SAN JOSE STATE UNIVERSITY ACADEMIC SENATE
2019/2020
Agenda
May 11, 2020, 2:00 pm – 4:00 pm
via Zoom:
https://sjsu.zoom.us/meeting/96483127878

If you would like to attend this meeting, please contact the Chair (Ravisha.Mathur@sjsu.edu) or the Senate Administrator (Eva.Joice@sjsu.edu) for the password.

I.   Call to Order and Roll Call:

II.   Approval of Minutes:
   Senate Minutes of April 20, 2020

III.   Communications and Questions:
   A. From the Chair of the Senate
   B. From the President of the University

IV.   Executive Committee Report:
   A. Minutes of the Executive Committee –
   EC Minutes of April 13, 2020
   EC Minutes of April 27, 2020

   B. Consent Calendar –
   Consent Calendar of May 11, 2020

   C. Executive Committee Action Items –

V.   Unfinished Business:
   AS 1773, Policy Recommendation, Amendment B to S13-9 Merging, Dividing, Transferring, Eliminating Academic Units (Final Reading)

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

   A. Professional Standards Committee (PS):

   B. Organization and Government Committee (O&G):
   AS 1776, Senate Management Resolution, Update of Senate Bylaws (Final Reading)

   C. University Library Board (ULB):

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

E. Instruction and Student Affairs Committee (I&SA):
    AS 1765, Policy Recommendation, Instructor Drop Policy (Final Reading)

VII.   Special Committee Reports:

VIII.   New Business:

IX.   State of the University Announcements:
    A. Provost
    B. Associated Students President
    C. Vice President for Administration and Finance
    D. Vice President for Student Affairs
    E. Chief Diversity Officer
    F. CSU Faculty Trustee (by standing invitation)
    G. Statewide Academic Senators

X.   Adjournment

2019-2020 Academic Senate

MINUTES
April 20, 2020

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

Ex Officio:
   Present: Van Selst, Frazier, Curry
                Parent, Mathur, Rodan
   Absent: None
	HHS Representatives:
	   Present: Schultz-Krohn, Shifflett, Grosvenor, Chin,
	                  Sen
	   Absent: None

Administrative Representatives:
   Present: Day, Faas, Del Casino, Wong(Lau)
   Absent: Papazian
	COB Representatives:
	   Present: He, Khavul
	   Absent: None

Deans / AVPs:
   Present: Lattimer, Ehrman, d'Alarcao
   Absent: None
	EDUC Representatives:
	   Present: Marachi
	   Absent: None

Students:
   Present: Kaur, Gallo, Trang
                Birrer, Roque, Delgadillo
   Absent: None
	ENGR Representatives:
	   Present: Sullivan-Green, Kumar, Okamoto,
	                  Ramasubramanian
	   Absent: None

Alumni Representative:
   Absent:: Walters
	H&A Representatives:
	   Present: Riley, Kitajima, McKee, Coelho, Khan
	   Absent: None

Emeritus Representative:
   Present: McClory
	SCI Representatives:
	   Present: Cargill, French, White, Kim
	   Absent: None

Honorary Representative:
   Present: Lessow-Hurley
	SOS Representatives:
	   Present: Peter, Hart, Sasikumar, Wilson, Lombardi
	   Absent: None

General Unit Representatives:
   Present: Masegian, Monday,
                Higgins
   Absent: None	

II.   Approval of Academic Senate Minutes–The Senate minutes of March 23, 2020 were approved with 1 abstention (42-0-1).

III.   Communications and Questions –
   A. From the Chair of the Senate:
      This meeting will be recorded for purposes of transcribing the minutes. Only the Senate Administrator and Chair Mathur will have access to it.

      The Senate Administrator will be using the Participant List to do Roll Call.

      Please ensure you mute when not speaking. If you are having bandwidth issues, please consider stopping your video. Please wait until you are called,

but you may post your questions in the chat. We will vote using the polling feature. When we get to the proposals, please type amendments in the chat window. Use the "raise hand" feature to get on the speakers' list. Please do not email the Chair during the meeting, use private chat instead.

The Senate Office is working with AVC Marachi to staff the committee seats for next year, and preparing for the Senate Officer elections on May 11, 2020. We are also working closely with OU to update aspects of the Senate website. Last week we had extreme difficulty with OU campus and updating the website which turns out to be a VPN issue. The Senate Administrator spent over 20 hours trying to upload materials for this meeting.

Although elections are over for the new Senate, we still need two Senators from the College of Humanities and the Arts, one Senator from the General Unit, and one Senator from the College of Education. Senators can now be appointed for a one-year term until the next General Election.

The Campus Climate Survey deadline has been extended until May 8, 2020. The response rate from students and faculty is still below 30%, but the staff response rate has been very good. Please encourage your colleagues and students to respond.

Senator Curry sent out an email about the Faculty Innovation and Leadership Award and nominations are due to the Chancellor's Office by May 1, 2020. One of our faculty members received this award last year, Dr. Tina Korani.

SJSU Cares has a student crisis support fund please help if you can at this time. The website is https://www.sjsu.edu/sjsucares/

Chair Mathur commented on how proud she was to be working at SJSU. She has seen some amazing things out of our faculty, staff, students, and administrators over the last few weeks. She especially recognized faculty for moving to an online format in such a short period of time, students for adapting to the change so quickly, staff for supporting everyone, and administrators for being available 24-7.

Chair Mathur encouraged anyone needing support or assistance to reach out to the administrators on campus if they need anything.

The President had an emergency work-related conflict and is unable to be here.

B. **From the President:** No report.

IV. Executive Committee Report:

    A. Minutes of the Executive Committee:

        Executive Committee Minutes of March 16, 2020- No Questions.

        Executive Committee Minutes of April 1, 2020- No Questions.

        Executive Committee Minutes of April 6, 2020-No Questions.

    B. Consent Calendar:

    Consent Calendar of April 20, 2020. There was no dissent to the consent calendar as amended by AVC Marachi.

    C. Executive Committee Action Items:

    Chair Mathur presented *AS 1770, Sense of the Senate Resolution, Endorsing Senate Executive Committee Action on University Policy S20-4, Optional Exclusion of student Opinion of Teaching Effectiveness Surveys (SOTEs) Administered During Spring 2020 (Final Reading),* for the Executive Committee. **The Senate voted and AS 1770 was approved (47-0-0)**.

    Chair Mathur presented *AS 1771, Sense of the Senate Resolution, Endorsing Senate Executive Committee Action on University Policy S20-7, Temporary Modification to University Policies, F18-5, Grading Policy and S16-16, Probation and Disqualification due to Special Circumstances of COVID-19 (Final Reading),* for the Executive Committee. **The Senate voted and AS 1771 was approved (47-0-0)**.

    Past Chair Frazier presented *AS 1777, Sense of the Senate Resolution, Condemnation of Ethnocentrism, Xenophobia, and Racism in the Wake of the COVID-19 Pandemic (Final Reading),* for the Executive Committee. Senator Wong(Lau) presented an amendment that was friendly to the body to replace "and Latinx," on line 46 with ", Latinx, and Native Americans". **The Senate voted and AS 1777 was approved as amended (48-0-0)**.

