yet, so we don't know where we will be in May. The CSU system showed up really well last week. They are going to debate this.

Q: I know we are in a soft hiring chill. We have at least two searches going on for Academic Affairs Administrators. Can you tell me the status of those searches?

A: I need to put this forward to the cabinet. It is actually going to be a Dean of Undergraduate Education. It is ready to go as soon as I get approval from the cabinet. The other search, I am waiting in part to find out what the name of the college will be. It will not remain CPGE. They are working on that. I am also trying to get some advisers hired.

C: One of the things we are going to be doing that we haven't done before is some deeper modeling on exactly what we are going to do. I've also been talking to Dr. Goward. Math is one of the biggest courses that sets up sequencing in a lot of the disciplines. However, there are a lot of majors that don't need Math in the first semester. What we are going to do to try and balance out the schedule is create a yearlong roadmap, so that students that don't need math in that first semester are actually told at Orientation that you are going to have math in the second semester. The last thing we are doing is adjusting roadmaps so that there are multiple roadmaps in majors now. We closed up a number of classes, but we opened up the right number of seats this spring. This spring is a test run for doing things in an effective and efficient way. We didn't increase class sizes that much, so we are doing a much better job and we are implementing Ad Astra for math for departments that want it.

Q: There are certain things that are not math heavy, but the catalog shows math. Do you know about that?

A: Yes, I do. Aviation tripled their number of first year students, but forgot to increase their class sizes. We fixed this. We are 100% looking at this.

- C. Chief Diversity Officer (CDO):** Report moved to next meeting.
- D. Vice President for Student Affairs (VPSA):** Report moved to next meeting.
- E. CSU Statewide Representative(s):** Report moved to next meeting.
- F. Associated Students President:**

The AS Finance Committee allocated \$95,000 to student groups this year. Our goal is \$150,000 by the end of the semester. We are excited to meet that number. What this means is the student groups can go to events, attend seminars, etc. AS raised \$1.8 million on Fundraising Day. Through the I&SA Committee we have been working on some referrals on advising. As for the lobby force in AS, we are bringing a resolution calling for a ceasefire in Gaza and reaffirming freedom of speech on campus before the California State Student Association (CSSA) on March 9, 2024. AS is working on revitalizing some sports programs. The AS President has been working on a Student Success Series and it will be a collaboration with the Alumni Association, the Career Center, and Student Affairs. The founder of Oracle, the Executive Director of NASA Ames Exchange, and the Executive Director of the African American Community Service Agency will be on the panel and about 30 or 40 alumni are supposed to be there talking and getting to know the students. AS is also working on the budget. AS raised \$15.6 million through the Tower Foundation this year and their goal is \$30 million for the year.

Questions:

Q: You said there is a certain amount of money that hasn't been allocated to scholarships?

A: Yes, these are not AS scholarships. These are scholarships that are supported through alumni and through the Tower Foundation.

Q: Why haven't you awarded those scholarships?

A: [Provost] There has been an assessment and there are a number of reasons why. For instance, there are some scholarships that can't be awarded since they are so tightly wound around an idea that maybe doesn't exist any longer. Also, we don't use the central scholarship system for all scholarships. Lots of departments hold onto them. There are millions of dollars in scholarships not getting into the system where students can find them. We actually went out to donors to ask if we could adjust things and pull things together, but getting everything in the system is really important.

Q: What proportion of students attend sports events? My second question is, how much are we spending and should we be spending that much money on Athletics?

A: I don't know the exact percentage. [Provost] 8.7% of the IRA goes to Athletics. We do know due to the pandemic, we had a huge decline in attendance. We are spending a lot of money, because students want more sports programs. We have 23 sports. Our intention is to connect students and athletics. We changed our approach.

XI. Adjournment: The meeting adjourned at 5:00 p.m.

Executive Committee Minutes
March 4, 2024
Clark 550, 12:00 p.m. to 1:30 p.m.

Present: Baur, French, Kataoka, McKee, Sasikumar (Chair), Wong, Dukes, Del Casino, Faas, Curry, Fuentes-Martin, Hart, Multani

Absent: Teniente-Matson, Sullivan-Green

Recorder: Eva Joice

1. The meeting agenda of March 4, 2024 was approved (13-0-0).
2. The Executive Committee Minutes of February 19, 2024 were approved as amended (13-0-0).
3. There was no dissent to the Consent Calendar of March 4, 2024 (13-0-0).
4. After consultation with the Senators from the College of Engineering, Chair Sasikumar brought forward a candidate, Alessandro Bellefiore to fill the vacant College of Engineering seat for one year, 2024-2025, from the College of Engineering.
5. Update from the Chair:
There are two Senate elections going on right now. One is in the College of Science, and the other is for a CSU Statewide Senator.

On March 18, 2024, the Senate will meet in Engr. 285/287. However, the April Senate meeting will be held in the Student Union. We will see if it works for us and if it does our meetings next Academic year will be in the Student Union.

Questions:

Q: Is the CSU Statewide Representative election only open to Senators, or is it campus-wide?

A: This election is campus-wide.

6. Update from the President: President could not attend.
7. The Provost discussed issues with the Honors Convocation. On the one hand, it is wonderful we have so many students getting such good grades, but it is costing on average \$75 a student and about \$45,000 in total. There is also an issue of the manpower it takes to host the event. University Policy mandates that the Provost Office host an Honors Convocation at least once a year. The Provost is considering combining Honors with the Commencement Ceremony.

Questions:

Q: Will you be putting in a referral to revisit this policy?

A: Yes, but right now I'm dealing with the immediate problem. If we combine it with Commencement the cost will come down to around \$5,000.

Q: Parents will be upset, is there some way to involve the parents?

A: There is a concern about the lack of inclusion of the parents. We are looking at ways to recognize the Honors recipients.

Q: How much do we spend on Commencement?

A: I really don't know.

C: This is an important achievement. There should be a special time during Commencement for it.

C: [Provost] My favorite ceremony was the Commencement of 2021. I stood for 14 hours taking pictures with students and finding out about them.

C: Many students leave halfway through the ceremony.

C: My favorite part of Commencement is walking down the aisle with students.

Q: Can we have a future Executive Committee meeting for discussing the question of Commencement?

A: Yes.

8. The Executive Committee discussed a proposed Sense of the Senate regarding changes to GE Breadth. Chair Sasikumar noted that anyone but the Chair of the Senate can present a proposal. Senators Curry and Wong did the research about what should be addressed. What they really wanted to emphasize was the value of education to students. Many campuses continue to oppose the changes to GE. Senators Curry and Wong conducted a survey and the clauses in the proposed Sense of the Senate are reflective of the survey. We did not want to use the Sense of the Senate to oppose something both the Chancellor and Board of Trustees (BOT) have already said is a done deal.

Question:

Q: Who should this come from, maybe C&R?

A: [Curry] Chair Sasikumar told us to work on this. This was a request.

Q: Can't it come from more than one committee?

A: Chair Sasikumar is not opposed to having both C&R and the EC forward this.

C: We have a statutory responsibility to manage Title IX. We need to be in the same language alignment that was found on campus. I'm not sure the EC is the right place for this to come from. I have grave concerns over collegiality. This is a faculty-centered issue. Where was the student voice in this? I think we lost the students. They see all good with the reduction of units, but aren't focusing on education.

C: It is the purpose of the Sense of the Senate to oppose faculty losing control of the curriculum.

Q: What is the desired outcome of this?

A: Students still see more benefits than harm from this.

C: It seems there is no opposition to the EC bringing this forward. The comments from the Provost and students were very useful.

C: According to Title V, Section 6, each campus can reasonably change some requirements ("university requirements).

C: Faculty are afraid of losing control over the curriculum.

C: We discussed this at the CSU Statewide Senate. Lifelong learning is my favorite part.

C: Once the BOT do what they will do, we will have to implement. There is no reason colleges can't add curriculum.

C: AB 928 is not about general education (GE), it's about pathways. Unit load is at the heart of it. At the last plenary, the Chancellor said they will support reduced GE units.

C: Lots of students are confused about what this is about.

9. Updates from Administrators:

a. From the CDO:

The CDO will discuss the 5 pillars at the next meeting.

The CDO has been interviewing a number of people regarding time, place, and manner.

The CDO is working on interfaith religion issues.

The CDO is also speaking with people about freedom of speech.

Questions:

Q: Is there a way faculty can contribute to the Presidential Directive on time, place, and manner?

A: We will be having training.

C: Freedom of speech relates to time, place, and manner, so there are guidelines. There are also consequences such as what we saw a couple weeks ago.

C: I believe Stefan Frazier and Ravisha Mathur worked on a draft of a time, place, and manner document. We need more campus-wide training on it.

A: I am looking into how to have a large training event.

C: What about a mandatory online training for all employees?

b. CSU Statewide Senator:

We have an upcoming ASCSU meeting next week.

There will be a CSU Dreamer Conference that I'm going to.

Questions:

Q: Is that an Undocu summit?

A: Yes.

c. AS President:

AS President Multani will release a statement about the incident that occurred with the protesters a few weeks ago. Students have been asking him.

International students travel a long time to get here, but when they arrive there is no one to meet them or tell them how to get to San José. Other universities pickup their students. Our International students feel very alienated. Students won't come back and donate as alumni if they aren't treated right. AS is proposing a Sense of the Senate Resolution, what committee should he send it too? Chair Sasikumar said the Instruction and Student Affairs Committee (I&SA).

Questions:

Q: I worked with this a lot at the University of Texas. There was a house where they could go get information. Don't we have a college dedicated to International students?

A: We have an International Services Office with six employees, but they have lots of paperwork.

C: You should contact all of these places. There is lots of faculty support and concern.

A: There are structural constraints to what we can do. If AS wants to fund a position, then maybe. We don't have the resources. We could have a lot more International students if we had advisors.

C: Students start coordinating this months and months in advance.

C: We have one of the best not state funded websites in International Studies. We had an outside firm design it.

C: We have discussed student engagement, especially at the graduate level. Students will not come back as alumni if they don't feel helped.

d. From the Vice President for Student Affairs (VPSA):

The VPSA is looking for an Interim Director of the Student Union. In the meantime, VP Mari Fuentes-Martin will be temporarily in control.

The committee asked for an update on the information about the availability of medical abortions as well as options for students seeking options at the Student

Wellness Center. A medical document has been provided by the Director of Student Health Services.

AS elections begin next week.

The VPSA is working on a strategy about how to reach out to students regarding time, place, and manner.

C: My comment wasn't about the number of abortions, just about communications.

C: We usually have one-on-one conversations with these groups.

e. From the Provost:

The Provost put his update in the google drive.

C: Senator Curry thanked the VPAF for fixing the issue with the Smart desks in her classroom she spoke about last week.

The minutes were transcribed by the Senate Administrator, Eva Joice on March 5, 2024. The minutes were edited by Chair Sasikumar on March 6, 2024. The minutes were approved by the Executive Committee on March 11, 2024.

SJSU 2023-2024	ACADEMIC SENATE
03-18-2024	CONSENT CALENDAR

2023-2024	COMMITTEE SEATS
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ADD TO VACANT SEATS								
COMMITTEE TYPE	COMMITTEE NAME	SEAT	SEAT TITLE	NAME	ZIP	PHONE	TERM ENDS	CONSENT CALENDAR
POLICY	Curriculum & Research	L	Student-Senator	Sahithya Swaminathan	0128	46241	2024	03/04
OPERATING	General Education Advisory	1	Student-AS Board Member	Ariana Lacson	0128	46241	2023	03/04
OPERATING	Program Planning	O	Humanities & Arts --> FAL	Belén Moreno	0126		2024	03/04
OPERATING	Student Fairness	6	Student	Akhil Rao		akhil.rao@sjsu.edu	2024	03/04
OPERATING	Student Fairness	7	Student	Adrienne Belardes		adrienne.belardes@sjsu.edu	2024	03/04
OPERATING	Undergraduate Studies	1	Student	dnetrus.chevis-rose@sjsu.edu		dnetrus.chevis-rose@sjsu.edu	2024	03/04
OTHER	University Sustainability	K	Faculty-at-Large	Megan Thiele Strong	0122	42175	2024	03/11

REMOVE FROM SEATS								
COMMITTEE TYPE	COMMITTEE NAME	SEAT	SEAT TITLE	NAME	ZIP	PHONE	TERM ENDS	CONSENT CAL
OPERATING	Faculty Diversity	I	Humanities & Arts	Shaun Fletcher	0180	42985	2024	03/04
OPERATING	General Education Advisory	D	Education	Robin Love	0075	44698	2024	03/04
OPERATING	General Education Advisory	1	Student-AS Board Member	Diya Rajesh Doshi	0128	46241	2023	03/04
OPERATING	Program Planning	1	Graduate Student	Venkata Sai Krishna Velamala		venkatasaikrishna.velamala@sjsu.edu	2024	03/04
SPECIAL AGENCY	Student Success	G	Student	Nivegna Lagadapati		nivegna.lagadapati@sjsu.edu	2024	03/04

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San José State University
Academic Senate
Curriculum and Research Committee
March 18, 2024
First Reading

AS 1867

Policy Recommendation
Amendment B to University Policy S14-6, Policy and Assurance for Humane Care and Use of Animals at San José State University

Amendment B: S14-6, University Policy, Policy and Assurance for Humane Care and Use of Animals at San José State University

Whereas: San José State University recognizes the need to address ethical issues concerning the care and use of animals for University activities; and

Whereas: San José State University must have a current, comprehensive policy assuring the humane care and use of laboratory animals; and

Whereas: That policy must be in accord with current Federal guidelines; and

Whereas: That policy should indicate clearly how animal activities are to be organized and conducted, what procedures are to be followed, what individual responsibilities are with regard to the care and use of animals, and what University committee oversees the humane care and use of animals; and

Whereas: IACUC membership and meeting bylaws are now detailed in a Standards of Practice document in SJSU’s Research Compliance Unit to allow for more flexibility with changing federal regulations; be it therefore

Resolved: That the following amendment to [S14-6](#) be adopted.

37
38 Approved: March 4, 2024
39 Vote: 10-0-1
40 Present: Kourosh Amirkhani, Marc d'Alarcao, Megan Chang, Stefan
41 Frazier, Marie Haverfield, Ellen Middaugh, Richard MocarSKI,
42 Scott Shaffer, Sahithya Swaminathan, Cristina Velarde, Hiu-
43 Yung Wong (Chair)
44
45 Absent: Heather Lattimer
46
47
48 Workload Impact: None
49
50 Financial Impact: None
51
52
53

UNIVERSITY POLICY

Policy and Assurance for Humane Care and Use of Animals at San José State University

58	0.0	CONTENTS
59	1.0	Preamble
60	2.0	Purpose
61	3.0	Definitions
62	4.0	Policy Oversight and Individual Responsibilities
63	5.0	Principles for the Use of Animals
64	6.0	Activity Descriptions and Protocol Forms
65	7.0	Protocol Review Standards and Procedures
66	8.0	Project Risk Assessment, Personnel Safety and Training
67	9.0	References

68

69

70 1.0 Preamble.

