

SAN JOSÉ STATE UNIVERSITY ACADEMIC SENATE

**2023/2024
Agenda
May 6, 2024
2:00 to 4:00 pm
In Person
ENG 285/287**

I. Call to Order and Roll Call:

II. Land Acknowledgement:

III. Approval of Minutes:

- A. **Senate Minutes of March 18th not available—to be presented as soon as possible**
- B. **Senate Minutes of April 15, 2024**

IV. Communications and Questions:

- A. From the Chair of the Senate
- B. From the President of the University

V. Executive Committee Report:

- A. Minutes of the Executive Committee:

**Executive Committee Minutes of April 8, 2024
Executive Committee Minutes of April 22, 2024
Executive Committee Minutes of April 29, 2024**

- B. Consent Calendar- No Consent

- C. Executive Committee Action Items:

Committee on Senate Representation:

AS 1876 Amendment to the Constitution of the Academic Senate of San José State University

AS 1877 Amendment to the Bylaws of the Academic Senate of San José State University

VI. Unfinished Business:

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

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

- A. University Library Board (ULB): **No Report**
- B. Professional Standards Committee (PS):
AS 1870, Modification to S94-5/F95-1 Board of Academic Freedom and Professional Responsibility (Final Reading)

AS 1875, Amendment M to University Policy S15-7, Retention, Tenure and Promotion for Regular Faculty Employees: Procedures (Final Reading)

- C. Instruction and Student Affairs Committee (I&SA):
AS 1872, Amendment A to S17-1, University Policy, Culminating Activities and Final Examinations Policy (Final Reading)

AS 1873, University Policy, Student Advising and Holistic Student Support Services Policy (Final Reading)

- D. Organization and Government Committee (O&G): **No Report**

- E. Curriculum and Research Committee (C&R):
AS 1874, University Policy, Organization of the Academic Planning Process at San Jose State University (First Reading)

VIII. Special Committee Reports:

None

IX. New Business:

None

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

2023-2024 Academic Senate Minutes
April 15, 2024

I. Call to Order and Roll Call

Vice Chair Hart confirmed the quorum, and the meeting was called to order at 2:00 p.m., and 44 Senators were present.

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

II. Land Acknowledgement:

Senator Chen read the land acknowledgment.

III. Communications and Questions

A. From the Chair of the Senate:

- Please nominate a colleague and/or self-nominate to serve on the Provost’s Review Committee. Include the name of the nominated person, the title, and the college with the nomination. If self-nominating, include a statement reflecting your interest and

qualifications for serving on the review committee. Nominations must be submitted to sjsupres@sjsu.edu by Friday, April 19, 2024.

- Please self-nominate to serve as a Senate officer. To run for any of these offices, please email a short statement of interest to senate@sjsu.edu by the end of the day on Monday, April 29th.
- Senators should fill out the committee preference form, or a committee will be assigned to them. Senators will be notified on April 29th.
- The Chair wished good luck to all the student senators running for AS office.
- Congratulations to Senator Hiu Yung Wong for being awarded SJSU's Industry-Supported Research Award.
- SJSU's Legacy of Poetry will be celebrated the week of April 22.

B. From the President:

President Teniente-Matson's written report will be shared via the Senate listserv.

IV. Executive Committee Report:

A. Minutes of the Executive Committee:

EC Minutes of March 11, 2024—no questions.

EC Minutes of March 25, 2024

Q: Has the naming committee formed to rename CPGE already completed its work?

A (Provost): No, the committee will present its report and recommendations to the Senate Executive Committee on April 22nd.

B. Senate Calendar of 2024-25

C: AS President offered input on times for Senate meetings and what times to avoid so as not to conflict with regular committee meetings.

The motion to approve the calendar passed 37-0-0.

C. Executive Committee Action Items: None

V. Unfinished Business: None

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

A. Curriculum and Research Committee (C&R):

Senator Shaffer presented **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).**

Questions

Q: Is the chair of this committee having an appointment time of 12 months?

A: Yes

The policy was moved to a vote and approved by acclamation.

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

C. Instruction and Student Affairs Committee (I&SA):

Senator Sullivan-Green presented **AS 1872, Amendment A to S17-1, University Policy, Culminating Activities and Final Examinations Policy (First Reading)**

Senator Sullivan-Green commented that this policy is a significant amendment to S17-1 which does not give culminating activities and final examinations equal consideration. This amendment clarifies what a culminating activity is, and the standards it needs to meet. Final examinations are to be changed from two hours and fifteen minutes to two hours. Additionally, no examinations will be held before 8:30 since research students are not at their best that early.

Questions

Q: If there are no more 7:15 examinations, does that add an extra day of the examination period, making the student go home a day later?

A: No, since the time changed from two hours and fifteen minutes to two hours.

C: I want to clarify if this applies to online classes, and finals need to be two hours as well.

A: Yes; however, this is different for an asynchronous class.

Q: Some students stay the whole time. Is there any outreach to ask faculty if they need two hours and fifteen minutes?

A: We can consider this; however, we want to get this passed so it can be implemented in the fall of 2024.

Q: What about considerations of accessibility?

A: The time will still be proportional to the time needed for those with accommodations.

C: I think this will help our commuter students who already have to wake up so early to get here and find parking. This helps to break down those barriers for them.

Q: What about those professors who make their finals worth zero percent of the grade?

A: It would be hard to put in policy what a final examination is. This amendment requires you to have one when it is, and how long it should be. The committee can consider this issue, though.

Q: What about portfolios that are done over a period of time?

A: This ensures that nothing that is supposed to count for the final examination can be due before the time assigned.

Senator Sullivan-Green presented ***AS 1873, University Policy, Student Advising and Holistic Student Support Services Policy (First Reading)***

Senator Sullivan-Green commented that this would replace the 1989 policy since it is not up to date, and the updated version was vetoed by the then President in 2021. This is based on the NACADA reports of 2019 and 2023 to clearly delineate the responsibility and training for advising. We have discussed this with the Provost.

Questions

Q: Will this require more training and a bigger workload? Faculty are already facing diminishing assigned time. Is this additional training and work going to be worth it?

A: The training/workload will be proportional.

Q: This might cause an issue with lecturers' contracts since they are not paid for this extra work.

Q: What do we mean by holistic student support? We don't want students to think it relates to mental health support, which is what advising is trained in.

A: No, advising does not have the same responsibilities as mental health counselors. This language is on trend with the NACADA report.

D. Professional Standards Committee (PS):

Senator French presented ***AS 1870, Modification to S94-5/F95-1 Board of Academic Freedom and Professional Responsibility (First Reading)***

Senator French commented that they kept none of the original policy, so it can be a full new policy and easier to find on the Senate website. This modification streamlines the policy and moves the procedural language to the index. Instead of listing what the board cannot do, it lists what it can do.

Questions

Q: Why does it restrict members of the board to only full-tenure faculty?

A: The fraught nature of the board's work could make members vulnerable, and the rank of full professor will protect the members who serve. Also, the work of the committee aligns with the role of a full professor.

C: There are no explicit provisions on appeals.

A: We will address this.

C: I am worried that it can make the board unapproachable, non empathetic, and more elitist. Can other voices be brought in, or training on empathy? Tenured faculty are less likely to face bullying compared to lecturers.

A: Full professors are not immune to bullying others, or being bullied.

C: More information on the boundaries of the board's responsibilities could be helpful. How is it separate from/different from the personnel and/or adjudication processes that happen elsewhere (UP, Title IX, ODEI, etc.)?

C: The members of the board are all volunteers.

C: If decisions on the committee are made by votes, then it could be helpful to bring in other members who are not full Professors, perhaps as non-voting members. This would provide additional input and perspectives but reduce vulnerability (because they are non-voting).

C: The names of board members are public, which is a consideration of vulnerability.

E. University Library Board (ULB):

Nada Attar and Edgar Bering presented ***AS 1869, Amendment E to University Policy S15-10, Revisions to SJSU Library Policy (Final Reading)***

Edgar Bering commented that they want to thank the Senate for considering their amendment and that they share the core values of creating a place of diversity. Attar and Bering shared a presentation to discuss collaborative collection development, serendipity, faculty-librarian relationships, and interdisciplinarity. They pointed out they heard the concerns that faculty involvement in the deselection process was greatly reduced in the new policy. They assured the body that is not the case. Additionally, they reminded the faculty that the librarian-faculty relationship is not a one-way street. Our librarians work hard to maintain close ties with their departments and faculty members. When it comes to deselection, librarians use subject knowledge, including expertise in relevant and seminal literature, circulation statistics, and an understanding of the collections in other CSU libraries, as well as the consultation process with you outlined in the policy to create a compelling picture of what items can be deselected. This is a process that is done thoughtfully, deliberately, and collaboratively. Your input is always valuable and welcomed. They added "faculty" to any mention of the department in the deselection process. Finally, there was a concern expressed about the lack of measures for managing deselection in regards to interdisciplinarity. Collection management has always been interdisciplinary. The consultative process described between librarians and faculty, when paired with statistical data, should bring interdisciplinary issues to the fore.

Questions

Q: Since space seems to be one of the problems, has there been a discussion about turning hard copies into PDFs?

A (Meth): Space is not the only issue; it is about our collection becoming unusable and sharpening our collection.

Q: I can understand that some books in the library need to be removed; however, are they being replaced with more books, or will that space be repurposed?

A (Meth): There are no current plans or money to repurpose areas. Once we can go through the deselection process, we can analyze since shelves should be, on average, at 70% capacity, and we have some at 100%. We do not discard any book we know is not going to be available in another way. If it happens that we get rid of a book and you come and say you really need it, then we can work to repurchase it.

Q: In line 287, relating to student members serving more than one term, did you ask AS how this procedure would be? Academic eligibility and such have to be checked for them to continue to serve.

A: No, we did not ask AS about this; however, we can.

Senator Van Selst proposed an amendment to lines 285-287

An amendment was made to Lines 285-287: "The other student members will serve one-year terms, provided they remain students in good standing. Student members may serve more than one term." to "The other student members will serve one-year terms, provided they remain students in good standing and may be appointed for an additional term or terms. Student members may serve more than one term." The amendment passed.

Senator Kataoka proposed an amendment to Senator Van Selst's amendment, which failed.

The final amended policy was moved to a vote and was approved by acclamation.

VII. Special Committee Reports:

Yinghua Huang, chair of the Athletics Board (AB), Travis Boyce, Faculty Athletics Representative (FAR), and Jeff Konya, Director of Athletics, gave their yearly report to the Senate. Time Certain: 2:30 p.m.

Travis Boyce described the FAR and his daily tasks. The FAR is a liaison between the university and athletics. They monitor the institution's academic integrity and protect student-athletes. On a daily basis, Boyce signs off on eligibility grids. So far, Boyce is seeing a disconnect with faculty understanding of travel letters for student athletics. He is planning on meeting with the department chairs and faculty members to discuss this issue. Boyce touched on different events he has represented SJSU at, and some accomplishments while also acknowledging others who work with him to get these things accomplished.

Yinghua Huang commented that the Athletic Board met with the President. They were tasked with reviewing FirstTeam Sports Consulting, LLC's third-party report and submitted a letter of recommendation to the President. In addition, the AB also interviewed candidates for the Academic Coach of the Year Award and selected two recipients. They learned about the special admits process for student athletics from Deanna Gonzales, Director of Undergraduate Admissions. Reviewed FAR Responsibilities and Goals for the 23-24 AY. Reviewed and discussed athletics-related budgetary issues with Dr. Tabitha Hart, Chair of the Budget Advisory Committee. Reviewed the current Academic Policy F07-2 and proposed modifications to the policy.

The Director of Athletics, Jeff Konya, showed a video to give a sense of SJSU athletics. Konya expressed excitement over the SJSU Oregon State Football game, which was the most-watched Mountain West game. SJSU was also voted the best Silicon Valley football team for the third time by the Mercury News. Konya also mentioned the AB's charge to determine if SJSU is in the correct NCA classification. If they are in the proper conference, do we have the right mix of sports? The AB has submitted recommendations; however, there has not been any discussion on them yet. He then summarized the athletics program relating to the budget cut by reducing administrators, capping rosters, and reducing scholarships and starting salaries.

Questions:

Q: What is the athletic department doing to monitor head injuries to prevent CTE? Has the number of head injuries gone down? Years prior, the AB has shared reports on the numbers of concussions and such.

A: We will provide objective results from sports medicine. The numbers have been down since last year; however, this could be due to many things.

Q: How has advising changed or improved for student athletics so they don't feel rushed into picking classes? Are the athletes getting enough nutrition breaks during training and class schedules?

A: There has been a new hire relating to advising, and student-athletes have expressed satisfaction. For nutrition, the NCAA has specific rules that are being followed.

Q: Regarding the survey on collegiate wagering and the social environment, what are your concerns and the NCAA's?

A: As social media grows, student-athletes can now market themselves in different ways. We want the athletes to be aware that there is now betting on non-revenue sports, which can put them in danger of online bullying and such.

Q: Can coaches be hired in unit 3, and what is the percentage of coaches in unit 3?

A: There are MPP coaches and unit 3 coaches, depending on whether they oversee people or not. 95% of coaches are in Unit 3.

Q: How much of the budget is for the next AY for the general unit coming out from the state?

A: 14.8 million from the state, which is being reduced. External funding is 13 million, which goes to scholarships.

Q: Does the AB also offer protections relating to Title IX, mental health, and bullying, or only academic integrity?

A: The AB is there to make policies relating to academics and athletics. If a student-athlete has another issue, they should go to the FAR.

Q: Will the students who no longer receive scholarships be notified and provided with support?

A: Students will be notified by a July deadline, as per regulations. However, this will more likely affect future recruitment and rosters. There are no students competing this year who will have scholarships removed for next year.

Q: Is there any new revenue the athletics department is anticipating?

A: We are looking into fixed terms for naming certain assets; however, we must check if this is possible. Specifically, we are naming assets in the building since only 50% of the building is currently named.

Motion to extend the meeting

A motion to extend the meeting by 10 minutes was made, seconded, and passed by acclamation.

VIII. New Business:

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

President Multani commented that he brought this sense of the Senate to the Senate meeting in response to the continued discussion of this topic in the Senate. This Sense of the Senate is to create dialogue on the issues instead of disagreeing and leaving it at that point. The country continues to see more divided topics, and we must consider how this affects us and the student body. Multani thanked the faculty who helped create this Sense of the Senate: senators Vogel, Guzman, Peter, and Masegian.

Senator Rodan proposed an amendment to remove lines 24-27." Whereas: On February 19, 2024, a serious incident arose in Sweeney Hall between an SJSU professor and Pro-Palestinian protestors, which led to heightened tensions amongst the student body, both for students who were and were not present in the building and"

C: This points to a specific incident where there is still a lack of clarity about what happened. This created a specific division on certain lines where there were strong opinions on both sides. We should not make reference to this incident.

A: I can understand; however, we cannot ignore this incident because it led to the creation of this Sense of the Senate. If we are not willing to discuss these incidents, then nothing will be done to combat the tensions. We can remove some language if need be, but the mention of the incident is important.

Senator Sabalius seconded Senator Rodan's amendment.

C: Mentioning the incident will diminish the universality of the Senate's resolution. If we remove it, it can stand the test of time and be stronger.

C: This event should not be put aside. History needs to be reported, and this incident led to this Sense of the Senate being created.

C: Previous sense of the senate resolutions have mentioned specific events. The Rodan amendment failed 10-15-1

A motion was made by Senator Mathur to amend lines 25-27:

"which led to heightened tensions amongst the student body, both for students within the campus community, both for students, faculty, and for staff who were and were not present in the building."

The amendment was deemed as friendly and accepted without further action.