V. Unfinished Business:

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

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

    Senator Sullivan-Green presented *AS 1765, Policy Recommendation, Instructor Drop Policy (Final Reading).* Senator Shifflett presented an amendment that was friendly to the body on line 59 to change the parenthesis to read, (student's designated primary email). Senator Riley presented an amendment that was friendly to the body to change line 44 which reads, "…as per F15-3. This policy" to read, "…as per F15-3, which." Senator Okamoto presented an amendment that was friendly to the body to change line 56 from, "Does not meet the stated course prerequisites." to read, "Does not meet the stated course prerequisites, or the course is restricted to a major other than the student's major." Senator Rodan presented an amendment to

line 61 to read, "…respond. Students must be allowed at least 72 hours to respond….". Senator Rodan presented an amendment to his amendment to change it to read, "at least 48 hours to respond…". The amendment was seconded. Senator Peter called the question on both amendments. The Senate voted on the 48 hour Rodan amendment and the amendment passed (26-10-8). The question was called on the Rodan amendment (28-7-4). The Senate voted on the Rodan amendment and the amendment passed (23-17-5). Senator Masegian presented an amendment that was friendly to the body to change "was" in line 10 to "are". Senator Van Selst presented an amendment to change line 41 to read, "The instructor of record is permitted to drop students from the courses they teach if: 1. for in person (or hybrid) classes, the student fails to attend. 2. for online courses, the student fails to log onto the Learning Management System class shell on the first scheduled day of class or informing the instructor of the intention to continue in the class within 48 hours after the first day of instruction. 3. Or, the student does not meet the course prerequisites. The amendment was seconded. Senator Shifflett made a motion to refer back to committee. The motion was seconded. ***The Senate voted on the Shifflett motion to refer back to committee and it passed (26-18-4)***.

B. **Professional Standards Committee (PS):**
Senator Peter presented ***AS 1772, Sense of the Senate Resolution, Expressing Support for the Report by the Professional Standards Committee: "Improving Implementation of San José State University's Retention, Tenure, and Promotion Policies" and Endorsing its Recommendations (Final Reading).***
Senator Peter presented an amendment that was friendly to the body to add a "s" to "Professional Standard" in line 11. ***The Senate voted and AS 1772 was approved as amended (42-0-3)***.

C. **Organization and Government Committee (O&G):**
Senator Shifflett presented ***AS 1775, Senate Management Resolution, Rescinding Senate Management Resolutions Related to Bylaws and Standing Rules (Final Reading)***. ***The Senate voted and AS 1775 passed as written (37-1-3).***

Senator Shifflett presented ***AS 1774, Policy Recommendation, Rescinding Policies related to Bylaws (First Reading).***
Senator Marachi presented an amendment that was friendly to the body to spell out "Professional Standards" instead of using the acronym "PS" in the Chart on page 2.
The Senator Riley made a motion to move the resolution to a final reading. The motion was seconded. ***The Senate voted and AS 1774 passed as amended (41-0-2)***.

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Senator Shifflett presented *AS 1776, Senate Management Resolution, Update of Senate Bylaws (First Reading).*
Senator Marachi presented a motion to extend the meeting until the end of questions for AS 1776. The motion was seconded. ***The Senate voted and the motion passed (23-17-3)***.

Questions:
Q: Can you explain when people can vote remotely?
A: This pertains to policy committees.

D. **University Library Board (ULB): No report.**

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

VII. **Special Committee Reports:**
Information Technology Updates by Bob Lim, VP of Information Technology and CIO, *Time Certain: 3:00 p.m.*
VP Lim thanked the Senate for inviting him to the meeting and introduced himself.

VP Lim explained that he would be talking about the scope of the switch to an online modality and other changes IT has enacted related to COVID-19. From the scope perspective, IT has moved 40,000 faculty, staff, and students to an online modality from a traditional campus operation. In order to do that IT had to also change its support model, because the people being supported are no longer on campus. The bad news is it had to be done very quickly, but the good news is that this process of an online modality started three years ago. What is meant by that is that in 2017, President Papazian elevated IT to its own division and elevated Bob Lim to VP. The reason this is important is that SJSU is located in the heart of Silicon Valley. Technology is seen as a competitive advantage and most CIOs in Silicon Valley report directly to their Presidents. It was the vision of the President to move us in this direction.

Three years ago, we were really an operations organization. We focused a lot on desktops, classroom support, and infrastructure. We were never able to elevate the conversation beyond operations. One of the things VP Lim did was to have a conversation with the leadership team to better understand, as a campus, what the culture was and what the campus wanted from IT. VP Lim created a handful of consultation boards to help people better understand the challenges of IT. At the same time VP Lim knew we could not just focus on fixing IT only, he also had to reach out to our industry partners. He had to make sure they understood we would be partners beyond just consuming their solutions and technology.
One thing IT had to do was do was a self-inventory of everything that the campus had as far as technology. IT had to assess our technology and how our technologies integrated with each other in support of our students and faculty.

What VP Lim discovered was that the technologies we were using were to meet immediate needs. There really was no long term strategy. From a leadership transformation perspective, IT should be a professional organization that maximizes our competitive advantage not only for our campus, but for our community. In fact, for the first two years we did not make any changes at all. The reason for that was because VP Lim wanted to ensure his team engaged with the campus leadership team, faculty, staff, and our students. VP Lim really wanted to be intentional in how he structured IT, the culture, and the process. This is how IT was able to migrate to an online modality fairly quickly. VP Lim holds his leadership team responsible and IT has a lot of happy employees. The transformation is continuing. IT isn't done yet. Our digital transformation is going to change, because we don't know what the new normal will look like.

In terms of the transformation, our focus for the next 7 years will be on:
- Technology and Solutions
- Customer Service
- Information Security
- Processes and Workflow
- Industry Partnerships
- Research and Research Support
- Management Transformation

Technology is focused on industry megatrends and the megatrends VP Lim is focusing on are leveraging big data, cyber security and compliance, mobility and communications, personalization, how to make things easier (integration), and making sure IT is always seen as a competitive advantage to help our campus.

From a technology solutions perspective, IT's solution was to make sure they gave everybody the flexibility to work where they wanted. At the same time, IT had to make sure the solutions they found were easy to use. From a cybersecurity perspective, IT really made an effort to strengthen SJSU's cybersecurity office and program. VP Lim hired a third party cybersecurity company.

From a workflow perspective, we have always had workflow on the campus, but never focused on technology that would allow us to cross different applications. We have digitized about 65% of our processes online now. Every IT manager is required to make two processes/programs in support of our students.

Industry partnerships are one of our key competitive advantages. In fact, Chair Mathur had wanted this presentation to be about our partnership with IBM, but COVID-19 got in the way of that and we decided to focus on this presentation.

For research and research support, IT is highly engaged with researchers. It works very closes with AVP Stacks and Dean D'Alarcao in support of what they need for research.

From a management transformation perspective, IT is really just holding themselves more accountable. IT also has recognized all its staff for their hard work.