71

72 Ethics and the Care and Use of Animals at San José State University

73

74

75 San José State University (SJSU) recognizes this policy as its reference for the humane
76 care and use of animals and for addressing ethical concerns in discussions, evaluations
77 and policy matters regarding the care and use of animals by all individuals at SJSU and its
78 affiliates.
79

80 SJSU acknowledges the public debate about the legitimacy, importance and relevance of
81 the ethics of animal care and use. We recognize that within this debate there are a
82 number of legitimate and responsible perspectives, concerns and unresolved issues that
83 are expressed in various ways. We, therefore, commit ourselves to be a respectful and
84 responsible party within this on-going public debate.
85

86 SJSU recognizes the relevance, value and significance of the ideals of the humane
87 treatment of animals as part of conducting sound scientific research and quality teaching.
88 Therefore, we commit ourselves to actively: seek satisfactory means that do not entail the
89 use of animals; employ ways that minimize the number of animals used; minimize physical
90 and psychological discomfort to the animal; and minimize the extent of euthanasia entailed
91 in our work.
92

93 SJSU holds that among the sources of our ethical responsibilities in the care and use of
94 animals are the relationships we have with the other members of the animal kingdom, and
95 the life that we hold in common with them. Therefore, we view our role in the care of
96 animals to be one of stewardship, which includes the responsibility to actively assess and
97 meet the needs of animals in our charge and to provide for their comfort. We view our role
98 in all instances of animal use to be one that must reflect a deep sense of humility. Our
99 corresponding responsibilities must include efforts to seek and employ methods that
100 embody respect for the life of individual animals and reverence for life itself.
101
102

103 0. Purpose.

104
105 When animals are used for academic activities at SJSU, every effort will be made to
106 ensure that faculty, staff, and students understand their ethical and scientific obligations
107 with respect to animal care and use. This policy sets forth standards, procedures, and
108 guidelines by which SJSU and its affiliates shall ensure compliance with federal and
109 University expectations with regard to the care and use of animals for academic
110 purposes.
111

112 3.0 Definitions.

113
114 3.1 Animal refers to any live or dead non-human vertebrate species that is acquired,
115

116 utilized or held for intended use in an academic activity, which includes the utilization of
117 animal blood or tissues. Non-living animal tissues covered by this policy include, but are
118 not limited to hair, bone, feathers, scales, teeth, excrement, boluses and secretions.
119

120 3.1.1 Operationally, this policy pertains to the care and use of vertebrate animals. In
121 addition, SJSU affirms that the purview of this policy extends to the use of **Cephalopods**
122 **and** select invertebrate species as described in *Section 6.5* of this policy.
123

124 3.2 **Activity** refers to any University-supported project, whether it is publicly or privately
125 funded, involving the use of animals for purposes of research, field study, experimentation,
126 teaching, demonstration, training, testing, exhibition, artistic display, or related academic
127 purpose.
128

129 3.3 **Handling** refers to the physical care, feeding, holding, petting, capture, dosing,
130 sampling, disturbance, dispatch, breeding, baiting, release, transport, immobilization,
131 dissection, treatment, training, or related interaction with an animal.
132

133 3.4 **Pain** refers to a complex experience that typically results from stimuli that damage or
134 has the potential to damage tissue; such stimuli prompt withdrawal and evasive action on
135 behalf of an animal.
136

137 3.5 **Distress** refers to an aversive state in which an animal is unable to adapt to
138 stressors/stress and results in maladaptive behavior and physical pathology. Stress can
139 manifest as an external or internal event, which induces an alteration in biological
140 equilibrium.
141

142 3.6 **Discomfort** refers to a state of uneasiness and hardship for an animal; deprivation of
143 comfort or ease.
144

145 3.7 **Facility** refers to any and all buildings, laboratories, rooms, spaces, enclosures, land,
146 vessels or vehicles under the administrative control of SJSU or designated sites at off-
147 campus locations used to support an animal-related activity.
148

149 3.8 **Personnel** refers to any SJSU faculty member, research affiliate, employee,
150 **appointed** volunteer, staff, administrator, permit holder, contractor, or student who is
151 involved with the handling of an animal.
152

153 3.9 **Protocol** refers to the complete written description of an animal-related activity,
154 including all permits, attachments, and subsequent amendments, approved by the
155 Institutional Animal Care and Use Committee.
156

157 3.10 Submission refers to any proposal, policy, or document related to the care and/or
158 use of animals that is pending review or approval by the Institutional Animal Care and Use
159 Committee.
160

161
162 4.0 Policy Oversight and Individual Responsibilities.
163

164 4.1 Humane care and treatment of animals used in higher education; whether for
165 research or instruction, the arts or sciences, is a university-wide responsibility. It is the
166 policy of SJSU to comply with federal and state requirements that pertain to the
167 acquisition, care, and treatment of laboratory animals. Therefore, in order to ensure proper
168 implementation of this policy, areas of responsibility are hereby designated to personnel
169 directly engaged in activities involving animals and University officials identified herein.
170

171 4.2 As CEO, the University President is charged with the overall administrative
172 responsibility for ensuring that the institution's animal care and use program is in full
173 accord with all applicable federal regulations. The University President is responsible for
174 providing public assurance that animals associated with legitimate academic activities are
175 properly cared for and being treated in accordance with IACUC-approved standards.
176

177 4.3 Institutional Official. The University President may designate responsibility to the
178 Institutional Official (e.g. the Associate Vice President for Research) to oversee and
179 administer the institution's Animal Care Program. Designation of the Institutional Official
180 requires formal written appointment by the President indicating, minimally, that the
181 designee shall have the administrative and operational authority to: 1) allocate University
182 resources to ensure that the animal care and use program complies with all applicable
183 laws and institutional assurances; and 2) define and assign responsibilities and reporting
184 channels essential to the animal care and use program and this policy.
185

186 4.3.1 The Institutional Official will rely on the Institutional Animal Care and Use
187 Committee (IACUC), Campus Veterinarian, and the Dean of the College of Science to: 1)
188 oversee the institution's animal care program and facilities; 2) to develop plans and
189 timelines to correct program deficiencies; 3) respond to reported concerns that may arise
190 concerning the institution's care and use of animals; and 4) the animal care and use
191 training program for personnel.
192

193 4.3.2 The Institutional Official will have the responsibility and authority to sign
194 correspondence with outside agencies making a commitment on behalf of the University
195 as it pertains to the animal care and use program. The Institutional Official shall promptly
196 notify the appropriate external agency if the IACUC suspends an approved activity or there

197 is a serious violation of the Public Health Service Policy on the Humane Care and Use of
198 Laboratory Animals or the Laboratory Animal Welfare Act, if applicable.
199

200 4.3.4 The University President shall act as the Institutional Official if his/her designee is
201 unavailable. In such instances, the Office of the President shall generate a memo to the
202 IACUC Chair indicating that the University President shall assume the role as Institutional
203 Official with the authority to sign all related documents under this role until any further
204 change in designation is indicated in writing. The University President shall promptly
205 notify the respective Federal agencies of any change in designation of the Institutional
206 Official as required.
207

208 4.4 Campus Veterinarian. The University President shall appoint one Doctor of
209 Veterinary Medicine with the appropriate training, certification and experience in laboratory
210 animal science and medicine who will have direct responsibility for the health and welfare
211 of animals associated with the SJSU Animal Care Program. As Veterinary Director,
212 responsibilities of the Campus Veterinarian include monitoring animal health and welfare,
213 routine clinical assessments of the animal colonies, treating illness or injury requiring
214 veterinary medical care, laboratory diagnosis and necropsy when required, and
215 maintaining the institution's Program of Veterinary Care (PVC). The PVC shall describe
216 standard veterinary practices for the acquisition, housing, stabilization, and quarantine of
217 newly introduced species; colony surveillance and preventative medicine schedules;
218 veterinary enrichment program; selection and utilization of suitable analgesic, anesthetic
219 and tranquilizing agents in laboratory animals; proper performance of surgical procedures
220 and perioperative care of laboratory animals; and methods of euthanasia.
221

222 4.4.1 The Campus Veterinarian shall serve as a voting member of the IACUC and report
223 to the Institutional Official. To ensure the health and welfare of animals used in teaching
224 and research, the Campus Veterinarian will have unlimited access to all facilities under
225 control of the University where animals are held or used with due respect for the demands
226 of work in progress. The Campus Veterinarian shall be authorized to coordinate consults
227 and/or contracts with veterinary specialists on an as needed basis to ensure adequate
228 veterinary care is provided for all species associated with the SJSU animal care program.
229

230 4.4.2 The Campus Veterinarian shall have the authority to halt any activity involving
231 animals approved by the IACUC if the health or welfare of the animals or personnel
232 involved is deemed to be inappropriately in jeopardy until which time the IACUC can
233 review the circumstances and take appropriate corrective action.
234

235 4.5 Institutional Animal Care and Use Committee [IACUC]. The IACUC is an
236 administrative committee appointed by the University President (or his/her designee)
237 responsible to ensure adequate review and oversight of all activities, facilities, and
238 programs related to the care and use of laboratory animals within the jurisdiction of San

239 José State University. The IACUC derives its authority from Federal law and is required
240 to: 1) review and approve all animal activities, including modifications to an approved
241 animal care and use protocol, prior to commencement of the project or modification
242 thereto; 2) review at least once every six months the institution's animal care and use
243 program; 3) inspect at least once every six months all the institution's animal facilities
244 (including satellite locations); 4) prepare and submit reports of the IACUC semiannual
245 evaluations to the Institutional Official describing the nature and extent of the institution's
246 adherence to all applicable regulations and policies governing animal care and use; 5)
247 review and investigate reported concerns of non-compliance involving the care and use of
248 animals at the institution or its affiliates; and 6) have the authority to suspend activities that
249 involve the care and use animals.

250

251 4.5.1 The IACUC shall maintain meeting and membership bylaws approved by the
252 Institutional Official that are in accord with all applicable laws and regulations.

253

254 4.5.2 The IACUC Chair shall monitor committee membership and make
255 recommendations to the Institutional Official to ensure that the IACUC is functional and
256 properly constituted. The IACUC Chair shall monitor committee assembly and conduct to
257 ensure that meetings are conducted in accordance with IACUC bylaws.

258

259 4.6 The Dean of the College of Science (Dean) is charged with overseeing operations
260 and maintenance of the institution's Animal Care Facilities (ACF) and ACF support
261 staff. The Dean shall be included on ACF inspection reports generated by the IACUC to
262 relay all commendations, deficiencies, or recommendations to improve the animal care
263 facilities. Where appropriate, the Dean shall respond to the IACUC Chair in a timely
264 manner with input on corrective action plans to ACF deficiencies noted in IACUC reports.

265

266 4.6.1 The Dean shall be responsible for maintaining a repository of records in the
267 Animal Care department office. Record keeping responsibilities shall include
268 maintaining: 1) minutes of IACUC meetings, including records of attendance; 2) complete
269 records of application submissions, active animal use protocols, and proposed significant
270 changes to animal use protocols, indicating whether IACUC approval was granted or
271 withheld, for a minimum of three years upon completion of the activity; and 3) internal and
272 external inspection reports or oral/written communications with governmental
273 representatives concerning the institution's animal care program. Animal care program
274 documents shall be accessible for audit as required by law at reasonable times and in a
275 reasonable manner.

276

277 4.7 Animal Care Program Manager [ACPM] will have the appropriate veterinary
278 training, certification and/or experience in laboratory animal science and is charged with
279 overseeing the day-to-day activities of the ACF and all animals resident therein. The

280 ACPM shall have access to all animal holding and use areas and will: 1) provide
281 adequate veterinary care to all animals as directed by a veterinarian; 2) coordinate
282 requests with investigators for the procurement, receipt, housing, care, utilization and
283 transfer of live animals; 3) be responsible for implementing professionally acceptable
284 standards for the proper care and use of animals within the ACF and its satellites, and
285 ensuring that those standards are being met; 4) organize and maintain documents related
286 to animal care and use including: animal use protocol descriptions, all IACUC-related
287 business, and correspondence with government agencies; 5) serve as the IACUC
288 Coordinator, whereas investigators will direct submissions and protocol activity
289 requirements through the ACPM who will keep the IACUC informed; 6) be available to
290 escort inspectors for internal and external audits of the institution's animal care facilities
291 and program as required; and 7) provide veterinary support, resources and training to the
292 campus community as directed by the IACUC.
293

294 4.8 The Principal Investigator [PI] is charged with ensuring compliance with this policy
295 for all animal activities under their lead. PIs are: 1) considered the protocol director to
296 ensure that all IACUC requirements and campus safety protocols are adhered to; 2)
297 directly responsible for animal welfare associated with their work and are charged with
298 ensuring that those involved promptly seek veterinary consultation if the health or welfare
299 of an animal is in jeopardy; 3) responsible for overseeing laboratory and field operations,
300 and experiment conditions; 4) responsible to verify adequate procedural knowledge and
301 practical skill of all personnel under their direction in the care and use of animals; 5)
302 responsible to promptly report to the IACUC any adverse or unanticipated study event that
303 results in animal morbidity or mortality; and 6) responsible to ensure that all records
304 related to animal care and use are complete and current, and reports and submissions are
305 accurate and submitted to the IACUC in a timely manner.
306

307 4.9 Reporting Animal Welfare Concerns. Any person should report, anonymously or
308 otherwise, concerns related to animal care and use at San José State University and
309 Moss Landing Marine Laboratories by contacting the Animal Care Program Manager, the
310 Campus Veterinarian, or the IACUC Chair. Contact numbers for reporting concerns shall
311 be prominently posted on the IACUC website and in common areas where animals are
312 housed or used at campus facilities. No concerned or reporting individual shall be
313 discriminated against or be subject to intimidation, coercion, or reprisal for reporting
314 animal welfare concerns or violations of federal law, or any requirement set forth in this
315 policy, or as indicated for individual protections under existing institutional whistleblower
316 policies.
317

318 4.9.1 The IACUC will promptly investigate all reported animal welfare concerns or
319 complaints of non-compliance with institutional policies that involve the care and treatment
320 of animals at SJSU or its affiliates. Reports of such investigations shall be submitted to
321 the Institutional Official for the appropriate action. The IACUC may consider a wide variety

322 of actions following such an investigation, including suspension of the activity and
323 termination of an approved protocol. If requested, the ACPM or Campus Veterinarian
324 shall follow up with the reporting individual/s to share relevant findings of the final
325 investigation.

326
327 4.10 The IACUC is authorized to take any action deemed necessary by a majority vote of
328 a quorum of its membership to ensure that an activity involving animals is being conducted
329 in the manner it was approved. Personnel who, in their use of animals, fail to adhere to
330 IACUC requirements and/or this policy are subject to suspension of animal activities by
331 IACUC and referral to the Institutional Official for appropriate action.
332

333 5.0 Principles for the Use of Animals.

334
335 5.1 Procedures involving the use of animals shall be designed and performed with due
336 consideration of their relevance to human or animal health, the advancement of
337 knowledge, or the good of society. For all activities, the project purpose, study objective
338 and experimental design shall be clearly defined and justified by the PI to yield useful
339 results, not practically obtainable without the use of animals.
340
341

342 5.2 Animals selected for an activity shall be of an appropriate species and quality and
343 minimum number required to obtain valid results. Each animal use protocol must
344 adequately address animal *replacement* (use of inanimate models **and/or taxonomically**
345 **lower species**, and methods such as computer simulation and *in vitro* biological systems);
346 animal *reduction* (statistical justification and/or scientific support of animal numbers
347 associated with an activity are the minimum number necessary to achieve valid results);
348 and avoidance of *unnecessary duplication of experiments* in research and curriculum.
349

350 5.3 Proper use of animals, including the avoidance or minimization of discomfort,
351 distress, and pain where consistent with sound scientific practices, is imperative
352 (*refinement*). Unless the contrary is established, investigators shall consider that
353 procedures known to cause pain or distress in human beings may cause pain or distress
354 in other animals.
355

356 5.4 Procedures with animals that may cause more than momentary or slight pain or
357 distress shall be performed with appropriate sedation, analgesia, or anesthesia whenever
358 possible. A qualified veterinarian shall evaluate and provide investigators input on the
359 clinical, surgical, and technical aspects of an activity or procedure known to cause more
360 than momentary or slight pain or distress to an animal. Confirmation of veterinary
361 consultation shall be clearly documented in the animal care and use protocol for such
362 activities.