Deliberation and debate of AS 1871 was suspended due to adjournment of the meeting.

IX. State of the University Announcements:

A. Chief Diversity Officer (CDO): Report moved to next meeting.

B. Vice President for Student Affairs (VPSA): Report moved to next meeting.

C. Provost: Report moved to next meeting.

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

Report moved to next meeting.

E. Associated Students President: Report moved to next meeting.

F. CSU Statewide Representative(s): Report moved to next meeting.

X. Adjournment: The meeting adjourned at 5:13 p.m.

President's Report to Academic Senate



May 6, 2024

SJSU SAN JOSÉ STATE
UNIVERSITY

Themes for Priorities

- **Holistic Student Academic Success**

- Closing GI 2025 Equity Gaps & New CO initiatives
- Enrollment growth, persistence, retention and time to degree
- Alignment of Resources across divisions, every area responsible from Enrollment to Graduation
- Academic planning and program offerings

- **Leading the Campus (Transparency) to a Financially Sustainable and Balanced Budget**

- Diversify external revenues (i.e. fundraising, federally sponsored activity, external financial support/sponsorships, etc.)
- Grow Tuition
- Expanding housing solutions

- **Rebuilding a Culture of Caring, Trust and Inclusivity**

- Building and sustaining our commitment to Title IX and DHR (alignment across divisions)
- Building, Coordinating and sustaining a commitment to DEI
- Build & Sustain a Community of Culture of Care and Respect
- Alumni Engagement

- **Best in Class: Institutional Values and Strategic Plan Recalibration**

- Holistic Outcomes based approach aligned where practical with Accreditation
- Coordinated Communications across divisions (internally and externally)
- Innovation and Cutting-Edge Engagement to solve regional problems (AI, Climate, Talent)

- **Business of Running the University**

- Consistently Building Brand & Brand Reputation across markets including (alumni, students, internal, funders, all stakeholders)
- Continuous Improvement. Building a Culture of Shared Services, Reducing Bureaucracy
- Internal and External Communications (Digital strategies)
- Improve Classroom/IT support for faculty & student engagement and experience
- Safety and Emergency Preparedness
- Comprehensive Campaign Readiness

May Update

- **Holistic Student Academic Success**

- Commencement schedule (May 22-24); Financial Aid award letters out; Intent to Enroll May 15.
- 38th Annual CSU Student Research Competition -
 - 3 students placed first, 1 second place, 1 honorable mention
- CSU Startup Launch Competition - \$52,000 in prize money
 - Concussion Coach: Grand Prize Winner, Second Place in Two Categories
 - Team Firewatch: Top 8 Finalist, Second Place in Two Categories
- AB 928 Update

- **Leading the Campus (Transparency) to a Financially Sustainable and Balanced Budget**

- Budget message (April 30); continued development of FY24/25 budget. Auxiliary, Enterprise Funds and SSETF budget reviews underway.
- Segal Consulting with UP and NACUBO Consulting for the Workgroups
 - Reports under development- anticipated by May 30.
 - Athletics board meeting May 10



May Update

- **Rebuilding a Culture of Caring, Trust and Inclusivity**
 - Reminder of TPM policies/procedures (May 2)
 - Continuous Improvement to support advisors and student groups.
 - Title IX and DHR merger occurring by end of Fiscal Year
- **Best in Class: Institutional Values and Strategic Plan Recalibration**
 - AI Vision Statement
 - Launch of MLK Library AI site, SJSU site in development. AI Futures Forum
 - Meetings with Nvidia and Plug N Play
 - SP Goal Teams meeting underway by VPs



May Update

- **Business of Running the University**
 - 5-year review for Provost Del Casino
 - Fundraising on track. Honorary-doctorate events (May 14 and 16)
 - SVBJ Elevate Downtown Sponsorship
 - Engage in conversations about Downtown San José and partnership in key areas
 - Classroom Tech Update



Senate Executive Committee

Minutes of April 8, 2024

12:00 – 1:30 p.m.

Clark 551

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

Absent: Del Casino, Dukes, Faas, Multani, Hart

Recorders: Julia Curry and Reiko Kataoka

I. Approval of the agenda of April 8, 2024 (approved)

II. Approval of the minutes of the meeting of March 11, 2024 (approved as amended)

III. Approval of the minutes of the meeting of March 25, 2024 (approved as amended)

IV. President's update includes the following:

- The Provost is looking into Enrollment Management position and the name of the Senior AVP will be announced soon.
- Dean Marc d'Alarcao will be Interim VP for Research and Innovation, reporting on the R&I component to the President, and the College of Graduate Studies component to the Provost.

V. Discussion on future Executive Committee (EC) meetings

- Discussion on the frequency and ways to make EC meetings more efficient. Cabinet members and Policy Committee Chairs often do not have time to report out.
- Uploading reports prior to the meeting would make meetings more efficient. Mechanism of officially including the written reports in the minutes would be needed.
- Consider allowing for remote participation of members on a case by case basis. AS 1832 allows hybrid modality only for policy committee meetings, not for Senate or Executive Committee meetings.
 - Pro - good for participation, accommodation, accessibility etc.
 - Con - concerns about degradation of morale and quality of communication
- A referral to modify Standing Rules, 17g (modality), may be written.
- Reducing the number of meetings did not gain support.

Prior to the next topic, the Academic Senate Meeting calendar for 24-25 was approved unanimously.

VI. The Committee of the Provost's five-year review

- The committee will start working in fall.
- There will be a call for a Statement of Interest from the President's Office.

- Its members need to reflect broad representations.

VII. Policy Committee updates (work in progress)

- Curriculum and Research
 - Program Planning Policy
 - Humane Care and Use of Animals Policy
 - Continuing Education Unit Policy
- Professional Standards:
 - rescind and replace policy on S99-9
 - amendment on F15-7 to require permission to create departmental RTP guidelines.
 - policy on data storage and recording of faculty intellectual properties
 - will work with AS on ways to increase SOTEs response rate.
 - amendment on the university RTP policy
 - Voting rights on department chair elections (lecturer voting rights)
- Instructions and Student Affairs:
 - Student advising and support policy
 - Culminating activity policy
- Organization & Government:
 - Amendment to S17-1
- Other resolutions/report that are expected at the 04/15 Senate meeting:
 - Sense of the Senate resolution on civil discourse initiated by the AS President
 - policy amendment from the University Library Board
 - a report from the Athletics Board

A discussion on minutes for the remaining EC and Senate meetings followed. Julia Curry and Reiko Kataoka will take notes for the EC meetings, and Grace Barbieri and Tabitha Hart will take notes for the Senate Meetings.

VIII. University Updates

- CDO (absent)
- Statewide Senator (none)
- CFO (absent)
- Provost (absent)
- AS President (absent)
- VPSA (none)

IX. The meeting adjourned at 1:30 p.m.

The minutes were taken by Julia Curry and Reiko Kataoka on April 8, 2024, reviewed and accepted by Senate Chair Karthika Sasikumar on April 16, 2024. The minutes were approved by the Senate Executive Committee on April 22, 2024.

Senate Executive Committee

Minutes of April 22, 2024

12:00 – 1:30 p.m.

Clark 551

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

Absent: Hart, McKee

Recorders: Julia Curry and Reiko Kataoka

I. Approval of the agenda of April 22, 2024 (approved)

II. Approval of the minutes of the meeting of April 8, 2024 (approved)

III. Chair's Update

- There might be an additional EC meeting on May 13th, noon to 1 pm.
- A guest presenter Janet Sundrud from the CSR will join the meeting today.
- SJSU's Legacy of Poetry is celebrated during this National Poetry Week.

IV. President's update: No update. It immediately moved to Q-A.

Q: There seems to be a plan to impose a fee for students to attend commencement, with two alternatives – a smaller fee for all students or charge beyond 1-2 free tickets.

A: There is no proposal on the table. Revenue comes from tickets. University Advancement is exploring the cost and options.

Comment: ASCSU has just raised this issue.

Response: Majority of the CSU campuses have commencement fees.

Comment: Tuition fee was just raised. This additional raise on students is concerning.

V. Presentation of the Naming Committee Recommendations - by VP for University Advancement, Judy Nagai

Vice President for University Advancement Judy Nagai presented the recommendations of the Naming Committee for the naming of the two rooms of the Charles W. Davidson College of Engineering, occasioned by philanthropic gifts from individual and corporate donors as follows:

1. Engineering Room 495 to be named as **The Vy and Timothy Li Laboratory for Human Factors Research.**

2. Industrial Studies Room 117 to be named as **The LitePoint Wireless Communications and Electronics Lab.**

The EC members asked questions such as the type of donation, usage of the donation, and conditions of naming.

A motion to approve the first proposal was made (Multani), seconded, and approved by unanimous vote.

A motion to approve the second proposal was made (Multani), seconded, and approved by unanimous vote.

VI. Discussion of the amendments to the Constitution and Bylaws of the Senate – by Co-Chair of the CSR Janet Sundrud

The Co-Chair of the Committee on Senate Representation, Janet Sundrud presented the amendments to the Constitution and Bylaws of the Senate, as proposed by the CSR. In addition to the structural changes presented and discussed previously, there were three new clauses, each is intended to:

1. Allow faculty senators to serve without conflict with their other university obligations, such as teaching;
2. allow time for service work for staff senators and ensure independent opinions are voiced by staff in the senate; and
3. foster broader consultation with bodies representing lecturers.

Suggestions for improvement were offered, which would be reflected in the revised recommendations.

Further discussions and questions:

Q: The proposed change would create several more faculty seats. How would those seats be distributed? What would be the impact on the General Unit?

A: When Unit 4 SSP members make their own unit, the General Unit will be smaller in size. The new seat distribution can be calculated for continued discussions.

Q: Who are the Unit 3 members other than the T/TT and lecturer faculty?

A: Coaches, counselors, and librarians

Comment: Library could be an independent unit.

Comment: Current criteria (50 FTEF and at least three departments) might be re-examined. There are smaller colleges that have many students.

Q: Could the recommendations be split into a series of multiple recommendations?

A: Some pieces are critically connected, but the key recommendations could be presented first, followed by subsequent recommendations for finer details.

The EC proposes that the CSR's term will continue into the fall semester. Those members who are available and willing will continue. Other members' terms end this semester.

VII. Presentation of the Naming Committee Recommendations – by Dean Marc d'Alarcao

The Dean of the College of Graduate Studies, Marc d'Alarcao, presented the recommendations of the *ad hoc* Naming Committee that was tasked to consider a name change of the south wing of Duncan Hall. The committee's recommendation was to rename the south wing from the previous name of **Wilbur H. Swanson Microbiology Laboratories** to **Patrick Hamill Science Laboratories**.

The EC members asked questions about the procedures involved in the renaming.

A motion to rename the south wing to Patrick Hamill Science Laboratories was made (French), seconded, and approved with unanimous vote.

VIII. The meeting adjourned at 1:30 p.m.

The minutes were taken by Julia Curry and Reiko Kataoka on April 22, 2024, reviewed and accepted by Senate Chair Karthika Sasikumar on April 29, 2024. The minutes were approved by the Senate Executive Committee on April XX, 2024.

Senate Executive Committee

Minutes of April 29, 2024

12:00 – 1:30 p.m.

Clark 551

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

Absent: McKee, Sullivan-Green

Minutes taken by Hart

1. Approval of the agenda of April 29, 2024: unanimously approved
2. Approval of the minutes of the meeting of April 22, 2024: unanimously approved
3. Chair's update (none)
4. President's update
 - a. The commencement schedule is proceeding as planned with provisions being taken in the event of protests.
 - b. President is expecting to receive the reports from the six workgroups charged with reviewing and recalibrating divisions on campus
5. Naming Committee for CPGE; unanimously approved
6. Approval of the consent calendar, including the Policy committees with ConC
Recommendations: unanimously approved
7. Recommendations of two Athletics Board members: unanimously approved
 - a. Miwa Merz (Marketing & Business Analytics)
 - b. Alaka Rao (School of Management)
8. Recommendation of one member for the University Sustainability Board
 - a. MeganThiele Strong (Sociology and Interdisciplinary Social Sciences):
recommended
9. Selection of a Budget Advisory Committee member
 - a. 1 Faculty Senator: Thomas Madura (Physics & Astronomy): **recommended for Seat G**
 - b. 1 Faculty-at-Large member: Tabled because verification of interest and eligibility is needed.
10. Selection of a senator for the College of Engineering (Fall 2024)
 - a. Katy Kao: **approved**
11. Selection of a senator for the College of Engineering (2024-25)
 - a. Behin Elahi: **approved**
12. Selection of 5 faculty members to recommend to the president for the Provost Review Committee; applications are in the spreadsheet that was emailed. Recommended faculty members are:
 - a. Peter Lee
 - b. Ravisha Mathur

- c. Sabrina Pinnell
- d. Julian Vogel
- e. Hiu Yung Wong

The minutes were taken by Tabitha Hart on April 29, 2024, reviewed, and accepted by Senate Chair Karthika Sasikumar on May 2, 2024. The minutes were approved by the Senate Executive Committee on May 2, 2024.

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**

1 San Jose State University
2 Academic Senate
3 Professional Standards Committee
4 May 6, 2024
5 Final Reading

AS 1870

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. Further, the Board has historically operated without sufficient
17 collaboration with the University administration, which has curtailed its effectiveness.
18 Thus, language about the roles of both the University administration and the Board in
19 resolving complaints about breaches of professional responsibility has been added.
20 Finally, Amendment A to S99-8 and S99-9 established an independent Board of
21 Academic Freedom, but the sections of S99-9 declaring the mission and organization of
22 the Board of Professional Responsibility were inadvertently deleted. This policy will
23 establish the Board of Professional Responsibility as a separate entity, including its
24 mission and organization/membership, and address other changes in reporting
25 structures and procedures.

26 Since the first reading, Professional Standards has received feedback from the
27 Provost's Office, the Senior Associate Vice President for University Personnel, and the
28 Senate. In response to this feedback, we have made the following changes:

- 29 1) Updated membership to include Associate Professors and Senior Lecturers.
- 30 2) Added information about training requirements for members of the Board.
- 31 3) Clarified language about how complaints can be referred to the Board has been
32 clarified - specifically, we have clarified the primary role of the University
33 administration, in particular (but not limited to) the Title IX and Gender Equity
34 Office and UP-AER (University Personnel-Academic Employee Relations) in
35 classifying and referring complaints.
- 36 4) Emphasis has been placed on the Board's function in consultation and in seeking
37 informal resolutions whenever possible.
- 38 5) Changed communication of findings section to require the Board to make a
39 recommendation in the event that an informal resolution cannot be reached.
- 40 6) Removed references to the BPR carrying out investigations.

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

43 Approved: April 29, 2024

44 Vote: 10-0-0

45 Present: Barrera, Blanco, Chen, French, Kazemifar, Pendyala, Pruthi, Raman, Riley,
46 Smith

47 Absent: Lacson

48 Financial Impact: None anticipated

49 Workload Impact: Some additional workload for the administrative office(s) charged with
50 directing complaints to the correct committees, and specifically for the Office of Faculty
51 Services and Academic Employee Relations (UP-AER) with regard to the establishment
52 and posting of procedures, and the evaluation of findings that are proposed to be placed
53 in Personnel Action Files.