As far as customer satisfaction is concerned, VP Lim shared IT's customer satisfaction ratings. From October 2019 through March 2020, IT's customer service rating was 4.53 out of 5.00. IT closed 16,000 tickets. The average response rate was 14%. The industry standard is usually 5%-30% with 30% being the rate when things like free items and gift cards are being given out. IT also closes most of their tickets within 3 business days.

From a security side, some of the major security issues IT has worked on include 5 mandated audits, and consolidating 43 firewalls into one. From a proactive side, IT is engaging with a third-party company right now to help us prevent continuous penetration into our environment. IT has also expanded its cybersecurity office.

None of the transformation that has occurred over the past three years would have been possible without the staff. VP Lim thanked all his staff. Several of VP Lim's staff have received awards for programs they have developed. Between 2018 and 2019 IT digitized over 3 million pieces of paper.

VP Lim commented that if the pandemic had occurred three years ago, IT would not have been able to make this switch to online classes so quickly. VP Lim has been working closely with the Provost to meet the needs of faculty and staff, and IT is loaning out equipment where needed.

All Zoom concerns have been addressed and a zoom security checkup has been conducted by Senator Rodan.

Questions:
Q: Can you speak to the vetting process and ongoing standards for IT software such as Zoom?
A: All vendors are required to go through a stringent process to make sure they will protect our data a privacy.
Q: Is there a particular process or particular standards they must meet?
A: Yes.

Q: Can you share the presentation with the Senate.
A: Yes.

VIII.   New Business:

IX.   State of the University Announcements:
   A. **CSU Faculty Trustee (by standing invitation)**
   B. **Statewide Academic Senators**
   C. **Provost**
   D. **Associated Students President**
   E. **Vice President for Student Affairs**
   F. **Chief Diversity Officer**
   G. **CSU Faculty Trustee (by standing invitation)**

X.   Adjournment: The meeting adjourned at 5:02 p.m.

Executive Committee Minutes
April 13, 2020
via Zoom, 12:00 p.m. to 1:30 p.m.

Present: Curry, Faas, Frazier, Marachi, Mathur, McKee, Peter, Shifflett, Sullivan-Green, White, Day, Parent, Del Casino, Wong(Lau)

Absent: Papazian

1. The Executive Committee minutes of April 1, 2020 and April 13, 2020 were approved (14-0-0).

2. There was no dissent to the consent calendar of April 13, 2020.

3. The Executive Committee discussed and approved sending *Sense of the Senate Resolution, Endorsing Senate Executive Committee Action on University Policy S20-4, Optional Exclusion of Student Opinion of Teaching Effectiveness Surveys (SOTEs) Administered During Spring 2020 (Final Reading)* to the Senate (14-0-0).

4. The Executive Committee discussed and approved sending *Sense of the Senate Resolution, Endorsing Senate Executive Committee Action on University Policy S20-7, Temporary Modification to University Policies F18-5, Grading Policy, and S16-16, Probation and Disqualification due to Special Circumstances of COVID-19 (Final Reading)* to the Senate (14-0-0).

5. The Executive Committee discussed Sense of the Senate Resolutions from among the other CSU campuses condemning all forms of negative rhetoric regarding Asian-Americans. The Executive Committee decided to create a Sense of the Senate Resolution condemning all forms of racism during COVID-19 that specifically target Asian-Americans. Past Chair Frazier and CDO Wong(Lau) will work on a resolution as a google doc for the Executive Committee and Senate to be sent via email for approval.

6. The Executive Committee discussed enrollment. We look at enrollment every single day. Admitted Spartans Day would normally bring 10,000 to 11,000 people onto the campus. It is a big day, and people are excited. It would normally have been scheduled for this past weekend, but we had to move it due to the holiday. It is now scheduled for April 18, 2020, but it will be a weeklong online event. We will be spreading out everything and doing something different each day. Colleges will have the opportunity to interact with their students. One day might have tours of the campus, while the next day will have advising and next steps for enrollment. Normally, after Admitted Spartans Day our enrollment goes up. It is likely to be different this year. We will be monitoring enrollment every day through Fall 2020.

    Questions:
    Q: Is there any provision by the CSU system or by us to allow admissions deep into the summer when people will have more information?
    A: We have the flexibility to move the intent to enroll deadline if we need to. The Provost and President have talked about waiting until after Admitted Spartans Day to see where we are. We believe students are waiting to see where they are going to be, but we believe there will be increasing flexibility by the CSU system and we believe we are well positioned. However, it is going to be difficult for all institutions.

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Q: You said there would be virtual tours, will they be led by Orientation leaders and students or will it just be a do it yourself voice automation?
A: It will be led by students, but it may not be the Orientation leaders.

Q: To what extent will there be an emphasis on financial aid? I assume many students are struggling with families that have lost jobs.
A: There is always a significant emphasis on financial aid. Before Admitted Spartans Day, we have been working on how we will distribute the money from the CARE package, crisis fund, and financial aid. We need to get information out to students on the funds available, and I've been talking with the financial aid folks on the way we approach financial aid. Enrollment is up in the air right now since people don't know where they are going to be. They don't know where their lives will be. We need to adjust our financial aid model to include whatever the student is going to need. Lots of people are just not ready to make a decision on going to school right now.

Q: Do students have to enroll in Admitted Spartans Day?
A: Yes.
Q: You have 11,000 people signed up?
A: I forgot to bring the numbers, but I will find that information and share with the Executive Committee.

Q: What do we know about stop outs? Are our current students asking about stopping out for COVID reasons or financial aid reasons?
A: The number is only up a little since last spring, but so far this hasn't been significant. We are watching it. The credit/no credit policy was significant. Once we start talking about the other options that will support students, we believe our students will feel more confident about SJSU.

Q: My nephew is graduating high school in May and will be attending the University of Illinois. He will have to go online. He expressed extreme disappointment that he won't get to be on the campus and have that experience. Can you talk about the lack of campus experience students are having with online classes and how we are addressing this in our outreach?
A: There is no easy way to do this. However, our emphasis is on one-on-one time. We have to humanize this. That is why videos will be so important. The challenge and opportunity is that everybody is affected this same way. Lots of people are going to be disappointed across the country. Part of what we are talking about is whether this may be an opportunity for us. Maybe some people will decide they want to stay local since they can't attend a campus in person elsewhere. However, there is no magic to this solution. What could be more of an issue for us is the financial ability of students to pay for their education.

We are up 4.2% for Frosh. We are down 10.8% for transfers. That means last year at this point we were at 1133, and this year we are at 1181 in terms of Frosh. For transfer students, last year we were at 1964, and this year we are at 1752. Now the transfer number is coming down, but only a little. These are domestic transfer students. We aren't sure what that means. It could be people are just unsure and don't know what to do. We are down 21.4% for international transfers. That is a drop from 154 last year to 121 this year. That is significant. We are up on international Frosh 14.3%, but the end result is fairly negligible from 19 last year to 24 this year. This is not a huge surprise. What we are hearing from our community college partners is that many international students have gone home. They figure if they have to go to class online, they don't need to be here to do it.

