

# SAN JOSÉ STATE UNIVERSITY ACADEMIC SENATE

2023/2024

Agenda

April 15, 2024/2:00 to  
5:00 pm In Person  
Student Union Meeting  
Room 4 A&B

- I. **Call to Order and Roll Call:**
- II. **Land Acknowledgement: Caroline Chen**
- III. **Approval of Minutes:**
  - A. **Senate Minutes of March 18th not available—to be presented as soon as possible**
- 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 11, 2024**  
**Executive Committee Minutes of March 25, 2024**
  - B. Senate Calendar of 2024-25
  - 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 (Final Reading)***
  - B. Organization and Government Committee (O&G):
  - C. Instruction and Student Affairs Committee (I&SA):
  - D. Professional Standards Committee (PS):  
***AS 1870, Modification to S94-5/F95-1 Board of Academic Freedom and Professional Responsibility (First Reading)***

- E. University Library Board (ULB):  
***AS 1869, Amendment E to University Policy S15-10, Revisions to SJSU Library Policy (Final Reading)***

**VIII. Special Committee Reports:**  
***Athletics Board Report (time certain 2:30)***

**IX. New Business:**

**Sense of the Senate AS 1871, Reaffirming Freedom of Speech and Expression, Promoting Respectful and Civil Dialogue in our Campus Community**

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

**XI. Adjournment**

**Executive Committee Minutes**  
**March 11, 2024**  
**Clark 550, 12:00 p.m. to 1:30 p.m.**

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

Absent: Del Casino, Sullivan-Green, McKee

Recorder: Eva Joice

1. The meeting agenda of March 11, 2024 was approved (10-0-0).
2. The Executive Committee Minutes of March 4, 2024 were approved as amended (10-0-0).
3. There was no dissent to the Consent Calendar of March 11, 2024 (13-0-0).
4. After consultation with the Senators from the College of Business, Chair Sasikumar brought forward a candidate, Scott Jensen, to fill the vacant College of Business Senate seat for one year, 2024-2025. His appointment was unanimously approved.
5. The committee discussed AS 1860. It would amend the constitution and bylaws. It was presented at the December 4, 2023 meeting. It was listed in the packet as a Policy Recommendation but projected at the meeting as a Senate Management Resolution. It needs to be a policy recommendation since it amends the Senate constitution. It will be sent out for a referendum campus-wide vote. If approved by the faculty, then it will go on to the president. Bylaw 10.3 allows for editorial changes, so the Executive Committee agreed that the change could be made. The next step is for the President to review the editorial change and either approve or reject it.
6. Updates:
  - a. From the President:

SJSU received an award of \$160,000 for Black Student Success.

The president has been working on sustainable budgets.

The president has updated the Time, Place, and Manner Presidential Directive. She will be meeting with the UCCD and arranging meetings with setting up training for advisers to student clubs and groups.

Final updates are being made to the Strategic Plan.

The president has filled the Chief of Staff position and Shawn Whalen starts June 1, 2024.

The president and provost met with the Senate Expansion Committee.

**Questions:**

Q: Would you be open to including reasons to those programs not funded that were recommended by the BAC?

A: I answered those questions at the BAC meeting.

A: This is also posted on the website.

Q: Class size increases were mentioned at the Budget Town Hall meeting today. What is the plan?

A: This is part of the provost's area.

Q: We seem to be hiring a lot of consulting groups, how much is this costing us?

A: Yes, the contract with the consultants for Athletics is under \$50,000. Deloitte is a systemwide consultant. The Segal group will do a report and it will be shared.

7. The committee discussed and voted on a confidential naming opportunity (11-0-0).
8. The committee discussed the Committee on Senate Representation. Given the late formation of the committee, Chair Sasikumar agreed that the committee would make a report to the Senate by the end of March. . Due to the complex development, the committee asked to extend until April 2024. Members expressed the need for more time, and it was agreed that the deadline would be in May. They will have a summary of their findings and recommendations by April 15th and bring the final recommendations to the May 6, 2024 Senate meeting.
9. The meeting adjourned at 1:30 p.m.

The minutes were transcribed by the Senate Administrator, Eva Joice on March 20, 2024. The minutes were edited by Chair Sasikumar on April 6 , 2024. The minutes were approved by the Executive Committee on April 8 , 2024.

## Senate Executive Committee

March 25, 2024

Clark 550, 12:00 – 1:30 p.m.

Present: Baur, Curry, Dukes, French, Fuentes-Martin, Kataoka, Multani, Sasikumar (Chair), Sullivan-Green, Teniente-Matson, Wong

Absent: Del Casino, Faas, Hart, McKee

Recorder: Julia Curry

1. Approval of the agenda – There was a statement regarding the lateness.
2. Approval of the minutes of the meeting of Mar 11, 2024 – Tabled to be reviewed.
3. Chair's Update (none)
4. Updates:
  - a. From the President

On rebuilding the culture of trust (from 5 priorities on the cabinet level), VP Fuentes-Martin made a brief update on TPM policies and procedures.

VP Fuentes-Martin visited with Jen Malutta, Dawn Lee and Sonja Daniels, co-chairs of the TPM committee.

With the February 19 incident, the execution of strategies is being reconsidered. There is a need for training. Disruption with the February event occurred because it was a class, which was also promoted as a public event. The President and the Provost discussed the outreach to faculty advisors and for future events from classes that transition to public events, including threat assessment- procedures, size/capacity, and related decision tree. The Vice president addressed AS President Multani their upcoming meeting and what is going to happen to ensure maximum support . Monday's Turning Point event went without disruption.

Dawn Lee is going to develop a training module – virtual /in person. Strategy is being developed on the academic side to offer engaging training.

VPRI – will have an interim appointment in a couple of weeks.

Enrollment Manager – This position will become vacant. This is a relatively recent hire, the pool of two candidates will be reviewed based on recommendations from the. Search committee, the original search concluded in mid-September. We will draw a candidate from that pool.

A 5-year review of Provost will take place. The president will work with Chair Sasikumar for the framework and process. A call will be out to colleges for elected nominees to begin the process including a survey and review in fall.

April 19<sup>th</sup> – Futures Forum as a part of Research Week. An AI Vision Statement will be introduced. There will be a campus-wide conversation with Congresspersons Lofgren and Eshoo – federal discussion of AI.

**Questions:**

Q: Is how to define a public meeting. Preliminary thing to consider: non-members of the university (anyone without ID) are to be considered public. Defines access: buildings are public buildings but only those with ID can enter.

Q: What is the TPM definition of public space, legally, on the nature of classroom visit?

A: We don't need a legal definition; we know what a public space is. What we want is what the faculty understand when they use the term public – to hold in a place that is accessible to 'general' public.

Q: So the classroom is not a private place?

A: A classroom building is public. But if someone walks into your office, the person is asked the reason.

Q: Would a VPRI be hired internally, or nationally?

A: There will be a one-year hire internally. Then it will be evaluated.

Comment: Another issue is a zoom bombing. Committee can also consider protocol to prevent hijacking.

Comment: Futures Forum with a Congressperson Zoe Lofgren is great.

5. Approval of the [Senate Calendar](#) for 2024-25

It is prepared by Administrator Joice.

All dates are Mondays and major holidays were checked.

The calendar will be presented to the Senate and published on the website.

**Questions:**

Comment: This year's retreat conflicted with the Associated Students' event.

Q: Is the weekly EC meeting institutionalized in constitution or bylaws? Could it be bi-weekly?

A: The possibility will be checked.

Discussions followed on the frequency, the time duration, and the modality of the Executive Committee meeting, together with the impact on the meetings of policy committees. As per the Standing Rules, 17-A, regular meetings shall be held on Mondays that the senate does not meet.

It is tabled to April 8<sup>th</sup>.

6. Presentation of the report of the Committee on Senate Representation by co-chairs Kataoka and Sundrud - Document is in the shared folder.

First Report to the Senate: 02/05/2024, from the first two meetings (12/01 and 12/05)

- a. Meetings after 02/05
  - i. February: 02/06; 02/15; 02/20; 02/29
  - ii. March: 03/05; 03/14; 03/19 (03/28 – upcoming)
- b. Aims of the Committee
  - i. List of Recommendations by 04/15
  - ii. Draft Report by 04/15
  - iii. Final Report by 05/06
- c. Recommendations agreed thus far:
  - i. Language change (Background: while most SSPs are unit 4 members, there are some unit 3 SSP members, currently they are all General Unit members.)
    1. Faculty = Unit 3 employees
    2. Staff = Non-MPP, Non-unit 3 employees of the SJSU
  - ii. Add “Staff” representatives to the Senate
  - iii. Change General Unit Members: Only Faculty (=unit 3) outside the represented colleges
- d. Recommendations deliberated on 03/28 and after
  - i. Membership Changes
    1. Add 2 SSPs as Staff representatives
    2. Add 2 more Staff representatives (non-MPP, non-SSP)
    3. Change the President’s membership to non-voting member
    4. Reduce the number of Dean’s representatives by 1  
(Total number of non-faculty voting members = 20)
    5. Total number of college/GU faculty representatives will be 40.
    6. Changes will be implemented from the next election.
  - ii. Adding language to bylaws for
    1. faculty protection from scheduling conflicts
    2. staff protection to attend meetings and as free Staff representatives.

3. broader consultation (e.g., Lecturers' Council on lecturer policies, UCCD)

**Questions:**

Comment: Mandating for freeing Mondays may cause a problem for the department and the students. Consider language such as "as much as possible."

Q: With more staff members, is Monday still the best day for the Senate meetings?

Comment: Do you consider keeping the number of deans the same but change them to be non-voting members? They are not overrepresented because of their critical role in management and faculty.

Q: How would the two staff members be selected?

A: Staff Council is the only assembly for all of the SJSU Staff members, but it may be too much of a burden to organize elections. How to implement elections is not discussed yet.

A: We talked with the UP to ask for circulating the materials.

Comment: Senate election is administered through the colleges. So maybe UP can perform the election for the staff, as assisting the election.

Q: Have you considered that these four additional senators (2 SSPs and 2 non-MPPs) would also serve on policy committees?

Comment: Officially formalizing release time needs to go through UP.

Comment: Release time for staff members would open the possibility for lecturers, too.

Comment: General unit members cannot chair committees because they cannot accept release time.

Comment: There is precedent for accommodations for staff members to attend union meetings. It is time for accommodation, not 'release time.'

7. Constituting a Naming Committee for the former CPGE (Proposal is [here](#))
  - a. Due to the absence of the Provost and the President, Chair Sasikumar presented the proposal.
  - b. As per the policy, a naming committee is necessary. This proposal is just for the constitution of the committee and its membership, not on the name. The committee will bring back the name to be considered. The proposal was approved (9-1-0).

## 8. University Updates

### a. VPSA: Fuentes-Martin

- i. There are a lot of events: AS election, board members for Student union, etc.
- ii. Had a tour of the student union, SRAC and event center and saw both potential and need of repairs.
- iii. On housing: (1) High return rate of students, frosh starting in, at 55% occupancy for fall, with space for frosh. (2) International House will be moving into the Student Affairs out of CPGE. It will be a traditional residence house and as an international learning community, partnership with global engagement. (3) Spartan Village has 100 returning, and 50-60 frosh choosing to live there.
- iv. Admitted Spartan Day on April 13. Turning point to yield SJSU students. Some trips to Oakland, Long Beach, and Seattle.

### Questions:

Q: I-House had its own board, will that still exist?

A: They had a gift from the Simpkins family, had a discussion with Rotary VPSA is working with Andrew Exner on MOU, transferring contracts, etc. The advisory board may stay.

Comment: Communication may be sent to the members of the Advisory Board.

### b. AS President: Multani

- i. AS allocated 150K to student orgs, may have to go into reserves to allocate more money to registered student orgs. Exciting that they are using funds.
- ii. Lobby Corps passed many resolutions. He will be stepping back to do structural changes to the board. Positions to dissolve one into VP role, and internal affairs director which do kind of the same thing. Scope of work will add director of research and technology. Other internal committee changes. Positions for the senate and elsewhere.
- iii. Working on SOS on TPM, with community safety, positive learning environment, intergroup dialogue training from CDO, encourage respectful discourse.
- iv. Spartan Squad – name in progress. It is the student section of SJSU. Over time not the best job of delivering – t-shirts, end game experience, building event camaraderie sports large experience. He came here because of athletics. Camaraderie.
- v. Advising referral in ISA
- vi. The Athletics Board will have recommendations from external review. Financially, it's not smart to leave the current status.
- vii. Recommendations about NIL. Strength in supporting students. Offsetting the financial burden, SDSU has an NIL (name image and

language) coordinator for deals to prevent exploitation of student athletes. In CA it is not legally required.

- c. Provost (none) – not present
- d. CFO – no time for him to give a report.
- e. CSU Statewide Senator - not given time, but written into notes.  
Shared resolutions summary packet from March Plenary.  
To access the Resolution page, please click [here](#) (requires inserting number)  
To access the Resolution summary, please click [March Resolution Summaries](#)

BOT meetings began on Sunday and go through Wednesday. As I indicated in my report at our senate meeting, if people would like to participate in public comment regarding the impending decision on GE and single transfer pathway, that would be a good idea. Public comment is on Tuesday, the deadline for participation closed on Friday, but written comments can be sent to the trustee secretariat at [trusteesoffice@calstate.edu](mailto:trusteesoffice@calstate.edu).

We will continue to work on the resolutions introduced which will be voted at the May plenary, including the DACA Workers resolution.

- f. CDO – no time to report.
9. Policy Committee Updates – no time to report.
- a. Organization and Government
  - b. Instruction and Student Affairs
  - c. Professional Standards
  - d. Curriculum and Research

The minutes were transcribed by Julia Curry and Reiko Kataoka on March 25, 2024. The minutes were edited by Chair Sasikumar on April 6 , 2024. The minutes were approved by the Executive Committee on April 8 , 2024.