363
364 5.4.1 If a procedure or manipulation is likely to cause greater discomfort than the applied
365 level of anesthesia, the animals must first be rendered incapable of perceiving pain and be
366 maintained in that condition until the experiment or procedure is ended. Animals that
367 would otherwise suffer severe or chronic pain or distress that cannot be relieved should be
368 painlessly dispatched at the earliest, most appropriate time. The PI or personnel in charge
369 of the activity must be prepared to terminate the study whenever s/he believes that its
370 continuation may result in undue or unnecessary injury or suffering to the animal as a
371 humane endpoint.
372

373 5.4.2 If an emergent situation occurs where the well-being of the animal is at stake,
374 investigators shall immediately halt the activity and contact the attending veterinarian for
375 animal welfare consultation. The PI must bring to the IACUC's immediate attention any
376 adverse study event that impacts the health or well-being of study animals for review and
377 possible action.
378

379 5.5 The living conditions of animals shall be appropriate for their species and contribute
380 to their health and comfort. The housing, feeding and care of all animals will be directed
381 by the Campus Veterinarian or designee qualified and experienced in the species of
382 interest. When appropriate every effort shall be made to provide physical and
383 psychological enrichment unless to do so would negatively impact the study
384 objective. Standards for the construction, sanitation and use of housing, service, and
385 surgical facilities shall meet those described by all applicable federal regulations and
386 guidelines for the care and use of laboratory animals.
387

388 5.6 All animals shall have access to adequate veterinary care, including off-hours,
389 weekends, holidays and campus closures as dictated by the Campus
390 Veterinarian. Animals shall be monitored at appropriate intervals which are dictated by the
391 species, the nature of the intervention, the degree and duration of post-procedural pain,
392 distress or discomfort, and possible complications. During monitoring, animals shall be
393 evaluated for the presence of pain, distress or discomfort whereas the criteria are based
394 upon normal behavior patterns for that species.
395

396 5.7 Activities involving the care and use of animals must be led and supervised by a
397 qualified faculty member or the Campus Veterinarian (identified as the Principal
398 Investigator), and performed by personnel who are properly trained and
399 experienced. Animal welfare policy training shall be made available through the University
400 Animal Care department. Personnel involvement and qualifications in the care and use of
401 animals shall be reviewed by the IACUC with sufficient frequency to fulfill individual
402 responsibilities as described in the animal use protocol.

403
404 5.8 The conduct of all animal-related activities shall be done utilizing current veterinary
405 practices consistent with acceptable scientific and institutional standards. Additionally,
406 any ancillary scientific collection and special use permission or site access requirements
407 related to an animal activity must be revealed to and approved by the IACUC.
408

409 5.9 All drugs, medical materials, feed and supplements for laboratory animals must be
410 appropriately stored and be kept in-date. All facilities shall be routinely monitored for
411 expired product, which must be properly segregated or promptly disposed of. Veterinary
412 drugs shall be of pharmaceutical grade whenever possible and those drugs used for
413 experimental procedures, anesthesia, analgesia, euthanasia, and emergency care must
414 never be used beyond their expiration date. The use of non-pharmaceutical grade
415 compounds or expired materials for terminal procedures must first be revealed to and
416 approved by the IACUC to determine that the use of such a product will not adversely
417 affect the animal's well-being or compromise the validity of the study.
418

419 5.10 Details related to **animal holding and study locations, including** animal confinement,
420 restraint, and transport, must be revealed to and approved by the IACUC. **Holding areas**
421 **and** primary conveyances must provide adequate ventilation, protection from temperature
422 extremes and minimize stress to the animal. During transport animals shall be
423 appropriately secured and monitored at appropriate intervals while in transit to ensure their
424 well-being. Animals must be promptly delivered, received and uncrated at an IACUC-
425 approved facility. The movement of animals between buildings must be in accord with
426 IACUC standards that stipulate that animals shall be transported safely in a secure
427 enclosure and in an inconspicuous manner.
428

429 5.11 The IACUC must approve the acquisition, housing, care, transfer, disposal and/or
430 final disposition of live animals, animal carcasses or their parts upon completion of a
431 project. With regard to the transfer of live animals from one IACUC-approved study to
432 another, personnel must receive authorization from the ACPM prior to the intended
433 transfer to ensure that all institutional requirements have been met.
434

435 5.12 Methods of euthanasia will be performed by qualified individuals in a manner that
436 induces a rapid state of unconsciousness to insure an immediate and painless death for
437 the animal. Euthanasia procedures conducted on animals must be considered the most
438 humane given the study objective and should be in accordance with the current
439 recommendations made by the American Veterinary Medical Association (AVMA)
440 Guidelines for the Euthanasia of animals wherever possible. Deviations from any of the
441 euthanasia practices specified by AVMA recommendations must be justified in the animal
442 use protocol and approved by the IACUC. No animal shall be discarded until after it has
443 been assessed by a qualified individual to be confirmed dead.
444

445 5.13 Personnel must follow the guidelines and requirements set forth by the IACUC in
446 accordance with the standards and procedures outlined herein with due consideration of
447 the statement on ethics and the care and use of animals in the preamble to this policy. All
448 animal use protocols must be complete and accurate, and signed with a statement by the
449 PI signifying that they have read and will abide by this policy. Any deviations from the
450 provisions set forth in *Section 5* of this policy must be presented in writing by the PI and
451 granted IACUC approval before the activity commences.
452

453
454

455 6.0 Activity Descriptions and Protocol Forms.

456

457 6.1 Activities involving the care and use of animals by University personnel, on
458 University property or at University facilities, or using University funds (including
459 subcontracts) must be approved by the SJSU IACUC before the activity
460 commences. Protocol descriptions must be complete and accurate when presented to the
461 IACUC in a timely manner for review and approval. **No change to an approved protocol
462 may be instituted without prior written approval from the IACUC.**
463

464 6.1.1 Personnel must pursue IACUC approval for instructional, research, artistic and field
465 activities as required by this policy or as requested by individual academic departments,
466 the College of Graduate Studies, or the San Jose State University Research and Tower
467 Foundations. It is at the discretion of the IACUC to voluntarily review submissions from
468 the campus community that do not meet **policy requirements** for oversight of an animal
469 activity._
470

471 6.1.2 SJSU IACUC approval of an activity shall not relieve the Principal Investigator of
472 the responsibility to obtain additional permits with the Institutional Review Board (human
473 subjects), Health Physics Committee (radioactive materials), or **Institutional Biosafety
474 Committee (recombinant DNA use and Biological Use Authorizations)**, or to comply with
475 applicable Federal, State or local requirements. The IACUC reserves the right to request
476 proof of permit from institutional committees or other agencies before approving animal-
477 related activities.
478

479 6.1.3 Initiating or conducting animal activities without securing SJSU IACUC approval is
480 considered a violation of this policy. The IACUC will not consider, accept or conduct
481 retroactive review of protocol submissions involving the care or use of animals led or
482 initiated by SJSU personnel if the activity is considered completed. Ongoing activities that
483 are not approved by the SJSU IACUC must be immediately halted and reported to the
484 IACUC for proper investigation and action. Activities that are not in compliance with this

485 policy will be promptly investigated by the IACUC and reported to the Institutional Official
486 for recommended action.

487
488 6.1.4 The IACUC may consider approving personnel involvement in activities that are led
489 or initiated by outside institutions under an IACUC-approved protocol and are considered
490 on-going. It is important that faculty and students communicate their interests to use live
491 animals or their tissues at the earliest possible time to the University Animal Care
492 department office so that the IACUC can be informed and review the appropriate protocol
493 form.

494
495 6.1.5 The SJSU IACUC will consider accepting alternate IACUC approval and deferring
496 oversight of an ongoing activity that is initiated, led, and/or conducted by a third-party or
497 organization. Where applicable, the SJSU IACUC will only approve such submissions for
498 the designated approval period indicated by the IACUC from the third-party performance
499 site. An application form is available for IACUC review of such requests.

500
501 6.1.6 The SJSU IACUC will consider permitting individual use of data previously
502 collected from activities led or initiated by a third-party or organization under an IACUC
503 approved protocol. In such situations where outside IACUC oversight was not required by
504 law, SJSU personnel must be able to show legal association with the activity and that all
505 applicable federal laws and agency guidelines were adhered to with respect to the care
506 and use of live animals.

507
508 6.2 IACUC protocol submissions shall be sponsored and signed by a SJSU faculty
509 member **or other individual institutionally recognized with PI status per University policy**
510 **S18-5**, or the Campus Veterinarian, identified as the Principal Investigator. Protocol forms
511 used must be the most current version available and filled in completely. The IACUC may
512 require full resubmission of any protocol application on the appropriate form. Protocol
513 submission forms, submission deadlines and contact information for submission guidance
514 shall be made available on the IACUC resources webpage.

515
516 6.2.1 Activities conducted by faculty on sabbatical and visiting scholars or other third-
517 party individuals at or through SJSU must be approved by the SJSU IACUC. Therefore,
518 visitors to the University must be supported and represented by an SJSU faculty member
519 or the Campus Veterinarian to pursue IACUC approval for animal-related activities. SJSU
520 affiliates involved with activities at outside institutions shall comply with applicable
521 provisions set forth by the IACUC at those institutions.

522
523 **6.2.2 If the PI is planning a leave or sabbatical rendering them unable to oversee**
524 **ongoing study conditions, the appropriate arrangements shall be made to ensure the**
525 **proper use of animals. Where appropriate, PI leave plans should be shared with the**

526 Animal Care Program Manager for animals being held for study. The Campus
527 Veterinarian shall make a recommendation to the IACUC and Institutional Official if PI
528 oversight becomes a concern.
529

530 6.3 *Activities Involving the Use of Non-living Animal Tissues.* Non-living tissue samples
531 obtained **post-mortem or** from an animal's natural habitat, museum collections,
532 commercial sources, road kill, or from a collaborator's scientific archive are subject to
533 IACUC oversight to verify the source and manner in which the samples were
534 obtained. The receipt of voucher specimens into campus museum collections is also
535 subject to IACUC oversight and approval. The IACUC will require verification of a valid
536 import permit for specimens derived from species of special concern, threatened,
537 endangered or as required by law. The IACUC may require documentation of the date,
538 time, and circumstances of collection, including proof of prior IACUC approval, for tissues
539 shared by outside collaborators. An abbreviated protocol form is available for IACUC
540 review of such activities.
541

542 6.3.1 Opportunistic sources of obtaining animal tissue include (but are not limited to)
543 contracts with tissue banks or utilization of clinical diagnostic samples. In order to use the
544 abbreviated submission form, investigators cannot influence in any way the handling of a
545 live animal to obtain the sample. Tissue acquisition by contracting or subcontracting the
546 collection of samples from live animals (e.g., serum antibody production) will require
547 completion of the protocol for care and use of vertebrate animals. Additional review
548 requirements may be imposed by outside institutions for the handling or transfer of
549 animals or their parts.
550

551 6.3.2 Where applicable, investigators are encouraged to collaborate internally and share
552 tissue samples made available from ongoing projects to reduce the number of animals
553 required for other studies. The ACPM shall be a resource to investigators to coordinate
554 tissue sharing that will require IACUC approval for the recipient using an abbreviated
555 protocol form.
556

557 6.4 *Activities Involving Fertile Eggs from Vertebrate Animals.* The IACUC requires review
558 and approval for the handling of fertile vertebrate eggs. An abbreviated protocol form is
559 available for IACUC review of projects using fertile eggs **in early-stage**
560 **development.** Depending on the species being studied and the time the manipulations will
561 occur during embryonic development, submission of the protocol for animal care and use
562 may be required. Determination as to which protocol submission form is appropriate
563 should occur upon consultation with the SJSU veterinary staff prior to IACUC
564 consideration.
565

566 6.5 *Activities Involving Invertebrate Species.* The IACUC requires review and approval of
567 activities that involve the holding or use of multicellular invertebrate species if: 1) the
568 species is listed as endangered, threatened or of special concern at federal or local levels;
569 2) the species is considered venomous or a threat to public health; or 3) the project
570 involves a non-native species that requires permission from a State or local authority to
571 possess or handle, even if specimens are obtained commercially. An abbreviated protocol
572 form is available for IACUC review and approval of such activities.

573
574 6.5.1 **The IACUC requires review and approval of activities that involve the handling of**
575 **Cephalopod species using the protocol for animal care and use.**
576

577 6.6 *Observational Studies Involving Animals.* For purely observational studies that do
578 not involve handling or disturbing of a live animal in its natural habitat, the IACUC requires
579 review and approval of projects that entail the deployment of recording equipment as part
580 of the study or requires permission from a government authority to approach the species
581 being studied or to gain regional access to sensitive habitats, public or private lands,
582 sanctuaries or refuges. An abbreviated protocol form is available for IACUC review and
583 approval of such activities.

584
585 6.7 Activities that entail the holding, handling or disturbance of a live vertebrate animal is
586 subject to IACUC review and oversight. Such activities must be submitted and approved
587 using the protocol for animal care and use. Each protocol submission shall meet the
588 requirements outlined in *Section 7* of this policy.
589

590 6.8 *Project Categorization of Potential Pain and Distress in Laboratory Animals*
591 descriptions shall be appropriately assigned for all IACUC approved live vertebrate animal
592 activities. Pain and distress category descriptions shall conform to federal guidelines and
593 be made available on the protocol for animal care and use. During protocol review the
594 IACUC reserves the right to reassign the projected pain and distress category designation
595 for any activity. General information on project categorization of pain and distress in
596 laboratory animals is as follows:
597

598 6.8.1 *Category One:* Use of non-living tissues, **invertebrates covered by this policy**,
599 fertile vertebrate eggs in early gestation, or observational animal studies approved
600 using an abbreviated protocol form as described in *Section 6.3 through 6.6* of this
601 policy. Activities identified as a higher pain category level (II, III, IV or V) are to be
602 submitted and approved using the IACUC's protocol for animal care and use.
603

604 6.8.2 *Category Two:* Activities that involve the handling of vertebrate animals **and**
605 **Cephalopods** that may produce little or no physical pain or distress, and would not warrant
606 relief of temporary pain, distress, or discomfort.

607
608 6.8.3 *Category Three:* Activities that may produce minor pain or distress in
609 vertebrate animals and Cephalopods in which every effort is made to avoid, minimize
610 and relieve discomfort using the appropriate anesthetic, analgesic or tranquilizing
611 drugs, and improving the animal's well-being by providing supportive care as
612 needed. If the IACUC determines that activities could potentially cause more than
613 slight or momentary pain or distress to an animal (as defined in category III, IV or V),
614 the PI is required to consult with a qualified veterinarian on the protocol design and
615 outline a search for alternatives to all such procedures.

616
617 6.8.4 *Category Four:* Activities that may produce significant pain or distress in
618 vertebrate animals and Cephalopods in which every effort is made to avoid, minimize
619 and alleviate suffering using the appropriate anesthetic, analgesic or tranquilizing
620 drugs, and improving animal's well-being by providing adequate supportive and
621 veterinary care where appropriate. Activities of this nature (e.g., invasive surgery)
622 require that investigators maintain detailed animal care records documenting animal
623 monitoring plans, assessments, pain management, and supportive veterinary care
624 schedules. Category IV studies present an explicit responsibility on the part of the PI
625 to justify the experimental design and implementation of research, to seek alternative
626 methods, and to properly train personnel working on the study to ensure that animal
627 pain and distress is properly recognized and alleviated, or avoided.

628
629 6.8.5 *Category Five:* Activities that involve greater than momentary pain or distress,
630 or unavoidable pain, discomfort, or distress in vertebrate animals and Cephalopods
631 whereas use of the appropriate anesthetic, analgesic or tranquilizing drugs to
632 minimize or alleviate suffering are withheld due to adverse impacts on the procedures,
633 results or interpretation of study. The PI must explore and document means by which
634 any animal suffering shall be mitigated to the greatest extent possible, including
635 supportive care and beneficial modifications to the animal's environment. Such
636 activities must be deemed irrefutably necessary by design to receive IACUC approval.

637

638

639

640 7.0 Protocol Review Standards and Procedures.