Questions:

C: Enrollment is up in some colleges. It is not the same across colleges in the university. We need to talk more about this and figure out how to best support colleges and majors that aren't doing as well.

Q: When you talk about enrollment management being up and healthier in some colleges than others, can you drill down on that a little bit?

A: Yes, part of it is if we look across all of our colleges and we see a major struggling, we need to have a conversation with the dean, chair, admissions staff, etc. to see where we need to support that major. Maybe we need to step up our advertising, or maybe change our content. We all need to come together in how we are going to address this. In addition, admissions personnel need to be reporting back to the colleges when they have a shift in enrollment in a major. We need to open these lines of communication. We need to be meeting week-to-week throughout the year so we all understand the decisions we make that may affect the whole university and make adjustments as needed.

C: Some decisions about enrollment predate the crisis. Some colleges thought they were overprescribed in relation to where they were and there was an intentionality towards reducing enrollment and now we find ourselves in a crisis with potential admissions numbers dropping and people going uh oh! So, there is some about face going on. There are some other things that play into this as well that are complicated. There is definitely a difference in colleges with an enrollment strategy. You see it in the numbers.

Q: Are we still able to talk about three-year budget planning?

A: It is even more important right now. Right now we are going to need a three-year plan.

C: We have to plan for two-years minimum. We can't come out of this in one year. It has to be multiple years. The third year could be kind of hard, but the second year will be probably more important than this coming year.

Q: Is there a way the Presidents and the Chancellor can talk about moving to a three-year budget model, and also to have a reserve?

A: At the state level, if we had had a three-year model prior to this pandemic, they would have thrown it all out.

Q: Have you considered whether some of the reduction in the transfers could be a result of students delaying their decision to come to SJSU because it is projected to be all online and it would be cheaper to go to community college and if that is true, can we partner with the community colleges to learn why this is happening?

A: Yes to everything. We are in touch with our community colleges regularly. We do think people are waiting to see what is going to happen and what SJSU is going to look like a few months down the road. We are watching it every single day. We do think people are just wondering. We need to find out if we can help people find a way to come to SJSU financially. Right now many people are just trying to figure out how to hang onto their jobs.

Q: The last time we had a reduction in enrollment, a decision was made that classes had to have a minimal enrollment to run. Are we going to have these caps on classes? If students are waiting to make a decision to enroll, are we going to wait on cancelling classes?

A: SFR probably has to go up. If we under enroll, but want to keep making investments in new faculty, does enrollment have to change? Yes, one option is to cut everything under 15, and another option is to increase a class of 42 to say 44. You have to take the ability to graduate, SFR, and all these other pieces into account. The idea is here is a set amount of dollars and here are the number of students you need to teach, so how are you going to teach them?

C: When you have that conversation with the deans, you might want to have the deans look carefully at the size of their departments. In my college, we have the only undergraduate

department and the fact that we have large general education classes allows the other departments to have the smaller supervision courses, which are important for the credential programs. However, if you say to increase the SFR, that load will fall on my department more specifically as opposed to other departments. There has to be some discussion about what that would mean to those departments.

C: Yes and no. It really depends on whether there are accreditation issues on a supervision course that is one thing. Resources should flow to the increasing SFR departments as opposed to the other ones. In order to do some of these things, we have to think about other ways to go. It could be TAs, and other ways to support the larger classes you haven't thought about. Perhaps using hourly graduate students. Also, there are whole colleges that run large. The entire Business college runs large, so it scales at all levels. It is going to be messy in that regard.

C: A few things we are talking about fairly soon. Right now we are holding our intent to enroll deadline and we have one for Frosh and one for Transfer students on May 1st. We are also looking at the question of fees right now. We are looking at reducing housing deposits and parking fees. We are also looking at the billing cycle and what makes sense. Can we delay the billing cycle, and can we give people more time to pay?

Q: Can you speak to undergraduate and graduate enrollment differences for students? In my department we have been asked to admit graduate students on a rolling basis.

A: We are talking about a few different strategies for graduates. I do think rolling admission is one of them. Lots of professional masters programs go to eight-week cycles. They can admit a lot more often. There is the potential to do things like that. It is going to put pressure on graduate students. Another reason rolling admissions may not be equal is that people will find themselves without a market to jump into and will enroll at the last second. I suspect the numbers will pick up this summer as more people decide to go back to school.

Q: Have the deadlines been extended for graduate student acceptance?

A: We have extended the deadline once. It varies by department. A couple departments had February deadlines. Others are still open. It depends on how flexible the faculty want to be and whether you have people willing to do the work over the summer or not to evaluate the applications. You could have a much larger class.

A: We believe the graduate market will give us an opportunity, but it will be very competitive. Programs are going to have to pay attention to the marketplace in terms of relative involvement and in terms of delivery.   Competition will increase. Lots of people will be interested in coming back for graduate degrees, but we need to look at our delivery.

C: 100% agree. Graduate students 60 to 70 miles away will be looking for online graduate programs and we don't have a lot of them, say in the Arts and Sciences. There are market potentials. Colleges can come together to pilot some degrees, but you have to think about modality.

Q: In the federal government funding is debt relief possible? Especially if we are going to have difficulty meeting our financial obligations in the infrastructure projects we have going.

A: If you are talking about the Cares Act, there is a lot of flexibility. There is direct aid for students, and then we need to think of how we can best help students with the additional dollars for institutional support. We will be looking at this very carefully.

Q: I was talking about money from the federal government to help SJSU pay for things like all the building we have been doing, etc.

A: We haven't made those decisions yet.

A: We don't yet have the federal guidelines on institutional support, but we do know the amount going directly to students through Pell grants and financial aid. There are additional dollars for institutional support, but we don't yet have the guidance on those. We are expecting to get that guidance this week. The money will come out in phases. The first phase will go directly to students and the last phase will be institutional support.

7. President's Update:
   We are still looking at the Cares Act and what kind of direction they are giving us. The President will be speaking with the Chancellor's Office and the Presidents to see what kind of direction the federal government is giving us. They are looking at the details. The good news is the dollars really do support institutions like ours. Those institutions that are Pell eligible with full-time students. Out of the $14 billion, California is getting $1.7 billion. Most of that is to either the community colleges or the CSU. Each of us gets about $500,000, and then about $250,000 goes to the UC, and a little bit for some of the private colleges. We are very pleased about that piece.

   In a conversation the President just had today with a colleague that is a Provost in a very large community college in another part of the country, she said they were already starting to see students move from the AA to the AAS degree prior to the start of this pandemic. Students are trying to get out more quickly with a technically focused degree. For a long time this went in the other direction. There may be a larger conversation we need to have about the 4-year degree. This is a factor.