DRAFT

Academic Senate  
2024-2025 Calendar of Meetings  
Senate, Executive Committee,  
and Policy Committees

Office of the Academic Senate  
Clark 500 Office/CLK 520 Chair, 0024  
Office: 4-2440 Fax: 4-2451  
<http://www.sjsu.edu/senate>  
[eva.joice@sjsu.edu](mailto:eva.joice@sjsu.edu)

Fall 2024		Spring 2025	
Aug. 19	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Jan 27	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Aug. 26	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	<b>Feb. 3</b>	<b>Senate Meeting (2-5 p.m.)</b>
<b>Sept. 9</b>	<b>Senate Meeting (2-5 p.m.)</b>	Feb. 10	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
Sept. 16	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Feb. 17	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
Sept. 23	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	<b>Feb. 24</b>	<b>Senate Meeting (2-5 p.m.)</b>
<b>Sept. 30</b>	<b>Senate Meeting (2-5 p.m.)</b>	Mar. 3	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
Oct. 7	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Mar. 10	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
<b>Oct. 14</b>	<b>Senate Meeting (2-4 p.m.) (AA and University Budget)</b>	<b>Mar. 17</b>	<b>Senate Meeting (2-5 p.m.)</b>
Oct. 21	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Mar. 24	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
Oct. 28	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Apr. 7	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)
<b>Nov. 4</b>	<b>Senate Meeting (2-5 p.m.)</b>	<b>Apr. 14</b>	<b>Senate Meeting (2-5 p.m.)</b>
Nov. 18	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meeting (2-4 p.m.)	Apr. 21	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
Dec. 2	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4 p.m.)	Apr. 28	Executive Committee Meeting (12-1:30 p.m.) Policy Committee Meetings (2-4pm)
<b>Dec. 9</b>	<b>Senate Meeting (2-5 p.m.)</b> <b>Meeting Locations:</b> Senate Meetings TBD. Executive Committee Meetings in CLK 551. Policy Committee Meetings TBD by each committee.  <b>Notes:</b> Campus closed Sept. 2 (Labor Day), Nov. 11 (Veteran’s Day), Nov. 27 non-instructional day, Nov. 28-29 (Thanksgiving); Dec. 9 last day of classes. Dec. 11— Finals begin.	<b>May 5</b>	<b>Senate Meeting (2-4 p.m.) Last of 2024-2025</b> <b>Senate Meeting (4-5 p.m.) First of 2025-2026</b>  Senate Retreat: TBD, Jan. 1, 20 (holidays), March 31 (holiday), Spring Break March 31-April 4, 2025, May 26 (holiday), Spring semester begins Jan. 21, 2025, Last day of instruction, May 12, Finals begin—May 14.  [Additional emergency meetings are scheduled as needed.]

Approved by Executive Committee \_\_\_\_\_  
Approved by Senate \_\_\_\_\_

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**San José State University**  
**Academic Senate**  
**Curriculum and Research Committee**  
**April 8, 2024**  
**Final Reading**

**AS 1867**

**Policy Recommendation**  
**S14-6, University Policy, 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: April 8, 2024  
39 Vote: 7-0-0  
40 Present: Kourosh Amirkhani, Megan Chang, Stefan Frazier, Marie  
41 Haverfield, Ellen Middaugh, Scott Shaffer, Hiu-Yung Wong  
42 (Chair)  
43  
44 Absent: Marc d'Alarcao, Heather Lattimer, Richard Mocarski,  
45 Sahithya Swaminathan, Cristina Velarde  
46

47  
48 Workload Impact: None  
49  
50 Financial Impact: None  
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## UNIVERSITY POLICY

54

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

55  
56  
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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

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70 1.0 Preamble.

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

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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

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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

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112 3.0 Definitions.  
113  
114

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

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

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

277

278 4.7 Animal Care Program Manager [ACPM] will have the appropriate veterinary  
279 training, certification and/or experience in laboratory animal science and is charged with

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

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

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

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

322 the Institutional Official for the appropriate action. The IACUC may consider a wide variety  
323 of actions following such an investigation, including suspension of the activity and  
324 termination of an approved protocol. If requested, the ACPM or Campus Veterinarian  
325 shall follow up with the reporting individual/s to share relevant findings of the final  
326 investigation.

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

---

334  
335 5.0 Principles for the Use of Animals.

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

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

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

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

362 consultation shall be clearly documented in the animal care and use protocol for such  
363 activities.  
364

365 5.4.1 If a procedure or manipulation is likely to cause greater discomfort than the applied  
366 level of anesthesia, the animals must first be rendered incapable of perceiving pain and be  
367 maintained in that condition until the experiment or procedure is ended. Animals that  
368 would otherwise suffer severe or chronic pain or distress that cannot be relieved should be  
369 painlessly dispatched at the earliest, most appropriate time. The PI or personnel in charge  
370 of the activity must be prepared to terminate the study whenever s/he believes that its  
371 continuation may result in undue or unnecessary injury or suffering to the animal as a  
372 humane endpoint.  
373

374 5.4.2 If an emergent situation occurs where the well-being of the animal is at stake,  
375 investigators shall immediately halt the activity and contact the attending veterinarian for  
376 animal welfare consultation. The PI must bring to the IACUC's immediate attention any  
377 adverse study event that impacts the health or well-being of study animals for review and  
378 possible action.  
379

380 5.5 The living conditions of animals shall be appropriate for their species and contribute  
381 to their health and comfort. The housing, feeding and care of all animals will be directed  
382 by the Campus Veterinarian or designee qualified and experienced in the species of  
383 interest. When appropriate every effort shall be made to provide physical and  
384 psychological enrichment unless to do so would negatively impact the study  
385 objective. Standards for the construction, sanitation and use of housing, service, and  
386 surgical facilities shall meet those described by all applicable federal regulations and  
387 guidelines for the care and use of laboratory animals.  
388

389 5.6 All animals shall have access to adequate veterinary care, including off-hours,  
390 weekends, holidays and campus closures as dictated by the Campus  
391 Veterinarian. Animals shall be monitored at appropriate intervals which are dictated by the  
392 species, the nature of the intervention, the degree and duration of post-procedural pain,  
393 distress or discomfort, and possible complications. During monitoring, animals shall be  
394 evaluated for the presence of pain, distress or discomfort whereas the criteria are based  
395 upon normal behavior patterns for that species.  
396

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

402 animals shall be reviewed by the IACUC with sufficient frequency to fulfill individual  
403 responsibilities as described in the animal use protocol.

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

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

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

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

435  
436 5.12 Methods of euthanasia will be performed by qualified individuals in a manner that  
437 induces a rapid state of unconsciousness to insure an immediate and painless death for  
438 the animal. Euthanasia procedures conducted on animals must be considered the most  
439 humane given the study objective and should be in accordance with the current  
440 recommendations made by the American Veterinary Medical Association (AVMA)  
441 Guidelines for the Euthanasia of animals wherever possible. Deviations from any of the  
442 euthanasia practices specified by AVMA recommendations must be justified in the animal

443 use protocol and approved by the IACUC. No animal shall be discarded until after it has  
444 been assessed by a qualified individual to be confirmed dead.  
445

446 5.13 Personnel must follow the guidelines and requirements set forth by the IACUC in  
447 accordance with the standards and procedures outlined herein with due consideration of  
448 the statement on ethics and the care and use of animals in the preamble to this policy. All  
449 animal use protocols must be complete and accurate, and signed with a statement by the  
450 PI signifying that they have read and will abide by this policy. Any deviations from the  
451 provisions set forth in *Section 5* of this policy must be presented in writing by the PI and  
452 granted IACUC approval before the activity commences.  
453

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454

455

456 6.0 Activity Descriptions and Protocol Forms.  
457

458

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

465

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

472

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

480

481 6.1.3 Initiating or conducting animal activities without securing SJSU IACUC approval is  
482 considered a violation of this policy. The IACUC will not consider, accept or conduct  
483 retroactive review of protocol submissions involving the care or use of animals led or  
initiated by SJSU personnel if the activity is considered completed. Ongoing activities that

484 are not approved by the SJSU IACUC must be immediately halted and reported to the  
485 IACUC for proper investigation and action. Activities that are not in compliance with this  
486 policy will be promptly investigated by the IACUC and reported to the Institutional Official  
487 for recommended action.  
488

489 6.1.4 The IACUC may consider approving personnel involvement in activities that are led  
490 or initiated by outside institutions under an IACUC-approved protocol and are considered  
491 on-going. It is important that faculty and students communicate their interests to use live  
492 animals or their tissues at the earliest possible time to the University Animal Care  
493 department office so that the IACUC can be informed and review the appropriate protocol  
494 form.  
495

496 6.1.5 The SJSU IACUC will consider accepting alternate IACUC approval and deferring  
497 oversight of an ongoing activity that is initiated, led, and/or conducted by a third-party or  
498 organization. Where applicable, the SJSU IACUC will only approve such submissions for  
499 the designated approval period indicated by the IACUC from the third-party performance  
500 site. An application form is available for IACUC review of such requests.  
501

502 6.1.6 The SJSU IACUC will consider permitting individual use of data previously  
503 collected from activities led or initiated by a third-party or organization under an IACUC  
504 approved protocol. In such situations where outside IACUC oversight was not required by  
505 law, SJSU personnel must be able to show legal association with the activity and that all  
506 applicable federal laws and agency guidelines were adhered to with respect to the care  
507 and use of live animals.  
508

509 6.2 IACUC protocol submissions shall be sponsored and signed by a SJSU faculty  
510 member **or other individual institutionally recognized with PI status per University policy**  
511 **S18-5**, or the Campus Veterinarian, identified as the Principal Investigator. Protocol forms  
512 used must be the most current version available and filled in completely. The IACUC may  
513 require full resubmission of any protocol application on the appropriate form. Protocol  
514 submission forms, submission deadlines and contact information for submission guidance  
515 shall be made available on the IACUC resources webpage.  
516

517 6.2.1 Activities conducted by faculty on sabbatical and visiting scholars or other third-  
518 party individuals at or through SJSU must be approved by the SJSU IACUC. Therefore,  
519 visitors to the University must be supported and represented by an SJSU faculty member  
520 or the Campus Veterinarian to pursue IACUC approval for animal-related activities. SJSU  
521 affiliates involved with activities at outside institutions shall comply with applicable  
522 provisions set forth by the IACUC at those institutions.  
523

524 6.2.2 If the PI is planning a leave or sabbatical rendering them unable to oversee  
525 ongoing study conditions, the appropriate arrangements shall be made to ensure the  
526 proper use of animals. Where appropriate, PI leave plans should be shared with the  
527 Animal Care Program Manager for animals being held for study. The Campus  
528 Veterinarian shall make a recommendation to the IACUC and Institutional Official if PI  
529 oversight becomes a concern. If the PI is placed on any leave or suspension, then the animals  
530 shall be considered relinquished and reassigned to the care and oversight of the Campus  
531 Veterinarian. Investigators will not be permitted to handle or direct the care or use of relinquished  
532 animals under the control of the Campus Veterinarian. If necessary, the Dean and/or Institutional  
533 Official may request funds from the respective University department and/or Research Foundation  
534 to ensure all animals are adequately provided for. The Dean, in consultation with IACUC and  
535 Campus Veterinarian, will determine the duration of time the colony may be maintained under the  
536 care of the Campus Veterinarian.  
537

538 6.3 *Activities Involving the Use of Non-living Animal Tissues.* Non-living tissue samples  
539 obtained **post-mortem or** from an animal's natural habitat, museum collections,  
540 commercial sources, road kill, or from a collaborator's scientific archive are subject to  
541 IACUC oversight to verify the source and manner in which the samples were  
542 obtained. The receipt of voucher specimens into campus museum collections is also  
543 subject to IACUC oversight and approval. The IACUC will require verification of a valid  
544 import permit for specimens derived from species of special concern, threatened,  
545 endangered or as required by law. The IACUC may require documentation of the date,  
546 time, and circumstances of collection, including proof of prior IACUC approval, for tissues  
547 shared by outside collaborators. An abbreviated protocol form is available for IACUC  
548 review of such activities.  
549

550 6.3.1 Opportunistic sources of obtaining animal tissue include (but are not limited to)  
551 contracts with tissue banks or utilization of clinical diagnostic samples. In order to use the  
552 abbreviated submission form, investigators cannot influence in any way the handling of a  
553 live animal to obtain the sample. Tissue acquisition by contracting or subcontracting the  
554 collection of samples from live animals (e.g., serum antibody production) will require  
555 completion of the protocol for care and use of vertebrate animals. Additional review  
556 requirements may be imposed by outside institutions for the handling or transfer of  
557 animals or their parts.  
558

559 6.3.2 Where applicable, investigators are encouraged to collaborate internally and share  
560 tissue samples made available from ongoing projects to reduce the number of animals  
561 required for other studies. The ACPM shall be a resource to investigators to coordinate  
562 tissue sharing that will require IACUC approval for the recipient using an abbreviated  
563 protocol form.  
564

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

573  
574 6.5 *Activities Involving Invertebrate Species.* The IACUC requires review and approval of  
575 activities that involve the holding or use of multicellular invertebrate species if: 1) the  
576 species is listed as endangered, threatened or of special concern at federal or local levels;  
577 2) the species is considered venomous or a threat to public health; or 3) the project  
578 involves a non-native species that requires permission from a State or local authority to  
579 possess or handle, even if specimens are obtained commercially. An abbreviated protocol  
580 form is available for IACUC review and approval of such activities.

581  
582 6.5.1 **The IACUC requires review and approval of activities that involve the handling of**  
583 **Cephalopod species using the protocol for animal care and use.**

584  
585 6.6 *Observational Studies Involving Animals.* For purely observational studies that do  
586 not involve handling or disturbing of a live animal in its natural habitat, the IACUC requires  
587 review and approval of projects that entail the deployment of recording equipment as part  
588 of the study or requires permission from a government authority to approach the species  
589 being studied or to gain regional access to sensitive habitats, public or private lands,  
590 sanctuaries or refuges. An abbreviated protocol form is available for IACUC review and  
591 approval of such activities.

592  
593 6.7 Activities that entail the holding, handling or disturbance of a live vertebrate animal is  
594 subject to IACUC review and oversight. Such activities must be submitted and approved  
595 using the protocol for animal care and use. Each protocol submission shall meet the  
596 requirements outlined in *Section 7* of this policy.