641

642 7.1 The IACUC is charged with institutional review and approval of animal care and use
643 protocols, including proposed significant or minor changes to a protocol, and oversight of
644 ongoing activities that involve the care and use of laboratory animals. The IACUC shall

645 evaluate each animal use protocol description and modification request for (but not limited
646 to):

647
648 7.1.1 Adherence to the provisions and standards cited in *Section 5* of this policy.
649

650 7.1.2 Assurance that protocols that entail the use of live vertebrate animals include
651 identification of the species and approximate numbers to be used; rationale for involving
652 animals and the appropriateness of the animals selected and numbers of animals to be
653 used; a complete description for the proposed use of animals; a description of procedures
654 designed to assure that discomfort and pain to animals will be limited to that which is
655 unavoidable for the conduct of scientifically valid research or teaching; and a description of
656 a euthanasia method to be used.

657
658 7.1.3 Assurance that the housing and care of animals meets Federal standards, and that
659 animals receive adequate veterinary care and physical and psychological enrichment
660 where appropriate per IACUC standards.
661

662 7.1.4 Assurance that activities involving surgery include appropriate provision for pre-
663 operative and post-operative care of animals in accordance with established veterinary
664 medical and nursing practices, and that all survival surgery will be performed using aseptic
665 technique.
666

667 7.1.5 Assurance that the pain and distress category for each proposal is appropriately
668 assigned and that all procedures that may cause more than momentary or slight pain or
669 distress to animals are performed with appropriate sedation, analgesia or anesthesia
670 when possible, with accompanying documentation and scientific justification that less
671 painful or distressful procedures are not available or appropriate.
672

673 7.1.6 Assurance that the number of animals to be used is the minimum necessary to
674 achieve valid results and alternatives to the use of live animals have been adequately
675 considered.
676

677 7.1.7 Assurance that animal activity locations and facilities are described in the animal
678 care and use protocol. For proposed off-campus facilities the IACUC must approve
679 incorporating them into the institution's animal use program whereas the care and use of
680 animals will be subject to the principles outlined herein.
681

682 7.1.8 Assurance from the PI that the proposed animal activity has been examined and is
683 not unnecessarily duplicating work that is ongoing or has already completed, whether in
684 publication or curriculum.
685

686 7.1.9 Assurance that the level of personnel involvement, animal handling experience and
687 training or required training, guidance and supervision is described and that all individuals
688 are properly trained and deemed proficient by the PI or their designee in the humane care
689 and use of animals before engaging in an animal-related activity.
690

691 7.1.10 Assurance that the risks associated with the care and use of animals are reduced
692 to acceptable levels and that personnel are adequately trained. The IACUC shall evaluate
693 and inform the PI of the potential hazards related to chemical usage, bites and exposures,
694 allergens, and risk of zoonotic transmission identified in the approved protocol.

695 7.1.11 Assurance that the PI or designee shall obtain and abide by all applicable Federal,
696 state or local scientific collection, marking and access permits associated with the care
697 and use of animals.
698

699 7.1.12 Assurance that any deviation from provisions outlined in this policy, applicable
700 Federal guidelines, or institutional standards in the care and use of animals is revealed to
701 and approved by the IACUC before the activity commences.
702

703 7.1.13 Falsification of information on an animal care and use protocol submission or
704 deviation from approved protocol by the PI or personnel may be considered by the IACUC
705 as immediate grounds for suspension of an activity, revocation of IACUC approval for the
706 use of animals and referral to the Institutional Official for appropriate action.
707

708 7.2 Protocol Review and Approval.
709

710 7.2.1 The PI is responsible for screening the protocol application for accuracy and
711 completeness prior to IACUC consideration. The PI shall submit the appropriate animal
712 care and use protocol submission form with attachments for IACUC review in ample time
713 before the proposed project initiation date (60 days prior is recommended). Instructional
714 protocols must be submitted to and approved by the IACUC in ample time before the
715 commencement of a given semester. The PI is encouraged to allow time for preview of
716 the protocol submission by the IACUC staff or Campus Veterinarian before formally
717 submitting materials for IACUC consideration.
718

719 7.2.2 For activities identified at a pain and distress level III or greater, the PI must consult
720 a qualified veterinarian prior to IACUC consideration of the protocol to ensure that
721 methods of analgesia, anesthesia, tranquilization, euthanasia and pre/post-operative care
722 are appropriate, employed where necessary, and are in accordance with current
723 veterinary and nursing practices.
724

725 7.2.3 Procedures for handling a protocol submission for IACUC review and approval are:

726
727
728 . The complete protocol submission is routed to the IACUC Coordinator electronically
729 for processing by the submission deadline. The Coordinator reviews all submissions for
730 completeness and may provide input or assistance to the PI with developing the
731 submission before accepting it.

732 a. The PI must provide a complete lay description of the proposed use of
733 animals. Submissions that are considered too technical for a lay audience by the IACUC
734 will be returned for full revision.

735 b. **When the submission is accepted for IACUC review the Coordinator will issue a**
736 **reference number for the protocol and instruct the PI when to sign the application**
737 **documents.**

738 c. The Coordinator will distribute all protocol submissions for pre-review by the IACUC
739 prior to the meeting date.

740 d. IACUC members return any pre-review questions, comments or requests regarding
741 the protocol submission to the Coordinator by a designated date.

742 e. The Coordinator informs the PI in writing of any IACUC requests for clarification or
743 modification in a letter of pending approval to be provided by a designated date.

744 f. At the next convened IACUC meeting the Coordinator presents the meeting agenda
745 to include a list of protocol submissions for review and approval.

746 g. The IACUC will discuss the protocol submission and any questions, comments, or
747 requests for modification submitted during the pre-review period, and will consider
748 clarification provided or protocol changes made by the PI, if any.

749 h. If additional clarification is needed, the IACUC may issue a second letter of pending
750 approval for the PI to address. **The PI may be invited to attend an IACUC meeting to**
751 **address any lingering concerns about the submission directly.**

752 i. IACUC review of a protocol will result in the submission being: 1) approved as
753 presented; 2) approved with required modifications (to secure approval); or 3) denied
754 approval.

755 j. The Coordinator shall send written correspondence to the PI informing them of the
756 IACUC's decision.

757

758 7.3 Once approved, no changes to the approved animal use protocol can be instituted
759 without prior written approval by the IACUC, including (but not limited to) extension of the
760 approval period, changes in personnel, number or type of animals used, material
761 alterations, and the inclusion, removal or alteration of procedures performed on an
762 animal.

763

764 7.3.1 **If an unforeseen incident occurs where the well-being of the animal is adversely**
765 **impacted, investigators shall immediately halt the activity and contact the attending**
766 **veterinarian for consultation. Any changes recommended or instituted by a veterinarian in**

767 such instances must be promptly presented to the IACUC in the form of an amendment for
768 review and approval before future changes are made under the approved protocol.
769

770 7.4 An individual animal care and use protocol shall not be granted IACUC approval for a
771 period that extends beyond three years. Animal activities to continue beyond the three-
772 year approval period must be fully rewritten for de novo review by the IACUC in ample
773 time before the protocol expires. All animal care and use protocols valid for greater than
774 one year shall be reviewed by the IACUC annually on the protocol anniversary date per
775 Section 7.10 of this policy. At the discretion of the IACUC, a shorter project approval
776 period from that which the PI has requested, as well as additional requirements, may be
777 imposed.
778

779 7.5 If IACUC approval of a protocol submission is denied, the PI may appeal to the
780 IACUC and request to appear at a convened session of the IACUC. Resubmission of a
781 protocol that was denied approval should only occur after a formal appeal at a convened
782 meeting of the IACUC.
783

784 7.6 Department heads, College Deans and the Institutional Official shall have the
785 authority to deny approval for commencement of an animal-related activity that the IACUC
786 has approved. However, no institutional entity, individual or body may authorize the
787 commencement of an animal-related activity that is pending approval or has been denied
788 approval by the IACUC.
789

790 7.7 The IACUC reserves the right to refuse or suspend review of a protocol submission
791 at any time. Reasons for the IACUC's decision to deny review of a protocol submission
792 shall be provided to the PI in writing.
793

794 7.7.1 PIs that have any business with the IACUC known to be delinquent, non-compliant
795 or otherwise unresolved to the satisfaction of the Committee may have approval of any or
796 all ongoing activities under their direction suspended by the IACUC until such matters are
797 considered resolved and in good standing.
798

799 7.8 If protocol approval should expire or approval of the activity be suspended by the
800 IACUC while animals are actively held for study, the entire colony shall be considered
801 relinquished and may be reassigned to the care and oversight of the Campus
802 Veterinarian. Investigators will not be permitted to handle or direct the care or use of
803 relinquished animals under the control of the Campus Veterinarian until an alternate
804 IACUC-approved protocol is in-place.
805

806 7.8.1 The Principal Investigator shall assume fiscal responsibility for the housing and care
807 of any and all relinquished or abandoned animals held under the veterinary holding

808 protocol. If necessary, the Dean and/or Institutional Official may request funds from the
809 respective University department to ensure all animals are adequately provided for until the
810 matter of IACUC approval is considered resolved.

811 7.9 IACUC Approval Exemptions

812
813 7.9.1 In cases where there is a question as to whether or not IACUC approval is required
814 for a proposed animal activity, personnel should consult with the University Animal Care
815 office. Upon consultation with the IACUC Coordinator, the PI of a proposed study
816 involving animals or animal tissues may submit a request for IACUC approval exemption
817 available on the IACUC resources webpage.

818
819 7.9.2 The IACUC Chair may grant IACUC approval exemption based on the information
820 provided by the PI with respect to the provisions set forth in this policy. Denial of a
821 request for exemption implies that IACUC approval for the proposed activity is required.

822
823 7.9.3 If accepted, an official letter of IACUC approval exemption will be provided to the PI
824 to satisfy requirements for animal subjects oversight.

825 826 7.10 Annual review of protocols

827
828 7.10.1 All active protocols for animal care and use shall be reviewed and approved by
829 the IACUC annually. The IACUC coordinator will route the PI of a protocol the appropriate
830 annual review request information one month before the protocol anniversary date.

831
832 7.10.2 The PI is required to respond to all IACUC requests listed on the annual review
833 cover letter and return the completed annual review form provided by the IACUC
834 Coordinator by the designated date. Questions concerning annual review documents
835 should be directed to the IACUC coordinator.

836
837 7.10.3 Failure by the PI to respond in a timely manner to the IACUC's annual review
838 request may result in protocol approval suspension for an ongoing animal activity.

839
840

841

842 8.0 Project Risk Assessment, Personnel Safety and Training.

843
844 8.1 All activities will be assessed by the IACUC for a safe and healthy work environment
845 to ensure that risks associated with experimental use of animals are maintained within
846 acceptable levels. In addition to complying with University Injury and Illness Prevention
847 Program (IIPP) procedures implemented by SJSU Environmental Health & Safety,

848 personnel will be required to adhere to standards set forth by the IACUC with regard to
849 personal protection and safety. The IACUC requires the PI and all personnel associated
850 with an activity to be familiar with the personnel safety risks, precautions to mitigate safety
851 hazards and emergency response procedures with respect to an IACUC-approved
852 protocol.
853

854 8.1.1 In the event of an injury related to animal handling or potential exposure to a
855 zoonotic disease, personnel shall immediately seek medical attention and report any such
856 exposure to their PI or appropriate supervisor. The PI or supervisor is required to report
857 personnel accidents and injuries to Risk Management or University Personnel within 24
858 hours of the incident to ensure appropriate follow-up care is offered.
859

860 8.2 A University-wide Laboratory Animal Occupational Health Program (LAOHP) shall be
861 in-place to ensure medical consultation, treatment, health surveillance, **workplace**
862 **ergonomics**, and related services for all personnel working with study animals in the
863 classroom, research labs, workshops, studios, and in the field. The LAOHP shall focus on
864 maintaining a safe and healthy workplace for all personnel involved in IACUC-approved
865 activities and shall be consistent with all Federal, State and local Occupational Health and
866 Safety requirements. The LAOHP medical services shall include pre-employment health
867 screening, immunizations, medical consultation and surveillance, and **managing personnel**
868 **injury and exposure to allergens, chemicals, and pathogens**.
869

870 8.2.1 The IACUC will inform the PI of the minimum level of personnel participation in the
871 LAOHP at the time of protocol approval. The IACUC's decision to provide safety related
872 information and/or require personnel participation in the LAOHP will be based upon the
873 potential hazards identified in the protocol posed by the animals and materials used; on
874 the exposure intensity, duration, and frequency; on the susceptibility of personnel and on
875 the history of occupational illness and injury in the particular workplace. Individual
876 participation in an activity deemed high-risk by the IACUC shall be sanctioned by the
877 IACUC only with clearance by a LAOHP appointed physician. Instructions for personnel
878 enrollment into the LAOHP shall be made available on the IACUC resources webpage.
879

880 8.3 The University Animal Care department shall maintain a Crisis Readiness and
881 Response Program (CRRP) to protect the well-being of laboratory animals during times of
882 natural disaster, systems failures, and intentional actions against the University. In time of
883 need, the CRRP shall direct the flow of information, interdepartmental response and
884 resources in an organized fashion. The CRRP shall identify an Institutional Crisis
885 Management Team (ICMT) charged with making assessments of the institution's risk of
886 disaster, recommending and implementing risk-reduction strategies and managing crisis
887 situations in real time. The ACPM shall review the CRRP annually and report findings (and
888 any changes thereto) to the IACUC where it shall be reflected in the meeting minutes. All
889 personnel directly associated with the CRRP must be adequately trained.

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8.3.1 The University Animal Care department shall maintain a Media Security Policy (MSP) that adequately promotes and enforces the safety of personnel, animals, activities and facilities of SJSU and its affiliates. The MSP applies to all personnel on the permitted use and dissemination of photographic and video images related to animals, animal activities and animal facilities. The Animal Care department’s Media Security Policy shall be made available on the IACUC resources webpage.

8.4 The IACUC shall maintain a personnel training program for all individuals responsible for the care or use of animals. All personnel shall be appropriately qualified and experienced in conducting procedures involving live animals. Personnel who are expected to perform veterinary anesthesia, surgery or other experimental manipulations must be qualified through experience and training to accomplish these tasks in a humane and scientifically acceptable manner. Personnel shall also have access to and, where appropriate, engage in continuing education and training in the care and use of animals as it relates to their work.

8.4.1 IACUC policy training shall include (but not be limited to): principles of the intent and requirements of animal welfare law; alternatives to the use of live animals in research; resources that could prevent unintended or unnecessary duplication of research involving animals; the concept, availability and use of research testing methods that limit the use of animals or minimize animal distress; basic needs, proper handling and care of each species of animal to be used; proper pre- and post-procedural care of animals; aseptic surgical methods and procedures; proper use of anesthetics, analgesics and euthanizing agents; and the means whereby animal morbidity and animal-related concerns are managed and reported.

8.4.2 Verification of individual qualifications and basic understanding of animal welfare policies is required by the IACUC before personnel can be associated with an approved protocol. For ongoing activities, IACUC policy training for all personnel listed on an approved protocol shall be renewed no less than every three years, or as otherwise requested by the IACUC or IACUC Coordinator.

8.4.3 The PI is responsible to ensure and document individual training and proficiency in animal care and use procedures. The IACUC may require individuals to receive veterinary training and/or certification in practical animal handling or surgery before being permitted to participate in certain activities. The ACPM shall verify and document individual training and proficiency of ACF personnel responsible for animal care.