   Other institutions have created baccalaureate degrees that were neither BA or BS, but Baccalaureates of Applied Science (BAS). Basically, because the BA doesn't have a lot of general education, you create a pathway from Applied Associates to a Bachelor's degree. It does a lot of the general education and then core upper division. The CSU system doesn't have anything like it right now, but it is available. This is common in STEM fields.   This trend was already in place before the pandemic. This virus issue is creating a disruption of factors that were already there, but we didn't have to face. This virus is forcing conversations on where we go from here. How do we protect what we value, but do it with the movement of the economy?   The question is how can we position ourselves to be leaders in this world we find ourselves in. This is something for all of us to think about. This is not going to go away. We won't be able to go back to where we were. We cannot cut our way out of this. We need to have a meaningful conversation about this over time. We have to invest strategically and position ourselves to be leaders.

   The President and her cabinet are dealing with Commencement. They are working with the deans and associate deans on how to recognize students in the short term. The President couldn't guarantee students an August Commencement, but they are working on ways to recognize students in the short term.

   Questions:
   C: A member commented that last week the member had participated in over 20 zoom meetings, and heard some rhetoric that is disturbing where people are referring to this as the "COVID opportunity." This can be very hurtful to people that have had loved ones that have died or are seriously affected by this virus. For example, one of our Senate chairs has Coronavirus. Please encourage your colleagues not to use this rhetoric.

   Q: It appears the newest recommendation from the *National Council for the American Worker* is to develop a private sector-led national campaign to raise awareness of and permit multiple pathways to well-paying jobs by private institutions, do you have any thoughts about how public institutions can reclaim the narratives and really stay in this conversation and not just allow this to become a private-sector led movement?
   A: Part of the problem is the perception that we have been so traditional in our thinking, that we haven't responded to the needs of industry. This isn't entirely true. There is a perception that

technology is changing too quickly and industry needs to hire people, but there aren't enough students coming out of our institutions. We will probably never be able to impact a certain amount of that, but we need to understand where we bring value and decide how we want to do it in a way that is true to our values. What we worry about in an ad campaign like that is that students that would benefit from our degrees go down a pathway that only goes so far. This creates even more inequity. We need to ensure we are being as articulate as we can about why what we are doing matters. You can be traditional and still be flexible. If industry wasn't feeling that they are not getting everything they need, they wouldn't be aligning with them and that is the reality.

8.   Update from the Provost:
We have some ideas for a general studies degree and we are starting to think about Fall. We have to be able to figure out how to have smaller classes that ensure social distancing and other issues like labs. We have to figure out what we are going to do if we push enrollment and are going to have to have more freshmen writing and math classes. We will have to put together training.

Questions:
Q: Would it be worthwhile for the Executive Committee to schedule something in May or June to have a sustained conversation about this?
A: That would be fine, but we have to plan for this month. We need to talk about what the Fall might look like.
Q: Perhaps a subset of this group could meet?
A: I think that programs need to think about how they can have enough of their classes online to meet the needs of students that don't want to return to campus because they are afraid. We have to be clear with students what the Fall will look like and we need to start now. A subset of this group is fine, but we will be starting this week.

Q: Can you send out information to students about the 100W? There is excellent information online for students about how to self-place, but can you send information to students?
A: Yes. There is information going out to students on Wednesday.
Q: Can we be sure it goes out to advisers?
A: Yes.

9.   Policy Committee Updates:

   a.   <u>Organization & Government: Update provided by Bethany Shifflett</u>
        In addition to the updates to bylaws and S13-9 mentioned at the last Executive Committee meeting, O&G may have a Senate Management Resolution and a Policy Recommendation related to rescinding dated items that were focused on modifications to bylaws and standing rules. O&G will next begin discussion on the topic of SERB looking at evaluations beyond SOTES - this was a suggestion raised in a previous Senate meeting.

   b.   <u>Instruction & Student Affairs: Update provided by Laura Sullivan-Green</u>
        ISA completed their work on the Instructor Drop Policy. It will be brought to the senate next week for a final read. We will be working in our subcommittees for the rest of the semester, though I don't think anything will come to the senate.

    c. <u>Curriculum & Research: Update provided by Brandon White</u>
C&R will be working today on GE but also on what CR/NC this semester will do because GE guidelines indicate that students must have a 2.0 on R,S,V. If they get a C- in one of those three and then take CR for potentially one or two, this causes a problem. C&R will discuss waiving that since it is in guidelines, it will not require full senate action.

    d. <u>Professional Standards: Update provided by Kenneth Peter</u>
1) Professional Standards is considering feedback received on its draft report on RTP implementation.
2) Professional Standards is resuming work on the Lecturer's policy..

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

These minutes were taken by the Senate Administrator Eva Joice on April 13, 2020. The minutes were transcribed by Senate Administrator Eva Joice on April 14, 2020. The minutes were reviewed by Chair Mathur on April 15, 2020. The minutes were approved by the Executive Committee on April 27, 2020.

Executive Committee Minutes
April 27, 2020
via Zoom, 12:00 p.m. to 1:30 p.m.

Present: Curry, Faas, Frazier, Marachi, Mathur, McKee, Peter, Shifflett, Sullivan-Green, White, Day, Parent, Del Casino, Wong(Lau), Papazian

Absent: None

1. The Executive Committee minutes of April 13, 2020 were approved (15-0-0).

2. The Executive Committee, after consultation with the Senators from the College of Humanities and the Arts, discussed and approved Nicolas Taylor and John Delacruz to fill two vacant Senator seats for one-year terms (in accordance with bylaw 1.6.2.d.).

3. Updates from the President:
   The administration is in the planning stages for Summer/Fall and trying to anticipate all possible scenarios moving forward to create the least disruption.

   Initially very little money was going to be allocated to higher education by congress in the Cares Act, then it creeped up to 6 billion and finally up to 14 billion, which is still much less than we need. SJSU got 28 million. There was a formula they created that had to do with the mix of Pell recipients and the number of students at the university. That's why universities with high numbers of Pell students got more of those funds. SJSU got word that ultimately only Title 4 students were eligible, which meant no international or undocumented students were eligible. These are some of our students that have the greatest need. SJSU is going to make other funds available for those students. We are still waiting for the funds to be transferred and for guidance from the Chancellor's office on how they can be spent. Our goal is to distribute those funds as quickly as possible.

   The second part of the Cares Act is money for institutional support. There is a lot more flexibility on where these funds are used. It is intended to support the institution for whatever it needs related to COVID-19. These funds may become dollars we add to the budget for whatever shortfalls we face, such as losses from refunds for housing, parking, and dining, as well as technology and a variety of other things. We are just beginning the process of determining where these funds will best be needed.

   President Papazian gave a shout-out to everyone that assisted with turning Admitted Spartans Day into a virtual event in a very short turnaround time. It was a real team effort. The numbers look good. We had just about the same participation rate as last year.

   We are trying to give students some idea of what the Fall will look like. The next phase is to talk about housing and how that might work. What we do in the Fall may look different in the Spring. What we do know is that the probability of holding in person large courses is very small, because of the social distancing you must have. As we move into the summer we will try and get clearer and clearer with our students. However, it wouldn't be fair to tell them that we will be able to have large lecture classes like we did. Our decisions will be driven first and foremost by public safety under the guidance of what our public health officials tell us. Then we have to ask ourselves how much testing and tracking is possible in housing and where does that intersect with the residence halls? Are we looking at having to cut the residence halls in half due to social distancing? Also, how is privacy impacted. There is a lot more conversation that must be had.