597  
598 6.8 *Project Categorization of Potential Pain and Distress in Laboratory Animals*  
599 descriptions shall be appropriately assigned for all IACUC approved live vertebrate animal  
600 activities. Pain and distress category descriptions shall conform to federal guidelines and  
601 be made available on the protocol for animal care and use. During protocol review the  
602 IACUC reserves the right to reassign the projected pain and distress category designation  
603 for any activity. General information on project categorization of pain and distress in  
604 laboratory animals is as follows:  
605

606 6.8.1 *Category One*: Use of non-living tissues, **invertebrates covered by this policy**,  
607 fertile vertebrate eggs in early gestation, or observational animal studies approved  
608 using an abbreviated protocol form as described in *Section 6.3 through 6.6* of this  
609 policy. Activities identified as a higher pain category level (II, III, IV or V) are to be  
610 submitted and approved using the IACUC's protocol for animal care and use.

611  
612 6.8.2 *Category Two*: Activities that involve the handling of vertebrate animals **and**  
613 **Cephalopods** that may produce little or no physical pain or distress, and would not warrant  
614 relief of temporary pain, distress, or discomfort.

615  
616 6.8.3 *Category Three*: Activities that may produce minor pain or distress in  
617 vertebrate animals **and Cephalopods** in which every effort is made to avoid, minimize  
618 and relieve discomfort using the appropriate anesthetic, analgesic or tranquilizing  
619 drugs, and improving the animal's well-being by providing supportive care as  
620 needed. If the IACUC determines that activities could potentially cause more than  
621 slight or momentary pain or distress to an animal (**as defined in category III, IV or V**),  
622 the PI is required to **consult with a qualified veterinarian on the protocol design and**  
623 outline a search for alternatives to all such procedures.

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

636

637 6.8.5 *Category Five*: Activities that involve greater than momentary pain or distress,  
638 or unavoidable pain, discomfort, or distress in vertebrate animals and Cephalopods  
639 whereas use of the appropriate anesthetic, analgesic or tranquilizing drugs to  
640 minimize or alleviate suffering are withheld due to adverse impacts on the procedures,  
641 results or interpretation of study. The PI must explore and document means by which  
642 any animal suffering shall be mitigated to the greatest extent possible, including  
643 supportive care and beneficial modifications to the animal's environment. Such  
644 activities must be deemed irrefutably necessary by design to receive IACUC approval.  
645

---

646  
647  
648 7.0 Protocol Review Standards and Procedures.

649  
650 7.1 The IACUC is charged with institutional review and approval of animal care and use  
651 protocols, including proposed significant or minor changes to a protocol, and oversight of  
652 ongoing activities that involve the care and use of laboratory animals. The IACUC shall  
653 evaluate each animal use protocol description and modification request for (but not limited  
654 to):

655  
656 7.1.1 Adherence to the provisions and standards cited in *Section 5* of this policy.  
657

658 7.1.2 Assurance that protocols that entail the use of live vertebrate animals include  
659 identification of the species and approximate numbers to be used; rationale for involving  
660 animals and the appropriateness of the animals selected and numbers of animals to be  
661 used; a complete description for the proposed use of animals; a description of procedures  
662 designed to assure that discomfort and pain to animals will be limited to that which is  
663 unavoidable for the conduct of scientifically valid research or teaching; and a description of  
664 a euthanasia method to be used.  
665

666 7.1.3 Assurance that the housing and care of animals meets Federal standards, and that  
667 animals receive adequate veterinary care and physical and psychological enrichment  
668 where appropriate per IACUC standards.  
669

670 7.1.4 Assurance that activities involving surgery include appropriate provision for pre-  
671 operative and post-operative care of animals in accordance with established veterinary  
672 medical and nursing practices, and that all survival surgery will be performed using aseptic  
673 technique.  
674

675 7.1.5 Assurance that the pain and distress category for each proposal is appropriately  
676 assigned and that all procedures that may cause more than momentary or slight pain or

677 distress to animals are performed with appropriate sedation, analgesia or anesthesia  
678 when possible, with accompanying documentation and scientific justification that less  
679 painful or distressful procedures are not available or appropriate.  
680

681 7.1.6 Assurance that the number of animals to be used is the minimum necessary to  
682 achieve valid results and alternatives to the use of live animals have been adequately  
683 considered.  
684

685 7.1.7 Assurance that animal activity locations and facilities are described in the animal  
686 care and use protocol. For proposed off-campus facilities the IACUC must approve  
687 incorporating them into the institution's animal use program whereas the care and use of  
688 animals will be subject to the principles outlined herein.  
689

690 7.1.8 Assurance from the PI that the proposed animal activity has been examined and is  
691 not unnecessarily duplicating work that is ongoing or has already completed, whether in  
692 publication or curriculum.  
693

694 7.1.9 Assurance that the level of personnel involvement, animal handling experience and  
695 training or required training, guidance and supervision is described and that all individuals  
696 are properly trained and deemed proficient by the PI or their designee in the humane care  
697 and use of animals before engaging in an animal-related activity.  
698

699 7.1.10 Assurance that the risks associated with the care and use of animals are reduced  
700 to acceptable levels and that personnel are adequately trained. The IACUC shall evaluate  
701 and inform the PI of the potential hazards related to chemical usage, bites and exposures,  
702 allergens, and risk of zoonotic transmission identified in the approved protocol.

703 7.1.11 Assurance that the PI or designee shall obtain and abide by all applicable Federal,  
704 state or local scientific collection, marking and access permits associated with the care  
705 and use of animals.  
706

707 7.1.12 Assurance that any deviation from provisions outlined in this policy, applicable  
708 Federal guidelines, or institutional standards in the care and use of animals is revealed to  
709 and approved by the IACUC before the activity commences.  
710

711 7.1.13 Falsification of information on an animal care and use protocol submission or  
712 deviation from approved protocol by the PI or personnel may be considered by the IACUC  
713 as immediate grounds for suspension of an activity, revocation of IACUC approval for the  
714 use of animals and referral to the Institutional Official for appropriate action.  
715

716 7.2 Protocol Review and Approval.

717  
718 7.2.1 The PI is responsible for screening the protocol application for accuracy and  
719 completeness prior to IACUC consideration. The PI shall submit the appropriate animal  
720 care and use protocol submission form with attachments for IACUC review in ample time  
721 before the proposed project initiation date (60 days prior is recommended). Instructional  
722 protocols must be submitted to and approved by the IACUC in ample time before the  
723 commencement of a given semester. The PI is encouraged to allow time for preview of  
724 the protocol submission by the IACUC staff or Campus Veterinarian before formally  
725 submitting materials for IACUC consideration.  
726

727 7.2.2 For activities identified at a pain and distress level III or greater, the PI must consult  
728 a qualified veterinarian prior to IACUC consideration of the protocol to ensure that  
729 methods of analgesia, anesthesia, tranquilization, euthanasia and pre/post-operative care  
730 are appropriate, employed where necessary, and are in accordance with current  
731 veterinary and nursing practices.  
732

733 7.2.3 Procedures for handling a protocol submission for IACUC review and approval are:  
734  
735

736 . The complete protocol submission is routed to the IACUC Coordinator electronically  
737 for processing by the submission deadline. The Coordinator reviews all submissions for  
738 completeness and may provide input or assistance to the PI with developing the  
739 submission before accepting it.

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

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

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

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

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

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

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

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

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

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

765

766 7.3 Once approved, no changes to the approved animal use protocol can be instituted  
767 without prior written approval by the IACUC, including (but not limited to) extension of the  
768 approval period, changes in personnel, number or type of animals used, material  
769 alterations, and the inclusion, removal or alteration of procedures performed on an  
770 animal.

771

772 7.3.1 **If an unforeseen incident occurs where the well-being of the animal is adversely**  
773 **impacted, investigators shall immediately halt the activity and contact the attending**  
774 **veterinarian for consultation. Any changes recommended or instituted by a veterinarian in**  
775 **such instances must be promptly presented to the IACUC in the form of an amendment for**  
776 **review and approval before future changes are made under the approved protocol.**

777

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

786

787 7.5 If IACUC approval of a protocol submission is denied, the PI may appeal to the  
788 IACUC and request to appear at a convened session of the IACUC. **Resubmission of a**  
789 **protocol that was denied approval should only occur after a formal appeal at a convened**  
790 **meeting of the IACUC.**

791

792 7.6 Department heads, College Deans and the Institutional Official shall have the  
793 authority to deny approval for commencement of an animal-related activity that the IACUC  
794 has approved. However, no institutional entity, individual or body may authorize the  
795 commencement of an animal-related activity that is pending approval or has been denied  
796 approval by the IACUC.

797

798 7.7 The IACUC reserves the right to refuse or suspend review of a protocol submission  
799 at any time. Reasons for the IACUC's decision to deny review of a protocol submission  
800 shall be provided to the PI in writing.  
801

802 7.7.1 PIs that have any business with the IACUC known to be delinquent, non-compliant  
803 or otherwise unresolved to the satisfaction of the Committee may have approval of any or  
804 all ongoing activities under their direction suspended by the IACUC until such matters are  
805 considered resolved and in good standing.  
806

807 7.8 If protocol approval should expire or approval of the activity be suspended by the  
808 IACUC while animals are actively held for study, the entire colony shall be considered  
809 relinquished and may be reassigned to the care and oversight of the Campus  
810 Veterinarian. Investigators will not be permitted to handle or direct the care or use of  
811 relinquished animals under the control of the Campus Veterinarian **until an alternate**  
812 **IACUC-approved protocol is in-place.**  
813

814 7.8.1 The Principal Investigator shall assume fiscal responsibility for the housing and care  
815 of any and all relinquished or abandoned animals **held under the veterinary holding**  
816 **protocol.** If necessary, **the Dean and/or Institutional Official** may request funds from the  
817 **respective** University department to ensure all animals are adequately provided for until the  
818 matter of IACUC approval is considered resolved.

## 819 7.9 IACUC Approval Exemptions 820

821 7.9.1 In cases where there is a question as to whether or not IACUC approval is required  
822 for a proposed animal activity, personnel should consult with the University Animal Care  
823 office. Upon consultation with the IACUC Coordinator, the PI of a proposed study  
824 involving animals or animal tissues may submit a request for IACUC approval exemption  
825 available on the IACUC resources webpage.  
826

827 7.9.2 The IACUC Chair may grant IACUC approval exemption based on the information  
828 provided by the PI with respect to the provisions set forth in this policy. Denial of a  
829 request for exemption implies that IACUC approval for the proposed activity is required.  
830

831 7.9.3 If accepted, an official letter of IACUC approval exemption will be provided to the PI  
832 to satisfy requirements for animal subjects oversight.  
833

## 834 7.10 Annual review of protocols 835

836 7.10.1 All active protocols for animal care and use shall be reviewed and approved by  
837 the IACUC annually. The IACUC coordinator will route the PI of a protocol the appropriate  
838 annual review request information one month before the protocol anniversary date.  
839

840 7.10.2 The PI is required to respond to all IACUC requests listed on the annual review  
841 cover letter and return the completed annual review form provided by the IACUC  
842 Coordinator by the designated date. Questions concerning annual review documents  
843 should be directed to the IACUC coordinator.  
844

845 7.10.3 Failure by the PI to respond in a timely manner to the IACUC's annual review  
846 request may result in protocol approval suspension for an ongoing animal activity.  
847

---

848  
849

## 850 8.0 Project Risk Assessment, Personnel Safety and Training.

851  
852 8.1 All activities will be assessed by the IACUC for a safe and healthy work environment  
853 to ensure that risks associated with experimental use of animals are maintained within  
854 acceptable levels. In addition to complying with University Injury and Illness Prevention  
855 Program (IIPP) procedures implemented by SJSU Environmental Health & Safety,  
856 personnel will be required to adhere to standards set forth by the IACUC with regard to  
857 personal protection and safety. The IACUC requires the PI and all personnel associated  
858 with an activity to be familiar with the personnel safety risks, precautions to mitigate safety  
859 hazards and emergency response procedures with respect to an IACUC-approved  
860 protocol.  
861

862 8.1.1 In the event of an injury related to animal handling or potential exposure to a  
863 zoonotic disease, personnel shall immediately seek medical attention and report any such  
864 exposure to their PI or appropriate supervisor. The PI or supervisor is required to report  
865 personnel accidents and injuries to Risk Management or University Personnel within 24  
866 hours of the incident to ensure appropriate follow-up care is offered.  
867

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

877

878 8.2.1 The IACUC will inform the PI of the minimum level of personnel participation in the  
879 LAOHP at the time of protocol approval. The IACUC's decision to provide safety related  
880 information and/or require personnel participation in the LAOHP will be based upon the  
881 potential hazards identified in the protocol posed by the animals and materials used; on  
882 the exposure intensity, duration, and frequency; on the susceptibility of personnel and on  
883 the history of occupational illness and injury in the particular workplace. Individual  
884 participation in an activity deemed high-risk by the IACUC shall be sanctioned by the  
885 IACUC only with clearance by a LAOHP appointed physician. Instructions for personnel  
886 enrollment into the LAOHP shall be made available on the IACUC resources webpage.  
887

888 8.3 The University Animal Care department shall maintain a Crisis Readiness and  
889 Response Program (CRRP) to protect the well-being of laboratory animals during times of  
890 natural disaster, systems failures, and intentional actions against the University. In time of  
891 need, the CRRP shall direct the flow of information, interdepartmental response and  
892 resources in an organized fashion. The CRRP shall identify an Institutional Crisis  
893 Management Team (ICMT) charged with making assessments of the institution's risk of  
894 disaster, recommending and implementing risk-reduction strategies and managing crisis  
895 situations in real time. The ACPM shall review the CRRP annually and report findings (and  
896 any changes thereto) to the IACUC where it shall be reflected in the meeting minutes. All  
897 personnel directly associated with the CRRP must be adequately trained.  
898

899 8.3.1 The University Animal Care department shall maintain a Media Security Policy  
900 (MSP) that adequately promotes and enforces the safety of personnel, animals, activities  
901 and facilities of SJSU and its affiliates. The MSP applies to all personnel on the permitted  
902 use and dissemination of photographic and video images related to animals, animal  
903 activities and animal facilities. The Animal Care department's Media Security Policy shall  
904 be made available on the IACUC resources webpage.  
905

906 8.4 The IACUC shall maintain a personnel training program for all individuals responsible  
907 for the care or use of animals. All personnel shall be appropriately qualified and  
908 experienced in conducting procedures involving live animals. Personnel who are  
909 expected to perform veterinary anesthesia, surgery or other experimental manipulations  
910 must be qualified through experience and training to accomplish these tasks in a humane  
911 and scientifically acceptable manner. Personnel shall also have access to and, where  
912 appropriate, engage in continuing education and training in the care and use of animals as  
913 it relates to their work.  
914

915 8.4.1 IACUC policy training shall include (but not be limited to): principles of the intent  
916 and requirements of animal welfare law; alternatives to the use of live animals in research;  
917 resources that could prevent unintended or unnecessary duplication of research involving

918 animals; the concept, availability and use of research testing methods that limit the use of  
919 animals or minimize animal distress; basic needs, proper handling and care of each  
920 species of animal to be used; proper pre- and post-procedural care of animals; aseptic  
921 surgical methods and procedures; proper use of anesthetics, analgesics and euthanizing  
922 agents; and the means whereby animal morbidity and animal-related concerns are  
923 managed and reported.