~~9.0—IACUC Membership and Meeting Bylaws~~

931 ~~9.1—IACUC members shall be appointed by the University President and will advise the~~
932 ~~Institutional Official about matters pertaining to animal care and use in research and~~
933 ~~instruction at all facilities where animals are held or used. IACUC members are obligated~~
934 ~~to treat all information and materials presented to them as privileged and confidential so~~
935 ~~as not to reveal Committee deliberations or action, proprietary information or trade~~
936 ~~secrets; or to jeopardize individual employment relations or external funding.~~
937
938 ~~9.2—The membership of the IACUC shall be composed of individuals who are qualified~~
939 ~~through training or expertise in order to conduct its business. The IACUC shall include no~~
940 ~~less than five (5) voting members, and shall include at least:-~~
941 ~~-~~
942 ~~9.2.1—A Doctor of Veterinary Medicine with training or experience in laboratory animal~~
943 ~~science and medicine;-~~
944
945 ~~9.2.2—One member without any affiliation with the University except for their service on~~
946 ~~the IACUC who is a non-animal user to represent general community interests;-~~
947
948 ~~9.2.3—One member whose primary concerns and expertise shall be in a nonscientific area~~
949 ~~(i.e., ethicist, lawyer, peace officer, member of the clergy);-~~
950
951 ~~9.2.4—One member shall be trained and experienced in research involving animals; and~~
952
953 ~~9.2.5—One Chair and one vice-Chair. The Chair and vice-Chair seats may only be filled~~
954 ~~by a primary voting member of the Committee who is a full-time faculty member within one~~
955 ~~of the Colleges of the University.-~~
956
957 ~~9.3—An individual who meets the requirements of more than one of the categories~~
958 ~~outlined in section 9.2 of this document may fulfill more than one required seat of the~~
959 ~~IACUC.-~~
960
961 ~~9.4—No more than 3 IACUC members can be from the same administrative unit of the~~
962 ~~University.-~~
963
964 ~~9.5—Alternate members may be appointed by the University President to serve and~~
965 ~~participate on the IACUC. Based on their expertise, alternates may serve to fill a variety of~~
966 ~~primary member seats to be formally identified in their appointment letter. Alternate~~
967 ~~members may voluntarily attend and participate in any IACUC business. However, when~~
968 ~~the primary member and alternate are both present only one vote can be cast amongst~~
969 ~~them.~~
970 ~~-~~

971 ~~9.6— Failure to maintain an adequately constituted committee per Section 9.2 of this policy~~
972 ~~would keep the IACUC from meeting to discuss official business until all seats are properly~~
973 ~~filled.~~
974

975 ~~9.7— The University Animal Care department shall provide staff support to the IACUC by~~
976 ~~providing announcements and agendas for its meetings, recording the minutes of its~~
977 ~~meetings, serving as a repository of all IACUC correspondence and records, and the like.~~
978

979 ~~9.8— The IACUC Coordinator shall serve as the first and primary contact point for requests,~~
980 ~~inquiries and submissions to the IACUC and shall serve as a non-voting member of the~~
981 ~~IACUC. The IACUC Chair, vice-Chair and Coordinator shall have the authority to verify~~
982 ~~IACUC approval of animal related activities, modifications thereto, and official business on~~
983 ~~behalf of the Committee.—~~
984

985 ~~9.9— The IACUC is charged with overseeing animal-related activities, monitoring all~~
986 ~~University facilities and the institution’s animal care program, and to recommend changes~~
987 ~~to this policy for consideration by the Institutional Official.—The IACUC shall meet no less~~
988 ~~frequently than every three (3) months to ensure this provision.—~~
989

990 ~~9.10— The IACUC shall make every effort to meet on a monthly basis to review protocols~~
991 ~~submitted by the campus community and to tend to routine business except during the~~
992 ~~month of July. Meeting dates and protocol submission deadlines shall be made available~~
993 ~~on the IACUC resources webpage at the beginning of each semester.—Regular meetings~~
994 ~~may be canceled by the IACUC Chair if there is no business to transact.—~~
995

996 ~~9.11— Outside attendance of an IACUC meeting may be permitted by consent of the~~
997 ~~IACUC Chair following receipt of a written request submitted to the IACUC Coordinator by~~
998 ~~the interested party.—If permission is denied, the minutes of the IACUC will reflect the~~
999 ~~reason for denial.~~
1000

1001 ~~9.12— Emergency meetings of the IACUC may be assembled to address issues~~
1002 ~~surrounding violations of approved protocols; what is viewed by the Campus Veterinarian~~
1003 ~~to be an urgent, significant modification request to an approved study; or issues related to~~
1004 ~~animal welfare or personnel safety.—~~
1005

1006 ~~9.13— When meeting announcements are circulated by the IACUC Coordinator, primary~~
1007 ~~members are responsible to communicate to their respective alternate/s if they cannot~~
1008 ~~attend themselves and produce a group response to ensure representation at a given~~
1009 ~~assembly.~~
1010

1011 ~~9.14 A simple majority of the voting members shall constitute a quorum, which is required~~
1012 ~~for the IACUC to conduct all official business.~~
1013

1014 ~~9.15 No member may participate in official IACUC business if there presents a conflict of~~
1015 ~~interest, except to provide information requested by the IACUC, nor may the person who~~
1016 ~~has a conflicting interest contribute to the constitution of a quorum.~~
1017

1018 ~~9.16 The IACUC may solicit ad hoc reviewers with specific expertise for their input on a~~
1019 ~~case-by-case basis. Ad hoc reviewers may participate in, but not vote on official IACUC~~
1020 ~~business.~~
1021

1022 ~~9.17 The IACUC shall assemble a subcommittee (at least two members) to conduct a~~
1023 ~~review of the institution's Animal Care Program, as well as inspect all of the institution's~~
1024 ~~animal care and use facilities at least once every six months. Reports of IACUC~~
1025 ~~semiannual evaluations shall be prepared and submitted to the Institutional Official per~~
1026 ~~federal requirements at least once every six months.~~
1027

1028 ~~9.18 IACUC procedures for protocol review; protocol approval; response to reported~~
1029 ~~concerns related to the care and use of animals; suspension of an activity involving~~
1030 ~~animals; and internal and external reporting shall conform to the procedures outlined in~~
1031 ~~this policy.~~
1032

1033 ~~9.19 Member Elections and Appointments~~
1034

1035 ~~9.19.1 To fill vacancies on the committee, the Chair of the IACUC will identify and~~
1036 ~~recommend individuals in writing to the Institutional Official for appointment by the~~
1037 ~~University President.~~
1038 ~~—~~

1039 ~~9.19.2 In April of each year a Chair and vice Chair shall each be selected by a majority of~~
1040 ~~the IACUC's voting members for a one-year term (August—July). The IACUC Coordinator~~
1041 ~~shall notify the Institutional Official in writing as to the results of the Chair election for~~
1042 ~~confirmation.—~~
1043

1044 ~~9.19.3 Newly appointed members may only participate in official IACUC business upon~~
1045 ~~successful completion of all orientation and training requirements administered by the~~
1046 ~~IACUC Coordinator.~~
1047

1048 ~~9.19.4 Other than non-affiliated member/s whose appointments are considered on an~~
1049 ~~annual basis, IACUC members are appointed for a term of three years with reappointment~~
1050 ~~possible.~~
1051 ~~—~~

1052 ~~9.20 Member Resignation and Dismissal~~

1053
1054 ~~9.20.1 Any IACUC member may voluntarily resign their post on the committee at any time~~
1055 ~~by submitting written notification to the IACUC Chair or Coordinator. A minimum 30-day~~
1056 ~~advance notice is requested to ensure functionality of the IACUC through the next~~
1057 ~~scheduled meeting date. Any IACUC member with 'special consultant' status must abide~~
1058 ~~by and possibly terminate their contractual agreement with the University as a matter of~~
1059 ~~resigning their post.~~

1060
1061 ~~9.20.2 In the event the IACUC Chair resigns or is voted off the Committee per Section~~
1062 ~~9.20.3 of this policy, the vice Chair will immediately assume the Chair position and will~~
1063 ~~complete the departing Chair's term of office. A new vice Chair shall then be elected from~~
1064 ~~among the voting members at the earliest possible time.~~

1065
1066 ~~9.20.3 The IACUC may formally dismiss a primary member from the committee with a~~
1067 ~~majority vote by a quorum present. Written notification of dismissal will be provided to the~~
1068 ~~primary member, the department head, Institutional Official and University~~
1069 ~~President. Justifiable reasons for removal of a voting member shall be (but not limited~~
1070 ~~to): 1) violation of ethical conduct; 2) attending less than half of scheduled meetings in a~~
1071 ~~twelve-month period; 3) failure to participate in required semiannual site inspections or~~
1072 ~~Program review as a subcommittee at least once every two years; 4) failure to participate~~
1073 ~~and adequately engage in protocol review; or 5) failure to complete required training as an~~
1074 ~~IACUC member.~~

1075
1076 ~~9.20.4 Removal of an alternate member may be initiated by their respective primary~~
1077 ~~member with approval from the IACUC Chair.~~

1078

1079

1080 9.0 The following references have been used collectively in developing this policy and
1081 assurance:

1082

1083

- 1084
- 1085 • American Veterinary Medical Association Guidelines for the Euthanasia of Animals
(2020)
 - 1086 • Animal Welfare Act (Public Law 89-544 as amended)
 - 1087 • California State University System Executive Order 715
 - 1088 • California State University System Executive Order 890
 - 1089 • **SJSU Policy S18-5**
 - 1090 • Endangered Species Act (Public Law 93-205)
 - 1091 • Guide for the Care and Use of Laboratory Animals (NRC, 2010)
 - 1092 • Health Research Extension Act (Public Law 99-158)

- 1093 • Public Health Service Policy on the Humane Care and Use of Laboratory Animals
- 1094 (2002)
- 1095 • U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in
- 1096 Testing, Research, and Training (1985)

1 **SAN JOSÉ STATE UNIVERSITY**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**
4 **March 18, 2024**
5 **First Reading**
6

AS 1868

7 **POLICY RECOMMENDATION**
8 **Amendment B to University Policy F17-4, Priority Registration**

9 **Amends: F17-4**

10 **Whereas,** California Education Code §66025.9 was updated to include Homeless
11 and Former Homeless Youth as a population to be granted priority
12 registration; and
13

14
15 **Whereas,** The previous policy was unclear that all members or former members of
16 the US armed forces and state reserves, not just those affiliated with the
17 Veterans Resource Center, are to be granted priority registration (Cal.
18 Educ. Code §66025.8); and

19 **Whereas,** Further clarification of the criteria used by Undergraduate Education to
20 approve eligible student groups/organizations is needed; be it therefore

21 **Resolved:** That F17-4 be amended to accommodate homeless/former homeless
22 youth within the priority registration structure; and be it further

23 **Resolved:** That the process by which registered student organizations or other
24 university-recognized sponsoring organizations apply for and receive
25 approval for priority registration be clarified as noted below.
26

27 **Approved:** March 4, 2024

28 **Vote:** 12-0-0

29 **Present:** Ravisha Mathur, Kelly Masegian, Romey Sabalius, Gilles Muller, Soma Sen, Lisa
30 Giampaolo, Julian Vogel, Estevan Guzman, Diya Doshi, Sarab Multani, Melinda
31 Jackson (non-voting), Jon Tucker, Samuel Brown

32 **Absent:** Laura Sullivan-Green, Eric Rollerson, Greg Wolcott

33 **Financial Impact:** None anticipated.

34 **Workload Impact:** Additional workload in the Undergraduate Education and Registrar's office in
35 processing and tracking category registrations.

University Policy

Priority Registration

1.0 Scheduling of Registration Groups

Students shall be allowed to register in the following order:

- Group 1: Specific Priority Students (see 2.0 below). **Students with priority registration on the first day(s) of registration will be organized by class level.**
- Group 2: Graduating ~~seniors~~- **students** (Undergraduate- and graduate-level students who have a graduation application on file with an anticipated graduation date for the current or next term)
 - Group 2a: Graduating ~~seniors~~ **group 2 students** in the California Promise program
 - Group 2b: Graduating ~~seniors~~ **group 2 students** identified as student parents
 - Group 2c: Remaining graduating students
- Group 3: Graduate students
 - Group 3a: Graduate students identified as student parents
 - Group 3b: Remaining graduate students
- Group 4: Seniors
 - Group 4a: Seniors in the California Promise program
 - Group 4b: Seniors identified as student parents
 - Group 4c: Remaining seniors
- Group 5: Second baccalaureate students
- Group 6: Juniors
 - Group 6a: Juniors in the California Promise program
 - Group 6b: Juniors identified as student parents
 - Group 6c: Remaining juniors
- Group 7: Sophomores and continuing first-year
 - Group 7a: Sophomores and continuing first-year in the California Promise program
 - Group 7b: Sophomores and continuing first-year identified as student parents
 - Group 7c: Remaining sophomores and continuing first-year

Students in Groups 2-7 will register on the basis of rotating alphabetical cycles within each group.

70 Note: First year students' registration is based on orientation. Incoming transfer
71 students have a registration date dependent on when they matriculate and/or attend
72 orientation.

73 **2.0 Categories of Group 1: Specific Priority Students**

74
75 Students in Group 1 are those whose participation in an activity or their designation
76 within a special group poses significant restrictions on their ability to register for
77 courses.

78 2.1 Category A includes:

79 Students who are required by external agencies such as the National
80 Collegiate Athletic Association (NCAA), or by law, to receive priority.

- 81 • This category excludes students covered by the California Promise
82 program or who are identified as student parents unless they fall
83 under another group with required priority registration. Priority
84 registration for students in the California Promise program or who are
85 identified as student parents is addressed in the registration
86 scheduling as outlined in Section 1.0.

87 Students whose contributions through university-sanctioned activities are
88 recognized as being so extensive that their enrollment opportunities may be
89 compromised due to schedules mandated by the sponsoring organization.
90 These activities must meet the following criteria:

- 91 • The sponsoring organization is acknowledged as significantly
92 promoting the mission of the University;
- 93 • The activity has a regularly scheduled class, event, or practice
94 offered only at specific times that conflict with classes;
- 95 • Participation at every scheduled class, event, or practice is
96 mandatory; Mandatory meetings must be set prior to the first day of
97 the semester.

98 The sponsoring organization must initially apply for priority registration via
99 Undergraduate Education. They must provide a justification for the request,
100 an estimation of the number of students affected each semester, as well as a
101 minimum GPA threshold and progress-to-degree criteria for students to
102 qualify, and monitor students' progress each semester.

103 2.1.1 Groups in Category A do not require regular review due to the nature
104 of the organization's mission and activities. A review may be

105 requested if/when circumstances change. Organizations in this
106 category that do not require regular review/renewal include:

- 107 ~~• Accessible Education Center (AEC)~~
- 108 ~~• Note: Students served and note takers are included~~
- 109 ~~• Student Fairness Committee~~
- 110 ~~• NCAA Athletics~~
- 111 ~~• Guardian Scholars~~
- 112 ~~• Campus offices that utilize students in support of student~~
- 113 ~~success, such as peer mentors, orientation leaders, and~~
- 114 ~~student success leaders~~
- 115 ~~• Reciprocal Exchange programs~~
- 116 ~~• Veterans Resource Center (as per Cal. Educ. Code~~
- 117 ~~§66025.8)~~
- 118 ~~• Academic Senate and Senate committees~~
- 119 ~~• Any recognized student organization or other university-~~
- 120 ~~recognized sponsoring organization that has a contractual~~
- 121 ~~agreement with SJSU to provide a full course load.~~

- 122 • Accessible Education Center (AEC)
- 123 • Note: Students served and note takers are included
- 124 • AS Board of Directors
- 125 • Student Fairness Committee
- 126 • NCAA Athletics
- 127 • Foster/Former Foster Youth (including Guardian Scholars) as
- 128 defined in Cal. Educ. Code §66025.9
- 129 • Homeless/Former Homeless Youth as defined in Cal. Educ. Code
- 130 §66025.9
- 131 • Reciprocal Exchange programs (e.g., incoming study abroad)
- 132 • Members or former members of the Armed Forces of the United
- 133 States or State Military Reserve as defined in Cal. Educ. Code
- 134 §66025.8 and verified by the director of the Veterans Resource
- 135 Center as defined in Cal. Educ. Code §66025.8
- 136 • Active Air Force ROTC Members
- 137 • Any recognized student organization or other university-
- 138 recognized sponsoring organization that has a contractual
- 139 agreement with SJSU to provide a full course load.