54 Policy Recommendation
55 Board of Professional Responsibility

56
57 I. Mission

58 The Board of Professional Responsibility (BPR) is charged with monitoring and
59 ensuring professional responsibility. BPR will evaluate allegations of professional
60 misconduct and infringements of academic freedom in violation of University Policy
61 S99-8(Professional Responsibility), except as noted in Section III below. To carry out
62 this charge, BPR will:

- 63 1. Monitor the state of professional responsibility at the University, and make reports
64 and recommendations to the Academic Senate regarding revisions of policy and
65 other documents relating to professional responsibility;
- 66 2. Be available to consult confidentially with all members of the University on issues
67 within the Board's purview (see Section III.3 below);
- 68 3. Address complaints of infringements of academic freedom brought by members of
69 the University, issuing findings as appropriate;
- 70 4. Advise and assist UP-AER with complaints about breaches of professional
71 responsibility;
- 72 5. Review and adjudicate disputes regarding Student Fairness Committee
73 recommendations, as described in University Policy S14-3, section VI.
- 74 6. Review and adjudicate disputes regarding recommendations by the Office of
75 Student Conduct and Ethical Development (SCED), as described in University
76 Policy F15-7, Academic Integrity, in the rationale and section 5.0.
- 77 7. Present an annual report to the Academic Senate relaying all essential
78 information pertaining to professional responsibility cases, including but not limited
79 to number of complaints, general categories, types of complaints, methods of
80 resolution, and year to year trends.

81 II. Appointment, Qualifications, and Terms of Membership

- 82 1. BPR will consist of five faculty members-at-large, each from a different
83 college/academic unit; membership is restricted to tenured faculty and Senior
84 Lecturer faculty, with a majority of tenured professors. The members shall be
85 appointed by the Academic Senate after recommendation by the Senate
86 Executive Committee, selected through a nominating process.
- 87 2. Nominees for the BPR must submit a one-page statement to the Academic
88 Senate Executive Committee indicating their interest and experience. Preference
89 will be given to nominees with expertise or training in conflict resolution,

90 mediation, and other areas of BPR's work. Faculty nominated for BPR shall have
91 a reputation for ethical behavior, and their integrity and honor must be held in the
92 highest regard by their colleagues. Administrative members of the Executive
93 Committee (the President and Provost) shall review the personnel action files
94 (PAFs) of nominees and consult with the appropriate Title IX/DHR administrator(s)
95 and UP-AER, re: any in-progress matters/investigations and/or other relevant
96 concerns, prior to the Executive Committee's deliberations.

97 3. BPR members will serve staggered terms of two years, with the potential for
98 reappointment for up to two additional terms. The BPR will elect a Chair for a one-
99 year term, covering the academic year. Members will be replaced by the process
100 described above as their terms expire.

101 4. All members shall sign a statement prepared by UP indicating that they agree to
102 keep confidential all content of complaints, consultations, and committee
103 deliberations. Committee members may not participate in deliberations until after
104 having signed the agreement.

105 5. At the start of their term, BPR members will receive standard anti-bias and conflict
106 resolution trainings. The appropriate trainings will be determined and implemented
107 in consultation with UP.

108 6. BPR members should recuse themselves when necessary to avoid the possibility
109 (or the appearance) of bias or conflict of interest.

110 III. Complaints Containing Allegations of Faculty Professional Misconduct

111 1. Complaints containing allegations of faculty professional misconduct in alignment
112 with University Policy S99-8 will first be evaluated by the appropriate
113 administrative offices, such as Office for Title IX/DHR and/or Equal
114 Opportunity/Academic Employee Relations, and only those complaints deemed
115 appropriate to the purview of the BPR will be referred to the Board. Complaints
116 containing allegations of faculty professional misconduct may initially be submitted
117 to any university administrative office designated by the University to receive such
118 complaints and may not necessarily be referred to the BPR, particularly if the
119 complaint overlaps other policies and/or Executive Orders.

120 a. Pursuant to applicable Executive Orders and/or policies, a list of these offices
121 shall be publicly posted by the University through its various platforms of
122 communication.

123 b. Pursuant to applicable Executive Orders and/or policies, each office will
124 assign the responsibilities related to these complaints to a selected
125 representative in their respective offices.

126 c. UP shall designate a person to consult with and assist BPR with its
127 responsibilities related to transmitted complaints.

128 d. Should a complaint come directly to the Board concerning anything outside of
129 its purview, it will immediately refer the matter to the Office for Title IX/DHR.

130 2. Transmission to BPR. Various campus offices may receive complaints for
131 behavior alleged to be in violation of law and/or CSU/SJSU Executive Orders
132 and/or policies. After appropriate review, if the alleged violative behavior
133 concerns only University Policy S99-8, the complaint(s) shall be referred to UP-
134 AER (if not already in that office), for transmission to the BPR.

135 3. Consultation. The members of the BPR shall, provide consultation to and shall
136 consult with UP-AER involving complaints containing allegations of faculty
137 professional misconduct. The primary goals of the BPR are to provide private
138 consultation and to work towards the informal resolution to conflicts. Per CSU
139 policy¹, all members of the BPR are responsible employees with a duty to report;
140 thus the BPR cannot be considered a confidential resource (see I, paragraph 2
141 above). Complaints/requests for consultations (including pre-grievance
142 consultations) received directly by the BPR that appear to involve, in any
143 manner, allegations of protected status² discrimination, harassment and/or
144 retaliation as defined by Executive Order³ will be immediately referred to the Title
145 IX/DHR administrator/office. This includes complaints/requests for consultation
146 implicating Article 16⁴ of the CSU-CFA Collective Bargaining Agreement.
147 However, BPR members will hold confidential the content of complaints/requests
148 for consultations and any subsequent committee discussions and/or deliberations
149 in all cases that appropriately reside with BPR.

150 4. In consultation with UP-AER, BPR shall develop and revise, as needed,
151 procedures to process requests for consultation/complaints from receipt to
152 resolution. Appendix A includes a list of suggested procedures. BPR's
153 procedures shall be publicly posted by the University through its various
154 platforms of communications.

155 IV. Alleged Infringements of Academic Freedom

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

159 2. BPR will develop and revise, as needed, procedures to evaluate allegations of

¹<https://calstate.policystat.com/policy/12891658/latest/>

² Protected Status includes Age, Disability (physical or mental), Gender (or sex), Genetic Information, Gender Identity (including transgender), Gender Expression, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion or Religious Creed, Sexual Orientation, and Veteran or Military Status.

³<https://calstate.policystat.com/policy/12891658/latest/>

⁴<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article16.pdf>

160 infringements of academic freedom in violation of University Policy S99-8.

161 V. Communication of Findings

162 1. The findings of the BPR related to SFC or SCED cases shall be addressed as
163 described in University Policy S14-3, Student Fairness Dispute Resolution, and
164 University Policy F15-7, Academic Integrity.

165 2. The findings of the BPR related to breaches of professional responsibility shall be
166 presented to the **involved parties** in writing. Such findings may fall into three
167 categories:

168 a. The BPR may find that a complaint is without merit or that the evidence is
169 insufficient to determine that a complaint has merit. In such cases, the
170 decision of the BPR is final.

171 b. The BPR may find that a complaint has merit and that a satisfactory informal
172 resolution can be reached. **In such cases, the findings and resolution**
173 **achieved shall be documented and sent to the principal parties and UP-AER.**

174 c. The BPR may find that a complaint has merit and is of sufficient gravity that
175 an informal resolution is not achievable. **In such cases, the BPR shall make**
176 **recommendations for further action to the President. It shall document such**
177 **recommendations by following the procedures for placing material in the PAF**
178 **as established in the CFA/CSU Collective Bargaining Agreement.**⁵

179 **History**

180 The procedures of this policy were first provided in S94-5 created by the Professional
181 Standards Committee, and approved by the Academic Senate on May 2, 1994. S94-5
182 was approved and signed as University Policy on May 11, 1994. S94-5 was created to
183 implement S93-12 on Academic Freedom and Professional Responsibility. S94-5 was
184 slightly amended by F95-1 approved as University Policy on October 2, 1996. S94-5
185 and F95-1 were modified and reissued as a new policy (S99-9) on May 4, 1999. S99-9
186 was further modified by Amendment A to S99-8 and S99-9 on August 21, 2023.
187

⁵ See CFA/CSU Agreement 11.3: Any material identified by source may be placed in the PAF.. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material.

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

190 The BPR is charged with developing procedures, in consultation with the UP-AER, to
191 address and resolve complaints in alignment with University Policy S99-8 (Professional
192 Responsibility). These procedures may include (but are not limited to):

- 193 1. Development of a process to examine and discuss an incoming complaint;
- 194 2. Development of standards to determine whether a complaint is amenable to
195 informal resolution and, the process of conducting an informal resolution
- 196 3. Development of a process that BPR will use to assist in achieving informal
197 resolutions;
- 198 4. Development of a method for determining the Board's final findings and voting on
199 them;
- 200 5. Development of notification procedures including but not limited to the principal
201 parties and other relevant parties;
- 202 6. Development of a process for the communication of findings to all required parties
203 (see Section V above);
204

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

AS 1872

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 times may also cause stress for students who have
23 family obligations, such as childcare or eldercare, that are dependent on
24 business hours; and

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

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

32 **Whereas,** With the expansion of online coursework and programs, the policy should
33 provide specific guidance on culminating activities and final examinations for
34 online, hybrid, and asynchronous courses; and

35 **Whereas,** The current Excused Absence Policy ([S22-2](#)) should be clearly identified and
36 applied within the context of culminating activities for culminating activities and
37 final examinations; therefore, be it,

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

39 **Approved:** April 29, 2024

40 **Vote:** 14-0-0

41 **Present:** Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda
42 Jackson (non-voting), Ravisha Mathur, Kelly Masegian, Gilles Muller, Sarab
43 Multani, Iris Price, Eric Rollerson, Soma Sen, Jon Tucker, Julian Vogel,
44 Gregory Wolcott

45 **Absent:** Amy Leisenring (non-voting), Romey Sabalius, Laura Sullivan-Green

46 **Financial Impact:** None

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

49 **Original Policy:**

50 **Approved:** November 14, 2016

51 **Vote:** 16-0-0

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

54 **Financial Impact:** None

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

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 sessions 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 session 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 session 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 session from a designated list offered by the university.

91 Submission Dates for Culminating Activities

92 Submission dates and times for final papers, projects, creative works,
93 portfolios, or other culminating activities shall fall no earlier than the
94 beginning of the scheduled culminating activity session for the course.

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

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

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

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

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

AS 1873

POLICY RECOMMENDATION

University Policy, Student Advising and Holistic Student Support 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 related to faculty and
21 staff advising noted then were also identified by the NACADA reports shared
22 with the greater campus community in August 2019¹ and February 2024². 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 ● Establish campus-wide leadership and strategic planning efforts to enhance
28 academic advising.
- 29 ● Consider an exclusively professional advisor model to more effectively meet the
30 needs of students.

¹ NACADA Consultants SJSU Report Final 2019

² NACADA Consultants SJSU Report Final 2024

- 31 ● Create SJSU advising definition, vision, mission, goals and learning outcomes
32 that apply across the university.
- 33 ● Clearly define roles and responsibilities of academic advisors.
- 34 ● Provide a framework to evaluate and assess academic advising success.
- 35 ● Create a comprehensive, ongoing, advisor training and professional
36 development program for all faculty and professional academic advisors.
- 37 ● Expand the role and responsibilities of the Academic Advising and Retention
38 Services Office to support the leadership and campus framework of academic
39 advising.
- 40 ● Reaffirm the Advising Council to support the advancement of established
41 university-wide strategic goals and learning outcomes related to academic
42 advising and student success.
- 43 ● Develop an advising communication plan for the institution appropriate for all
44 constituencies.
- 45 ● Revise and implement a comprehensive orientation program that gives equal
46 prominence to students' academic journey.
- 47 ● 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.

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

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

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

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

³ [SJSU Academic Advising Vision, Mission, and Values 2019](#)

67 **Whereas:** University Policy S15-8: Retention, Tenure and Promotion for Regular Faculty
68 Employees: Criteria and Standards specifically states that the Service Category
69 must include “...advising, mentoring, and participating in activities to enhance
70 student success that are not subsumed in teaching or the primary academic
71 assignment”, and

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

75 **Resolved:** That the administration of San José State University prioritize making
76 demonstrable changes to the advising structure based on the recommendations
77 from the 2019 and 2024 NACADA reports and from current publications;
78 and therefore, be it

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

80 **Background/Rationale:** The campus has had two visits from NACADA, one in 2019 and
81 one in 2023, that evaluated the advising structure on campus. These visits
82 resulted in two detailed reports that discussed advising from the perspectives
83 of the students, faculty, staff, and administration. Each report also provided
84 specific recommendations to improve advising across the campus. The SJSU
85 Academic Senate responded in 2021 to the first NACADA report and passed
86 AS 1818: Undergraduate Advising, along with SS-S21-7: Advocating for a
87 Collaborative Advising Structure. Then President Papazian sent S21-4 back to
88 Instruction and Student Affairs without signing it, for further consultation with a
89 more robust inclusion of students and staff advisors. Instructional and Student
90 Affairs, recognizing the importance of the policy for the campus, has returned
91 to the policy, making significant improvements to its content based on
92 additional consultation and feedback across campus, as well as the 2024
93 NACADA report. Most notable, the policy was restructured to include both
94 undergraduate and graduate advising across campus.

95 **University Policy**
96 **Student Advising and Holistic Student Support**
97 **Services**

98 I. Tenets of Advising

99 San Jose State University shall be a student-ready⁴ campus and provide
100 excellent advising and holistic support for students throughout their educational
101 journey.

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

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

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

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

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

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

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

⁴ <https://www.csustudentsuccess.net/2023/04/21/creating-a-student-ready-institution-for-first-generation-college-students/> and <https://www.aacu.org/publication/becoming-a-student-ready-college-a-new-culture-of-leadership-for-student-success>

127 University resources, including both financial resources and appropriate staffing
128 hours, that support advising goals and objectives should be a priority and
129 appropriate to the work required.

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

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

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

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

150 II. Support Services for All Students

151 **Career Advising.** Career advising is defined as professional guidance for
152 students to prepare for career success through personal and professional
153 explorations and skill development. It further includes connections to employers
154 and professional networks that align with the career objectives of the student.

155 Career advising should be supported at the university level and conducted by
156 professional career center counselors, advisors, and faculty. Career advising
157 should be connected to college and department-level activities with support from
158 the career center, as faculty play a critical role in career mentoring and
159 exploration, and as recognized student organizations sponsor activities that lead
160 to interactions with industry partners.

161 **Holistic Student Support Services.** Holistic student support services provide
162 for the student beyond their academics, including health and wellness, basic
163 needs, financial support services, and programs that support various social and

164 cultural identity groups. Holistic student advising requires comprehensive
165 knowledge of the many offices and programs that provide holistic support,
166 including, but not limited to: SJSU Cares; Student Wellness Center; Counseling
167 and Psychological Services (CAPS); Accessible Education Center (AEC); Peer
168 Connections; Education Opportunity Program (EOP); Bursar's Office; Financial
169 Aid Office; Cultural Centers and other Resource Centers.

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

172 III. Undergraduate Academic Advising

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

176 Major and minor advising should be governed by curriculum and policies as
177 described in the university catalog. Major and minor curriculum is developed by
178 the faculty and is department-driven. Advising may be formal or informal and
179 shall be conducted by staff advisors and/or faculty.

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

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

188 IV. Graduate Academic Advising and Research Advising

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

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

198 **Graduate Program Coordinator.** The Graduate Program Coordinator (also
199 sometimes called a Graduate Advisor or Graduate Director) is the primary point

200 of contact for graduate students at the program level and serves as a liaison
201 between programs/departments and the College of Graduate Studies. While the
202 specific responsibilities of Graduate Program Coordinators vary across
203 programs, they are generally responsible for supporting academic student
204 success, assisting students in making timely progress towards degree,
205 overseeing comprehensive examinations, and advising students on degree
206 requirements and policies and procedures at the program, college, and
207 university levels. Further, Graduate Program Coordinators formally approve
208 students' candidacy forms, assist with student petitions and forms, and assist
209 students who are placed on academic notice or probation, and refer students to
210 other support services on campus when needed.