924  
925 8.4.2 Verification of individual qualifications and basic understanding of animal welfare  
926 policies is required by the IACUC before personnel can be associated with an approved  
927 protocol. For ongoing activities, IACUC policy training for all personnel listed on an  
928 approved protocol shall be renewed no less than every three years, or as otherwise  
929 requested by the IACUC or IACUC Coordinator.

930  
931 8.4.3 The PI is responsible to ensure and document individual training and proficiency in  
932 animal care and use procedures. The IACUC may require individuals to receive veterinary  
933 training and/or certification in practical animal handling or surgery before being permitted  
934 to participate in certain activities. The ACPM shall verify and document individual training  
935 and proficiency of ACF personnel responsible for animal care.

## 936 937 9.0 IACUC Membership ~~and Meeting Bylaws~~

938  
939 9.1 IACUC members shall be appointed by the University President and will advise the  
940 Institutional Official about matters pertaining to animal care and use in research and  
941 instruction at all facilities where animals are held or used. IACUC members are obligated  
942 to treat all information and materials presented to them as privileged and confidential so  
943 as not to reveal Committee deliberations or action, proprietary information or trade  
944 secrets; or to jeopardize individual employment relations or external funding.

945  
946 9.2 The membership of the IACUC shall be composed of individuals who are qualified  
947 through training or expertise in order to conduct its business. ~~The IACUC membership~~  
948 ~~shall conform to Office of Laboratory Animal Welfare (OLAW), under the US Department~~  
949 ~~of Health and Human Services, requirements; right now (spring 2024) this includes no~~  
950 ~~fewer than five (5) voting members, and shall include at least:~~

951  
952 9.2.1 A Doctor of Veterinary Medicine with training or experience in laboratory animal  
953 science and medicine;

954  
955 9.2.2 One member without any affiliation with the University except for their service on  
956 the IACUC who is a non-animal user to represent general community interests;

957

958 9.2.3 One member whose primary concerns and expertise shall be in a nonscientific area  
959 (i.e., ethicist, lawyer, peace officer, member of the clergy);  
960

961 9.2.4 One member shall be trained and experienced in research involving animals; and  
962

963 9.2.5 One Chair and one vice-Chair. The Chair and vice-Chair seats may only be filled  
964 by a primary voting member of the Committee who is a full-time faculty member within one  
965 of the Colleges of the University.  
966

967 9.3 An individual who meets the requirements of more than one of the categories  
968 outlined in *section 9.2* of this document may fulfill more than one required seat of the  
969 IACUC.  
970

971 9.4 No more than 3 IACUC members can be from the same administrative unit of the  
972 University.  
973

974 9.5 Alternate members may be appointed by the University President to serve and  
975 participate on the IACUC. Based on their expertise, alternates may serve to fill a variety of  
976 primary member seats to be formally identified in their appointment letter. Alternate  
977 members may voluntarily attend and participate in any IACUC business. However, when  
978 the primary member and alternate are both present only one vote can be cast amongst  
979 them.  
980

981 9.6 Failure to maintain an adequately constituted committee per *Section 9.2* of this policy  
982 would keep the IACUC from meeting to discuss official business until all seats are properly  
983 filled.  
984

985 9.7 Member Resignation and Dismissal  
986

987 9.7.1 Any IACUC member may voluntarily resign their post on the committee at any time  
988 by submitting written notification to the IACUC Chair or Coordinator. A minimum 30-day  
989 advance notice is requested to ensure functionality of the IACUC through the next  
990 scheduled meeting date. Any IACUC member with 'special consultant' status must abide  
991 by and possibly terminate their contractual agreement with the University as a matter of  
992 resigning their post.  
993

994 9.7.2 In the event the IACUC Chair resigns or is voted off the Committee per *Section 9.7.3*  
995 of this policy, the vice-Chair will immediately assume the Chair position and will complete  
996 the departing Chair's term of office. A new vice-Chair shall then be elected from among  
997 the voting members at the earliest possible time.  
998

999 9.7.3 The IACUC may formally dismiss a primary member from the committee with a  
1000 majority vote by a quorum present. Written notification of dismissal will be provided to the  
1001 primary member, the department head, Institutional Official and University  
1002 President. Justifiable reasons for removal of a voting member shall be (but not limited  
1003 to): 1) violation of ethical conduct; 2) attending less than half of scheduled meetings in a  
1004 twelve-month period; 3) failure to participate in required semiannual site inspections or  
1005 Program review as a subcommittee at least once every two years; 4) failure to participate  
1006 and adequately engage in protocol review; or 5) failure to complete required training as an  
1007 IACUC member.  
1008

1009 9.7.4 Removal of an alternate member may be initiated by their respective primary  
1010 member with approval from the IACUC Chair.  
1011

1012 ~~9.7 The University Animal Care department shall provide staff support to the IACUC by~~  
1013 ~~providing announcements and agendas for its meetings, recording the minutes of its~~  
1014 ~~meetings, serving as a repository of all IACUC correspondence and records, and the like.~~  
1015

1016 ~~9.8 The IACUC Coordinator shall serve as the first and primary contact point for requests,~~  
1017 ~~inquiries and submissions to the IACUC and shall serve as a non-voting member of the~~  
1018 ~~IACUC. The IACUC Chair, vice-Chair and Coordinator shall have the authority to verify~~  
1019 ~~IACUC approval of animal related activities, modifications thereto, and official business on~~  
1020 ~~behalf of the Committee.~~  
1021

1022 ~~9.9 The IACUC is charged with overseeing animal related activities, monitoring all~~  
1023 ~~University facilities and the institution's animal care program, and to recommend changes~~  
1024 ~~to this policy for consideration by the Institutional Official. The IACUC shall meet no less~~  
1025 ~~frequently than every three (3) months to ensure this provision.~~  
1026

1027 ~~9.10 The IACUC shall make every effort to meet on a monthly basis to review protocols~~  
1028 ~~submitted by the campus community and to tend to routine business except during the~~  
1029 ~~month of July. Meeting dates and protocol submission deadlines shall be made available~~  
1030 ~~on the IACUC resources webpage at the beginning of each semester. Regular meetings~~  
1031 ~~may be canceled by the IACUC Chair if there is no business to transact.~~  
1032

1033 ~~9.11 Outside attendance of an IACUC meeting may be permitted by consent of the~~  
1034 ~~IACUC Chair following receipt of a written request submitted to the IACUC Coordinator by~~  
1035 ~~the interested party. If permission is denied, the minutes of the IACUC will reflect the~~  
1036 ~~reason for denial.~~  
1037

1038 ~~9.12 Emergency meetings of the IACUC may be assembled to address issues~~  
1039 ~~surrounding violations of approved protocols; what is viewed by the Campus Veterinarian~~

1040 ~~to be an urgent, significant modification request to an approved study; or issues related to~~  
1041 ~~animal welfare or personnel safety.~~

1042

1043 ~~9.13 When meeting announcements are circulated by the IACUC Coordinator, primary~~  
1044 ~~members are responsible to communicate to their respective alternate/s if they cannot~~  
1045 ~~attend themselves and produce a group response to ensure representation at a given~~  
1046 ~~assembly.~~

1047

1048 ~~9.14 A simple majority of the voting members shall constitute a quorum, which is required~~  
1049 ~~for the IACUC to conduct all official business.~~

1050

1051 ~~9.15 No member may participate in official IACUC business if there presents a conflict of~~  
1052 ~~interest, except to provide information requested by the IACUC, nor may the person who~~  
1053 ~~has a conflicting interest contribute to the constitution of a quorum.~~

1054

1055 ~~9.16 The IACUC may solicit ad hoc reviewers with specific expertise for their input on a~~  
1056 ~~case-by-case basis. Ad hoc reviewers may participate in, but not vote on official IACUC~~  
1057 ~~business.~~

1058

1059 ~~9.17 The IACUC shall assemble a subcommittee (at least two members) to conduct a~~  
1060 ~~review of the institution's Animal Care Program, as well as inspect all of the institution's~~  
1061 ~~animal care and use facilities at least once every six months. Reports of IACUC~~  
1062 ~~semiannual evaluations shall be prepared and submitted to the Institutional Official per~~  
1063 ~~federal requirements at least once every six months.~~

1064

1065 ~~9.18 IACUC procedures for protocol review; protocol approval; response to reported~~  
1066 ~~concerns related to the care and use of animals; suspension of an activity involving~~  
1067 ~~animals; and internal and external reporting shall conform to the procedures outlined in~~  
1068 ~~this policy.~~

1069

1070 ~~9.19 Member Elections and Appointments~~

1071

1072 ~~9.19.1 To fill vacancies on the committee, the Chair of the IACUC will identify and~~  
1073 ~~recommend individuals in writing to the Institutional Official for appointment by the~~  
1074 ~~University President.~~

1075

1076 ~~9.19.2 In April of each year a Chair and vice Chair shall each be selected by a majority of~~  
1077 ~~the IACUC's voting members for a one-year term (August—July). The IACUC Coordinator~~  
1078 ~~shall notify the Institutional Official in writing as to the results of the Chair election for~~  
1079 ~~confirmation.~~

1080

1081 ~~9.19.3 Newly appointed members may only participate in official IACUC business upon~~  
1082 ~~successful completion of all orientation and training requirements administered by the~~  
1083 ~~IACUC Coordinator.~~  
1084  
1085 ~~9.19.4 Other than non-affiliated member/s whose appointments are considered on an~~  
1086 ~~annual basis, IACUC members are appointed for a term of three years with reappointment~~  
1087 ~~possible.~~  
1088  
1089 ~~9.20 Member Resignation and Dismissal~~  
1090  
1091 ~~9.20.1 Any IACUC member may voluntarily resign their post on the committee at any time~~  
1092 ~~by submitting written notification to the IACUC Chair or Coordinator. A minimum 30-day~~  
1093 ~~advance notice is requested to ensure functionality of the IACUC through the next~~  
1094 ~~scheduled meeting date. Any IACUC member with 'special consultant' status must abide~~  
1095 ~~by and possibly terminate their contractual agreement with the University as a matter of~~  
1096 ~~resigning their post.~~  
1097  
1098 ~~9.20.2 In the event the IACUC Chair resigns or is voted off the Committee per Section~~  
1099 ~~9.20.3 of this policy, the vice-Chair will immediately assume the Chair position and will~~  
1100 ~~complete the departing Chair's term of office. A new vice-Chair shall then be elected from~~  
1101 ~~among the voting members at the earliest possible time.~~  
1102  
1103 ~~9.20.3 The IACUC may formally dismiss a primary member from the committee with a~~  
1104 ~~majority vote by a quorum present. Written notification of dismissal will be provided to the~~  
1105 ~~primary member, the department head, Institutional Official and University~~  
1106 ~~President. Justifiable reasons for removal of a voting member shall be (but not limited~~  
1107 ~~to): 1) violation of ethical conduct; 2) attending less than half of scheduled meetings in a~~  
1108 ~~twelve-month period; 3) failure to participate in required semiannual site inspections or~~  
1109 ~~Program review as a subcommittee at least once every two years; 4) failure to participate~~  
1110 ~~and adequately engage in protocol review; or 5) failure to complete required training as an~~  
1111 ~~IACUC member.~~  
1112  
1113 ~~9.20.4 Removal of an alternate member may be initiated by their respective primary~~  
1114 ~~member with approval from the IACUC Chair.~~  
1115

---

1116  
1117 9.0 The following references have been used collectively in developing this policy and  
1118 assurance:  
1119  
1120

- 1121 • American Veterinary Medical Association Guidelines for the Euthanasia of Animals
- 1122 (2020)
- 1123 • Animal Welfare Act (Public Law 89-544 as amended)
- 1124 • California State University System Executive Order 715
- 1125 • California State University System Executive Order 890
- 1126 • SJSU Policy S18-5
- 1127 • Endangered Species Act (Public Law 93-205)
- 1128 • Guide for the Care and Use of Laboratory Animals (NRC, 2010)
- 1129 • Health Research Extension Act (Public Law 99-158)
- 1130 • Public Health Service Policy on the Humane Care and Use of Laboratory Animals
- 1131 (2002)
- 1132 • U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in
- 1133 Testing, Research, and Training (1985)

6 **POLICY RECOMMENDATION**

7 **Amendment A to S17-1, University Policy, Culminating Activities and**  
8 **Final Examinations Policy**

9 **Amends: S17-1**

10 **Whereas,** SJSU's final examination periods are among the longest in the CSU system;  
11 and

12 **Whereas,** Research shows that students, especially teenagers and young adults, are not  
13 the most effective academically in early morning hours. It suggests that taking  
14 early morning examinations is akin to taking examinations with jetlag, which can  
15 be problematic given that such final examinations and culminating activities may  
16 be a significant portion of a student's final course grade; and

17 **Whereas,** In response to this body of evidence, the State of California now requires high  
18 schools to begin no earlier than 08:30 AM; and

19 **Whereas,** Early exam times outside of business hours may make commutes challenging  
20 for students who rely on public transportation to arrive in time to take a final  
21 exam that begins at 07:15 AM, the current start time of final examinations; and

22 **Whereas,** Early morning examination periods may be assigned to classes that start as late  
23 as 10:25, which is significantly different than the normal class meeting times;  
24 and

25 **Whereas,** The current policy related to final examinations does not provide equal  
26 consideration for culminating activities other than final examinations, such as  
27 papers, projects, artistic works, presentations, or performances; and

28 **Whereas,** With the expansion of online coursework and programs, the policy should  
29 provide specific guidance on culminating activities for online, hybrid, and  
30 asynchronous courses; and

31 **Whereas,** The current [Excused Absence Policy](#) should be clearly identified and applied  
32 within the context of culminating activities for courses; therefore, be it,

33 **Resolved,** That University Policy S17-1 be revised as follows.