As far as our budget, we don't know what is going to happen in Sacramento. We are hoping for a flat budget as opposed to reductions.

Questions:
Q: For those students who aren't eligible under the Cares Act, do they follow the same steps as those who are eligible?
A: Everyone follows the same portal initially, so we can protect their privacy through SJSU Cares. Those students who aren't eligible will still be taken care of, but it will be with a different source of funds. We don't want students to have the information they enter used against them at a later date.

Q: If the campus goes back to in-person modality for Fall and large courses are restricted, will help be available for students having a hard time with the online modality?
A: The idea is to ensure that instructional support is there for classes.
A: If you are referring to bottlenecks, our plan is to put together a schedule that meets the needs of the students. Department Chairs and Associate Deans know which courses are the key courses that a student has to take in the prerequisites to move along and those courses have to be prioritized over the elective courses. We will have the dollars from enrollment to offer the sections we need unless something dramatic changes and we get less than base from the state. If that happens, we will go more strategic into the schedule to prioritize the classes that allow students to move from first year to second year as we finalize the schedule.

Q: The NCAA didn't insure the basketball tournament so the leagues are going to have a lot less money. About 1/3rd of our Athletics Budget has been self-support and we have been hoping that would go up, but most of our ticket sales will probably go away next year. What will their budget be given that they will probably take a hit of millions of dollars?
A: We are looking at all SJSU division budgets. We remain committed to our student athletes. A lot of Athletics funding is for scholarships, about 8 million dollars, this goes to the students and comes right back to the campus. A lot of campuses rely on ticket sales more than we do, like San Diego State and Fresno. They have been more successful at that than we have been and will see a greater impact than we do. All our divisions are looking at ways to cut their budget, including Athletics. However, until we know our budget, we won't be able to make any final decisions. We are looking at slowing down hiring everywhere, but there are things we still need to do and we remain committed to our student athletes. We are also committed to staff. We are looking at all of it. We did get $1.9 million from Georgia for the game we didn't have to play. We also won't have all the travel costs and other costs we normally would have. We are looking at everything carefully and how we can protect the people involved.

Q: Even though the budget is still up in the air, are there indications of what the revenue will be for the state what the implications that has for us? What kind of scenarios are they running at the state level?
A: This is a harder year than many with the extension of the tax date. The good news is California has a rainy day fund. The issues are around state pensions, health care costs and infrastructure. There are some bills coming out of congress. There are going to be some things there around supporting the health care system. California has been a little better than some other states at flattening the curve. Not overwhelming our health care infrastructure will help us, but there will still be significant health care costs. What we are hearing is that we need to be prepared and to look at everything.
A: There is $18 to $20 billion in the rainy day fund. That is a good thing. However, that money will get used up relatively quickly for health care and they anticipate a 10% drop in state revenue. The $199 million that we were expecting is gone. We are now hoping we will get to keep our benefits.

The pension increases and raises are most likely gone. However, that is a union issue. The scenarios are that the budget could be flat or down 5%. A lot depends on how much we get from the federal government on the state side.

Q: Where would money for Deferred Action for Childhood Arrivals (DACA) and international students be funded from, and who will have input into the distribution of the CARES money?
A: We have an SJSU Crisis Fund to use for these students. We anticipate this will not be enough. There may be some funding from the state, however, we haven't heard yet. There is an understanding in Sacramento about supporting these students. On the second question, we haven't even begun the conversation yet about the distribution of the CARES funds. However, it is all part of the big budget. We will be looking at that and the shortfalls we have.

Q: The shelter-in-place for the county is supposed to end next week. Are we coming back to campus?
A: What we are hearing from the county is that there is a high probability that the Shelter-in-Place will be extended with limited lifting in certain areas. However, we haven't been told that yet. We don't expect to be coming back before the end of finals.

Q: When are students going to get clear messaging on whether we will have asynchronous versus synchronous classes given schedules go out tomorrow? Also, what kind of instructional support can faculty expect over the summer?
A: In some ways having a hybrid course gives a lot more flexibility to faculty where they can plan to do more or less online. We will be able to be more flexible for fall. We only had three days to move online this spring and we will have more planning time for fall. However, we anticipate this scenario for at least 18 months or until a vaccine is produced and distributed. We never want faculty to have to face that again, so we need to provide training. We also need to provide training and support for our staff. We should never forget the staff that support us behind the scenes. They are sometimes the unsung heroes. We need to be proactive. We can't anticipate things will go back to exactly the way they were and we need to be prepared.

Q: Do you have any idea when students will be hearing more about the mode?
A: If classes are over 50, let's reflect that in the schedule as online. All other classes have to be managed and discussed at the local level. It really is up to departments to decide right now how they can teach a certain class. Then we have to find out if we have the physical space to do it if social distancing is still in place. Until we make these decisions, students will be dragged out longer. The truth is we will probably be messaging students throughout the summer. The Provost would like students to really know by June 2020. This is when they will really be stuck on the leases. However, we may not hear from the public health department. If we follow the guidelines it will be very hard to do. There are guidelines for testing and cleaning, and how much of this can we do? We are in limbo and unfortunately the students will be in limbo. Departments are still having discussions about this.

Q: Is the fall schedule still going to be released tomorrow?
A: Yes, the Provost decided there was no point in moving the schedule, because the Provost knew that we were going to be messaging students anyway. Moving the schedule is a nightmare. Students are really pressuring the Provost to tell them whether the campus is going online. They want to be safe and stay at home and they don't want to have to rent apartments.

In an ideal world, every department would be planning for a segment of students who are fully online, some hybrid classes, and then a handful of classes that have to come to campus. The Provost has had some students tell him they will not be coming back for fall unless their classes are fully online. Other students have said they won't come back unless their classes are face-to-

face. This is where we are right now. For instance, the College of Science has decided that they will not hold any lower division labs no matter what in fall, because it is too complicated to do and this will allow more space for upper division labs so that students can spread out. We have printed out the entire Fall schedule, just in case someone comes up with a vaccine in July and we can go back to the way we were.

C: Thank you for the additional message you sent out to clarify the options. Many faculty are feeling this unofficial push to have online classes and they feel they are being taken advantage of during this pandemic. We appreciate your message.

Q: A student noted that he got a message during Admitted Spartans Day saying all classes would be online for fall 2020, was that the messaging?
A: That was not a part of the messaging, in fact quite the contrary. We have also sent another clarifying letter to students. VP Day bolded the line that said no decisions had been made at this time. This may have been influenced by the Chronicle newspaper article.

4. Course Instruction and support for faculty, students, and staff including how we will budget for these items:

We are putting together a program for this summer that includes three 3-week sessions that include training for online and hybrid courses from a remote environment. We will offer stipends for this. Then there will be drop in hours. We would like to train two or three key faculty from each college that will become trainers for the college. We are hiring more instructional designers on a part-time basis as well as videographers so people can do this. We will have a core and then modules of options. The training will include things like how to do video matter, or how to do universal design for learning, or integrating Adobe Rush into a class. Our goal is to give people the design set for anything they need and want to do in their classes. We are ramping up e-Campus as well. That will be contingent on what we do with online education. We will put out a call for training for this to start in June with three 3-week cohorts.