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

219 Approved: April 29, 2024

220 Vote: 14-0-0

221 Present: Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman,
222 Ravisha Mathur, Kelly Masegian, Gilles Muller, Sarab Multani, Iris Price, Eric
223 Rollerson, Soma Sen, Jon Tucker, Julian Vogel, Gregory Wolcott

224 Absent: Melinda Jackson (non-voting), Amy Leisenring (non-voting), Romey
225 Sabalius, Laura Sullivan-Green

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San José State University
Academic Senate
Curriculum and Research Committee
Organization and Government Committee
May 6, 2024
First Reading

AS 1874

Policy Recommendation
Organization of the **Academic Planning Process**
at San José State University

Whereas: The policy “Organization of the Program Planning Process at San José State University” ([S17-11](#)) is the campus guiding policy for performance review of existing programs; and

Whereas: The term “program planning” does not represent the full scope of the self-study process, and “academic planning” is deemed to be a more suitable term; and

Whereas: Academic planning represents a process of continuous improvement and reflection in areas not reflected in [S17-11](#), even though these areas were expected to be covered in the department/school self-study (hereafter referred to as Academic Program Plan); and

Whereas: Some of the terminology was outdated in the [S17-11](#) around committee membership; and

Whereas: Policy [S75-14](#), which describes the program planning process and the use of “consultants” (external reviewers), contains outdated terminology and does not describe current practice; and

Whereas: The use of external reviewers is documented in the Program Planning Guidelines; and

Whereas: Academic planning steps and procedures are deemed more appropriate to be documented in the Academic Planning Guidelines, be it therefore

38 **Resolved:** that [S17-11](#) and [S75-14](#) be rescinded and the following become university
39 policy.

40
41
42
43

44 Approved,
45 all but Part III.B, C&R: April 22, 2024
46 Vote: 8-0-12
47 Present: Marc d'Alarcao, Megan Chang, Stefan Frazier, Marie
48 Haverfield, Heather Lattimer, Ellen Middaugh, Scott Shaffer,
49 Sahithya Swaminathan, Cristina Velarde, Hiu-Yung Wong
50 (Chair)

51
52 Absent: Kouros Amirkhani, Richard Mocariski

53
54 Approved,

55
56 Part III.B, O&G: April 8, 2024
57 Vote: 6-0-0
58 Present: Andreopoulos, Baur, Chierichetti, Jochim, Johnson, Wright
59
60 Absent: Gambarin, Lee, Long, Muñoz-Muñoz

61
62

63 Workload Impact: The optional college strategy meeting would add one
64 meeting every program cycle (~every 7 years) that will
65 involve the Dean's office and faculty/staff from the relevant
66 department/school.

67
68 Financial Impact: None

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UNIVERSITY POLICY
Organization of the Academic Planning Process
at San José State University

73
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75

76 **I. Authorization of the Academic Planning Process**

77

78 San José State University continually monitors, updates, and improves its
79 curriculum through the *academic planning process*. While this process is
80 mandated by a Trustee policy as found in the Chancellor’s Memorandum AA 71-
81 32, "Performance Review of Existing Degree Major Programs," SJSU’s
82 implementation of the process is also independently authorized, augmented, and
83 supported through this policy.

84

85 **II. Academic Planning Goals**

86

87 Academic Planning represents an opportunity for each program's faculty to
88 improve their ability to accomplish goals that attract them to their profession,
89 including educating students, advancing their discipline **through research,**
90 **scholarship and creative activity**, and serving the community. By embracing
91 rigorous internal and external examination of their program, faculty gain the
92 perspective necessary to adapt to changing conditions, promote
93 department/school health, and to provide an excellent quality education for their
94 students.

95

96 The four key goals of the Academic Planning process are:

97

98 1) To promote a continuous internal review and planning process that will
99 provide programs with purposeful future improvement.

100

101 2) To serve as a vehicle to help programs support the mission of the university,
102 college, and department/school.

103

104 3) To provide an opportunity for programs to systematically assess their
105 course offerings, achievement of student learning outcomes, student success,
106 retention and graduation rates, and the faculty and instructional resources
107 necessary for providing an excellent educational experience to students.

108

109 4) To provide an opportunity for programs to review their activities and how
110 these activities strengthen the program and its goals.

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112 **III. Establishment of the Academic Planning Committee and its tasks.**

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A. Charge:

Implements the academic planning process, including the review of programs, as provided in the academic planning policy and guidelines. Recommends changes in the policy and guidelines and other matters relating to academic planning and review to the Curriculum and Research Committee (C&R).

B. Membership:

The **Academic Planning Committee (APC)** shall be made up of the following members:

- i. **Vice Provost (designated) (EXO)**
- ii. **Undergraduate Education designee (EXO)**
- iii. **Division of Research and Innovation designee (EXO)**
- iv. **College of Graduate Studies designee (EXO)**
- v. **Director of Institutional Effectiveness (EXO)**
- vi. **Two faculty members from each academic college**
- viii. **Two members from the General Unit, at least one of whom is a library faculty**
- ix. **One Graduate Student**
- x. **One Undergraduate Student**
- xi. **Staff Member**

C. Recruitment and Appointment of Members: Faculty members (other than ex-officio) shall be appointed for two-year staggered terms. The student members serve a 1-year term. Solicitation of applications to serve on the Academic Planning Committee will be made through the normal Committee on Committees process for the seats designated for faculty and student members. When multiple applications are submitted for a seat, the Executive Committee of the Academic Senate will select individuals to serve. In considering applicants, attention should focus on the person's expertise in areas related to curriculum and academic planning and the need for continuity over time in membership for a portion of the seats.

- i. The committee shall elect its chair from the faculty representatives by majority vote. **This may include the addition of a vice chair to balance the workload of this role.**
- ii. All members, except as noted, shall be voting members of the committee.

150 iii. Members may be replaced for excessive absences or nonperformance
151 according to section 6.12 of University Policy S16-11.

152

153 D. Responsibilities of APC:

154

155 i. The APC reports and conveys its recommendations on the Academic
156 Planning Guidelines and process to C&R.

157 ii. APC will maintain confidentiality of materials including all information
158 provided to outside accreditation agencies or to outside reviewers, as
159 specified in the Academic Planning Guidelines.

160 iii. APC will establish its operating procedures for committee members and for
161 departments/schools undergoing planning as needed.

162 iv. APC is responsible for the review of all departmental/school academic
163 plans.

164

165 v. Both C&R and APC can propose changes to the Academic Planning
166 Guidelines. C&R has final approval of these guidelines and conducts a full review
167 at least once every five years.

168

169 vi. Members are expected to know the current guidelines and academic
170 planning policy.

171

172 **IV. Scope of the Academic Planning Process**

173 Academic Planning includes both state-support and self-support programs. Each
174 department/school will conduct a review of at least the following elements:

175

176 A. Curriculum, including all undergraduate and graduate degree major programs,
177 credential programs, minor programs, GE and services courses, and
178 certificates offered within the department/school, and minor programs outside
179 the department/school required by a major degree program.

180

181 B. Student success services and initiatives.

182

183 C. Instructional and administrative staffing.

184

185 D. Research, Scholarship and Creative Activities (RSCA).

186

187 **V. The Process for Academic Planning**
188

189 A. For all steps of the academic planning process, all departments/schools,
190 whether their programs are accredited or not, will follow the Academic Planning
191 Guidelines and Academic Program Assessment Guidelines (available through
192 Academic Innovation and Institutional Effectiveness, AIE), with all academic
193 programs within one department/school participating in the same cycle, except
194 under extraordinary circumstances as determined by the APC.
195

196 B. Departments/schools with programs that are not subject to external
197 accreditation will participate in academic planning every seven years.
198 Departments/schools with accredited programs will participate in academic
199 planning within a year after the completion of an accreditation review; any report
200 generated by the accreditation review shall be included in the academic
201 planning process. The APC will contact departments/schools with program
202 accreditation cycles of eight years or more to receive an update on progress
203 and determine next steps.
204

205 C. The reflection and planning phase of the process shall take no longer than four
206 semesters to complete and will be organized by the office designated by the
207 Provost.
208

209 D. Reviews by external accreditation agencies are considered the equivalent of an
210 external reviewer evaluation, provided that such reviews address all criteria of
211 the Academic Planning Guidelines. The APC will make the final decision as to
212 whether the criteria of the guidelines are met.
213

214
215 ~~VI. Evaluate the Academic Plan, Feedback, and Final Action Plan~~
216

217 ~~A. The program plan is evaluated by the PPC which determines whether the~~
218 ~~review process was conducted in accordance with the published Program~~
219 ~~Planning Guidelines, and whether the plan represents a reasonable effort to~~
220 ~~meet the future needs of the students, faculty, and community. The Board of~~
221 ~~General Studies (BOGS) is responsible for evaluating the General Education~~
222 ~~portion of the self-study. _____~~
223

- 224 ~~B. After its evaluation of the program plan and BOGS review, the PPC may~~
225 ~~recommend one of the following actions:~~
- 226 ~~• Accept the plan and provide recommendations to be discussed at the action~~
 - 227 ~~plan meeting.~~
 - 228 ~~• Require revisions and resubmission of the plan for specific reasons.~~
 - 229 ~~• Initiate a program termination review (See University Policy S06-7, S13-9) for~~
 - 230 ~~specific reasons.~~
- 231
- 232 ~~C. The PPC prepares a Letter to the Provost summarizing their findings and~~
233 ~~recommendations. This letter is copied to the program, C&R, and designated~~
234 ~~administrative individuals. Programs have the opportunity to review and correct~~
235 ~~any factual inaccuracies in this letter.~~
- 236 ~~D. For program plans that are approved, an action plan meeting is established and~~
237 ~~facilitated by the chair of the PPC. Invitees to this meeting include the Provost~~
238 ~~or designee, AVP of Graduate and Undergraduate Programs, AVP of Academic~~
239 ~~Budgets and Planning, Department chair, faculty and staff of the program, Dean~~
240 ~~and Associate Deans of the respective college, and additional administrators~~
241 ~~suggested by the Provost, chair of the program, or chair of PPC.~~
- 242 ~~E. At the meeting, representatives from the academic units provide updates since~~
243 ~~program review and clarifications to the Letter to the Provost. Participants at~~
244 ~~the meeting discuss the recommendations in the Letter to the Provost and any~~
245 ~~additional items. Participants agree to a final action plan with measureable~~
246 ~~goals for their next program plan cycle. The Director of Assessment will~~
247 ~~communicate to the Board of General Studies items from the final action plan~~
248 ~~related to General Education.~~
- 249 ~~F. After this meeting, the draft action plan (with clear deadlines) will be reviewed~~
250 ~~by the department, dean, and PPC chair for any inaccuracies and to ensure it~~
251 ~~reflects the action plan meeting discussion.~~

252

253 **~~VII. Annual Assessment Reporting of General Education and Program Learning~~**
254 **~~Outcomes~~**

- 255
- 256 ~~A. Programs are required to provide annual assessment updates between full~~
257 ~~reviews. These updates are to the Director of Assessment. Two separate~~
258 ~~assessments occur: one for GE courses within a program, and a second one for~~
259 ~~student learning and achievement of the overall program learning outcomes.~~
- 260

261 ~~B. The assessment forms are created by the college assessment facilitators and~~
262 ~~the Director of Assessment.~~

263
264 ~~C. The Director of Assessment reviews these reports and provides feedback to~~
265 ~~programs in between their program planning cycles.~~

266

1 San Jose State University
2 Academic Senate
3 Professional Standards Committee
4 May 6, 2024
5 Final Reading
6

AS 1875

7 **Policy Recommendation**

8 **Amend S15-7 (Retention, Tenure and Promotion for Regular Faculty Employees:**
9 **Procedures)**

10
11 Legislative History: This resolution responds to a referral from the Vice Provost for
12 Faculty Success, and would amend S15-7 to permit FERP faculty whose active
13 semester is Spring, or who are on sabbatical in Fall, to serve on University RTP
14 Committees.

15
16 Rationale: S15-7 currently stipulates that “only faculty who will be on academic
17 assignment for both semesters of the Academic Year are eligible to serve
18 on RTP committees.” In this RTP cycle, more than one College had
19 difficulty identifying faculty to serve on the University RTP Committee. It
20 has been suggested that this challenge could be alleviated by permitting
21 faculty who are on academic assignment in the Spring semester only to
22 serve on the University RTP Committee.

23
24 Resolved That sections 3.1.3.6 and 3.1.3.7 of S15-7 (Retention, Tenure and
25 Promotion for Regular Faculty Employees: Procedures) be modified as
26 follows:

27
28 Approved: April 30, 2024

29
30 Vote: 9-0-0

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

33 Absent: Barrera, Lacson
34

35 Financial Impact: None

36 Workload Impact: Some reduced workload required to staff the University RTP
37 Committee

38
39 *****

40 3.1.3.6 Only faculty who will be on academic assignment for both
41 semesters of the Academic Year are eligible to serve on
42 Department- and College-level RTP committees. Faculty who are
43 on leave in the Fall, but who return to active service in
44 Spring, are eligible to serve on the University RTP
45 Committee, which convenes in the Spring semester.

6 **Policy Recommendation**

7 **Amendment to the Constitution of the Academic Senate of**
8 **San José State University**

9 **Rationale**

10 In August 2023, SM-F23-1 was passed, which established the Committee on Senate
11 Representation (CSR). The committee consists of administrators, faculty, staff, and
12 students, and is tasked to develop “recommendations on ways to further strengthen
13 equitable, inclusive, and effective shared governance” at San José State University.

14 Senate representation has been the subject of seven policy referrals between 2000 and
15 present (O&G-F00-2, O&G-F03-3, O&G-F18-4, O&G-F21-1, O&G-F22-1, O&G-S23-1,
16 and O&G-S24-1). Many of these referrals called for adding non-MPP, non-SSP staff
17 seats to the Senate. Staff comprise 35% of all employed personnel at San José State
18 University, as of fall 2023, and many staff interact with students and faculty in their daily
19 work.

20 Furthermore, the 2022 Report of the WACUC Team for Reaffirmation of Accreditation
21 identified shared governance as one of the key areas of concern and encourages the
22 university to continue work on “to be more inclusive of all stakeholders.” The CSR
23 engaged in eleven stakeholder meetings between January 2024 and April 2024, and
24 conducted a staff survey in February 2024, which yielded data of about 250
25 respondents. A consistent theme throughout these meetings and the survey was the
26 importance of staff serving on the Senate and other bodies of shared governance.

27 From the establishment of the General Unit in the Senate Constitution in 1994, a
28 specific segment of staff have served as senators; specifically Unit 4 members who hold
29 the title of Student Services Professionals (SSP) III and IV. This constituency has had
30 varying amounts of representation over the years, because they do not have dedicated
31 seats, but rather, they must be elected from within the General Unit. The committee
32 found two issues on this state of affairs.

33 First, classifying this constituency as “faculty” can be confusing for many; when an
34 eligibility statement uses the term “faculty,” it may be interpreted that SSP III and IV
35 members are not eligible, while this is not the case. Second, while voices of the SSP III
36 and IV members have been important, it is not sufficient because “staff” of the university

37 encompasses a much larger group of SJSU employees. It is the committee's finding
38 that staff members merit broader, more inclusive representation at the Senate.

39 This policy recommendation proposes to amend the Constitution of the Academic
40 Senate of the San José State University so that the terms "faculty" and "staff" used in
41 the Constitution of the Senate would align with the usage of these terms in a broader
42 context. This policy recommendation also proposes to broaden the membership of the
43 Senate to implement a more inclusive and equitable shared governance model.