34 **Approved:** April 9, 2024

35 **Vote:** 15-0-1

36 **Present:** Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda  
37 Jackson (non-voting), Amy Leisenring (non-voting), Ravisha Mathur, Kelly  
38 Masegian, Sarab Multani, Romey Sabalius, Soma Sen, Jon Tucker, Julian  
39 Vogel

40 **Absent:** Gilles Muller

41 **Financial Impact:** None

42 **Workload Impact:** Small initial workload for Academic Scheduling to modify the current final  
43 exam schedule, as well as update relevant documentation.

44

45 **Original Policy:**

46 **Approved:** November 14, 2016

47 **Vote:** 16-0-0

48 **Present:** Campsey, Kaufman, Khan, Medina, Medrano, Miller, Nash, Ng (non-voting), Perea,  
49 Sen, Simpson, Spica, Sullivan-Green, Trousdale, Walters, Wilson, Whyte

50 **Financial Impact:** None

51 **Workload Impact:** Small workload addition for chairs to educate and consult with faculty  
52 members about appropriate culminating experiences.

53

## University Policy

### Culminating Activities and Final Examinations

Faculty members are required to have a culminating activity for their courses. Culminating activities can include a final examination, research paper, project, creative work, performance, portfolio, or other appropriate assignment. Supervision, internship, and individual study courses are not required to have a culminating activity.

#### Timing and Schedule for All Culminating Activities

Culminating activities, including final examinations, shall not be held or be due prior to the start of the culminating activity period for the given academic year term. They shall not be held or be due during the instructional period or on "Study/Conference Day."

All courses are assigned a day/time for their culminating activity to be held or be due based on the start time and meeting pattern of the course and its mode of instruction. These culminating activity periods shall be scheduled during the final week of the academic year term, as assigned in the academic calendar, and shall:

- Be scheduled for no more than two hours in duration;
- Start no earlier than 0830; and,
- Be spaced a minimum of fifteen minutes apart.

The schedule for the culminating activity period for each academic year term shall be published prior to the beginning of the registration period for that term.

#### Final Examinations or other Timed Culminating Activities

In the case where there is to be a scheduled final examination, whether in person or online, it must occur during the scheduled culminating activity period for that course. If a final examination is to be a take-home examination, it may not be due prior to the start of the scheduled culminating activity period for that course.

Courses with multiple sections may be assigned a day/time for a group final examination. This examination schedule will be announced at the beginning of the semester in the course syllabus.

Online or hybrid courses without a designated day or time will be able to select a culminating activity period from a designated list offered by the university.

88                    Submission Dates for Culminating Activities

89                    Submission dates and times for final papers, projects, creative works,  
90                    portfolios, or other culminating activities shall fall no earlier than the  
91                    beginning of the scheduled culminating activity period for the course.

92                    **Exceptions to Timing and Schedule for Culminating Activities**

93                    Courses may have culminating activities where students cannot feasibly be  
94                    examined during the scheduled culminating activity period. Instructors or course  
95                    coordinators, as appropriate, shall provide a rationale for an exception to the  
96                    college dean for approval, with notification to the department chair/director.

97                    Students may request an excused absence for a culminating activity per the  
98                    university Excused Absence Policy ([S22-2](#)). Students should inform their  
99                    instructor of the need to reschedule the culminating activity as quickly as  
100                    feasible so a suitable alternative can be identified.

101                    A student may request the rescheduling of a culminating activity if three or more  
102                    are held/due within a 24-hour period. Requests must be made at least three  
103                    weeks prior to the last class meeting of the semester. If one of those culminating  
104                    activities scheduled for that 24-hour period is an individual activity, such as a  
105                    final paper or project, the deadline for that activity will be moved to a mutually  
106                    agreeable time within the culminating activity period.

6 **POLICY RECOMMENDATION**

7 **University Policy, Student Advising and Holistic Student Support**  
8 **Services Policy**

9 **Whereas,** Advising of students is critical to their academic and personal success at SJSU;  
10 and

11 **Whereas,** Academic advising affects a student's selection of a degree program, retention  
12 in their chosen program, and progress towards a timely graduation; and

13 **Whereas,** Supporting the student beyond their academics more holistically is also crucial  
14 to their educational journey and success in their chosen program; and

15 **Whereas,** One of the most important relationships between students and advisors,  
16 whether faculty or staff, is that which develops during the cooperative planning  
17 of their educational journey, and this relationship can have far reaching  
18 consequences in student success beyond academics; and

19 **Whereas,** Over 30 years has passed since the approval of S89-10: Undergraduate  
20 Academic Advisement; Advising. Many of the challenges noted then were also  
21 identified by the NACADA reports shared with the greater campus community in  
22 August 2019<sup>1</sup> and February 2024<sup>2</sup> relate to faculty and staff advising. These  
23 include lack of an advising curriculum, disparate participation in advisor training  
24 for all advisors, inaccessibility of advisors, inconsistency in the quality of  
25 advising, and a lack of a cohesive advising strategy; and

26 **Whereas,** The 2019 report lists the following recommendations:  
27 

- 28
  - Establish campus-wide leadership and strategic planning efforts to  
enhance academic advising.
  - Consider an exclusively professional advisor model to more effectively  
meet the needs of students.
  - Create SJSU advising definition, vision, mission, goals and learning  
outcomes that apply across the university.

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<sup>1</sup> NACADA Consultants SJSU Report Final 2019

<sup>2</sup> NACADA Consultants SJSU Report Final 2024

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- Clearly define roles and responsibilities of academic advisors.
  - Provide a framework to evaluate and assess academic advising success.
  - Create a comprehensive, ongoing, advisor training and professional development program for all faculty and professional academic advisors.
  - Expand the role and responsibilities of the Academic Advising and Retention Services Office to support the leadership and campus framework of academic advising.
  - Reaffirm the Advising Council to support the advancement of established university-wide strategic goals and learning outcomes related to academic advising and student success.
  - Develop an advising communication plan for the institution appropriate for all constituencies.
  - Revise and implement a comprehensive orientation program that gives equal prominence to students' academic journey.
  - Develop and implement a technology plan for academic advising.

48 **Whereas,** The 2023 report states that: *“The highest priorities for improvement of academic*  
49 *advising at SJSU are related to the 1) Organization and 2) Collaboration and*  
50 *Communication conditions.*

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- *There needs to be transparency and sharing of the overall strategic plan and direction for academic advising.*
  - *To foster effective communication, it's essential to consistently share thoughts and needs. Clear and frequent communication, both in writing and verbally, is key to ensuring that your intentions and desires are well-understood by others.*
  - *It is absolutely essential to create ways for faculty and staff to collaborate and communicate to improve your academic advising programs and systems. It is impossible for excellent advising to occur in siloed system.”*

60 Additional, more detailed suggestions are included throughout the body of  
61 the report; and,

62 **Whereas,** SJSU's vision states that students need to *“proactively engage[ing] with*  
63 *academic advisors on their journey;”*<sup>3</sup> and

64 **Whereas:** A comprehensive advising plan requires crucial engagement of both staff and  
65 faculty advisors; and

66 **Whereas:** University Policy S15-8: Retention, Tenure and Promotion for Regular Faculty  
67 Employees: Criteria and Standards specifically states that the Service Category  
68 must include *“...advising, mentoring, and participating in activities to enhance*

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<sup>3</sup> [SJSU Academic Advising Vision, Mission, and Values 2019](#)

69 *student success that are not subsumed in teaching or the primary academic*  
70 *assignment;” and*

71 **Whereas:** Some lecturer faculty may assume advising responsibilities as part of their work  
72 assignment, which counts as service to the university in periodic evaluations  
73 and range elevation; therefore, be it

74 **Resolved:** That the administration of San Jose State University prioritize making  
75 demonstrable changes to the advising structure based on the recommendations  
76 from the 2019 and 2023 NACADA reports and from current publications;  
77 and therefore, be it

78 **Resolved,** That University Policy 89-10 be rescinded and replaced with the following.

79 **Background/Rationale:** Will be included in final read.

80 **Approved:** April 9, 2024

81 **Vote:** 15-0-1

82 **Present:** Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda  
83 Jackson (non-voting), Amy Leisenring (non-voting), Ravisha Mathur, Kelly  
84 Masegian, Sarab Multani, Romey Sabalius, Soma Sen, Jon Tucker, Julian  
85 Vogel

86 **Absent:** Gilles Muller

87 **Financial Impact:** None

88 **Workload Impact:** Small initial workload for Academic Scheduling to modify the current final  
89 exam schedule, as well as update relevant documentation to say culminating  
90 activity.

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## University Policy

### Student Advising and Holistic Student Support Services

I. Tenets of Advising

San Jose State University shall be a student-ready campus and provide excellent advising and holistic support for students throughout their educational journey.

SJSU shall have a comprehensive advising structure that is consistent and equitable for all students. A clear definition of advising and holistic student support services, as well as mission, vision, and values statements will be developed and be readily available to everyone within the SJSU community.

All forms of advising and holistic student support services shall occur in a supportive manner which is sensitive to the needs of a diverse student population.

All students should be active agents in constructing and achieving their academic, career, and personal goals.

“Academic advising should be *systemic* (throughout the university), *systematic* (all parts function methodically and seamlessly to promote the whole) and *purposeful* (missional and intentional) to meet institutional strategic goals.” \*

Advising at SJSU encompasses a wide range of services to support students. Such services include: Academic Advising, Career Advising, and Holistic Student Support Services.

The coordination, delivery, and assessment of advising shall be a shared responsibility of the SJSU advising community and university administration, which includes faculty, staff, and appropriate administrators at the university, college, and department levels.

Positive, collaborative relationships must be maintained among all members of the advising community. Communication is a critical component of such relationships. Such communications should ensure all members of the advising community are aware of the complete advising structure, goals, objectives, training and professional development opportunities, and opportunities for engagement.

University resources, including both financial resources and appropriate staffing hours, that support advising goals and objectives should be a priority and

127 appropriate to the work required.

128 All advisors within the SJSU advising community shall act as a source of referral  
129 to other forms of advising and holistic student support services as needed.

130 SJSU will require comprehensive on-boarding/training appropriate to each  
131 advisor's or staff's role that focuses on the quality of advising and leads to  
132 positive outcomes for students' educational journeys for all incoming advisors  
133 and support staff. Comparable continuous professional development programs  
134 will also be required for those within the comprehensive advising structure. Such  
135 programs, while focusing on the responsibilities of the person's role, will also  
136 ensure that they are up-to-date on current advising standards, have training and  
137 development opportunities to engage with those outside the SJSU community,  
138 have awareness of the roles of others in the SJSU advising community, and the  
139 referral system as well as promoting a collaborative mindset.

140 SJSU will develop an assessment program that evaluates the quality,  
141 effectiveness, and availability of advising and support services to all student  
142 populations at various stages of their academic career. Student satisfaction will  
143 be a significant component of this assessment program.

144 Online and special session programs may have their own advising structures  
145 and access to support services that are unique to their program. Students  
146 should consult with their programs to determine which advising and services  
147 apply based on their program and standing.

## 148 II. Support Services for All Students

149 **Career Advising.** Career advising is defined as assistance for students to  
150 successfully prepare for employment through career exploration, personal skill  
151 development, and connection to employers.

152 Career advising should be conducted by career center specialists, advisors, and  
153 faculty and supported at the university level. Career advising should be  
154 connected to college and department-level activities, as faculty play a critical  
155 mentoring role in career choice, and student groups have formal interactions  
156 with industry members that can lead to employment.

157 **Holistic Student Support Services.** Holistic student support services provide  
158 for the student beyond their academics, including health and wellness, basic  
159 needs, financial support services, and programs that support various social and  
160 cultural identity groups. Holistic student advising requires comprehensive  
161 knowledge of the many offices and programs that provide holistic support,  
162 including, but not limited to: SJSU Cares; Student Wellness Center; Counseling  
163 and Psychological Services (CAPS); Accessible Education Center (AEC); Peer

164 Connections; Education Opportunity Program (EOP); Bursar's Office; Financial  
165 Aid Office; Cultural Centers and other Resource Centers.

166 Members of the SJSU advising community should be capable of providing  
167 appropriate referrals to a variety of offices based on student needs.

### 168 III. Undergraduate Academic Advising

169 **Major/minor Advising.** Major and minor advising is defined as the utilization of  
170 program information and advising tools in partnership with student information to  
171 design a pathway to completion of their academic program(s).

172 Major and minor advising should be governed by curriculum and policies as  
173 described in the university catalog. Major and minor curriculum is developed by  
174 the faculty and is department-driven. Advising may be formal or informal and  
175 conducted by staff advisors and faculty.

176 **General Education Advising.** General Education advising is defined as the  
177 utilization of General Education and SJSU Studies guidelines to assist students  
178 in identifying coursework that satisfies these requirements. Such guidance  
179 requires specialized knowledge for select programs that have General Education  
180 requirements met within the major.

181 General Education advising should be primarily staff advisor-driven, with  
182 appropriate consultation with departments, at the college level in the student  
183 success centers.

### 184 IV. Graduate Academic Advising and Research Advising

185 Effective academic advising is an important aspect of all successful graduate  
186 degree and credential programs. While graduate students should receive strong  
187 advising at all stages of their educational career, their advising needs vary as  
188 they progress through their programs.

189 There are two types of advisors that the majority of graduate programs utilize:  
190 Graduate Program Coordinator and Graduate Research Advisor. Departments  
191 may have additional faculty or staff advisors. Students should consult with their  
192 department to identify the program's specific advising structure for graduate  
193 students.