Questions:
Q: One of the questions I've been asked is why e-Campus is separate from the Center for Faculty Development (CFD). Can you tell me how CFD is involved in the discussions with e-Campus?
A: We are all together. It is being done collectively and operating as one team. The CDO is coming onboard as well. This also includes Undergraduate and Graduate Studies.

Q: I'm interested in the discussion about training for faculty. In the College of Education, there are people with expertise in Learning Science and related concepts that do transfer into online classes. I'm wondering if there are going to be open positions for hiring and are they going to be announced and can our faculty apply?
A: That is part of a larger conversation about whether we go with part-time staff on a permanent basis, or whether we tap into faculty on a short0term cost saving basis. Tapping into the faculty leadership is the first thing we did this spring, the Senate Chair being one of them. The Provost is all for tapping into our faculty where possible.
Q: Maybe just an open call would be great. An open call was not done for the faculty hired in spring for the Center for Faculty Development and there is some really important work being done. Can we put out a call?
A: Yes, the Provost will talk to them.

C: We typically have a May revise and then the final budget in July. It looks like the May revise will be moved to July and the final budget won't be known until September or October 2020.

C: Remember we have been a campus that has been over-enrolled for years. There are two pieces to the enrollment budget. There is base budgeting that comes with target and there are surplus dollars that come with over-enrollment. Surplus plus dollars come to us in the form of one-time funds. If we hit 100% target and there is no surplus, we will have no surplus funds. We could have 1200 less FTES on campus this fall. That means a reduction in the overall sections we have that were paid for with these one-time funds. That was over 3 million dollars last year. It varies by college how much they are each given. It is important people understand this. The Provost is confident in the base budget, but the surplus money may not be there.
C: A late budget adds to the worries faculty have about their jobs being cut and students who don't know if their classes will be cut.

C: The problem with a late budget is that you have to make all the adjustments for spring, so the cuts are twice as deep because you couldn't absorb some of the cuts in fall. We had many years of that because we guessed wrong in the fall. We are going into a time of great uncertainty and my guess is that it will be a lot worse in October after people learn how badly California has been hit and the rainy day fund has been used up.
C: It does take a keen eye on enrollment management for the fall. We should be a little conservative and backfill classes as they reach their cap. This means that when we hit the cap then we add a section. This is why we are doing things like not hiring the Vice Provost for Institutional Research. We have to give back where we can.
C: If everything is on the table then that includes moving IRA dollars from Athletics to the academic side of the house?
C: Everything is on the table in that there may be cuts everywhere. You shouldn't worry so much about which bucket the money comes from and worry more about whether we have the money to begin with. If you free up money from there you will have to backfill from somewhere else. The question is are the cuts distributed in a way that protects the core mission of the university? Will the Athletics budget be smaller than it is now, yes, it will. The thing you need to understand and realize is that we have commitments to the Mountain West Conference. If we break those commitments, that results in millions of dollars we have to pay them. This is not as simple as don't put it here, put it there. This is done in the best interests overall for the university.

5. Updates:
   a. From the Chief Diversity Officer (CDO):
      The Campus Climate Survey deadline has been extended to May 8, 2020. We saw a significant bump in the survey numbers last week. Instead of having a fall rollout of findings in early fall that will now happen in November.

      The Professional, Productive, and Ethical Expectations in Work Relations Committee had a long meeting recently and have laid out plans this summer for subcommittees such as researching promising practices in terms of what other campuses are doing with regard to anti-bullying. We are also cataloging the vast resources we have on campus for employees, and our plan is to factor in all the different climate surveys back to 2005. We plan on delivering recommendations to the President by the end of the fall semester.

      The CDO's Office are concerned about the disproportionate impact that these work changes may have had on our students, staff, and faculty. The CDO's Office is involved in a lot of the messaging that comes out to the campus. The CDO's Office attempts to make sure inclusive statements are included when appropriate as much as they can.

      The CDO Office is looking at Anti-Asian Xenophobia that has emerged. They will be hosting a webinar that has over 200 people registered already for May 7, 2020.

The CDO is working with VP Day on DACA and undocumented students' issues. They hope to have regular public forums and places where they can roll out research and practices to support the community.

The CDO also has her eye on the Graduation 2025 Initiative. They want to make sure the achievement gap does not widen as a result of the pandemic.

b. From the Provost:
The Provost has a lot of work to do on Research, Tenure, and Promotion (RTP) over the next two weeks and is committed to meeting the May 12, 2020 deadline for everyone. He is learning a lot. We have a lot of talented faculty. The Provost has also been having open forums and people have been dropping in and the Provost has really enjoyed them.

c. From the CSU Statewide Senator:
The Academic Senate California State University (ASCSU) has been concerned mainly with transfer fall teaching. There was a resolution from Dominguez Hills that addressed gender-equity principles. There was also a letter to the CalPERS Board from the California State University Emeritus Faculty and Staff Association (CSU ERFSA) asking for accountability of investments. There was a memo from Assistant Vice Chancellor Van Cleve regarding guidance on CARES funding. There was some discussion about whether the Chancellor's Office will let the ASCSU know about the language about Ethnic Studies and Title 5, which was on the agenda for the Board of Trustees meeting, but it appears he will provide some informational item for the plenary next week.

d. Associated Students President (AS):
The new Associated Students Board of Directors has been elected. Students are expressing concerns about whether to sign leases for housing near the campus or not. They are concerned we will go to online courses and after they have signed the lease. Students are wondering if we go to hybrid courses will they have the option of taking the course all online. Will there be flexibility with the courses.

AS has realized that they have the answers to many of the student questions, but it appears students need more messaging from the campus. They don't know where to find the information.
C: Undergraduate Education has put together an information page that includes a lot of the information students are looking for. Vice Chair McKee will forward the link to AS President Parent. The webpage is excellent and many faculty are referring their students to it.

There has been some misunderstanding of what credit counts for due to an article in the Spartan Daily. The committee discussed the need for someone to respond to misinformation issues printed in Daily.

6. Updates from the Policy Committees (sent via email and Zoom chat)
   a. From the Chair of O&G:
   O&G will (1) finalize the proposal to update our bylaws for a final reading at the May meeting and (2) discuss any feedback we get related to the update for the mergers policy which will be on the May meeting agenda under unfinished business.

   b. From the Chair of C&R:
   C&R still has curriculum that is coming through. We will spend our last two meetings on getting that curriculum done and then remaining time on GE. We had some policy items but have put them off to fall as they were not a high priority and something that could be delayed.

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

These minutes were taken by the Senate Administrator Eva Joice on April 27, 2020. The minutes were transcribed by Senate Administrator Eva Joice on April 28, 2020. The minutes were reviewed by Chair Mathur on April 30, 2020. The minutes were approved by the Executive Committee on May 4, 2020.