44 More specifically, this recommendation seeks to:

- 45 1. Redefine "faculty" as exclusively Unit 3 employees;
- 46 2. Preserve SSP staff participation in the Senate;
- 47 3. Allow other general staff participation in the Senate; and
- 48 4. Make changes to non-faculty seats.

49 **Resolved:** That the following amendment to the Constitution of the Senate be adopted.

50 Approved: May 1st, 2024

51 Vote: 13-0-0

52 Present Acacia Clark, Annette Nellen, Behin Elahi, Denise Dawkins,
53 Eduardo Munoz-Munoz, Harish Chander, Janet Sundrud, Kenneth
54 Peter, Michael Kaufman, Nha-Nghi Nguyen, Patience Bryant, Reiko
55 Kataoka, Sarab Multani

56 Absent: None

57 Financial Impact: If hours of work is taken from those hours otherwise spent for the
58 regular work of the staff members, then it may incur financial cost to
59 the organization/division. Staff participation in the Senate may
60 result in facilitating operation university-wide, contributing to
61 reducing overall operational costs.

62 Workload Impact: Increased workload for University Personnel

63 **CONSTITUTION OF THE ACADEMIC SENATE**
64 **SAN JOSE STATE UNIVERSITY**

65 **PREAMBLE [UNCHANGED]**

66 To provide for effective participation and deliberation by the academic community
67 of San José State University in the formulation of governing policies for the University,
68 this Constitution is ordained and established.

69 **ARTICLE I -- THE ACADEMIC SENATE [UNCHANGED]**

70 **Section 1.** The Academic Senate is the principal agency for the formulation and
71 recommendation of policy for the University. Regular meetings shall be held at least
72 once every month during the academic year. Special meetings of the Academic Senate
73 shall be called at the request of the President of the University, or of the Chairperson of
74 the Academic Senate, or on a written petition of thirty per cent (30%) of the members of
75 the Academic Senate. A majority of the members constitutes a quorum.

76 **ARTICLE II -- MEMBERSHIP**

77 **Section 1.** The Academic Senate shall consist of representatives from the University
78 administration, faculty, staff, and students. In the interests of communication and
79 cooperation, the Emeritus Faculty Association and the Alumni Association shall also
80 each have a representative. Student, administration, staff, emeritus faculty, and alumni
81 representatives have the same rights to speak and vote as other members, but may not
82 serve concurrently as elected representatives of the faculty, and are not qualified for
83 election as officers of the Senate. At least two-thirds of the total membership of the
84 Senate shall be members holding office under sections 3, 4 5 and ~~5~~ 6 of this Article.

85 **Section 2.** Administration representatives shall consist of the President (non-voting
86 member), the Provost, the Vice President for Administration and Finance, the Vice
87 President for Student Affairs, and the Chief Diversity Officer, ex officio; and ~~four (4)~~ two
88 (2) academic deans, at least ~~two~~ one of whom shall be deans of colleges, elected by the
89 academic deans for staggered two-year terms.

90 **Section 3.** a) For the purposes of this Constitution, the faculty consists of all
91 members of Collective Bargaining Unit 3 ~~holders of such other professional and~~
92 ~~administrative staff positions as may be declared by bylaw to be directly related to the~~
93 ~~instructional program of the University.~~ Faculty representatives shall consist of no less
94 than ~~twenty seven (27)~~ forty (40) faculty members apportioned among the
95 representative units as much as possible in proportion to faculty population.
96 Apportionment shall be provided for in the bylaws, but each representative unit shall
97 have at least one representative.

98 b) Tenured faculty and probationary regular faculty who have completed at
99 least one year's service and temporary faculty who have completed at least one
100 Academic year of service at the University are eligible as Senate faculty
101 representatives. Election of probationary or temporary faculty to the Senate does not
102 assure or imply retention or tenure or rehiring. Probationary and temporary faculty
103 elected to the Senate shall have the same term of office as other faculty
104 representatives, but shall cease to be members of the Senate if not retained or rehired.

105 c) All faculty may vote for representatives. Each part-time faculty member
106 shall have a weighted vote equal to the fraction of time for which he or she is appointed
107 or, in the case of voluntary faculty employees, the fraction of time actually being taught,
108 except that a tenured faculty member serving on a part-time appointment shall retain a
109 full vote. Representatives shall be members of and be nominated and elected by the
110 faculty of the representation units to which they are assigned. Terms shall be three (3)
111 years, one-third (1/3) of the faculty representatives to be elected each year.

112 d) An elected faculty member is subject to recall by a majority vote of ~~his~~
113 ~~or her~~ their constituents. A recall election shall be held whenever twenty per cent (20%)
114 or twenty-five (25) of the qualified voters of the constituency, whichever is greater, sign
115 a petition to recall. No member shall be subject to a recall election more than once in an
116 academic year.

117 **Section 4.** a) For the purpose of this Constitution, the staff consists of all University
118 employees who are not members of Collective Bargaining Unit 3, nor students, and do
119 not hold positions as Management Personnel Plan (MPP).

120 b) When further delineation is needed, the term "SSP staff" is used to refer
121 to those staff members who are represented by Bargaining Unit 4 and hold positions as
122 Student Service Professionals (SSP), and the term "general staff" is used to refer to all
123 other staff members of the university.

124 c) Staff representatives shall consist of two (2) SSP staff and two (2)
125 general staff representatives elected as provided for in the bylaws.

126 d) All staff may vote for their respective representatives. Each part-time
127 staff member shall have a weighted vote equal to the fraction of time for which he or she
128 is appointed. Representatives shall be members of and be nominated and elected by
129 staff members as specified in section 1.2 in the bylaw for staggered three-year terms.

130 e) An elected staff member is subject to recall by a majority vote of ~~his or~~
131 ~~her~~ their constituents. A recall election shall be held whenever twenty per cent (20%) or
132 twenty-five (25) of the qualified voters of the constituency, whichever is greater, sign a
133 petition to recall. No member shall be subject to a recall election more than once in an
134 academic year.

135 **Section 4. 5.** Representatives to the Academic Senate, California State University, shall
136 be members ex officio of the Academic Senate of San José State University. They shall
137 be elected according to procedures established by the Academic Senate, California
138 State University, and the Academic Senate of this University.

139 **Section 5. 6.** The Chair of the Academic Senate and the previous year's Chair (if not
140 the same person as the current chair) shall be members of the Senate ex officio.

141 **Section 6. 7.** Student representatives shall consist of the President of the Associated
142 Students and six (6) students in good standing selected according to policies and
143 procedures prescribed by Associated Students, Inc. These students shall serve one-
144 year terms, and may serve more than one term. Vacancies in these Senate seats will be
145 filled according to Associated Students, Inc. policies and procedures.

146 **Section 7. 8.** The Alumni Association representative shall be elected by the Association
147 in the same manner as Association officers, to a three (3) year term.

148 **Section 8. 9.** The representative of the Emeritus Faculty Association shall be an officer
149 of the Association designated by the Association.

150 **ARTICLE III – ORGANIZATION [UNCHANGED]**

151 **Section 1.** The presiding officer of the Academic Senate shall be the Chair. The Vice
152 Chair shall preside in the absence of the Chair. The Senate shall have such other
153 officers as may be provided for by bylaw.

154 **Section 2.** The times and procedures for the election of all Senate officers shall be as
155 provided for by bylaw.

156 **Section 3.** Budgetary support for the Academic Senate, including secretarial service
157 and operational expense, shall be provided by the University.

158 **Section 4.** A record shall be kept of the proceedings of the Academic Senate. The
159 agenda shall be published as long before and the minutes as soon after each meeting
160 as is practicable.

161 **Section 5.** The Academic Senate may adopt bylaws consistent with this Constitution.
162 Bylaws may be enacted only by a two-thirds (2/3) majority at a regular meeting
163 subsequent to the meeting at which such bylaws are introduced.

164 **Section 6.** The Academic Senate may establish its own rules of procedure consistent
165 with this Constitution. A standing rule may be established, amended or rescinded by a
166 majority vote at any meeting.

167 **Section 7.** The Academic Senate shall appoint committees of its own as specified in

168 the bylaws. Any member of the University community may serve on such committees.

169 **ARTICLE IV -- POWERS AND RESPONSIBILITIES**

170 **Section 1.** The Academic Senate, subject to the laws of California and the policies
171 and regulations of the Board of Trustees, shall formulate policies and procedures on
172 matters affecting the general welfare of the University, including (a) educational policies,
173 (b) faculty affairs, (c) student affairs, ~~and~~ (d) budget and finance, and (e) staff affairs to
174 the extent they relate to the prior four matters (a-d).

175 **Section 2.** Upon passage by the Academic Senate, proposed policies and
176 procedures shall be submitted to the President of the University for consideration and
177 action. Those approved by the President become official University Policy and will be
178 implemented as soon as practicable. The President will report to the Senate promptly
179 on those proposed measures of which he or she does not approve.

180 **ARTICLE V – REFERENDUM [UNCHANGED]**

181 **Section 1.** Any action of the Academic Senate may be referred to the faculty
182 electorate when forty per cent (40%) of the Academic Senate members present support
183 a motion for a referendum or when twenty per cent (20%) of the faculty electorate
184 submit a petition for a referendum to the Associate Vice Chair of the Academic Senate.
185 A petition calling for a referendum shall indicate the specific action of the Academic
186 Senate which is the subject of the referendum. Such a petition must be submitted within
187 a period of thirty (30) working days of a regular academic session following the action to
188 be referred. A majority of the votes cast shall be necessary to sustain the action.

189 **ARTICLE VI – AMENDMENTS [UNCHANGED]**

190 **Section 1.** Amendments to this Constitution may be proposed for faculty
191 consideration by a majority of the total membership of the Academic Senate or by a
192 petition signed by twenty per cent (20%) of the faculty electorate. Ratification shall
193 require approval by a majority of the votes cast by the faculty electorates, and by the
194 President of the University.

195 **ARTICLE VII – ADOPTION [UNCHANGED]**

196 This Constitution shall become effective on approval by a majority of the faculty
197 and staff and by the President of the University.

6 **Policy Recommendation**

7 **Amendment to Bylaws of the Academic Senate of**
8 **San José State University**

9 **Rationale**

10 In August 2023, SM-F23-1 was passed, which established the Committee on Senate
11 Representation (CSR). The committee consists of administrators, faculty, staff, and
12 students, and is tasked to develop “recommendations on ways to further strengthen
13 equitable, inclusive, and effective shared governance” at San José State University.

14 Senate representation has been the subject of seven policy referrals between 2000 and
15 present (O&G-F00-2, O&G-F03-3, O&G-F18-4, O&G-F21-1, O&G-F22-1, O&G-S23-1,
16 and O&G-S24-1). Many of these referrals called for adding non-MPP, non-SSP staff
17 seats to the Senate. Staff comprise 35% of all employed personnel at San José State
18 University, as of fall 2023, and many staff interact with students and faculty in their daily
19 work.

20 Furthermore, the 2022 Report of the WACUC Team for Reaffirmation of Accreditation
21 identified shared governance as one of the key areas of concern and encourages the
22 university to continue work on “to be more inclusive of all stakeholders.” The CSR
23 engaged in eleven stakeholder meetings between January 2024 and April 2024, and
24 conducted a staff survey in February 2024, which yielded data of about 250
25 respondents. A consistent theme throughout these meetings and the survey was the
26 importance of staff serving on the Senate and other bodies of shared governance.

27 From the establishment of the General Unit in the Senate Constitution in 1994, a
28 specific segment of staff have served as senators; specifically Unit 4 members who hold
29 the title of Student Services Professionals (SSP) III and IV. This constituency has had
30 varying amounts of representation over the years, because they do not have dedicated
31 seats, but rather, they must be elected from within the General Unit. The committee
32 found two issues on this state of affairs.

33 First, classifying this constituency as “faculty” can be confusing for many; when an
34 eligibility statement uses the term “faculty,” it may be interpreted that SSP III and IV
35 members are not eligible, while this is not the case. Second, while voices of the SSP III
36 and IV members have been important, it is not sufficient because “staff” of the university

37 encompasses a much larger group of SJSU employees. It is the committee's finding
38 that staff members merit broader, more inclusive representation at the Senate.

39 This policy recommendation proposes to amend the Bylaws of the Academic Senate of
40 the San José State University so that the terms "faculty" and "staff" used for the Bylaws
41 of the Senate would align with the usage of these terms in a broader context. This policy
42 recommendation also proposes to broaden the membership of the Senate to implement
43 a more inclusive and equitable shared governance model.

44 Furthermore, this policy recommendation proposes to add an article on staff protections.
45 Although San José State University has policies relating to free speech, it is the
46 committee's opinion that additional language is necessary to ensure that staff can freely
47 participate with independent voices. Our research has shown that when staff do not
48 have sufficient support from their managers (and the university administration, as a
49 whole), then staff will view their participation in shared governance as potentially unsafe
50 and threatening.

51 More specifically, This recommendation seeks to:

- 52 1. Redefine "faculty" as exclusively Unit 3 employees;
- 53 2. Preserve SSP staff participation in the Senate;
- 54 3. Allow other general staff participation in the Senate;
- 55 4. Make changes to non-faculty seats; and
- 56 5. Provide language that allows time for service work for staff senators and ensure
57 independent opinions are voiced by staff in the Senate.

58 **Resolved:** That the following amendment to the Bylaws of the Senate be adopted and
59 enacted upon the adoption of the amendment of the Constitution as proposed in AS
60 1876.

61 Approved: May 2nd 2024

62 Vote: 13-0-0

63 Present Acacia Clark, Annette Nellen, Behin Elahi, Denise
64 Dawkins, Eduardo Munoz-Munoz, Harish Chander, Janet Sundrud,
65 Kenneth Peter, Michael Kaufman, Nha-Nghi Nguyen, Patience
66 Bryant, Reiko Kataoka, Sarab Multani

67 Absent: None

68 Financial Impact: If hours of work is taken from those hours otherwise spent for the
69 regular work of the staff members, then it may incur financial cost to
70 the organization/division. Staff participation in the Senate may
71 result in facilitating operation university-wide, contributing to
72 reducing overall operational costs.

73 Workload Impact: Increased workload for University Personnel

74 **BYLAWS OF THE ACADEMIC SENATE**
75 **SAN JOSE STATE UNIVERSITY**

76 1. Elections and Faculty and Staff Representatives

77 1.1 Faculty representatives shall be elected to the Academic Senate of this
78 University from the following representative units: College of Health and Human
79 Sciences, College of Business, College of Education, College of Engineering,
80 College of Humanities and the Arts, College of Science, College of Social
81 Sciences, and the General Unit.

82 1.1.1 Members of the General Unit

83 a) Unit 3 faculty outside the above colleges (e.g., College of Professional and
84 Global Education faculty, librarians, counselors, Division of Intercollegiate
85 Athletics coaches [~~not MPP~~]).

86 ~~b) Student Services Professional III or IV (e.g., staff advisors).~~

87 1.1.2 A college, not presently represented in 1.1 would become a representative
88 unit when that college has at least 50 FTEF and at least three departments.

89 1.1.3 Members of the faculty electorate holding administrative, or Management
90 Personnel Plan (MPP), positions are not eligible to serve as faculty
91 representatives while holding such positions.