194 **Graduate Program Coordinator.** The Graduate Program Coordinator (also  
195 sometimes called a Graduate Advisor or Graduate Director) is the primary point  
196 of contact for graduate students at the program level and serves as a liaison  
197 between programs/departments and the College of Graduate Studies. While the  
198 specific responsibilities of Graduate Program Coordinators vary across  
199 programs, they are generally responsible for supporting academic student

200 success, assisting students in making timely progress towards degree,  
201 overseeing comprehensive examinations, and advising students on degree  
202 requirements and policies and procedures at the program, college, and  
203 university levels. Further, Graduate Program Coordinators formally approve  
204 students' candidacy forms, assist with student petitions and forms, and assist  
205 students who are placed on academic notice or probation, and refer students to  
206 other support services on campus when needed.

207 **Graduate Research Advisor.** The Graduate Research Advisor is responsible  
208 for overseeing a student's research, scholarly, and creative activity as it most  
209 often relates to the student's culminating experience (e.g., thesis, project, and/or  
210 dissertation). The Graduate Research Advisor almost always serves as a  
211 student's thesis chair or project advisor. Because of their close academic  
212 relationship to the student, Graduate Research Advisors often advise students  
213 on issues specific to their program of study, such as course selection and career  
214 pathways.

1 San Jose State University  
2 Academic Senate  
3 Professional Standards Committee  
4 April 15, 2024  
5 First Reading

6 Policy Recommendation  
7 Board of Professional Responsibility

8 Legislative History: This proposal would rescind S99-9 (Board of Professional  
9 Responsibility) and replace it with the following policy recommendation:

10 Rationale: The policy establishing the Board of Professional Responsibility has not  
11 been updated in 25 years, while the procedures and university offices for addressing  
12 breaches of professional ethics have undergone many changes in that time. In addition,  
13 the current makeup of the Board dates to a time when the Boards of Academic  
14 Freedom and Professional Responsibility were a single unit with a much broader  
15 charge. As a result, the current Board is difficult to staff and often cannot operate due to  
16 lack of a quorum. Finally, the current policy has been amended by Amendment A to  
17 S99-8 and S99-9, which resulted in the establishment of an independent Board of  
18 Academic Freedom, but the sections of S99-9 declaring the mission and organization of  
19 the Board of Professional Responsibility were deleted as a result. This proposal  
20 establishes the Board of Professional Responsibility as a separate entity, including its  
21 mission and organization/membership, and updates the policy to reflect changes in  
22 reporting structures and procedures.

23 Resolved: That S99-9 (Board of Professional Responsibility) be rescinded and replaced  
24 with the following:

25 Approved: April 8, 2024

26 Vote: 9-0-0

27 Present: Blanco, Chen, French, Kazemifar, Pendyala, Pruthi, Raman, Riley, Smith

28 Absent: Barrera, Lacson

29 Financial Impact: None anticipated

30 Workload Impact: Some additional workload for the administrative office(s) charged with  
31 directing complaints to the correct committees, and specifically for the Office of Faculty  
32 Services with regard to establishment and posting of procedures, as well as evaluating  
33 findings to be placed in Personnel Action Files.

34 Policy Recommendation  
35 Board of Professional Responsibility  
36

37 I. Mission

38 The Board of Professional Responsibility (BPR) is charged with monitoring and  
39 ensuring professional responsibility in alignment with University Policy S99-8  
40 (Professional Responsibility), except as noted in Section IV below. To carry out this  
41 charge, BPR will:

- 42 1. Monitor the state of professional responsibility at the University, and make reports  
43 and recommendations to the Academic Senate regarding revisions of policy and  
44 other documents relating to professional responsibility;
- 45 2. Be available to consult confidentially with all members of the University on issues  
46 related to professional responsibility;
- 47 3. Address complaints of infringements of academic freedom brought by members of  
48 the University, issuing findings as appropriate;
- 49 4. Advise and assist the Office of Faculty Services on the handling of all complaints  
50 about breaches of professional responsibility;
- 51 5. Review and adjudicate disputes made regarding Student Fairness Committee  
52 recommendations, as described in University Policy S14-3, VI.
- 53 6. Present an annual report to the Academic Senate relaying all essential  
54 information pertaining to professional responsibility cases, including but not limited  
55 to number of complaints, general categories, types of complaints, methods of  
56 resolution, and any trends year to year.

57 II. Appointment, Qualifications, and Terms of Membership

- 58 1. BPR will evaluate allegations of professional misconduct and infringements of  
59 academic freedom in violation of University Policy S99-8. All members shall sign a  
60 statement prepared by University Personnel indicating that they agree to keep  
61 confidential all content of committee deliberations. Committee members may not  
62 participate in deliberations until after having signed the agreement.
- 63 2. BPR will consist of five tenured faculty members-at-large, from different  
64 colleges/academic units; membership is restricted to Full Professors. The  
65 members shall be appointed by the Academic Senate after recommendation by  
66 the Senate Executive Committee, selected through a nominating process.
- 67 3. Nominees for the BPR must submit a one-page statement to the Academic  
68 Senate Executive Committee indicating their interest and experience in the areas  
69 of BPR's work. Faculty whose names are placed in nomination for BPR shall have

70 a reputation for ethical behavior, and their integrity and honor will be held in the  
71 highest regard by their colleagues. The members of the Academic Senate  
72 Executive Committee should perform due diligence in verifying the reputations of  
73 the nominees.

74 4. BPR members will serve staggered terms of two years, with the potential for  
75 reappointment for up to two additional terms. The BPR will elect a Chair for a one-  
76 year term, covering the academic year. Members will be replaced by the process  
77 described above as their terms expire.

### 78 III. Complaints Containing Allegations of Faculty Professional Misconduct

79 1. Complaints containing allegations of faculty professional misconduct will be  
80 resolved through the policy and procedures established herein, and any policies  
81 governing the resolution under the specific offices set forth below in paragraph 4.

82 2. Complaints containing allegations of faculty professional misconduct may be  
83 submitted to any university administrative office designated by the University to  
84 receive such complaints.

85 a. A list of these offices shall be publicly posted by the University through its  
86 various platforms of communications.

87 b. Each office is responsible for assigning the responsibilities related to these  
88 complaints to a selected representative in their respective offices.

89 c. For BPR, University Personnel shall designate a person to assist BPR with  
90 the responsibilities related to transmitted complaints.

91 3. Transmission. Upon receipt of any complaint, the administrative office receiving  
92 the complaint shall transmit it within two business days, to the designated office  
93 of the University charged with overseeing Title IX, professional ethics and/or  
94 other similar issues.

95 4. Receiving Offices. Upon receipt of any transmitted or originating complaint, the  
96 Office for Title IX and Equal Opportunity shall evaluate whether the complaint  
97 may rise to the level of unlawful discrimination or harassment. It will then transmit  
98 all other complaints (those not involving unlawful discrimination or harassment) to  
99 the appropriate university office or committee.

100 University offices that may be appropriate to handling complaints include but are  
101 not limited to: Research Compliance, University Personnel (including Faculty  
102 Services and Academic Employee Relations), and the University Ombudsperson.  
103 All receiving offices shall develop policies and procedures to process any  
104 complaints from receipt to resolution that shall be publicly posted by the office  
105 and/or University through its various platforms of communications.

106 Allegations involving misconduct by a faculty member of professional  
107 responsibility in alignment with University Policy S99-8, and not meeting  
108 any of the above criteria shall be referred to the BPR.

109 5. Consultation. The members of the BPR, acting under the authority of the  
110 President, shall provide consultation to the Office of Faculty Services involving  
111 any complaints containing allegations of faculty misconduct. BPR must be  
112 consulted for any type of reprimand and/or other personnel issues within its  
113 purview.

114 6. Complaints transmitted to BPR. In consultation with the Office of Faculty  
115 Services, BPR shall develop and revise as needed procedures to process  
116 complaints from receipt to resolution. Appendix A includes a list of suggested  
117 procedures. BPR'S procedures shall be publicly posted by the University through  
118 its various platforms of communications.

#### 119 IV. Alleged Infringements of Academic Freedom

120 1. University offices receiving complaints containing allegations of infringements of  
121 academic freedom in alignment with University Policy S99-8 shall transmit such  
122 complaints to the BPR within 10 working days of receipt.

123 2. BPR will develop and revise as needed procedures to evaluate allegations of  
124 infringements of academic freedom in violation of University Policy S99-8.

#### 125 V. Communication of Findings

126 1. The findings of the BPR shall be presented to the subject and complainant in  
127 writing. Such findings may fall into three categories:

128 a. The BPR may find that a complaint is without merit (or that the evidence is  
129 insufficient to determine that a complaint has merit). In such cases, the  
130 decision of the BPR is final.

131 b. The BPR may find that a complaint has merit and that a satisfactory informal  
132 resolution can be reached. In such cases, the findings shall be sent to the  
133 principal parties, the President, the Chair of the Academic Senate, and  
134 University Personnel/Office of Faculty Services.

135 c. The BPR may find that a complaint has merit and is of sufficient gravity that it  
136 requires documentation in the subject's Personnel Action File. In such cases,  
137 the BPR shall follow the procedures for placing material in the PAF as  
138 established in the CFA/CSU Collective Bargaining Agreement.<sup>1</sup>

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<sup>1</sup> See CFA/CSU Agreement 11.3: Any material identified by source may be placed in the Personnel Action File. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material.

139 **History**

140 The procedures of this policy were first provided in S94-5 created by the Professional  
141 Standards Committee, and approved by the Academic Senate on May 2, 1994. S94-5  
142 was approved and signed as University Policy on May 11, 1994. S94-5 was created to  
143 implement S93-12 on Academic Freedom and Professional Responsibility. S94-5 was  
144 slightly amended by F95-1 approved as University Policy on October 2, 1996. S94-5  
145 and F95-1 were modified and reissued as a new policy (S99-9) on May 4, 1999. S99-9  
146 was further modified by Amendment A to S99-8 and S99-9 on August 21, 2023.  
147

148 Appendix A: Suggested Procedures for Complaints Containing Allegations of  
149 Professional Misconduct or Infringements of Academic Freedom

150 The BPR is charged with developing procedures, in consultation with the Office of  
151 Faculty Services, to address and resolve complaints in alignment with University Policy  
152 S99-8 (Professional Responsibility). These procedures may include (but are not limited  
153 to):

- 154 1. Development of questions to be addressed in an initial written assessment of the  
155 complaint;
- 156 2. Development of standards to determine whether an informal and/or formal  
157 investigation is required. This may include standards for timeliness of reporting.  
158 Members of the BPR may assist in investigations if requested by the Office of  
159 Faculty Services.
- 160 3. Development of investigatory procedures to be utilized by consensus of all  
161 parties;
- 162 4. Development of procedures regarding the monitoring all investigations, including,  
163 but not limited to investigations involving any discipline-specific issues;
- 164 5. Development of notification procedures including but not limited to the subject of  
165 the complaint, the complainant, and other relevant parties;
- 166 6. Development of standards to determine whether any complaint is amenable to  
167 informal resolution and, if so, how said informal resolution would be conducted  
168 and how BPR will assist in achieving informal resolutions;
- 169 7. Development of standards to address when informal resolution is not achievable,  
170 the process by which the matter will be forwarded to the Senate Executive  
171 Committee who will provide a written determination after considering the written  
172 positions of all parties;
- 173 8. Development of standards for determining, if applicable, a prevailing party;
- 174 9. Development of processes for communication of findings to all required parties  
175 (see Section V above);
- 176 10. Development of due process and appeals processes (if appropriate) for BPR's  
177 review of any complaints;
- 178 11. Development of expected timelines for complaint review and resolution;
- 179 12. Development of confidentiality standards with respect to creation of documents,  
180 recording of any meetings and/or proceedings, and retention of parties'  
181 documents in addition to any of the foregoing.  
182

1 **San José State University**  
2 **Academic Senate**  
3 **University Library Board**  
4 **April 15, 2024**  
5 **Final 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 standard  
17 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 **Whereas:** The language in other parts of the policy does not reflect current  
25 terminology and practice.  
26

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

28  
29 Approved: April 8, 2024  
30

31 Vote: Michael Aguilar, Nada Attar, Edgar Bering , Natali Carmona-Guzman,  
32 Deborah Hicks, Christine Holmes, Carli Lowe, Alison McKee, Anamika Megwula,  
33 Ali Mehran, Chunhui Peng, Morgan Sanchez, Sharon Thompson, Gemma  
34 Viñuales and April Wood  
35

36 Present: 15-0-0  
37

38 Absent: Anne Marie Engelsen  
39

40 Financial Impact:

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

46

47 **Workload Impact:**

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

53

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57

## **UNIVERSITY POLICY**

58

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

59

60

61

#### **Legislative History:**

62

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

80

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

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

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

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

**Library Policy for San José State University**

**1. Mission.**

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

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

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

151

## 152 **2. Governance.**

153

### 154 2.1 Administrative Authority and Officers.

155

156 2.1.1 The administration of the Library is vested in the Board of Trustees of the  
157 California State University, which has delegated this authority to the President of  
158 San José State University. The Board has also mandated that the Academic  
159 Senate shall be the primary advisory body on the academic mission of the  
160 Library, which in turn vests this advisory function in its committee structure and  
161 its policy recommendations.

162

163 2.1.2 The Library is an essential resource for the Academic division of the  
164 University and vital to the curriculum of the University, and is in the administrative  
165 charge of the Provost and Vice President for Academic Affairs who is the chief  
166 academic officer of the University.

167

168 2.1.3 The Dean of the University Library reports to the Provost and is  
169 responsible, through personnel and budget administration, for the effectiveness  
170 of the Library's operations, the quality of its collections, the competence of its  
171 staff, its governance, and additional programs assigned by the Provost. The  
172 Dean of the University Library, equivalent to an academic dean, serves on the  
173 Council of Deans as well as appropriate faculty, administrative, or library  
174 committees. The Dean of the University Library works closely with all the College  
175 Deans and the Associate Vice Presidents in Academic Affairs and must ensure  
176 that the plans of the Library are consistent with the overall academic policies and  
177 mission of the University. The Dean of the University Library works closely with  
178 the City Librarian in coordinating those library operations and facilities that are  
179 shared jointly with the City, and sees that academic needs are supported by the  
180 relationship. The Dean of the University Library provides leadership to the faculty  
181 and staff of the Library and facilitates communication and collegiality between the  
182 general faculty and the Library. The Dean of the University Library works with the  
183 Academic Senate through its committees to formulate and revise University  
184 Policy concerning the Library.