140 2.2 Category B includes:

141 Students who participate in a recognized student organization or other
142 university-recognized sponsoring organization whose participation
143 requires students to attend scheduled activities, but the organization's
144 inclusion in priority registration must be reviewed and approved per

145 Section 3 below.

146 The organization's university-related activities must meet **all of** the
147 following criteria:

- 148 • The activities require significant time contributions by the student.
- 149 • The activities are regularly scheduled classes, events, or practices
150 offered only at specific times.
- 151 • Participation at each class, event, or practice is mandatory;
- 152 • **Mandatory meetings must be set prior to the first day of the**
153 **semester.**

154 The sponsoring organization must apply/reapply per Section 3 below.

155
156 2.3 Category C includes:

157 Students enrolled in an integrated package of courses that meets all of the
158 following criteria:

- 159 • ~~Covers at least four areas of the General Education Program~~
160 **Requires an integrated package of courses that are taken as a**
161 **cohort;**
- 162 • Involves being part of a cohort group of students from multiple
163 colleges; ~~and~~
- 164 • Requires enrollment together in a specified course sequence
165 occurring over multiple semesters.

166 Priority registration will be granted to students in this category beginning with
167 the second semester of enrollment. If significant changes are made to the
168 package of courses, eligibility for priority registration should be reviewed.

169 **3.0 Approval and Management of Priority Registration for Student** 170 **Organizations** 171

172 Undergraduate Education will review and approve applications from organizations or
173 offices seeking priority registration for their students. Groups A and C do not need to
174 reapply unless significant changes have been made to their mission or activities.

175 3.1 Organizations or offices covered in Categories A and C must initially apply for
176 priority registration. Review of their status must only be done if significant
177 changes have been made to:

- 178 • Their mission or activities provided in their justification has significantly
179 changed
- 180 • The number of students receiving priority registration via the group has

- 181 increased significantly
- 182 ● The scheduled meetings have changed
- 183 3.2 Approval will typically be granted for five years. Undergraduate Education will
- 184 be required to provide justification for denial or for approval of shorter terms.
- 185 3.3 Organizations or offices requesting priority registration must submit an
- 186 application that includes the following:
- 187 ● A summary of the organization/office and its mission
- 188 ● A justification for priority registration, including an explanation of the
- 189 schedule that impacts students' ability to register for courses
- 190 ● An estimation of the number of students who will be impacted each
- 191 semester
- 192 ● Standards that students must meet in order to remain eligible for priority
- 193 registration, including a minimum GPA and progress-to-degree criteria
- 194 3.4 Undergraduate Education and the Registrar's Office will maintain records of
- 195 student organizations with priority registration, including:
- 196 ● Contact information for the faculty/staff member(s) responsible for
- 197 overseeing the organization's roster and student eligibility.
- 198 ● Approved estimated number of students receiving priority registration
- 199 for each group
- 200 ● Historical data on the number of students who actually received priority
- 201 registration through the organization each semester
- 202 3.5 All faculty/staff member(s) who apply for priority registration for students
- 203 are responsible for:
- 204 ● Maintaining an accurate roster of students eligible for priority
- 205 registration.
- 206 ● Providing names and SJSU ID numbers to the Registrar by the
- 207 required deadline for granting priority registration.
- 208 ● Reporting changes in the organization's duties/mission that may affect
- 209 eligibility for priority registration and/or the number of students eligible
- 210 for priority registration through the organization to Undergraduate
- 211 Education.
- 212 ● Applying or reapplying for their priority registration no less than one
- 213 semester prior to the desired start/expiration of the organization's
- 214 priority registration.
- 215 3.6 Undergraduate Education has the right to review/revoke approval of
- 216 student groups'/organizations' eligibility for priority registration in
- 217 Categories B or C if circumstances related to eligibility change.

1 **San José State University**
2 **Academic Senate**
3 **University Library Board**
4 **March 18, 2024**
5 **First Reading**

AS 1869

6
7 **Amendment E to University Policy S15-10**
8 **Revisions to SJSU Library Policy**
9

10 **Amends S15-10**

11
12 **Whereas:** The adoption of S15-10 called for the ULB to review Section 7 of
13 S15-10 after 5 years, and that review has not been completed.
14

15 **Whereas:** The University Library Program Planning Report noted that the
16 current withdrawal procedure (Section 7) is directly opposed to
17 standard professional practice.
18

19 **Whereas:** The librarian faculty and staff are professional experts in collection
20 management and policy should defer to their expertise.
21

22 **Whereas:** A modern and effective withdrawal policy is vital to maintaining a
23 healthy collection to support the academic mission of the university.
24

25 **Whereas:** The language in other parts of the policy does not reflect current
26 terminology and practice.
27

28 **Resolved:** University Policy S15-10 be amended as follows.

29
30 **Approved:** March 14, 2024

31
32 **Vote:** Deborah Hicks, Nada Attar, Edgar Bering, Gema Vinuales,
33 April Wood, Morgan Sanchez, Anamika Megwalu,
34 Christine Holmes, Ali Mehran, Chunhui Peng, Michael Aguilar
35 Natali Carnona Guzman, Sharon Thompson, Carli Lowe
36

37 **Present:** 14-0-0

38
39 **Absent:** Anne Marie Engelsen

40
41 **Financial Impact:**

42 The financial impact of this amendment will be minimal and included in the
43 library's budget. The majority of changes proposed in this amendment do not
44 have any cost implications. The expected costs related to changes proposed in
45 section 7 will be for a collection analysis performed by an approved library
46 vendor.

47

48 **Workload Impact:**

49 The majority of changes included in this amendment have no direct workload
50 impact. Changes in section 7 will require labor from library staff and librarians as
51 they manage the collection. Furthermore, any faculty or staff of the university
52 participating in the consultation processes around collection will also contribute
53 their labor. The labor is expected to be distributed over several years.

54

55

56

57

58

UNIVERSITY POLICY

59

S15-10, University Policy, Revisions to SJSU Library Policy

60

61

62

Legislative History:

63

64 At its meeting of April 27, 2015, the Academic Senate approved the following
65 policy recommendation presented by Chair Eggers for the University Library
66 Board. The first SJSU Library Policy (S98-06) was drafted and adopted with
67 special attention to how the SJSU Library would operate and safeguard its
68 collection should the joint library agreement with the City of San José be
69 approved. The joint library contract was signed in December 1998, and the new
70 Dr. Martin Luther King Jr. Library opened its doors in August 2003. Just prior to
71 the grand opening, the Library Policy was replaced by S03-5 which updated the
72 language in several sections to acknowledge that services provided by the
73 reference desk could be managed jointly by SJSU and the City of San José.
74 Subsequently, modifications to S03-5 were made to delete sections no longer
75 relevant (section 3.1.3, 7.3, 9.2.4), to clarify decision authority with respect to the
76 cancellation of duplicate reference subscriptions, to clarify ownership and provide
77 for the co-location of the reference collection (section 5.1), to clarify data
78 collection to track usage, to update terminology related to the Dean of the
79 University library, and to make minor editing changes. S15-10 was approved and
80 signed by President Mohammad Qayoumi on May 15, 2015.

81

82 At its meeting of December 11, 2017, the Academic Senate approved
83 Amendment A to S15-10 presented by Chair Taylor for the University Library
84 Board. Amendment A removes language specifying location of the reference
85 desk in Section 5.1 of S15-10. Amendment A was approved and signed by
86 President Mary A. Papazian on December 19, 2017.

87

88 On September 11, 2019, President Mary A. Papazian signed and approved
89 University Policy S19-2. S19-2 amended (Amendment B) the charge of the
90 University Library Board in University Policy S15-10 and is incorporated into the
91 policy below.

92

93 On May 4, 2020, President Mary A. Papazian signed and approved Amendment
94 C to University Policy S15-10 updating the charge and membership of the
95 University Library Board to include a general unit seat. Amendment C is
96 incorporated into the policy below.

97

98 On March 8, 2021, President Mary A. Papazian signed and approved
99 Amendment D to University Policy S15-10 updating the membership of the
100 University Library Board to include two University Library staff members on the
101 University Library Board. Amendment D is incorporated into the policy below.

102

103

104

Library Policy for San José State University

105

1. Mission.

106

107

108 1.1 General Mission of the University Library. The primary mission of the San
109 José State University Library is to support the academic life of the University. The
110 heart of the Library's mission is to provide the resources needed for SJSU's
111 constituents to pursue academic research and curricular endeavors. The Library
112 also fills a fundamental educational mission by contributing to information
113 literacy. To support its constituents, the library provides information and guidance
114 with respect to effective identification, retrieval, evaluation, and use of information
115 from the wide range of both print and digital materials available. The University
116 Library values and continues to develop a robust browsable print collection of
117 books and monographs while developing access to e-books and e-monographs.
118 The Library seeks to foster an environment that supports lifelong learning, a
119 campus culture of reading, and a forum for the lively exchange of ideas. By
120 aiding faculty and students in these ways, the Library makes a major contribution
121 to the wellbeing of our university community. SJSU also recognizes the
122 desirability of encouraging the pursuit of knowledge by all people, and making its
123 library resources as widely available as is consistent with its primary mission of
124 service to its academic community.

125

126 1.2 The Library Collection. In partnership with the San José Public Library, the
127 SJSU Library provides all library users with access to information and materials
128 in print and digital formats. Maintenance of robust print and electronic collections
129 suited to the various needs of SJSU's academic programs and research

130 endeavors is essential. Recognizing the rich diversity of programs and
131 constituents that the library serves, the library is committed to
132
133 ● Developing and maintaining both the breadth and depth of the print and
134 electronic collections.
135 ● Developing and maintaining an up-to-date academic collection that is
136 convenient to browse and desirable to use on the 6th, 7th and 8th floors of the
137 library building.
138 ● Archiving selected special-use, little-used, and unique materials in
139 compact shelving and other areas of the library.
140 ● Archiving rare and valuable materials to the extent possible to maintain
141 the breadth and depth of its Special Collections.
142 ● Acquiring materials that are essential to the University's academic
143 programs.
144 ● Collecting and protecting information resources in all formats.
145 ● Acquiring multicultural materials and works which present a variety of
146 viewpoints.
147 ● Supporting the research needs of SJSU faculty and students.
148 ● Maintaining a collection of materials unique to San José State University
149 as the oldest public institution of higher education in California.
150 ● Working with libraries throughout and beyond the CSU to complement and
151 supplement materials available to all library patrons.

152

153 **2. Governance.**

154

155 2.1 Administrative Authority and Officers.

156

157 2.1.1 The administration of the Library is vested in the Board of Trustees of the
158 California State University, which has delegated this authority to the President of
159 San José State University. The Board has also mandated that the Academic
160 Senate shall be the primary advisory body on the academic mission of the
161 Library, which in turn vests this advisory function in its committee structure and
162 its policy recommendations.

163

164 2.1.2 The Library is an essential resource for the Academic division of the
165 University and vital to the curriculum of the University, and is in the administrative
166 charge of the Provost and Vice President for Academic Affairs who is the chief
167 academic officer of the University.

168

169 2.1.3 The Dean of the University Library reports to the Provost and is
170 responsible, through personnel and budget administration, for the effectiveness
171 of the Library's operations, the quality of its collections, the competence of its
172 staff, its governance, and additional programs assigned by the Provost. The
173 Dean of the University Library, equivalent to an academic dean, serves on the
174 Council of Deans as well as appropriate faculty, administrative, or library
175 committees. The Dean of the University Library works closely with all the College
176 Deans and the Associate Vice Presidents in Academic Affairs and must ensure
177 that the plans of the Library are consistent with the overall academic policies and
178 mission of the University. The Dean of the University Library works closely with
179 the City Librarian in coordinating those library operations and facilities that are
180 shared jointly with the City, and sees that academic needs are supported by the
181 relationship. The Dean of the University Library provides leadership to the faculty
182 and staff of the Library and facilitates communication and collegiality between the
183 general faculty and the Library. The Dean of the University Library works with the
184 Academic Senate through its committees to formulate and revise University
185 Policy concerning the Library.

186

187 2.2 Shared Resources. San José State University shall seek to maximize its
188 library resources by sharing a facility with the City Library, subject to reciprocity
189 and to the limits imposed by academic needs. The academic needs of San José
190 State University shall be considered absolutely primary in the implementation
191 and administration of any or all library agreements by SJSU personnel.

192

193 2.3 Name of the Library Organization. The name of the library supporting the
194 academic mission of the University shall be the San José State University
195 Library. This refers to the organizational entity and the academic collection of
196 materials, and will be reflected on all official correspondence by University
197 Library personnel. This library is housed in a physical facility with a different
198 name which reflects a shared use of the building.

199

200 2.4 Administration of Shared Resources. All decisions that are properly shared
201 with the City Library will be made according to the governing agreements, with
202 University participation in the decisions conforming as closely as possible to the
203 procedures described in this policy.

204

205 2.5 Charge of the University Library Board.

206

207 2.5.1 The University Library Board advises and assists the Dean of the University
208 Library on matters concerning the academic role of the Library.

209

210 2.5.2 It serves as liaison between faculty and students and the Library
211 administration, faculty, and staff; examines the relationships between the Library
212 and the general faculty, the various colleges and the programs of the University,
213 for the purpose of recommending improvements in Library services and policy,
214 as well as the stature of the Library.

215

216 2.5.3 It recommends ways of assuring the stewardship of the Library's various
217 collections of materials in all formats.

218

219 2.5.4 It recommends ways of assuring that the Library provides an atmosphere
220 appropriate to quiet study and research, collaboration, student academic
221 success, and thoughtful reading.

222

223 2.5.5 It widely consults representatives from all groups and disciplines who use
224 the Library's resources for curriculum and research, so as to advise the Dean of
225 the University Library on campus needs for the Library's collections and
226 academic services, and receives periodic reports on the Library's progress and
227 expenditures toward meeting those needs.

228

229 2.5.6 The University Library Board receives reports from the Library Dean
230 regarding any issues raised at the King Library Management Team meetings that
231 affect the management of the King Library. ~~Presently, the King Library
232 Management Team is comprised of eight members from the San José Public
233 Library: the Library Director, Administrative Officer, and two Division Managers—
234 and from the University Library: the Library Dean, Administrative Officer, and two
235 Associate Deans.~~

236

237 2.5.7 In the event a joint task force from the University Library Board is needed to
238 advise the King Library Management Team on policy issues related to joint
239 affairs of the King Library, it will be constituted as detailed in 4.2.2 and 4.2.3 of
240 the "Operating Agreement."

241 (https://library.sjsu.edu/files/documents/ULB_Operating_agreement.pdf)
242 https://www.sjlibrary.org/files_king/documents/operating_agreement.pdf)

243

244 2.5.8 The University Library Board may, in cooperation with the Library, co-
245 sponsor events within the Library that bring members of the University
246 community together with other citizens of the region for discourse on subjects of
247 common scholarly and literary interest.

248

249 2.5.9 The University Library Board conducts periodic reviews of this policy and
250 makes recommendations to the Academic Senate for appropriate revisions.

251

252 2.6 Organization of the University Library Board.

253

254 2.6.1 The University Library Board is a committee of the Senate authorized both
255 to formulate and recommend policy related to the Library, and also to advise the
256 Dean of the University Library on the implementation of University policies and
257 generally on Library operations, combining the traditionally separate roles of
258 policy and operating committees. When the Board formulates new policies or
259 modifies the existing policy for consideration, it shall report directly to the
260 Academic Senate. The chair of the University Library Board shall present policy
261 recommendations to the Senate.