92 ~~1.2 Pursuant to Article II, Section 3 of the Constitution, the following positions~~
93 ~~and classifications are declared to be directly related to the instructional program.~~
94 ~~All employees serving in the following positions are qualified to vote for faculty~~
95 ~~representatives (using proportional voting based on assignment) and are eligible~~
96 ~~to serve as faculty representatives to the Senate with the exception of~~
97 ~~administrators (covered by the Management Personnel Plan), employees in~~
98 ~~clerical and technician classifications, and volunteers.~~

99 ~~a) All members of Bargaining Unit III who are not members of or included in one~~
100 ~~of the college representative units. This includes: Instructional Faculty (12-mo &~~
101 ~~AY) and Student Services Professional.~~

102 ~~b) Employees classified as Student Services Professional III or IV.~~

103 Staff representatives shall be elected to the Academic Senate from the
104 staff unit, the members of which are the entire SJSU employees who are not
105 members of Collective Bargaining Unit 3 nor students, and do not hold positions
106 as Management Personnel Plan (MPP).

107 1.2.1 Two of the staff representatives shall be elected from the members of the
108 staff electorate who hold positions as Student Service Professional (SSP staff
109 electorate) as SSP staff representatives.

110 1.2.2 Two other staff representatives shall be elected from all of the other
111 members of the staff electorate (general staff electorate) as general staff
112 representatives.

113 1.2.4 ~~3~~ Subject to approval of the Executive Committee, the Election Committee
114 is authorized to decide questions of interpretation of this bylaw and may
115 recommend amendments to it to the Organization and Government Committee.

116 1.3.4 The number of faculty senators must be twice the number of voting
117 senators who are not faculty members [currently 2018: Deans (24), AS President
118 and students (7), ~~the President and VPs (5)~~, SSP Staff Representatives (2),
119 General Staff Representatives (2), an Emeritus Representative (1), and an
120 Alumni Representative (1)].

121 1.3.4.1 The number of faculty representatives to be apportioned among the
122 colleges and the General Unit is the total number of faculty senators minus the
123 number of ex officio faculty senators (ASCSU senators, SJSU Senate Chair and
124 Past Chair). The resulting difference is the number to be used in part 1.4~~3~~.2 to
125 apportion faculty representatives among the several colleges and the General
126 Unit.

127 1.3.4.2 Before each spring election, using the FTE/F of the preceding fall
128 semester provided by University Personnel, the Senate Administrator shall
129 determine, and the Associate Vice Chair verify, the number of representatives
130 allotted to each representative unit (as defined in Bylaw 1.1). The number of
131 representatives for each unit shall be determined by first dividing the combined
132 total FTE teaching faculty of the college representative units plus the FTE faculty
133 ~~and staff~~ in the General Unit by the number determined in part 1.3. 4.1 above
134 and then dividing this value into the FTE faculty of each of the college units and
135 the FTE faculty ~~and staff~~ in the General Unit.

136 1.3.4.2.1 If the allotment of any representative unit is determined to be
137 less than one, it shall be increased to one.

138 1.3.4.2.2 If the total number of faculty representatives on the Senate
139 overall exceeds the number as determined in section 1.4~~3~~ above, the
140 number as determined in section 1.4~~3~~ above shall be decreased until the
141 total number of faculty representatives allotted is equal to the number
142 determined in 1.4~~3~~ (i.e., maintains the 2/3 proportion of membership being
143 faculty representatives.

144 1.3.4.2.3 If the total number of faculty representatives on the Senate
145 overall is less than the number as determined in section 1.43 above, one
146 additional representative shall be allotted in turn to each of the units in
147 order of greatest fractional representation until the total number of faculty
148 representatives equals the number as determined in section 1.43 above
149 (i.e., twice the number of senators not in sections ~~3, 4, and 5~~ 4, 5, 6 of
150 Article II of the Constitution)

151 1.45 If it is determined by the above procedure that the number of
152 representatives allotted to any college/unit will be changed from the previous
153 year, the Senate Administrator in collaboration with the Associate Vice Chair,
154 shall so report to the Academic Senate prior to the announcement of elections.

155 1.4.5.1 If a representative unit is allotted an additional seat and there is no
156 vacancy in the representation of a unit losing a seat, the unit gaining a seat shall
157 nevertheless elect an additional representative for a full term at the next general
158 election. The next vacancy occurring, by expiration of term, resignation or
159 otherwise, in the unit losing a seat shall not be filled.

160 1.56 Representatives to the Academic Senate shall be nominated by a petition
161 signed by at least ten (10) members of the faculty/staff electorate of the
162 appropriate election unit: (a) college, (b) general unit, (c) SSP staff unit, or (4)
163 general staff unit). The candidate shall indicate, by signature on the petition, their
164 willingness to serve if selected.

165 1.5.6.1 If there is no candidate for an Academic Senate seat by the end of the
166 filing period, that seat shall be declared vacant and shall be filled according to the
167 procedures outlined in 1.76.2.4.

168 1.67 When there is a vacancy of a faculty/staff representative (excluding CSU
169 Senators) the replacement for the remainder of the term shall be chosen as
170 follows:

171 1.6.7.1 If a senator will be unable to perform their duties as senator for one
172 semester or less, a temporary replacement will be selected in accordance with
173 the following procedures:

174 1.6.7.1.1 The dean of the college from which the senator serves shall
175 call for nominations for a temporary replacement to be chosen by chairs
176 and directors of that college from those nominated.

177 1.6.7.1.2 For the General Unit, the Senate Administrator shall call for
178 nominations for a temporary replacement to be chosen by the Executive
179 Committee from those nominated.

180 1.7.1.3 For a staff senator, the University Personnel (UP) shall call
181 for nominations for a temporary replacement to be chosen by the
182 Executive Committee from those nominated.

183 1.6.7.2 When there is a permanent vacancy of a senator, the replacement for
184 the remainder of the term shall be chosen as follows: the appropriate college
185 dean (or Senate Administrator in the case of the General Unit or UP in the case
186 of staff) shall hold a special election as soon as possible after the determination
187 of the vacancy.

188 1.6.7.2.1 Vacancies are created by

- 189 a) resignation or recall from the Senate,
- 190 b) termination of employment,
- 191 c) removal from the Senate as a result of being absent from three Senate
192 meetings in an academic year,
- 193 d) removal from a policy committee as a result of being absent from three
194 regularly scheduled policy committee meetings,
- 195 e) removal from a policy committee due to failure to perform assigned
196 policy committee duties as determined by the Executive Committee of
197 the Senate in consultation with the policy committee chair,
- 198 f) leave, with or without pay, which covers more than one semester,
- 199 g) appointment to a full-time administrative (Management Personnel
200 Plan) position,
- 201 h) election to the role of Academic Senate Chair, or
- 202 i) no candidate files for a vacant seat.

203 1.6.7.2.2 When a Senate seat is vacated, the associated seat on that
204 senator's assigned policy committee would become vacant.

205 1.6.7.2.3 Faculty and staff representatives who accept one semester
206 leaves with or without pay may resign from the Senate or request the
207 selection of a replacement for one semester following the procedures
208 listed in 1.7.6.1 above.

209 1.6.7.2.4 If no candidate files for that vacancy, it shall be filled for one
210 year by a person in that constituency selected by the Executive
211 Committee after consultation with the Senators from that constituency. A
212 permanent replacement shall be elected to fill out the remainder of the
213 term as part of the next general election.

214 1.6.7.2.5 If only one candidate files a nominating petition for a
215 vacancy, the dean (or Senate Administrator for the General Unit election,
216 or UP for the staff units election) shall not conduct an election but shall so

217 report to the Executive Committee, and the Executive Committee shall
218 declare the single candidate elected.

219 1.6-7.2.6 If a vacancy occurs during the months of January or
220 February, the seat shall be filled following the procedures listed in 1.6-7.1
221 above for temporary vacancies and the senator shall hold the seat for the
222 remainder of the academic year. A permanent replacement shall be
223 elected to fill out the remainder of the term as part of the next general
224 election.

225 1.78 Faculty and Staff Voting Rights for Elections to the Senate

226 1.7-8.1 Tenured and tenure track faculty have full permanent voting rights for
227 college representatives in the department of their primary assignment.

228 1.7-8.2 Lecturer faculty have proportional voting rights for college
229 representatives in the department of their primary assignment. Lecturer faculty
230 assigned to more than one representative unit may vote in each unit on a
231 proportional basis determined by the percentage of their appointment in each
232 unit.

233 1.7-8.3 Members of the general unit have voting rights proportional to their
234 appointment(s).

235 1.8.4 Staff members have voting rights proportional to their appointment(s).

236 1.89 No write-in votes are permitted.

237 1.910 Procedures for faculty and staff elections shall be determined by the
238 Senate Election Committee, with the approval of the Executive Committee of the
239 Academic Senate.

240 1.4011 The phrase "academic deans" as used in Article II, Section 2 of the
241 constitution means deans, and associate deans (MPP) in the academic affairs
242 division. Elections of representative academic deans shall be conducted and
243 reported by the Provost, and vacancies shall be filled by special elections for the
244 balance of unexpired terms.

245 1.12 Whenever the word "staff electorate" is used in the constitution, bylaws, or
246 standing rules of the Academic Senate, it refers to those SJSU employees who
247 are not members of Collective Bargaining Unit 3, nor students, and do not hold
248 positions as Management Personnel Plan (MPP)

249 1.12.1 When further delineation is needed, the term "SSP staff
250 electorate" is used to refer to the staff electorate who hold SSP positions.

251 and the term "General staff electorate" is used to refer to all other
252 members of the staff electorate.

253 1.13 Whenever the phrase "faculty electorate" is used in the constitution,
254 bylaws, or standing rules of the Academic Senate, it refers to those faculty
255 members eligible to vote for representatives to the Senate (including members of
256 the General Unit), with proportional votes for lecturer faculty, as specified in
257 Article II, Section ~~4~~3, Part c, of the Senate's constitution.

258 1.14 Whenever the word "staff" is used in connection with eligibility for or
259 service on any committee and no other definition is stated, it means both a
260 member of the SSP staff and the general staff electorates.

261 1.14.1 When further delineation is needed, the phrase "SSP staff" is used to refer to
262 the staff members who hold SSP positions, and the phrase "general staff" is used
263 to refer to all other staff members.

264 ~~1.12~~15 Whenever the word "faculty" is used in connection with eligibility for or
265 service on any committee and no other definition is stated, it means a member of
266 the faculty electorate.

267 ~~1.13~~16 Whenever the phrase "teaching faculty" is used in connection with
268 committee eligibility or service and no other definition is stated, it means
269 university personnel holding the title of professor, associate professor, assistant
270 professor, or lecturer whose primary assignment is instruction and not more than
271 50 percent of whose workload is administrative or other non-instructional duties
272 (other than as department chair or equivalent). Reimbursed or re- assigned time
273 for research, curriculum development, committee service, etc., is instructional.

274 1.17 Staff Protections: staff senators independently represent staff, and do not
275 represent their supervisors or administrators. Supervisors and administrators
276 must at all times make clear that the staff senators have protected voices that will
277 be respected. Opinions expressed by staff senators during senate activities shall
278 not be included in staff evaluations. Staff senators shall be given time to attend
279 scheduled senate and policy committee meetings as well as time for meeting
280 preparation and work on committee assignments.

281 2. Senate Officers

282 2.1 The following are officers of the Academic Senate:

283 2.1.1 The Chair of the Senate (who must be a faculty member), who shall be its
284 presiding officer, as provided in the constitution, and shall also be Chair of the
285 Executive Committee, and general faculty meetings.

286 2.1.2 The Vice Chair (who must be a faculty member), who shall discharge the
287 duties of the Chair during any temporary disability of the Chair, shall serve as a
288 CSU Senator during the temporary disability of one of the SJSU representatives
289 to the ASCSU, and shall succeed to the office of Chair when the Chair's term or
290 terms expire or if the Chair resigns or that office becomes vacant for any other
291 reason.

292 2.1.3 The Associate Vice Chair (who must be a faculty member), who shall be
293 Chair of the Committee on Committees and the Election Committee, shall act as
294 Vice Chair during the temporary disability of the Vice Chair, and shall act as
295 Chair if both the Chair and the Vice Chair become temporarily unable to perform
296 their duties.

297 2.1.4 The Past Chair is the person who served as chair for the preceding year,
298 provided that the Past Chair is not the same person as the current chair and
299 does not hold any other Senate office.

300 2.1.5 The Faculty-at-Large Representative. There shall be no Faculty-at-Large
301 Representative when there is a Past Chair.

302 2.1.6 ASCSU Representative to the Executive Committee

303 2.1.7 The chairs of the Senate Policy Committees.

304 2.2 Election Procedures for Senate Officers

305 2.2.1 Senate officers, other than the Chair, Past Chair and Faculty-at-Large
306 Representative, shall be elected from the faculty and staff members of the
307 Senate annually for one-year terms. Nominees for Chair of Professional
308 Standards must be tenured full professors.

309 2.2.2 Extension of Senate Chair's term

310 2.2.2.1 If the Chair so requests, the agenda for the first regular
311 meeting of the Senate in spring semester shall include, as a special order
312 of business preceding policy committee reports, a proposal to extend that
313 chair's term. When the special-order item is reached, the Associate Vice
314 Chair of the Senate shall preside while the Senate debates and votes on
315 the proposal. The vote shall be by secret ballot and approval of the
316 extension shall require a two-thirds affirmative vote.

317 2.2.2.2 If the Senate approves the extension, the incumbent Chair is
318 re- elected for the following year. The term of office of the Vice Chair is
319 extended for one year. (If the term of the Vice Chair as an elected faculty

320 representative expires at the end of the spring semester the Vice Chair
321 shall take the place otherwise held by the Past Chair as an ex officio
322 member.) The term of the Past Chair is not extended, and a Faculty-at-
323 Large Representative shall be elected at the end of spring semester to fill
324 the Past Chair's position on the Executive Committee for the following
325 year.

326 2.2.2.3 If the Senate does not approve the extension of the Chair's
327 term, the Vice Chair shall automatically succeed to the office of Chair at
328 the adjournment of the last meeting of the current Senate in spring
329 semester.

330 2.2.2.4 No chair shall serve for more than two full terms in succession.

331 2.2.3 If the previous year's Chair is not the same person as the current Chair,
332 the previous year's Chair will be a Senate officer called the Past Chair. However,
333 if the Past Chair is elected to any other/Senate office, there will be no Past Chair
334 that year and a Faculty-at-Large Representative shall be elected instead.

335 2.2.4 As soon as possible after the election of new Senate members in the
336 spring, the Chair of the Senate shall appoint a nominating committee to prepare
337 a slate of officers for the forthcoming academic year. This committee should
338 nominate at least two candidates for each open Senate office. The committee
339 shall also ascertain the willingness of the nominees to serve if elected. The
340 committee shall produce a brief written document regarding the qualifications and
341 goals of each candidate which shall be distributed to the Senate prior to the day
342 of election.

343 2.2.5 The slate of nominees proposed by the nominating committee shall be
344 communicated to the Senate prior to the last regular meeting of the academic
345 year. On that day, two consecutive meetings of the Senate shall be held. The first
346 meeting shall be the final meeting of the Senate of the current academic year.
347 Immediately following the adjournment of that meeting, the first meeting of the
348 Senate for the next academic year shall be held. The nominating committee shall
349 make its report in the second meeting, further nominations from the floor shall be
350 accepted, and an election shall be held to fill all open Senate offices. Only the
351 continuing and newly elected members of the Senate, who will be members in
352 the next academic year, shall vote in the election.

353 2.2.6 Should a vacancy occur in the office of Senate Chair, the Vice Chair shall
354 automatically succeed to the position for the balance of the vacant term. The
355 Vice Chair shall then serve for the full term of the following year, and the full term
356 shall be counted as that person's first year in office for purposes of

357 2.2.2.2 Should a vacancy occur in any other Senate office, the
358 Executive Committee shall nominate at least two candidates to fill the
359 vacancy and present its nominees to the Senate. Additional nominations
360 may be made from the floor. When nominations have been closed, the
361 Senate shall elect a replacement to serve for the balance of the vacant
362 position's term.