185

186 2.2 Shared Resources. San José State University shall seek to maximize its  
187 library resources by sharing a facility with the City Library, subject to reciprocity  
188 and to the limits imposed by academic needs. The academic needs of San José  
189 State University shall be considered absolutely primary in the implementation  
190 and administration of any or all library agreements by SJSU personnel.

191

192 2.3 Name of the Library Organization. The name of the library supporting the  
193 academic mission of the University shall be the San José State University  
194 Library. This refers to the organizational entity and the academic collection of  
195 materials, and will be reflected on all official correspondence by University  
196 Library personnel. This library is housed in a physical facility with a different  
197 name which reflects a shared use of the building.

198

199 2.4 Administration of Shared Resources. All decisions that are properly shared  
200 with the City Library will be made according to the governing agreements, with  
201 University participation in the decisions conforming as closely as possible to the  
202 procedures described in this policy.

203

204 2.5 Charge of the University Library Board.

205

206 2.5.1 The University Library Board advises and assists the Dean of the University  
207 Library on matters concerning the academic role of the Library.

208

209 2.5.2 It serves as liaison between faculty and students and the Library  
210 administration, faculty, and staff; examines the relationships between the Library  
211 and the general faculty, the various colleges and the programs of the University,  
212 for the purpose of recommending improvements in Library services and policy,  
213 as well as the stature of the Library.

214

215 2.5.3 It recommends ways of assuring the stewardship of the Library's various  
216 collections of materials in all formats.

217

218 2.5.4 It recommends ways of assuring that the Library provides an atmosphere  
219 appropriate to quiet study and research, collaboration, student academic  
220 success, and thoughtful reading.

221

222 2.5.5 It widely consults representatives from all groups and disciplines who use  
223 the Library's resources for curriculum and research, so as to advise the Dean of  
224 the University Library on campus needs for the Library's collections and  
225 academic services, and receives periodic reports on the Library's progress and  
226 expenditures toward meeting those needs.

227

228 2.5.6 The University Library Board receives reports from the Library Dean  
229 regarding any issues raised at the King Library Management Team meetings that  
230 affect the management of the King Library. ~~Presently, the King Library  
231 Management Team is comprised of eight members from the San José Public  
232 Library: the Library Director, Administrative Officer, and two Division Managers—  
233 and from the University Library: the Library Dean, Administrative Officer, and two  
234 Associate Deans.~~

235

236 2.5.7 In the event a joint task force from the University Library Board is needed to  
237 advise the King Library Management Team on policy issues related to joint  
238 affairs of the King Library, it will be constituted as detailed in 4.2.2 and 4.2.3 of  
239 the "Operating Agreement."

240 (~~[https://library.sjsu.edu/files/documents/ULB\\_Operating\\_agreement.pdf](https://library.sjsu.edu/files/documents/ULB_Operating_agreement.pdf)~~)[https://w  
241 ww.sjlibrary.org/files\\_king/documents/operating\\_agreement.pdf](https://www.sjlibrary.org/files_king/documents/operating_agreement.pdf))

242

243 2.5.8 The University Library Board may, in cooperation with the Library, co-  
244 sponsor events within the Library that bring members of the University  
245 community together with other citizens of the region for discourse on subjects of  
246 common scholarly and literary interest.

247

248 2.5.9 The University Library Board conducts periodic reviews of this policy and  
249 makes recommendations to the Academic Senate for appropriate revisions.

250

251 2.6 Organization of the University Library Board.

252

253 2.6.1 The University Library Board is a committee of the Senate authorized both  
254 to formulate and recommend policy related to the Library, and also to advise the  
255 Dean of the University Library on the implementation of University policies and  
256 generally on Library operations, combining the traditionally separate roles of  
257 policy and operating committees. When the Board formulates new policies or  
258 modifies the existing policy for consideration, it shall report directly to the  
259 Academic Senate. The chair of the University Library Board shall present policy  
260 recommendations to the Senate.

261

262 2.6.2. Board Membership.

263

264 2.6.2.1. The Dean of the University Library, ex officio (non-voting).

265

266 2.6.2.2. The immediate past chair of the Senate, or, in the absence of a past  
267 chair, the faculty-at-large elected to the Executive Committee, ex officio (voting).

268

269 2.6.2.3 Three regular (tenured or tenure-track) university library faculty who  
270 represent different professional specializations. These faculty will serve for  
271 staggered three-year terms.

272

273 2.6.2.4 Two members of the Library staff should be added to the membership.  
274 These members will serve for staggered three-year terms.

275

276 2.6.2.5 One ~~regular (tenured or tenure-track)~~ faculty member from each college  
277 as well as one faculty member from the School of Information. One member from  
278 the general unit [faculty or staff (SSP III or SSP IV)]. These faculty will serve for  
279 staggered three year terms.

280

281 2.6.2.6 Three students recommended by the Associated Students board to the  
282 Chair of the Senate's Committee on Committees and apportioned as follows: one  
283 undergraduate and one graduate student (voting members); the President of  
284 Associated Students or designee ex officio (voting member). The President of  
285 Associated Students will serve as long as he/she holds his/her office. The other  
286 student members will serve one-year terms, provided they remain students in  
287 good standing. Student members may serve more than one term.

288

289 2.6.3 Faculty members, including Library Faculty, shall be recruited through  
290 normal Committee on Committees processes and approved by the Senate. If  
291 there are multiple applicants, potential faculty nominees may be asked to submit  
292 a one-page statement to the Executive Committee indicating their familiarity and  
293 experience with Library policy, services, and collections. The Executive  
294 Committee shall endeavor to nominate those with the greatest commitment to  
295 serve and the highest qualifications. Student members shall be nominated by  
296 Associated Students and approved by the Senate.

297

298 2.6.4 The University Library Board shall elect its own chair(s). The chair(s) shall  
299 be a faculty or or staff member who has preferably served a minimum of one  
300 year previously on the University Library Board.

301

302 2.6.5 The University Library Board shall meet regularly according to the same  
303 schedule as Senate Policy Committees.

304

305 2.7 Relationship of the University Library Board to Internal Library Governance

306

307 2.7.1 Nothing in this policy should be construed to limit the University Library  
308 Dean's prerogative to solicit advice from any or all library faculty and staff, or to  
309 organize the internal advisory capacity of the Library in any manner suitable to  
310 the Library, e.g., use of the University Library Leadership Team.

311

312 2.7.2 Nothing in this policy should be construed to limit the Dean or the Library  
313 faculty and staff from constructing internal Library policies on the details of  
314 Library operations as appropriate, provided such policies are consistent with  
315 University Policy.

316

317 2.7.3 On matters related to the academic role of the Library, the Dean of the  
318 University Library should consult with library faculty and staff, with the University  
319 Library Board, and, as needed, with the university community, so as to ensure  
320 that multiple views and perspectives are considered in decision making.

321

322 2.7.4 The Dean of the University Library shall report annually at the beginning of  
323 the fall semester to the University Library Board on the status and usage of the  
324 library collection; on proposals that would substantially impact faculty, staff, or  
325 student access to the collection; and on CSU-wide initiatives. ~~Public access to  
326 the report will be provided via the library newsletter or website.~~

327

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

329

330 3.1 Confidentiality of Patron Records. The San José State University Library has  
331 the responsibility to protect each individual library user's right to privacy with  
332 respect to information sought or received and materials consulted, borrowed or  
333 acquired. All patron records of San José State University Library are confidential.  
334 Such records, whether print or electronic, include patron name, usage data, and  
335 contact information. Thus, in compliance with the State of California's Public  
336 Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

337

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

358

359 3.1.1 The Library may keep statistics to track circulation patterns based upon  
360 user status or other factors, but this information will be aggregated and not  
361 released with any individual identifiers.

362

363 3.1.2 Adheres to the principles and guidelines embedded in the American Library  
364 Association's Code of Ethics, Library Bill of Rights, Freedom to Read, and  
365 Freedom to View Statements.

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

367

368

369 3.2 Users Rights. Users of the Library have a right to the following:

370

371 3.2.1 A library environment free of disruptive activity.

372

373 3.2.2 Confidential access to library materials.

374

375 3.2.3 Library materials that are complete and not defaced.

376

377 3.2.4 Surroundings free from tobacco smoke, carelessly discarded waste  
378 materials, and resulting problems, most notably infestation by insects and  
379 vermin.

380

381 3.2.5 Quiet areas for individuals to study and to engage in research.

382

383 3.3 Environment. Ensuring a pleasant and productive environment for study and  
384 research for all users requires that each user of the library follow this policy. The  
385 University will actively pursue disciplinary action(s) and other legal action(s) for  
386 the offenses listed below:

387

388 3.3.1 Talking or noise in the areas designated as quiet or silent study areas.

389

390 3.3.2 Smoking in the library.

391

392 3.3.3 Cutting, defacing, ripping, or tearing pages from any library materials.  
393 Mutilating or destroying records, compact discs, computer software or other  
394 library media material.

395

396 3.3.4 Removing library books, magazines, other materials, or library property  
397 without proper library check-out.

398

399 3.3.5 Soliciting in the library, i.e., asking people for money, to sign petitions, and  
400 so forth.

401

402 3.3.6 Harassing library patrons.

403

404 3.4 Users have the rights inherent in the principles of academic freedom,  
405 intellectual freedom, and complete freedom of information. Recognizing the need  
406 for freedom of information in an academic environment, there shall be no

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

409

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

415

416 4.1 Unless otherwise indicated in this policy, all circulation categories and rules,  
417 fines, reserves, borrowing periods (including faculty semester loans), borrowing  
418 limits, recall and wait list procedures, and all other matters necessary to assure  
419 the availability of the collection and resources of the University Library for  
420 academic purposes shall be set by the Dean of the University Library in  
421 consultation with the University Library Board.

422

423 4.1.1 With regard to items identified as high demand, it is the library's practice to  
424 purchase items for multiple simultaneous users in print or electronic format  
425 multiple copies and, as needed, place items on course reserve to limit the  
426 circulation period of those items.

427

428 4.1.2. Materials in high demand may circulate under special restrictions  
429 necessary to assure their availability for academic uses.

430

431 4.2 The Library Dean will consult with the University Library Board prior to the  
432 implementation of any changes in procedures that would substantially impact  
433 faculty, staff, and student access to the library collection.

434

435 4.3 The Library Dean will consult with the University Library Board prior to the  
436 implementation of any changes in charges for library materials which affect  
437 faculty, staff, or students. Examples of charges include fines and item  
438 replacement costs.

439

440

441 4.4 All SJSU patrons with outstanding fines will be blocked from library services  
442 in accordance with the library's internal fines & fees policy  
443 (~~[https://library.sjsu.edu/policies-procedures/fines-and-fees-](https://library.sjsu.edu/policies-procedures/fines-and-fees-policy)~~  
444 ~~[policy](https://library.sjsu.edu/policies-procedures/policies-procedures)~~<https://library.sjsu.edu/policies-procedures/policies-procedures>).

445

446 4.5 Temporary faculty, emeriti faculty, teaching associates and graduate  
447 assistants who are issued faculty identification cards, and University staff will be  
448 treated as faculty members with regard to library privileges.  
449

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

452  
453 5.1 General Faculty and Staff Support. The academic mission of the Library shall  
454 be advanced by specialized practices unique to a University or an academic  
455 library setting, whenever such practices are customary in libraries of institutions  
456 of higher education. Library faculty and staff will be enabled to carry out  
457 academically oriented functions and shall not merge unique academic functions  
458 and practices with the City Library. ~~The City and University will share delivery of~~  
459 ~~basic reference services. City and University materials in the reference collection~~  
460 ~~shall be classified in the Library of Congress system and shall be co-located.~~ All  
461 reference materials acquired by the University Library through purchase or  
462 donation shall be clearly identified as the property of the University by ownership  
463 marks. Referral policies and procedures will ensure that faculty and students,  
464 who seek specialized assistance for University coursework and research, will  
465 receive the most appropriate type of assistance from qualified University experts.  
466

467 ~~5.1 General Faculty and Staff Support. The academic mission of the Library shall~~  
468 ~~be advanced by specialized practices unique to a University or an academic~~  
469 ~~library setting, whenever such practices are customary in libraries of institutions~~  
470 ~~of higher education. Library faculty and staff will be enabled to carry out~~  
471 ~~academically oriented functions and shall not merge unique academic functions~~  
472 ~~and practices with the City Library. The City and University will share delivery of~~  
473 ~~basic reference services.~~  
474

475 5.2 Expert Support for the Curricular and Research Needs of the University. The  
476 University Library shall provide support for the curriculum and research needs of  
477 the University by maintaining a scholarly and up-to-date collection; by  
478 maintaining electronic access to resources through a web site; and by employing  
479 Library faculty to assist general faculty and students with their curricular and  
480 research needs. The University Library will establish and maintain its academic  
481 support services in such a way that University faculty and students, who seek  
482 help for University coursework and research, will receive the most appropriate  
483 type of assistance from qualified University experts. For University faculty and  
484 students using services and collections within the physical Library building, the  
485 University Library will enable faculty and students to quickly identify services and

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

490

491 5.3 Professional Expertise of Library Faculty. Library faculty assisting SJSU  
492 students and faculty with their curricular or research needs shall be University  
493 faculty governed by the University Policies regarding appointment, retention,  
494 tenure, and promotion, post tenure review, academic freedom and professional  
495 responsibility, and all other appropriate University Policies. These faculty  
496 members will have a Masters of Library and Information Science as well as  
497 qualifications in relevant specialized academic disciplines. To obtain the  
498 necessary knowledge of the curriculum and the nature of research assignments,  
499 the Library faculty must develop and maintain close working relationships with  
500 faculty in the subject disciplines for which they do specialized reference,  
501 instruction, and collection development. Library faculty must have knowledge of  
502 scholarly publication and research strategies appropriate to all disciplines with a  
503 deeper understanding of those in the library faculty member's own subject  
504 specialties. The Library will take appropriate measures to assure that Library  
505 services are designed to enable Library faculty to maintain their expertise related  
506 to disciplines and that University students and faculty are directed to the most  
507 appropriate University Library faculty for their academic needs.