262

263 2.6.2. Board Membership.

264

265 2.6.2.1. The Dean of the University Library, ex officio (non-voting).

266

267 2.6.2.2. The immediate past chair of the Senate, or, in the absence of a past
268 chair, the faculty-at-large elected to the Executive Committee, ex officio (voting).

269

270 2.6.2.3 Three regular (tenured or tenure-track) university library faculty who
271 represent different professional specializations. These faculty will serve for
272 staggered three-year terms.

273

274 2.6.2.4 Two members of the Library staff should be added to the membership.
275 These members will serve for staggered three-year terms.

276

277 2.6.2.5 One regular (tenured or tenure-track) faculty member from each college
278 as well as one faculty member from the School of Information. One member from
279 the general unit [faculty or staff (SSP III or SSP IV)]. These faculty will serve for
280 staggered three year terms.

281

282 2.6.2.6 Three students recommended by the Associated Students board to the
283 Chair of the Senate's Committee on Committees and apportioned as follows: one
284 undergraduate and one graduate student (voting members); the President of
285 Associated Students or designee ex officio (voting member). The President of
286 Associated Students will serve as long as he/she holds his/her office. The other
287 student members will serve one-year terms, provided they remain students in
288 good standing. Student members may serve more than one term.

289

290 2.6.3 Faculty members, including Library Faculty, shall be recruited through
291 normal Committee on Committees processes and approved by the Senate. If
292 there are multiple applicants, potential faculty nominees may be asked to submit
293 a one-page statement to the Executive Committee indicating their familiarity and
294 experience with Library policy, services, and collections. The Executive
295 Committee shall endeavor to nominate those with the greatest commitment to
296 serve and the highest qualifications. Student members shall be nominated by
297 Associated Students and approved by the Senate.

298

299 2.6.4 The University Library Board shall elect its own chair(s). The chair(s) shall
300 be a faculty or or staff member who has preferably served a minimum of one
301 year previously on the University Library Board.

302

303 2.6.5 The University Library Board shall meet regularly according to the same
304 schedule as Senate Policy Committees.

305

306 2.7 Relationship of the University Library Board to Internal Library Governance

307

308 2.7.1 Nothing in this policy should be construed to limit the University Library
309 Dean's prerogative to solicit advice from any or all library faculty and staff, or to
310 organize the internal advisory capacity of the Library in any manner suitable to
311 the Library, e.g., use of the University Library Leadership Team.

312

313 2.7.2 Nothing in this policy should be construed to limit the Dean or the Library
314 faculty and staff from constructing internal Library policies on the details of
315 Library operations as appropriate, provided such policies are consistent with
316 University Policy.

317

318 2.7.3 On matters related to the academic role of the Library, the Dean of the
319 University Library should consult with library faculty and staff, with the University
320 Library Board, and, as needed, with the university community, so as to ensure
321 that multiple views and perspectives are considered in decision making.

322

323 2.7.4 The Dean of the University Library shall report annually at the beginning of
324 the fall semester to the University Library Board on the status and usage of the
325 library collection; on proposals that would substantially impact faculty, staff, or
326 student access to the collection; and on CSU-wide initiatives. ~~Public access to
327 the report will be provided via the library newsletter or website.~~

328

329 **3. Users' Rights and Responsibilities.**

330

331 3.1 Confidentiality of Patron Records. The San José State University Library has
332 the responsibility to protect each individual library user's right to privacy with
333 respect to information sought or received and materials consulted, borrowed or
334 acquired. All patron records of San José State University Library are confidential.
335 Such records, whether print or electronic, include patron name, usage data, and
336 contact information. Thus, in compliance with the State of California's Public
337 Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

338

339 "All patron use records of any library which is in whole or in part
340 supported by public funds shall remain confidential and shall not be
341 disclosed by a public agency, or private actor that maintains or stores
342 patron use records on behalf of a public agency, to any person, local
343 agency, or state agency except as follows: (a) By a person acting
344 within the scope of his or her duties within the administration of the
345 library. (b) By a person authorized, in writing, by the individual to whom
346 the records pertain, to inspect the records. (c) By order of the
347 appropriate superior court. As used in this section, the term "patron
348 use records" includes the following: (1) Any written or electronic record,
349 that is used to identify the patron, including, but not limited to, a
350 patron's name, address, telephone number, or e-mail address, that a
351 library patron provides in order to become eligible to borrow or use
352 books and other materials. (2) Any written record or electronic
353 transaction that identifies a patron's borrowing information or use of
354 library information resources, including, but not limited to, database
355 search records, borrowing records, class records, and any other
356 personally identifiable uses of library resources information requests,
357 or inquiries. This section shall not apply to statistical reports of patron
358 use nor to records of fines collected by the library."

359

360 3.1.1 The Library may keep statistics to track circulation patterns based upon
361 user status or other factors, but this information will be aggregated and not
362 released with any individual identifiers.

363

364 3.1.2 Adheres to the principles and guidelines embedded in the American Library
365 Association's Code of Ethics, Library Bill of Rights, Freedom to Read, and
366 Freedom to View Statements.

367 (<http://www.ala.org/advocacy/intfreedom/statementspols>/<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

368

369
370 3.2 Users Rights. Users of the Library have a right to the following:
371
372 3.2.1 A library environment free of disruptive activity.
373
374 3.2.2 Confidential access to library materials.
375
376 3.2.3 Library materials that are complete and not defaced.
377
378 3.2.4 Surroundings free from tobacco smoke, carelessly discarded waste
379 materials, and resulting problems, most notably infestation by insects and
380 vermin.
381
382 3.2.5 Quiet areas for individuals to study and to engage in research.
383
384 3.3 Environment. Ensuring a pleasant and productive environment for study and
385 research for all users requires that each user of the library follow this policy. The
386 University will actively pursue disciplinary action(s) and other legal action(s) for
387 the offenses listed below:
388
389 3.3.1 Talking or noise in the areas designated as quiet or silent study areas.
390
391 3.3.2 Smoking in the library.
392
393 3.3.3 Cutting, defacing, ripping, or tearing pages from any library materials.
394 Mutilating or destroying records, compact discs, computer software or other
395 library media material.
396
397 3.3.4 Removing library books, magazines, other materials, or library property
398 without proper library check-out.
399
400 3.3.5 Soliciting in the library, i.e., asking people for money, to sign petitions, and
401 so forth.
402
403 3.3.6 Harassing library patrons.
404
405 3.4 Users have the rights inherent in the principles of academic freedom,
406 intellectual freedom, and complete freedom of information. Recognizing the need
407 for freedom of information in an academic environment, there shall be no

408 censorship of any library resources, exhibits, or materials within the San José
409 State University Library.

410

411 **4. Circulation, Access, Rules and Fines.** The SJSU library seeks to make its
412 collection widely available to all library users. Existing operational policies related
413 to the circulation of materials are found in internal library policies and can be
414 accessed through the library's website. ([http://library.sjsu.edu/policies-](http://library.sjsu.edu/policies-procedures)
415 [procedures](http://library.sjsu.edu/policies-procedures))

416

417 4.1 Unless otherwise indicated in this policy, all circulation categories and rules,
418 fines, reserves, borrowing periods (including faculty semester loans), borrowing
419 limits, recall and wait list procedures, and all other matters necessary to assure
420 the availability of the collection and resources of the University Library for
421 academic purposes shall be set by the Dean of the University Library in
422 consultation with the University Library Board.

423

424 4.1.1 With regard to items identified as high demand, it is the library's practice to
425 purchase items for multiple simultaneous users in print or electronic format
426 multiple copies and, as needed, place items on course reserve to limit the
427 circulation period of those items.

428

429 4.1.2. Materials in high demand may circulate under special restrictions
430 necessary to assure their availability for academic uses.

431

432 4.2 The Library Dean will consult with the University Library Board prior to the
433 implementation of any changes in procedures that would substantially impact
434 faculty, staff, and student access to the library collection.

435

436 4.3 The Library Dean will consult with the University Library Board prior to the
437 implementation of any changes in charges for library materials which affect
438 faculty, staff, or students. Examples of charges include fines and item
439 replacement costs.

440

441

442 4.4 All SJSU patrons with outstanding fines will be blocked from library services
443 in accordance with the library's internal fines & fees policy
444 (~~[https://library.sjsu.edu/policies-procedures/fines-and-fees-](https://library.sjsu.edu/policies-procedures/fines-and-fees-policy)~~
445 ~~[policy](https://library.sjsu.edu/policies-procedures/policies-procedures)~~<https://library.sjsu.edu/policies-procedures/policies-procedures>).

446

447 4.5 Temporary faculty, emeriti faculty, teaching associates and graduate
448 assistants who are issued faculty identification cards, and University staff will be
449 treated as faculty members with regard to library privileges.

450

451 **5. Faculty and Staff Support for the Curricular and Research Needs of the** 452 **University.**

453

454 5.1 General Faculty and Staff Support. The academic mission of the Library shall
455 be advanced by specialized practices unique to a University or an academic
456 library setting, whenever such practices are customary in libraries of institutions
457 of higher education. Library faculty and staff will be enabled to carry out
458 academically oriented functions and shall not merge unique academic functions
459 and practices with the City Library. ~~The City and University will share delivery of~~
460 ~~basic reference services. City and University materials in the reference collection~~
461 ~~shall be classified in the Library of Congress system and shall be co-located.~~ All
462 reference materials acquired by the University Library through purchase or
463 donation shall be clearly identified as the property of the University by ownership
464 marks. Referral policies and procedures will ensure that faculty and students,
465 who seek specialized assistance for University coursework and research, will
466 receive the most appropriate type of assistance from qualified University experts.

467

468 ~~5.1 General Faculty and Staff Support. The academic mission of the Library shall~~
469 ~~be advanced by specialized practices unique to a University or an academic~~
470 ~~library setting, whenever such practices are customary in libraries of institutions~~
471 ~~of higher education. Library faculty and staff will be enabled to carry out~~
472 ~~academically oriented functions and shall not merge unique academic functions~~
473 ~~and practices with the City Library. The City and University will share delivery of~~
474 ~~basic reference services.~~

475

476 5.2 Expert Support for the Curricular and Research Needs of the University. The
477 University Library shall provide support for the curriculum and research needs of
478 the University by maintaining a scholarly and up-to-date collection; by
479 maintaining electronic access to resources through a web site; and by employing
480 Library faculty to assist general faculty and students with their curricular and
481 research needs. The University Library will establish and maintain its academic
482 support services in such a way that University faculty and students, who seek
483 help for University coursework and research, will receive the most appropriate
484 type of assistance from qualified University experts. For University faculty and
485 students using services and collections within the physical Library building, the
486 University Library will enable faculty and students to quickly identify services and

487 collections to meet their curricular and research needs. As a component within a
488 varied mix of services and collections, the University will provide a proximate
489 service point or service points with personnel qualified to assist students and
490 faculty with the use of the University collection.

491

492 5.3 Professional Expertise of Library Faculty. Library faculty assisting SJSU
493 students and faculty with their curricular or research needs shall be University
494 faculty governed by the University Policies regarding appointment, retention,
495 tenure, and promotion, post tenure review, academic freedom and professional
496 responsibility, and all other appropriate University Policies. These faculty
497 members will have a Masters of Library and Information Science as well as
498 qualifications in relevant specialized academic disciplines. To obtain the
499 necessary knowledge of the curriculum and the nature of research assignments,
500 the Library faculty must develop and maintain close working relationships with
501 faculty in the subject disciplines for which they do specialized reference,
502 instruction, and collection development. Library faculty must have knowledge of
503 scholarly publication and research strategies appropriate to all disciplines with a
504 deeper understanding of those in the library faculty member's own subject
505 specialties. The Library will take appropriate measures to assure that Library
506 services are designed to enable Library faculty to maintain their expertise related
507 to disciplines and that University students and faculty are directed to the most
508 appropriate University Library faculty for their academic needs.

509

510 5.4 ~~Library Academic Services Plan~~ Library Program Plan. ~~The University Library~~
511 ~~shall develop an evaluation plan to determine the effectiveness of services~~
512 ~~supporting the curricular and research needs of the University, which shall~~
513 ~~parallel the Program Planning process in the other academic disciplines of the~~
514 ~~University.~~ The University Library shall develop a Program Plan which is a future-
515 oriented process based on assessment, which shall parallel the Program
516 Planning process in the other academic disciplines. The University Library, in
517 consultation with the University Library Board, shall use the **evaluation program**
518 plan to assess ~~its~~ **research and instructional services** and shall use the results of
519 the assessment to enhance these ~~research and instructional~~ services provided to
520 University faculty and students. After the initial assessment, the **evaluation**
521 **program planning** shall be conducted every five years.

522

523 **6. Security of the Collection.**

524

525 6.1 The security of the collection is currently maintained via electronic anti-theft
526 systems, physical search in appropriate situations, and surveillance of exits. Prior

527 to the implementation of any changes or modifications to these security
528 measures the Dean will consult with the University Library Board. Every effort will
529 be made to maintain the physical security of collections. The ULB recommends
530 high budgetary priority be given to regular equipment maintenance to assure the
531 physical safety and condition of the collection in the event of flood, fire,
532 earthquake, or disaster.

533

534 6.2 Monitoring of Theft and Loss.

535

536 6.2.1 Periodic audit of the collection. In order to conduct a complete inventory,
537 the University shall fund an audit of the library collection every ten years to
538 determine the number and distribution of missing items. The results of this audit,
539 including the number and distribution of missing items, shall be publicly reported
540 to the University Library Board and the University as a whole.

541

542 6.2.2 Limited audits of portions of the collection. If there is some evidence of
543 substantial theft or losses in particular portions of the collection, and if there has
544 been no recent general audit, the University Library Board shall request that the
545 Dean of the University Library conduct an inventory of the portion of the
546 collection in question to verify the losses.

547

548 6.2.3 Prevention of the theft of University Library resources is an important
549 obligation of stewardship. If an audit reveals a high theft rate in part or all of the
550 collection, the Dean of the University Library shall consult with the University
551 Library Board and take all necessary measures to reduce the theft rate.

552

553 **7. Evaluation of the General Print Collection.** Maintaining a high-quality
554 academic library collection requires periodic evaluation of the collection with
555 reference to the mission of the University and the diverse needs of each
556 discipline. This reflects the academic library's commitment to meet its primary
557 responsibility to maintain the library collection's relevance now and into the future
558 as well as a recognition that the library's collections must evolve as the amount
559 of information grows and methods to access it change. The evaluation process is
560 conducted by liaison librarians in collaboration with faculty to facilitate sound
561 decision making with regard to the periodic relocating or discarding of materials.
562 In all cases, the primary goals are to improve the quality of the collection,
563 improve the effectiveness of browsing, and to provide space for new acquisitions.
564 Collection evaluation is a professional responsibility of all library faculty involved
565 in collection development.

566

567 7.1 Relocating Materials (Stack Shift). This process does not involve discarding
568 any materials. The procedure is standardized and only requires minimal review
569 by the liaison librarian and not the full procedure of 7.2.2. ~~The procedures are~~
570 ~~relatively automatic and standardized and usually require minimal review by the~~
571 ~~liaison librarian and the specific department associated with a particular Library~~
572 ~~of Congress classification. The Library of Congress Classification system is used~~
573 ~~to determine the scope and range of subject areas~~
574 ~~(<http://www.loc.gov/catdir/cpsol/lcco/>).~~

575

576 7.2 Withdrawal of Materials. Withdrawal is an important procedure designed to
577 maintain the quality of the collection. The Library recognizes that each
578 disciplinary or interdisciplinary program has a unique set of needs in regards to
579 library use and materials. These needs will be taken into account as withdrawal
580 criteria are developed and decisions are made.