363 3. Senate Administrator

364 3.1 The Senate Administrative Analyst (an employee position in the Senate
365 Office) shall serve as the Senate Administrator.

366 3.2 The Senate Administrator may participate in Senate proceedings on the
367 same basis as a member of the Senate but shall not vote.

368 3.3 The Senate Administrator may speak at Senate and Executive Committee
369 meetings on matters relevant to Senate operations and on other matters when
370 requested by the Senate Chair.

371 3.4 The Senate Administrator may be present at executive sessions of the
372 Senate and is subject to the same confidentiality requirements as are applicable
373 to Senate members.

374 3.5 The Senate Administrator shall provide administrative support to the
375 Senate Chair and the Associate Vice Chair, shall attend and take minutes of the
376 Senate and Executive Committee meetings, shall have charge of the records and
377 archives of the Senate and its website, shall prepare committee appointment
378 letters and maintain and update committee membership lists, and shall assist in
379 the preparation of election materials and the administration of Senate elections.

380 3.6 The Senate Administrator shall be an ex officio member on the Committee
381 on Committees and the Election Committee.

382 4. Senate Committees

383 4.1 General information

384 4.1.1 The Academic Senate shall establish and appoint committees as may be
385 needed.

386 4.1.2 Except as otherwise provided in these bylaws, university policy, or Senate
387 Management Resolutions, all committees prepare, and submit to the Senate
388 Chair, an annual report summarizing activities at the end of the academic year.
389 These reports will be made available on the Senate's website.

390 4.1.3 Except as otherwise provided in these bylaws, university policy, or Senate
391 Management Resolutions, appointments to policy committees of the Academic
392 Senate shall be recommended by the elected members of the Executive
393 Committee and approved by the Senate; appointments to operating committees
394 shall be recommended by the Committee on Committees and approved by the
395 Senate. When an appointment is recommended more than one week before the
396 next regular meeting of the Senate, the recommending body may make its
397 recommendation effective at once as a temporary appointment. These temporary
398 appointments shall last until the next meeting of the Senate and must receive
399 Senate approval to become permanent. When appointments have been
400 approved by the Senate, the Senate Administrator shall notify those appointed.

401 4.1.4 Committees concerned primarily with faculty affairs shall contain a
402 majority of teaching faculty with full-time appointments. Committees concerned
403 with student affairs shall contain a significant proportion, but not a majority, of
404 students.

405 4.1.5 For purposes of service on Senate committees, all university faculty, full or
406 part-time, active or retired, and all students, staff and alumni shall be considered
407 members of the university community.

408 4.1.5.1 For purposes of service on Senate committees, all SSP staff
409 members are eligible to serve on General Unit and Faculty-at-Large seats.

410 4.1.6 Vacancies

411 4.1.6.1 Each year the Senate Executive Committee will approve a
412 calendar (referred to below as “appointment calendar”) for appointing
413 faculty and staff to operating committees, policy committees, special
414 agencies, and other committees of the Senate. The calendar will be
415 structured such that colleges and units are given ample notification of
416 vacancies before the start of the fall semester and also allow for faculty-at-
417 large appointments to be confirmed at the first Senate meeting of the
418 semester.

419 4.1.6.2 Notwithstanding the provisions of bylaw 4.5.2, college seats
420 on policy committees, operating committees, special agencies and other
421 committees for which no faculty from that college willing to serve have
422 been found by the date specified on the appointment calendar shall
423 become faculty-at-large seats for the balance of the academic year.

424 4.1.6.3 By the date specified on the appointment calendar, the
425 Associate Vice Chair of the Senate shall inform each college
426 representative and college dean which of that college’s committee seats

427 are still vacant and invite them to recommend faculty for those seats within
428 one week's time. The college representative(s) on the Senate and deans
429 shall be reminded that the seats will become faculty-at-large seats for the
430 year if no college faculty to fill them can be found. The dean's
431 recommendations shall be forwarded to the college's Committee on
432 Committees representative who shall present one name to the Associate
433 Vice Chair of the Senate to be reported to the Senate or to the Executive
434 Committee, as appropriate under bylaw 4.1.3.

435 4.1.6.4 By the date specified on the appointment calendar, all
436 vacant college seats on operating committees, special agencies and other
437 committees for which no faculty from the college have been recommended
438 under paragraph 4.1.6.3 above (or otherwise identified) shall become
439 faculty-at-large seats for the balance of the academic year and all
440 members of the Committee on Committees shall be requested to supply
441 names of faculty from any representative unit to fill these vacancies.

442 4.1.6.5 By the date specified on the appointment calendar, all
443 vacant college seats on policy committees shall become faculty-at-large
444 seats for the balance of the year. First priority in filling these vacancies
445 shall be given to elected faculty representatives on the Senate not
446 assigned to other policy committees. If all elected faculty representatives
447 (other than Senate officers) have been appointed to policy committees
448 and there are policy committee seats still remaining vacant, they shall be
449 filled as provided in 4.1.6.3 for policy committees.

450 4.1.6.6 The Associate Vice Chair of the Senate shall coordinate this
451 selection process so as to maintain as far as possible a representative
452 balance across committees and shall report one name for each vacancy to
453 the Senate or the Executive Committee as appropriate under bylaw 4.1.3.

454 4.1.7 Elected faculty and staff representatives (other than Senate officers) not
455 appointed to seats designated for representative units and also not appointed to
456 faculty-at-large seats as provided above shall be appointed as additional
457 members-at-large of policy committees. If there is only one such member, that
458 person shall be appointed to the Organization and Government Committee. If
459 there is a second, that person shall be appointed to the Instruction and Student
460 Affairs Committee. A third shall be appointed to the Professional Standards
461 Committee and a fourth to the Curriculum and Research Committee. The
462 provision shall be implemented in a manner consistent with Academic Senate
463 bylaw 4.5.2.1.

464 4.1.8 If a member (non-ex officio) of an Academic Senate committee (policy,

465 operating, special agency, or other Senate committee) cannot complete the term
466 for any reason, the chair of the committee may request, through the Associate
467 Vice Chair of the Senate, that a replacement be appointed. The Associate Vice
468 Chair, using the normal procedures of the Committee on Committees, then
469 solicits nominations for a replacement and brings a recommendation to the
470 Executive Committee and subsequently to the Senate via the consent calendar.

471 4.1.9 If a non-ex officio member of an Academic Senate committee (policy,
472 operating, special agency, or other Senate committee) is absent from three
473 regularly scheduled committee meetings in an academic year or repeatedly does
474 not perform assigned committee duties, the chair of the committee may request,
475 through the Associate Vice Chair of the Senate, that the person be removed from
476 the committee. The Associate Vice Chair, following discussion with and approval
477 from the Executive Committee for removal of the committee member will then
478 solicit nominations for a replacement (or notify the relevant college if an election
479 is needed) and bring a recommendation to the Executive Committee and
480 subsequently to the Senate via the consent calendar.

481 4.1.10 Removal of a senator from their assigned policy committee will result in
482 removal from the Senate.

483 4.1.11 Unless otherwise stipulated in university policy or Senate Management
484 Resolutions, recommendation of students for membership on policy committees,
485 operating committees, special agencies, and other Senate committees shall be
486 made according to the recommendation procedures of the Associated Students,
487 Inc. and should be transmitted to the Associate Vice Chair by the second
488 meeting of the new Academic Senate for final approval by the Senate. The
489 Associated Students, Inc. should give student appointments to the Student
490 Fairness Committee a high priority.

491 4.1.11.1 Should the Associated Students, Inc. Board of Directors not
492 transmit recommendations of students for membership on Senate
493 operating committees, policy committees, special agencies or other
494 Senate committees by the fourth week of instruction, the following shall
495 supersede the rules of the Associated Students, Inc. for nomination of
496 students to policy committees, operating committees, special agencies or
497 other Senate committees: student seats shall become university student-
498 at-large seats for the balance of the academic year. These seats may be
499 filled by any student in good standing at the university who self-nominates,
500 or who is nominated by a member of the Academic Senate, and who is
501 recommended by the elected members of the Executive Committee and
502 approved by the Senate (subject to bylaw 4.1.3). All student nominees
503 shall submit a statement of interest to the Senate's Associate Vice Chair.

504 4.1.11.2 Should a vacancy occur, the President of Associated
505 Students, Inc. shall select a replacement to fill out the remainder of the
506 term. This selection must be approved by a two-thirds majority of the total
507 membership of the Board of Directors of the Associated Students, Inc. The
508 name of the nominee should be transmitted to the Associate Vice Chair
509 within 30 days of the time that the vacancy occurred for final approval by
510 the Senate. When the appointment has been approved by the Senate, the
511 Senate Administrator shall notify the appointee. If a nomination is not
512 received within 30 days, the seat will be declared a student-at-large seat
513 for the balance of the academic year and will be filled as per 4.1.11.1.

514 4.1.11.3 In the event a student holding an Associated Students ex
515 officio position has a conflict and cannot make committee meetings, then
516 the AS President may designate a replacement as needed.

517 4.2 Executive Committee

518 4.2.1 Charge: Acts as an Ad Hoc Advisory Committee to the President on
519 request; acts for the Academic Senate at such times when the members may not
520 be available; formulates policy proposals; refers matters of business to the
521 appropriate agencies; develops and approves the agenda for Senate meetings;
522 handles external relations with elected officials and their staff, as appropriate;
523 prepares nominations/appointments as needed to policy committees, operating
524 committees, special agencies, and other Senate committees for Senate (or
525 administrator) approval.

526 4.2.2 Membership:

- 527 a) Senate Chair (elected)
- 528 b) Vice Chair (elected)
- 529 c) Past Chair, or Faculty at Large in years when there is no Past Chair (elected)
- 530 d) President (EXO)
- 531 e) Provost (EXO)
- 532 f) VP, Administration & Finance (EXO)
- 533 g) VP, Student Affairs (EXO)
- 534 h) Chief Diversity Officer (EXO)
- 535 i) Statewide Senator (elected)
- 536 j) AS President (EXO)
- 537 k) Chair, Committee on Committees/Assoc. Vice Chair (elected)
- 538 l) Chair, Curriculum & Research (elected)
- 539 m) Chair, Instruction & Student Affairs (elected)
- 540 n) Chair, Organization & Government (elected)
- 541 o) Chair, Professional Standards (elected)

542 4.2.3 Any action taken by the Executive Committee requires the presence of a
543 quorum of the elected members. When acting for the Academic Senate, the
544 Executive Committee shall distinguish whether it is expressing the position
545 adopted by the Senate as a whole or of the Executive Committee alone. In
546 handling relations with elected officials or their staff, these shall be on matters of
547 relevance to the well-being of the university, and this duty shall be carried out in
548 coordination with university employees involved in government relations; the
549 Executive Committee is encouraged to recruit an appropriate number of
550 university employees and students to assist in its external relations efforts. In
551 acting as an ad hoc Presidential advisory committee, only the elected members
552 of the Executive Committee shall sit in this capacity. Normally, the President
553 should seek the advice of the full Senate on issues of policy, rather than that of
554 the Executive Committee or its elected members

555 4.3 Committee on Committees

556 4.3.1 Charge: Prepares nominations for policy committees, operating
557 committees, special agencies, and other Senate committees as needed. In
558 cooperation with the Organization and Government Committee, makes
559 recommendations for the improvement of the Senate's committee operations and
560 structure. Maintains a record of faculty, staff, students, and administrators
561 currently serving on University- level committees. At the request of the President,
562 or other administrator making the appointments, recruits nominees and suggests
563 names of faculty, staff, and students for service on committees as needed. Acts
564 as Election Committee.

565 4.3.2 Membership: The Senate's Associate Vice Chair serves as Chair for the
566 Committee on Committees. Additionally, one faculty member from each of the
567 Senate's representative units who shall not be members of the Senate. If a seat
568 is not filled and becomes an 'at large' seat, Senators from the college where
569 there is a vacancy, who are already serving on a policy committee, would be
570 eligible to serve on the Committee on Committees.

- 571 a) The Associate Vice Chair of the Senate [EXO], who shall be chair
- 572 b) 1 faculty, College of Business
- 573 c) 1 faculty, College of Education
- 574 d) 1 faculty, College of Engineering
- 575 e) 1 member, General Unit
- 576 f) 1 faculty, College of Health and Human Sciences
- 577 g) 1 faculty, College of Humanities and the Arts
- 578 h) 1 faculty, College of Science
- 579 i) 1 faculty, College of Social Science
- 580 j) 1 Student Senator

581 k) Senate Administrator (non-voting)

582 4.3.3 Appointments to the Committee on Committees shall be recommended by
583 the elected members of the Executive Committee and approved by the Senate.
584 Members (other than the Chair and the Student Senator) shall serve for
585 staggered two-year terms.

586 4.4. Election Committee

587 4.4.1 There shall be an Election Committee. Its members shall be the members
588 of the Committee on Committees. Its chair shall be the Associate Vice Chair of
589 the Senate.

590 4.4.2 The Election Committee shall arrange for the election of faculty
591 representatives to this Senate and of the university's representatives to the CSU
592 Academic Senate, referenda under Articles V and VI of the Academic Senate
593 Constitution, and all other campus-wide elections required by university policies.

594 4.4.3 Elections shall be conducted by colleges and departments under
595 instructions of the Election Committee.

596 4.4.4 The Election Committee shall be responsible for the establishment of
597 voting procedures and their supervision.

598 4.4.5 The Election Committee shall assure that the results of the elections will
599 be available for presentation to the Academic Senate no later than one week
600 prior to the last spring Senate meeting.

601 4.4.6 In carrying out a referendum under Article V of the Constitution, the
602 Senate Administrator in consultation with the Election Committee shall prepare
603 an electronic ballot which indicates the specific action of the Academic Senate
604 which is being referred to the faculty electorate. The question to be voted on will
605 be stated as follows: "Shall the action of the Academic Senate specified above
606 be sustained?" The ballot in a referendum may be accompanied by pro and con
607 arguments of not more than 300 words each. If such arguments are to be
608 included, the Chair of the Senate will designate one or more persons to write the
609 pro argument; the person(s) offering the motion or submitting the petition for a
610 referendum will designate one or more persons to write the con argument. In the
611 event that persons requesting the referendum are in support of the Senate action
612 which is the subject of the referendum, then the Chair of the Senate will
613 designate one or more persons opposed to the Senate action to write the con
614 argument. Failure to submit an argument on one side shall not prevent
615 distribution of an argument submitted by the other side

616 4.5. Policy Committees

617 In general, these committees study policy issues and investigate policy problems
618 in their areas at the request of the Academic Senate and prepare policy
619 recommendations for official action. Current Policy committees:

620 Curriculum & Research (CR) Instruction & Student Affairs (ISA) Organization &
621 Government (O&G) Professional Standards (PS)

622 4.5.1 The establishment or elimination of any policy committee shall require a
623 two- thirds (2/3) majority of the Senate.

624 4.5.2 Policy committees shall normally be composed so that at least one half of
625 the members of a policy committee are also members of the Senate. Generally,
626 no person shall serve on more than one policy committee. Exceptions may be
627 made for the President of the Associated Students, officers of the Senate, and
628 university administrators.

629 4.5.2.1 Normally, each policy committee includes representation
630 from each of the units from which faculty representatives are elected. In
631 no instance shall more than two faculty members from any of the units
632 from which faculty representatives are elected be assigned to one policy
633 committee.