508

509 5.4 ~~Library Academic Services Plan~~ Library Program Plan. ~~The University Library~~  
510 ~~shall develop an evaluation plan to determine the effectiveness of services~~  
511 ~~supporting the curricular and research needs of the University, which shall~~  
512 ~~parallel the Program Planning process in the other academic disciplines of the~~  
513 ~~University.~~ The University Library shall develop a Program Plan which is a future-  
514 oriented process based on assessment, which shall parallel the Program  
515 Planning process in the other academic disciplines. The University Library, in  
516 consultation with the University Library Board, shall use the ~~evaluation program~~  
517 plan to assess ~~its~~ research and instructional services and shall use the results of  
518 the assessment to enhance these ~~research and instructional~~ services provided to  
519 University faculty and students. After the initial assessment, the ~~evaluation~~  
520 program planning shall be conducted every seven years.

521

## 522 6. Security of the Collection.

523

524 6.1 The security of the collection is currently maintained via electronic anti-theft  
525 systems, physical search in appropriate situations, and surveillance of exits. Prior

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

532

## 533 6.2 Monitoring of Theft and Loss.

534

535 6.2.1 Periodic audit of the collection. In order to conduct a complete inventory,  
536 the University shall fund an audit of the library collection every ten years to  
537 determine the number and distribution of missing items. The results of this audit,  
538 including the number and distribution of missing items, shall be publicly reported  
539 to the University Library Board and the University as a whole.

540

541 6.2.2 Limited audits of portions of the collection. If there is some evidence of  
542 substantial theft or losses in particular portions of the collection, and if there has  
543 been no recent general audit, the University Library Board shall request that the  
544 Dean of the University Library conduct an inventory of the portion of the  
545 collection in question to verify the losses.

546

547 6.2.3 Prevention of the theft of University Library resources is an important  
548 obligation of stewardship. If an audit reveals a high theft rate in part or all of the  
549 collection, the Dean of the University Library shall consult with the University  
550 Library Board and take all necessary measures to reduce the theft rate.

551

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

565

566 7.1 Relocating Materials (Stack Shift). This process does not involve discarding  
567 any materials. The procedure is standardized and only requires minimal review  
568 by the liaison librarian and not the full procedure of 7.2.2. ~~The procedures are~~  
569 ~~relatively automatic and standardized and usually require minimal review by the~~  
570 ~~liaison librarian and the specific department associated with a particular Library~~  
571 ~~of Congress classification. The Library of Congress Classification system is used~~  
572 ~~to determine the scope and range of subject areas~~  
573 ~~(<http://www.loc.gov/catdir/cpsol/cco/>).~~

574

575 7.2 Withdrawal of Materials. Withdrawal is an important procedure designed to  
576 maintain the quality of the collection. The Library recognizes that each  
577 disciplinary or interdisciplinary program has a unique set of needs in regards to  
578 library use and materials. These needs will be taken into account as withdrawal  
579 criteria are developed and decisions are made.

580

581 7.2.1 Withdrawal of Duplicates. This type of withdrawal is standardized and only  
582 requires review by the liaison librarian, and not the full procedure of 7.2.2. ~~This~~  
583 ~~type of evaluation begins with computerized identification of duplicate copies and~~  
584 ~~circulation history. The procedures are relatively automatic and standardized and~~  
585 ~~usually require minimal review by the liaison librarian, and the specific~~  
586 ~~department associated with the relevant Library of Congress classification.~~

587

588 7.2.2 Withdrawal Procedures. First, the liaison librarian will identify all  
589 departments and faculty associated with a particular Library of Congress  
590 classification. ~~First, liaison librarians will collaborate with faculty in departments~~  
591 ~~associated with that Library of Congress classification to identify the criteria the~~  
592 ~~liaison librarian will use to review the collections (7.2.2.1).~~ Second, the liaison  
593 librarian will work closely with all such identified departments to identify the  
594 appropriate criteria for use during the withdrawal review (7.2.2.1; 7.2.3). ~~Second,~~  
595 ~~materials identified for potential withdrawal will be made available for review by~~  
596 ~~all faculty campus wide (7.2.2.2).~~ Third, materials identified for potential  
597 withdrawal will be made available for review by all departmental faculty in the  
598 associated classifications (7.2.2.2). ~~Third, a final review will take place with the~~  
599 ~~departments associated with that Library of Congress classification (7.2.2.3).~~  
600 Finally, the library will make every effort to offer materials approved for  
601 withdrawal to other institutions through existing consortial relationships.

602

603 7.2.2.1 Identify Criteria for Withdrawal. Liaison librarians have the primary  
604 responsibility for evaluation of the collection. Liaison librarians will collaborate  
605 with all departments and faculty associated with the relevant Library of Congress

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

613  
614 **7.2.2.2 Withdrawal Review.** Material recommended for withdrawal from the  
615 collection will be shared directly with relevant departments via their liaison  
616 librarians for review. The information provided will include the criteria jointly  
617 established by the liaison librarians and departments and faculty along with a link  
618 to an analysis (circulation, holdings in other libraries, etc.) of the titles under  
619 consideration. Departments and faculty will have a period of a minimum of four  
620 weeks to respond to the recommendations and must respond by a deadline set  
621 by the liaison librarian. A blanket request to keep all materials on a list will not be  
622 considered a review.

623  
624 ~~7.2.2.2 Campus-wide Review. Recognizing the interdisciplinary nature of many~~  
625 ~~subject areas, material recommended for withdrawal from the collection will be~~  
626 ~~shared directly with all departments via their liaison librarians and listed by~~  
627 ~~subject area on a shared website for a period of six weeks during a regular~~  
628 ~~semester (Spring or Fall). The information provided will include the criteria jointly~~  
629 ~~established by the liaison librarians and departments along with a link to an~~  
630 ~~analysis (circulation, holdings in other libraries, etc.) of the titles under~~  
631 ~~consideration. During this time, all faculty will be encouraged to review the~~  
632 ~~material and provide feedback to their liaison librarian. A blanket request to keep~~  
633 ~~all books on a list will not block the next stage of review.~~

634  
635 ~~7.2.2.3 Final Review. The final review will be a minimum of four weeks. Liaison~~  
636 ~~librarians will share the information obtained in the campus-wide review with the~~  
637 ~~departments associated with the Library of Congress classification area of the~~  
638 ~~material being considered for withdrawal (7.2.2.1). Items identified for retention in~~  
639 ~~the campus-wide review will normally be retained. In addition, faculty campus~~  
640 ~~wide can continue to offer feedback through liaison librarians. The liaison~~  
641 ~~librarians will consult with the departments to identify materials on their lists that~~  
642 ~~should be preserved. In the event a department feels strongly about removing an~~  
643 ~~item that was requested to be kept during the campus-wide review, the liaison~~  
644 ~~librarian will facilitate a discussion among the relevant individuals to reach a~~  
645 ~~conclusion regarding retention for the item(s) in question. Any materials that this~~

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

648

649 7.2.3 Potential criteria for selection of print materials for withdrawal from the  
650 collection. The following general criteria, listed in alphabetical order, are  
651 examples of the types of criteria that may be taken into consideration when  
652 identifying materials for withdrawal. The Library recognizes that each academic  
653 department has a unique set of needs in regards to library use and materials, so  
654 the following criteria will not necessarily be applicable for each subject area. In  
655 addition, consideration will be given to the potential cross-disciplinary value of  
656 materials as well as their use for historical research.

657

658 7.2.3.1 Availability. Availability can be considered both internally and externally.  
659 Considerations include: a) Whether or not other copies or editions exist in the  
660 SJSU collection and/or b) Whether or not the item can be readily borrowed from  
661 other institutions via Interlibrary Services or other library resource sharing  
662 programs. The desired format for availability will vary by  
663 program/discipline/department. Some will require/prefer electronic versions of  
664 materials while others will require/prefer print versions.

665

666 7.2.3.2 Content. A candidate for withdrawal may be one where the content has  
667 been determined by the liaison librarians in collaboration with faculty in  
668 departments associated with that Library of Congress classification area to be no  
669 longer beneficial to the collection (e.g., superseded information, duplicated  
670 content, changes in curricular needs).

671

672 7.2.3.3 Past use. Past use is generally considered a predictor of future use. Past  
673 use is measured by circulation system records and counts, interlibrary loan  
674 circulation records, and in-house usage statistics/records. Periods of inactivity  
675 will vary by discipline and circulation records may not necessarily be an  
676 appropriate criterion for withdrawal. Items, especially single copies, should not be  
677 discarded solely because of low use.

678

679 7.2.3.4 Physical condition. A candidate for withdrawal may be one that is worn,  
680 defaced, or otherwise in poor condition to the point that it cannot be used and its  
681 value to the collection does not warrant replacement or preservation in the same  
682 or an alternate format.

683

684 ~~7.2.4 Evaluating collections supporting discontinued programs. The library should~~  
685 ~~retain at least a "basic information" level in a discontinued program's subject~~

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

694

695 7.2.4 Disposal of withdrawn materials. Materials to be withdrawn that are not  
696 wanted by other CSU or partner libraries will be donated to organizations  
697 responsible for placing used books with national and international libraries.

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

703

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

715

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

721

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

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



# Athletics Board Annual Report

April 15, 2024  
Present to the Senate



# Athletics Board Members

Annette Nellen (Faculty Member-at-Large, tenured)

Miwa Merz (Faculty Member-at-Large, tenured)

Yinghua Huang (Chair, Faculty Member-at-Large, tenured)

Matthew Faulkner (Faculty Member-at-Large)

Shaun Fletcher (Faculty Member-at-Large)

Sarab Multani (President, Associated Students)

Jada Mazury (Student-Athlete Advisory Committee President)

Travis Boyce (Faculty Athletics Representative)

David Neighbors (Spartan Athletic Fund Designee)

Non-voting board members:

Laura Alexander, Jeff Konya, Robin Reynolds, and Shonda Goward

## **AY 2023-24 Charge**

*President Teniente-Matson's Nov. 28 memo to the Athletics board*

“As outlined in the general responsibilities and functions of the Athletics Board, I seek any recommendations that the Board may have regarding the varsity sports offerings at SJSU. The Director of Athletics will engage a third-party consultant to conduct a thorough review of the existing state of SJSU sports offerings.

Accordingly, I ask you to review the current Academic Policy F07-2 and advise me of any proposed modifications to the policy, following a thorough review process.”

# Athletic Director's Report - Jeff Konya

## [Community Service Award 2024 - Video](#)

- Athletics' Accolades
- Academic Updates
- Competitive Success
- Administrative, Financial, & Personnel Updates
- NCAA Environment & NCAA Transformation Committee

## Faculty Athletics Representative Update

1. Monitored the academic performance of student athletes and teams
  - a. Eligibility Grids
2. Addressed student athlete (academic) concerns
  - a. Travel Letters
3. Represented the institution (delegate) at the 2024 NCAA Convention (Phoenix, AZ) and the 2023 Faculty Athletics Representative Annual Meeting (Indianapolis, IN).
4. Helped to shape policy at the conference (Mountain West Conference) and national level.
5. Regularly updated the President, Athletics Board, and SJSU Department of Athletics Administration on FAR activities and/or issues related to the academic integrity of the institution.
6. Regularly checked-in with the *Assistant Director of Athletics for the Compliance Office* and the *Associate Director of Athletics & Managing Director & of Athletics of Student Athlete Resource Center*.
7. Administered the (survey) 2023-24 National Study on Collegiate Wagering and Social Environments
  - a. Women's Swimming and Diving (January 2024)
  - b. Men's Soccer (TBA)

## Faculty Athletics Representative - Notable Accomplishments



## Academic Progress Progress Rate (APR)

- The Academic Progress Rate (APR) holds institutions accountable for the academic progress of their student -athletes through a team-based metric that accounts for the eligibility and retention of each student-athlete for each academic term.
- The APR system includes rewards for superior academic performance and penalties for teams that do not achieve certain academic benchmarks
- Data is collected annually, and results are announced in the spring.

# Academic Progress Progress Rate (APR) San Jose State University 2022-23 AY

861 APR score in 2022-23 overall

7 teams received a **1000** APR score in 2022-2023.

- Women's Basketball
- Women's Cross Country
- Women's Golf
- Beach Volleyball
- Women's Tennis
- Women's Volleyball
- Women's Water Polo

## Other Items of Business Completed 23 -24 AY

1. The athletics board reviewed the third -party report by FirstTeam Sports Consulting, LLC and submitted a letter of recommendations to the President.
2. Interviewed candidates for the Academic Coach of the Year Award and selected two recipients.
3. Learned the special admits process for student athletics from Deanna Gonzales, Director of Undergraduate Admissions.
4. Reviewed FAR Responsibilities and Goals for the 23-24 AY.
5. Reviewed and discussed athletics -related budgetary issues with Dr. Tabitha Hart, Chair of Budget Advisory Committee.
6. Reviewed the current Academic Policy F07 -2 and proposed modifications to the policy.

Q & A



36 **Resolved** that the Academic Senate of San José State University encourages faculty,  
37 staff, and students to learn about the resources and policies in place to support peaceful  
38 discourse over ideas. We urge our community to be mindful and empathetic when  
39 disagreeing with others, and to be aware of how actions can cause anxiety and fear  
40 amongst students, which often leads to feelings of deprived belongingness. We  
41 encourage our community to respectfully welcome discourse and disagreement, as they  
42 are the foundation and virtue of a free and democratic society. Be it further,

43 **Resolved** that the Academic Senate of San José State University strongly encourages,  
44 and suggests, the use of the Intra-Group Dialogue (IGD) [Program](#) in the Office of  
45 Diversity and Inclusion as a useful tool for engaging in difficult but civil discussions of  
46 controversial issues. IGD can build one's capacity for inclusive excellence and  
47 engagement with social issues in day-to-day work /life. We believe this form of  
48 communication is vital for the future of our democracy. Be it further,

49 **Resolved** that the Academic Senate encourages the campus community to engage in  
50 civil and respectful discourse, without disrespecting or dehumanizing members of our  
51 community. We reaffirm that all ideologies and opinions are welcomed in our  
52 community, as long as they are protected by the First Amendment of the U.S.  
53 Constitution. We also reaffirm our University's commitment to diversity, equity, and  
54 inclusion.

55  
56 **Estevan Guzman**  
57 **Kelly Masegian**  
58 **Sarab Multani**  
59 **Kenneth Peter**  
60 **Julian Vogel**