581

582 7.2.1 Withdrawal of Duplicates. This type of withdrawal is standardized and only
583 requires review by the liaison librarian, and not the full procedure of 7.2.2. ~~This~~
584 ~~type of evaluation begins with computerized identification of duplicate copies and~~
585 ~~circulation history. The procedures are relatively automatic and standardized and~~
586 ~~usually require minimal review by the liaison librarian, and the specific~~
587 ~~department associated with the relevant Library of Congress classification.~~

588

589 7.2.2 Withdrawal Procedures. First, the liaison librarian will identify the
590 departments associated with a particular Library of Congress classification. ~~First,~~
591 ~~liaison librarians will collaborate with faculty in departments associated with that~~
592 ~~Library of Congress classification to identify the criteria the liaison librarian will~~
593 ~~use to review the collections (7.2.2.1).~~ Second, the liaison librarian will work
594 closely with all such identified departments to identify the appropriate criteria for
595 use during the withdrawal review (7.2.2.1; 7.2.3). ~~Second, materials identified for~~
596 ~~potential withdrawal will be made available for review by all faculty campus wide~~
597 ~~(7.2.2.2).~~ Third, materials identified for potential withdrawal will be made
598 available for review by all departmental faculty in the associated classifications
599 (7.2.2.2). ~~Third, a final review will take place with the departments associated~~
600 ~~with that Library of Congress classification (7.2.2.3).~~ Finally, the library will make
601 every effort to offer materials approved for withdrawal to other institutions through
602 existing consortial relationships.

603

604 7.2.2.1 Identify Criteria for Withdrawal. Liaison librarians have the primary
605 responsibility for evaluation of the collection. Liaison librarians will collaborate
606 with the departments associated with the relevant Library of Congress

607 classification to determine the criteria for reviewing the associated collection.
608 Liaison librarians will attend to interdisciplinary needs when developing criteria. If
609 no department remains associated with a Library of Congress classification due
610 to program discontinuation, then other CSU institutions maintaining programs
611 similar to the one discontinued should be consulted to evaluate materials for
612 withdrawal. The library should retain at least a basic information level in a
613 discontinued program's subject area.

614
615 **7.2.2.2 Withdrawal Review.** Material recommended for withdrawal from the
616 collection will be shared directly with relevant departments via their liaison
617 librarians for review. The information provided will include the criteria jointly
618 established by the liaison librarians and departments along with a link to an
619 analysis (circulation, holdings in other libraries, etc.) of the titles under
620 consideration. Departments will have a period of a minimum of four weeks to
621 respond to the recommendations and must respond by a deadline set by the
622 liaison librarian. A blanket request to keep all materials on a list will not be
623 considered a review.

624
625 ~~7.2.2.2 Campus-wide Review. Recognizing the interdisciplinary nature of many~~
626 ~~subject areas, material recommended for withdrawal from the collection will be~~
627 ~~shared directly with all departments via their liaison librarians and listed by~~
628 ~~subject area on a shared website for a period of six weeks during a regular~~
629 ~~semester (Spring or Fall). The information provided will include the criteria jointly~~
630 ~~established by the liaison librarians and departments along with a link to an~~
631 ~~analysis (circulation, holdings in other libraries, etc.) of the titles under~~
632 ~~consideration. During this time, all faculty will be encouraged to review the~~
633 ~~material and provide feedback to their liaison librarian. A blanket request to keep~~
634 ~~all books on a list will not block the next stage of review.~~

635
636 ~~7.2.2.3 Final Review. The final review will be a minimum of four weeks. Liaison~~
637 ~~librarians will share the information obtained in the campus-wide review with the~~
638 ~~departments associated with the Library of Congress classification area of the~~
639 ~~material being considered for withdrawal (7.2.2.1). Items identified for retention in~~
640 ~~the campus-wide review will normally be retained. In addition, faculty campus~~
641 ~~wide can continue to offer feedback through liaison librarians. The liaison~~
642 ~~librarians will consult with the departments to identify materials on their lists that~~
643 ~~should be preserved. In the event a department feels strongly about removing an~~
644 ~~item that was requested to be kept during the campus-wide review, the liaison~~
645 ~~librarian will facilitate a discussion among the relevant individuals to reach a~~
646 ~~conclusion regarding retention for the item(s) in question. Any materials that this~~

647 ~~final review deems worthy of preserving shall be kept in the San José State~~
648 ~~University Library collection.~~

649

650 7.2.3 Potential criteria for selection of print materials for withdrawal from the
651 collection. The following general criteria, listed in alphabetical order, are
652 examples of the types of criteria that may be taken into consideration when
653 identifying materials for withdrawal. The Library recognizes that each academic
654 department has a unique set of needs in regards to library use and materials, so
655 the following criteria will not necessarily be applicable for each subject area. In
656 addition, consideration will be given to the potential cross-disciplinary value of
657 materials as well as their use for historical research.

658

659 7.2.3.1 Availability. Availability can be considered both internally and externally.
660 Considerations include: a) Whether or not other copies or editions exist in the
661 SJSU collection and/or b) Whether or not the item can be readily borrowed from
662 other institutions via Interlibrary Services or other library resource sharing
663 programs. The desired format for availability will vary by
664 program/discipline/department. Some will require/prefer electronic versions of
665 materials while others will require/prefer print versions.

666

667 7.2.3.2 Content. A candidate for withdrawal may be one where the content has
668 been determined by the liaison librarians in collaboration with faculty in
669 departments associated with that Library of Congress classification area to be no
670 longer beneficial to the collection (e.g., superseded information, duplicated
671 content, changes in curricular needs).

672

673 7.2.3.3 Past use. Past use is generally considered a predictor of future use. Past
674 use is measured by circulation system records and counts, interlibrary loan
675 circulation records, and in-house usage statistics/records. Periods of inactivity
676 will vary by discipline and circulation records may not necessarily be an
677 appropriate criterion for withdrawal. Items, especially single copies, should not be
678 discarded solely because of low use.

679

680 7.2.3.4 Physical condition. A candidate for withdrawal may be one that is worn,
681 defaced, or otherwise in poor condition to the point that it cannot be used and its
682 value to the collection does not warrant replacement or preservation in the same
683 or an alternate format.

684

685 ~~7.2.4 Evaluating collections supporting discontinued programs. The library should~~
686 ~~retain at least a "basic information" level in a discontinued program's subject~~

687 ~~area. Recognizing that the interests of departments frequently overlap, the~~
688 ~~primary liaison librarian must consult with his/her assigned faculties and other~~
689 ~~liaison librarians, who in turn will consult with faculty of relevant departments and~~
690 ~~other University constituencies. The historical research value of materials should~~
691 ~~also be taken into account. Consultation with other CSU institutions maintaining~~
692 ~~programs similar to the one discontinued should be part of the process of~~
693 ~~evaluating materials~~
694 ~~prior to their consideration for removal from the collection.~~

695

696 7.2.4 Disposal of withdrawn materials. Materials to be withdrawn that are not
697 wanted by other CSU or partner libraries will be donated to organizations
698 responsible for placing used books with national and international libraries.
699 ~~Materials to be withdrawn that are not wanted by other CSU or partner area~~
700 ~~libraries will be donated to organizations responsible for placing used books with~~
701 ~~national and international libraries, placed in a designated, well-marked area in~~
702 ~~the Library for at least two weeks, giving faculty, students, and the public the~~
703 ~~opportunity to claim them free of charge.~~

704

705 **8. Acquisitions.** At the beginning of an academic year, liaison librarians will
706 solicit from faculty requests for new acquisitions. In addition, throughout the
707 academic year faculty can request through their liaison librarian purchase of
708 materials. The format requested (print or electronic) will be honored. Once the
709 budget for purchases is exhausted, additional purchases will need to be
710 postponed to review for the next fiscal year. When faculty members in an
711 academic department do not send recommendations for materials by the
712 ordering deadline determined and communicated to faculty by liaison librarians at
713 the beginning of the academic year, the liaison librarian can either purchase
714 materials on their behalf or make the unspent funds available to other
715 departments who have requests exceeding their budget.

716

717 **9. Supplemental Funding for the Library Collection.** The Dean of the Library
718 in collaboration with University Advancement and the Director of Development for
719 the library shall identify and pursue potential donors to support the collection and
720 the services of the library. In addition, the library shall be considered a priority in
721 the distribution of student success funds.

722

723 **10. Effects of Termination of the Joint Library Agreement on this Policy.** In
724 the event that the joint facility agreement is terminated, then only those parts of
725 this policy germane to the University will remain in effect. The Dean of the
726 University Library will consult with the University Library Board to determine

727 which policy elements to abandon on a temporary basis, and the University
728 Library Board will promptly recommend permanent revisions to the SJSU Library
729 Policy to the Academic Senate.
730

MEMORANDUM

March 5, 2024

TO: Vincent Del Casino, SJSU Provost

FROM: Charlotte Sunseri, NAGPRA Coordinator; Alisha Marie Ragland, Tribal Liaison for AB-275

RE: Summary of SJSU CalNAGPRA Compliance

This memo is to document the steps our campus has taken toward compliance with the federal Native American Graves Protection and Repatriation Act (NAGPRA) and the state laws of CalNAGPRA and AB-275, to be shared with the Faculty Senate.

SJSU houses no less than 496 ancestors from 37 separate collections; 5,500 human remains and cultural items are held in a locked and secured facility on campus, in Washington Square Hall. Only NAGPRA personnel are permitted in this facility, along with any Tribal partners. The majority of collections were donated to SJSU over the past 70 years and were originally excavated from the greater Bay Area. As the NAGPRA Coordinator and Tribal Liaison we have worked to address compliance with CalNAGPRA and maintain relationships with consulting Tribes. For CalNAGPRA compliance, SJSU has held over 40 consultations since 2021, with 18 Tribes; we have been in continuous consultation with Tribes for the purpose and shared goals of complete repatriation of these culturally affiliated remains and cultural items. These items for repatriation to Tribes do not include 25% of SJSU's archaeological and historical collections, which lack Native American human remains or cultural items.

Our objective remains to consult with Native California Tribes regarding our handling of human remains in the SJSU Curatorial Facility, with the goal of imminent repatriation of all requested collections to culturally affiliated tribe(s). Over the past three years we have made much progress to this end, particularly with submitting preliminary and final inventories of these collections to the state Native American Heritage Commission (NAHC) and notice of inventories completion to the NAGPRA office and Federal Register. Our campus can now repatriate collections through either NAGPRA or CalNAGPRA to requesting Tribes. We have claims from Tribes for the majority of our holdings, and can begin that process.

In addition to human remains, SJSU must inventory and document all historical archives, photograph and document collections, and other contexts which might contain items of cultural patrimony for Native Americans. We must provide verification of non-Native California origins for these collections, or begin consultation efforts with Tribes. We will be sending out a survey shortly to Chairs and Directors to confirm no such items are held in our facilities. We are working tirelessly to meet state requirements and continue to consult with Tribes to prepare for repatriation of culturally-affiliated Collections; the collaboration of colleagues across campus is essential to this effort.

We look forward to initiating a transfer of collections to Tribes, as we did in a 2020 repatriation of SJSU-held human remains to the Central Valley Yokuts NAGPRA Coalition. Over 75% of SJSU's holdings are in active repatriation claims status, however progress in these efforts is impeded by conflicting requirements at the state (NAHC) and federal (National NAGPRA Office) levels. We are working with the Native American Heritage Commission to facilitate the return of items to Bay Area Tribes, which are not federally recognized as sovereign nations. We look forward to the return of ancestors and cultural items to these tribes, in hopes that this activity will address past injustices and empower Native Californian tribal sovereignty.

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San José State University
Academic Senate
March 18, 2024
First Reading

AS 1866

Sense of the Senate Resolution
Support of Campus Culture of Collegial Curriculum Decision
in Response to CSU Chancellor’s Office and CSU Trustees
Impending Plans to Changes to General Education

Whereas: San José State University Senate has historically entrusted curriculum decisions to departments, college curriculum committees, the Senate’s [Curriculum and Research Committee \(C&R\)](#), and the SJSU [General Education Advisory Committee \(GEAC\)](#); and

Whereas: the SJSU Academic Senate has received regular reports about discussions and resolutions [AS-3615-AA](#), [AS-3639-AA](#), [AS-3666](#) of the Academic Senate of the California State University (ASCSU) recommending not to change CSU General Education Breadth requirements and Title 5 that affects CSU GE Breadth requirements; and

Whereas: The SJSU Academic Senate received a report in fall 2023 from the Chair of C&R and the ASCSU (statewide) senator serving on the SJSU’s Senate Executive Committee about [AB928](#) and [Cal-GETC](#) that: (1) emphasized a focus on local practices; (2) attested to the value of general education to students; and (3) urged for more evidence about the impact of proposed changes through a survey of SJSU faculty and students; and

Whereas: The respondents of the San José State University Senate Survey regarding AB928 and Cal-GETC were split on changes proposed by the CSU Chancellor’s office on implementation of Cal-GETC, including the reduction of 5 GE units by removing Area E: Lifelong Learning and Self-Development, and a reduction of one course in the Arts and Humanities and Behavioral Sciences requirements, and an addition of a laboratory unit associated with bio/physical sciences, and a singular pathway to transfers. Nevertheless, survey respondents overwhelmingly agreed on the importance of General

37 Education, and affirmed their support for proper consultation and the continuation of a
38 collegial culture of collective decision-making on curriculum at SJSU; and

39
40 **Whereas:** The SJSU Academic Senate leadership has been included in and made
41 aware of debates through local communication about probable actions regarding GE
42 changes and their potentially negative impact on some departments and colleges; and

43
44 **Whereas:** Such communications have resulted in concrete assurances from campus
45 administration to identify tangible ways to support affected departments and faculty; and

46
47 **Whereas:** Lack of collegial curriculum decision and meaningful consultation with
48 ASCSU will undoubtedly exacerbate issues of campus climate for faculty and students
49 in a time of multiple social crises (e.g., enrollment struggles, budgetary deficits, and
50 tuition increases, etc.); therefore, be it

51
52 **Resolved** that the Academic Senate of San José State University strongly affirms its
53 support of the ASCSU resolutions named herein; and be it further

54
55 **Resolved** that the Academic Senate of San José State University calls for local
56 administrative support in addressing concerns about faculty roles in curriculum
57 decisions; and be it further

58
59 **Resolved** that the Academic Senate of San José State University calls for local
60 administrative support in resolving any negative consequences of GE changes on
61 faculty who teach GE courses and departments which need GE courses to maintain
62 enrollment and remain in good standing, should alignment be adopted; and be it further

63
64 **Resolved** that the Academic Senate of San José State University believes that
65 insufficient careful study has been conducted to understand the implications of aligning
66 CSU GE Breadth with Cal-GETC and therefore calls for an academically rigorous data-
67 informed analysis be undertaken to understand the implications for student success
68 making changes in CSU GE Breadth at the lower division before any decision to change
69 CSU GE Breadth is made; and be if further.

70
71 **Resolved** that the Academic Senate of San José State University, in consultation and
72 conversation with relevant constituencies (e.g., the General Education Advisory
73 Committee, department chairs, chairs of curriculum committees) debate the following
74 1. The implications of aligning CSU General Education (GE) with California General
75 Education Transfer Curriculum (Cal-GETC).

76 2. How might programs and campuses use the 5 units released from CSU GE to
77 serve the educational interests of our students, should alignment be adopted;
78 and be it further
79

80 **Resolved** that the Academic Senate of San José State University unites with the other
81 CSU campuses in voicing grave concern over the process by which changes to GE
82 coming down from the Board of Trustees, and the potential detrimental effects to
83 campus collegiality and faculty authority on curriculum.
84

85
86 Workload Impact: None expected
87

88 Financial Impact: Potential financial support to impacted programs
89

90
91 **Julia Curry**
92 **Stefan Frazier**
93 **Ravisha Mathur**
94 **Sabrina Pinnell**
95 **Simon Rodan**
96 **Mark Van Selst**
97 **Hiu Yung Wong**