634 4.5.2.2 The senators representing the Emeritus and Retired Faculty
635 Association and the Alumni Association are eligible for appointment to
636 policy committees with the exception of the Professional Standards
637 Committee. If they wish to serve, they shall, at the beginning of the
638 academic year, request to the Associate Vice Chair to be appointed to a
639 policy committee. Although they may request a specific committee
640 assignment, they may be appointed to another committee where
641 representation is needed. When appointed, these senators shall have the
642 status of ex officio members.

643 4.5.3 All policy committee appointments shall be for one year, commencing with
644 the first meeting of the new Senate for the year, which usually takes place in the
645 last month of the Spring semester.

646 4.5.3.1 Seniority shall not be the primary factor in selecting
647 members of policy committees.

648 4.5.3.2 To achieve the principle in 4.5.2, senators shall have priority
649 in appointments to policy committees.

650 4.5.3.3 Tenured faculty should be given priority for appointment to
651 the Professional Standards Committee.

652 4.5.4 Members of Senate policy committees, including ex officio members, can
653 vote and be counted for quorum (defined in Senate Standing Rule 13) only if
654 present in person or via remote attendance.

655 4.5.5 Chairs of policy committees shall be elected annually by the Senate from
656 its faculty representatives.

657 4.5.5.1 Nominees for the Chair of Professional Standards must be
658 tenured full professors.

659 4.5.6 Policy committees shall report to the Executive Committee of the
660 Academic Senate.

661 4.5.7 All policy committee recommendations for the Senate's consideration shall
662 show the names of the committee members present and absent; the vote totals,
663 and shall state:

664 a) The rationale for of the policy, including its source, intent and claimed need; in
665 language suitable for communication to faculty, staff and students affected.

666 b) The expected estimated financial impact, obtained from a named office
667 responsible for implementing the policy, if adopted.

668 c) The workload impact of the policy, that is, whether and how much compliance
669 will increase or decrease required activity or expenditure of time by faculty,
670 staff, or students.

671 4.6 Operating Committees

672 In the context of their charge, operating committees serve a range of functions
673 including the preparation of reports and making recommendations for changes in
674 policy to their designated policy committees. Current Operating Committees:

675 Faculty Diversity Committee (reporting to PS)

676 General Education Advisory Committee (reporting to CR)

677 Graduate Studies & Research Committee (reporting to CR)

678 Institutional Review Board (reporting to CR)

679 International Programs & Students Committee (reporting to ISA)

680 Program Planning Committee (reporting to CR)

681 Student Evaluation Review Board (reporting to PS)

682 Student Fairness Committee (reporting to ISA)

683 Undergraduate Studies Committee (reporting to CR)

684 4.6.1 The establishment or elimination of any operating committee shall require
685 a simple majority of the Senate.

686 4.6.2 All operating committees shall report to their designated policy committees.

687 4.6.3 Except as otherwise provided in these bylaws, University Policy, or Senate
688 Management Resolution, chairs of operating committees shall be elected by the
689 members of the operating committee. Any member of the committee, except an
690 ex officio member, is eligible to serve as chair.

691 4.6.4 Near the end of each spring semester, each operating committee shall
692 elect from among its continuing membership, a chair for the following academic
693 year. The outgoing committee chair shall recommend, through the appropriate
694 policy committee, to the Organization and Government Committee any changes
695 in committee responsibility or organization.

696 4.6.5 Appointments of faculty to operating committees shall be for staggered
697 three- year terms unless otherwise specified. After service for a full three-year
698 term, members should be reappointed only in special circumstances. Appropriate
699 administrative officers or their officers or designees shall be included on
700 operating committees as ex officio members.

701 4.6.5.1 Faculty serving on a policy committee are ineligible to serve
702 on any operating committee reporting to that same policy committee.

703 4.6.5.2 The Committee on Committees chair will assure that, when
704 appointments are made, they take into consideration part 4.6.5.1.

705 4.6.5.3 To the extent possible, administrative designees to operating
706 committees and their parent policy committee should not result in
707 concurrent membership.

708 4.6.6 Student membership on operating committees is normally for a one-year
709 term.

710 4.7 Special Agencies, Other Senate Committees, and Special Committees of
711 the Senate

712 4.7.1 The Senate shall establish and appoint special agencies, other Senate
713 committees or special committees of the Senate as may be needed. The
714 establishment or elimination of any special agency, other Senate committee, or
715 special committee of the Senate shall require a simple majority of the Senate.

716 4.7.2 Unless otherwise specified in a Senate Management Resolution or
717 University Policy, reporting requirements for special agencies, other Senate

718 committees, and special committees of the Senate follow bylaw 4.1.2.

719 4.7.3 Unless otherwise specified in a Senate Management Resolution or
720 University Policy, a) members of special agencies, other Senate committees, and
721 special committees of the Senate shall be nominated by the elected members of
722 the Executive Committee; and

723 4.7.4 Unless otherwise specified in a Senate Management Resolution or
724 University Policy, chairs of special agencies, other Senate committees, and
725 special committees of the Senate may be designated by the elected members of
726 the Executive Committee.

727 4.7.5 Student membership on special agencies, other Senate committees, and
728 special committees of the Senate is normally for a one-year term.

729 4.7.6 Special Agencies

730 Special agencies are created as needed by the Senate. Their charge,
731 membership, and reporting responsibilities are specified in the policy or Senate
732 Management Resolution that established them. Current special agencies:

733 Accreditation Review Committee Alcohol & Drug Abuse Committee Athletics
734 Board

735 Budget Advisory Committee Campus Planning Board

736 Strategic Planning Steering Committee Student Success

737 4.7.6.1 The following shall apply to all special agencies.

738 a) Unless otherwise provided in the policy or senate management
739 resolution creating the special agency, at-large faculty members shall
740 be nominated by the Committee on Committees.

741 b) A special agency and related policy committee may consult on any
742 matter of common concern.

743 c) Special agency recommendations requiring changes in university
744 policy shall be reported to the Executive Committee for referral to an
745 appropriate policy committee for consideration.

746 d) The Executive Committee (or a designated policy committee at the
747 request of the Executive Committee) may, from time to time, review the
748 policy establishing a special agency and may require reports from
749 special agencies.

750 e) When filling faculty appointments, the Associate Vice Chair of the
751 Academic Senate shall have the responsibility to stagger the terms,
752 unless otherwise specified by policy.

753 4.7.6.2 Appointments of faculty to special agencies shall be for
754 staggered three-year terms unless otherwise specified. After service for a
755 full three-year term, members should be reappointed only in special
756 circumstances. Appropriate administrative officers or designees shall be
757 included on special agencies as ex officio members.

758 4.7.7 Other Senate Committees

759 Committees in this category are bodies created by policies or Senate
760 Management Resolutions. Their charges, membership, and responsibilities are
761 specified in the policies or Senate Management Resolutions that established
762 them. Current committees in this category:

763 Academic Disqualification and Reinstatement Review Board of Academic
764 Freedom and Professional Standards Traffic, Transit, and Parking

765 University Library Board University Sustainability Board University Writing
766 Committee

767 4.7.7.1 Recommendations from committees in this category
768 requiring changes in university policy shall be reported to the Executive
769 Committee for referral to an appropriate policy committee for
770 consideration.

771 4.7.7.2 If not otherwise specified in policy or a senate management
772 resolution, reporting requirements follow bylaw 4.1.2

773 4.7.7.3 Appointments of faculty to committees in this category shall
774 be for staggered three-year terms unless otherwise specified. After service
775 for a full three-year term, members should be reappointed only in special
776 circumstances. Appropriate administrative officers or designees shall be
777 included as ex officio members.

778 4.7.7.4 Student membership is normally for a one-year term.

779 4.7.8 Special Committees of the Senate

780 Committees and task forces in this category are time-delimited bodies created to
781 address specific issues. The Senate shall establish and appoint such special
782 committees as may be needed.

783 4.7.8.1 Members of special committees and task forces shall be
784 nominated by the elected members of the Executive Committee.

785 4.7.8.2 The charge, determined by the elected members of the
786 Executive Committee, shall be specified in the resolution that establishes
787 the special committee of the Senate.

788 4.7.8.3 Chairs of special committees and task forces may be
789 designated by the elected members of the Executive Committee.

790 5. Procedure

791 5.1 Robert's Rules of Order, most recent edition, shall apply unless
792 superseded by the constitution, bylaws, or standing rules of the Academic
793 Senate.

794 5.2 The meetings of the Academic Senate are open, but the number of non-
795 members present shall not exceed the room capacity, and preference shall be
796 given to guests officially invited by the Senate Chair. The Chair shall request
797 audio-visual coverage of meetings when necessary.

798 5.3 Spectators at Senate meetings shall not take part in or attempt to
799 influence the proceedings of the Senate, except as may be authorized in the
800 standing rules. Violators shall be excluded. At the Chair's discretion, the Chair
801 may recess the meeting.

802 5.4 The Academic Senate shall be called into executive session by the Chair
803 upon approval of a majority of the members present. Only Academic Senate
804 members and the Senate Administrator may be present during executive
805 sessions. Normally, only personnel or fiscal matters may be discussed in
806 executive sessions, but final action on all matters shall be taken in regular
807 Academic Senate meetings. Proceedings in executive session are confidential
808 and are not published within the senate minutes.

809 6. Senators as Representatives

810 6.1 It is the responsibility of each elected member of the Academic Senate to
811 assess the attitudes and viewpoints of their constituency. However, each
812 member represents and serves the entire university. Thus, no member shall
813 come instructed as to how to vote on any item under consideration by the Senate
814 or its committees.

815 6.2 Senators are to maintain communications with their constituency
816 regarding Senate activities and accomplishments as needed.

817 7. Approval of Policies

818 7.1 Measures adopted by the Academic Senate intended to have binding
819 effect on the university generally or on persons or matters external to the Senate
820 itself are policy recommendations and are submitted to the President for approval
821 under Article IV, Section 2, of the Senate constitution.

822 7.1.1 Bylaws adopted in accordance with standing rule 10.a.2 (Senate
823 Management Resolutions) or resolutions expressing only the opinion of the
824 Senate, are not policy recommendations and do not require approval of the
825 President.

826 8. Representation, Academic Senate, CSU

827 8.1 The following are subject to applicable provisions of the constitution of the
828 Academic Senate of the California State University (ASCSU).

829 8.1.1 Candidates for the ASCSU from the SJSU campus shall be nominated by
830 the faculty electorate following procedures similar to those prescribed for
831 nomination of candidates for the Academic Senate of San José State University.

832 8.1.2 Simultaneous candidacy of the same person for both the ASCSU and the
833 Academic Senate SJSU at the same election is prohibited.

834 8.1.3 A faculty representative on the SJSU Senate who is elected to the ASCSU
835 vacates their seat as an elected member of the SJSU Senate.

836 8.1.4 Temporary Vacancy

837 8.1.4.1 A temporary vacancy is defined as one in which a CSU
838 Senator will be unable to perform ~~his or her~~ their duties for a period of one
839 semester or less. In such cases, the Vice Chair of the SJSU Academic
840 Senate shall serve as temporary CSU Senator.

841 8.1.4.2 If the Vice Chair is unable to serve, the Chair of the SJSU
842 Academic Senate may designate any elected faculty representative of the
843 current SJSU Academic Senate to act as temporary CSU Senator.

844 8.1.4.3 An SJSU senator temporarily serving as an ASCSU Senator
845 shall remain a faculty representative of the SJSU Senate.

846 8.1.5 Permanent Vacancy

847 8.1.5.1 If a CSU Senator will be absent from the SJSU campus or
848 unable to perform the duties of an ASCSU Senator for a period of longer

849 than one semester, the seat held by that ASCSU senator shall be deemed
850 vacant.

851 8.1.5.2 When a permanent vacancy occurs, a special election shall
852 be held to fill the vacancy for the balance of the term. The election shall be
853 held promptly after the determination is made that there is or will be such
854 a vacancy. If there is no advance notice, the position will be filled
855 temporarily as described in section above until an election can be held.

856 9. Faculty Appointments to Off-Campus and Presidential Bodies

857 9.1 Faculty (as defined in the Academic Senate Constitution) occasionally
858 serve as representatives on bodies not established by nor under the authority of
859 SJSU (e.g., system-wide or other off-campus agencies or committees). In
860 instances in which no other procedure for their designation is prescribed,
861 representatives shall be appointed by the Academic Senate on nomination of the
862 Executive Committee.

863 9.2 Where no other procedure has been approved by the Academic Senate,
864 appointments of faculty to presidential task forces, advisory committees, and
865 commissions shall be made by the following process: the elected members of the
866 Executive Committee shall consult with the President in regard to these
867 appointments. Nominations shall be presented to the Senate for approval.

868 9.3 Appointments of faculty to the boards of University auxiliary organizations
869 shall be made by the President after consultation with the elected members of
870 the Executive Committee.

871 9.4 Appointments of faculty to the Instructionally Related Activities (IRA)
872 Advisory Committee shall be made by the President after consultation with the
873 elected members of the Executive Committee.

874 10. Editorial Changes - Senate Documents and Archiving Resolutions

875 10.1 When identifiers are changed, but the function, responsibilities, purpose,
876 or content remain the same, the Senate Chair may approve replacement in
877 Senate documents of the old identifier by the new one, as an editorial change.
878 Such changes shall be explained and reported to the Executive Committee of the
879 Senate and recorded in the meeting minutes. Example identifiers include the title
880 related to a university official, agency, or course designations, or unit of the
881 university appearing in Academic Senate documents (including the constitution,
882 bylaws, university policies, and resolutions providing for committee membership).

883 10.2 When the number, title or designation of a law, regulation, executive order,

884 or policy, referred to in a Senate document, is changed or rescinded by
885 competent authority, but no other change affecting university policy is involved,
886 the Senate Chair may authorize replacement of the old number, title or
887 designation by the new one in Senate documents, as an editorial change. Such
888 changes shall be reported to the Executive Committee of the Senate and
889 recorded in the meeting minutes.

890 10.3 When a policy recommendation or Senate Management Resolution is
891 found to contain editorial errors, that when corrected would not change the intent
892 of the policy recommendation or resolution, the Senate Chair can correct the
893 error(s) following consultation with and obtaining unanimous consent from, the
894 Executive Committee. The edited version of the policy recommendation
895 approved by the Executive Committee will be submitted to the President for final
896 review and signature. Approved editorial corrections shall be recorded in the
897 Senate Executive Committee meeting minutes and changes will be made by the
898 Senate administrator to the document being corrected. If the editorial changes
899 are not approved by the Executive Committee or the President, the document will
900 be returned to the appropriate policy committee for revision and brought to the
901 Senate for debate and vote.

902 10.4 Following implementation of updates to Senate bylaws and standing rules,
903 called for in a Senate Management Resolution, the Senate chair can approve the
904 relocation, by the Senate administrator, of such resolutions to the web-based
905 archive of Senate Management Resolutions. The chair will communicate the
906 action at an Executive

907 Committee meeting. The Senate Administrator will include documentation of this
908 in Executive Committee minutes.

909 11. Specific Designation of Rescinded Policies

910 Adoption and approval of a new policy resolution overrides all prior conflicting
911 policies, whether or not the previous policies are specifically identified. However,
912 it is best practice to list specifically in a new policy all superseded policies. If,
913 subsequent to the adoption and approval of a policy resolution, the Senate
914 administrator finds that not all prior policies which should have been rescinded
915 were specifically so listed in the subsequent policy, the Senate administrator
916 shall notify the Senate chair and the appropriate policy committee chair. The
917 committee shall review the policies and, if satisfied that the older policies were
918 superseded and should be specifically designated as rescinded, the Senate chair
919 shall authorize the administrator to note their rescission in the Senate records.
920 The Senate chair shall report the committee's decision to the Executive
921 Committee, and the Senate administrator shall record the information in the

922

minutes.