Consent Calendar
Academic Senate
May 11th, 2020

Note: Updates are a subset for 2020-2021
Academic Year Placements

Add to Committee:	Last/First Name	Zip	Term	Phone	Seat/College
Institutional Review Board	Nelson, Josh	0225	2023	44340	Seat I – Humanities and the Arts
Institutional Review Board	Rivard, Jeanne	---	2021	---	Seat N – Community-At-Large
Student Success Committee	Pruthi, Sarika	0164	2022	46540	Seat H – Faculty-At-Large
Faculty Diversity Committee	Fassett, Deanna	0026	EXO	42303	Seat B - Senior Vice Provost or designee
Strategic Planning Committee	Kothari, Tanvi	0065	2021	43577	Seat H – Faculty-at-Large

Remove from Committee:	Last/First Name	Zip	Term	Phone	Seat/College
Accreditation Review Committee	Randle, Michael	0193	2022	42535	Seat H – Staff member from Academic Affairs

6   **Policy Recommendation**

7   **Instructor Drop Policy**

8 **Effective Date:** Immediately

9 **Legislative History:** Policies, dating back through the 1990s, have been related to
10 dropping courses after Advanced Registration. Most recently, F04-2, which was predated
11 by F01-2, S99-12, S99-7, S93-13, and S93-10, focused mainly on the administrative
12 consequences, i.e. refunds, census calendar, and late drops, and not on the
13 circumstances leading to the instructor drop. Policy S93-5 made reference to the rights
14 of an instructor to drop students from a course, though did not clarify the responsibilities
15 of an instructor who does so.
16
17 **Whereas:**   Students should not be dropped from courses without their knowledge and
18   without clear rationale, and
19 **Whereas:**   There exists no dedicated university policy regarding instructor drops,
20   therefore be it
21 **Resolved:**   That the following be adopted.
22

23 Approved: May 4, 2020
24 Vote: 13-0-0
25 Present: Delgadillo, Honda (non-voting), Jackson (non-voting), Kim, Kitajima,
26   Parent, Roque, Sen, Sorkhabi, Sullivan-Green, Trang, Wilson,
27   Wolcott, Yao (Sofish)

28 Absent: Rollerson, Walters
29 Financial Impact: None.
30 Workload Impact: A small increase in work for instructors to track their communication
31   with students they intend to drop.

32   Date Senate Approved:

33   Date Submitted to President:

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Instructor Drop Policy

It is the responsibility of the student to make sure classes are dropped. While instructors are not required to drop students, they are permitted to do so if a student:

1. Does not establish a committed presence in the class, as per F15-3. F15-3 defines committed presence as:

   - In-person classes. Attending the first class meeting or informing the instructor of the intention to continue in the class within 48 hours after the first official class meeting.
   - Online classes. Logging on to the Learning Management System class shell on the first scheduled day of class or informing the instructor of the intention to continue in the class within 48 hours after the first day of instruction.

   Or,

2. Does not meet the stated course prerequisites or departmental requirements.

All instructor drops must be communicated directly to the student in writing by the instructor through MySJSU (student's email on record). Instructors must state the reason for the drop, as defined above, and provide a timeline by which they will drop the student that gives the student time to respond that enables the instructor to follow the Registrar's Office deadlines. Documentation of the written notification to the student should be kept on file. All instructor drop requests are due by the date posted on the Registrar's Calendar, available at www.sjsu.edu/registrar/calendar.

Students have the responsibility to ensure they establish a committed presence, as defined above and in F15-3, and to meet the stated course prerequisites. If a student does not drop prior to the drop deadline, they must petition to drop a course with a "W" (Withdrawal). Otherwise, the student will receive either a "WU" (Withdrawal Unauthorized) or a "F" at the end of the semester. See the Academic Advising and Retention Services (AARS) website for details, available at: http://www.sjsu.edu/aars/.

7 # Policy Recommendation
8 # Amendment B to S13-9
9 # Merging, Dividing, Transferring, Eliminating Academic Units
10

11 Legislative History: Amendment A to S13-9 rescinded S06-7 (Merging, Dividing,
12 Transferring, Eliminating Academic Units). An earlier version of this recommendation
13 was passed by the Senate in Fall 2019 and subsequently vetoed by President Papazian
14 in Spring 2020. This proposal would amend S13-9 taking into consideration the
15 concerns of the President.
16

17 Whereas: Issues related to implementation of S13-9 centered on the need for
18   proposals to merge, divide, transfer, or eliminate a unit to be in writing
19   to inform voting, and
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21 Whereas: Greater clarity on the content to be included in proposals to merge, divide,
22   transfer, or eliminate a unit will facilitate discussions prior to and
23   subsequent to changes, and
24

25 Whereas: A collaborative process with reasonable timelines would facilitate
26   implementation of S13-9, therefore be it
27

28 Resolved: That S13-9 be replaced with the attached proposal, and be it further
29

30 Resolved: That this policy, following approval by the President, be implemented with
31   the 20-21 Academic year and until that time, processes to merge, divide,
32   or eliminate Academic Departments in progress as of spring 2020
33   continue under the existing policy.
34

35 Rationale: The referral to the Organization and Government committee highlighted the
36 difficulties encountered in recent attempts to implement S13-9. For example, the policy
37 does not specify that a proposal to merge, divide, transfer, or eliminate a unit must be in
38 writing (though section 8 in S13-9 did mention a "copy" of the proposal). The serious
39 nature of proposals to merge, divide, transfer, or eliminate units makes clarity in policy
40 of particular importance. A clear understanding of implications for students, faculty, and
41 staff is important and facilitates informed discussion and subsequent decisions. The
42 updates proposed here would facilitate the effective implementation of S13-9 and
43 address concerns related to the need for greater precision, collaboration, reasonable
44 timelines, and discussion of issues.
45

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46
47
48   Approved:          5/4/20
49   Vote:              12-0-0
50   Present:           Altura, Grosvenor, Okamoto, Shifflett, Gallo, McClory,
51                      Higgins, French, Kao, Skinnell, Sasikumar, Millora
52   Absent:            None
53   Financial Impact:  None
54   Workload Impact:   Some additional work for faculty/administrators to prepare
55                      documentation prior to voting.
56
57
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University Policy
Merging, Dividing, Transferring, Eliminating Academic Units

When a proposal is made by an academic unit, college dean or the Provost (or other university authority) to divide or eliminate an academic unit, to merge it with another academic unit or to transfer it to another college, the basic principle established by this policy is that there should be meaningful collaboration with all affected academic departments, faculty, staff, and students before any such proposal is approved or implemented. Any associated termination of degree programs shall comply with S99-4, Degree Termination.

Meaningful collaboration calls for all affected academic units and administrators to be engaged in discussions leading to the development, by the affected chair(s) and dean(s), of written documentation to be distributed to faculty to inform voting. Documentation must provide a rationale for the proposed organizational change. In addition, the documentation must identify anticipated impacts in each of the following areas.

A. College and department resources ~~(defined by local context)~~
B. Retention, tenure, and promotion
C. Curriculum and accreditation
D. Implications for students (e.g., degree completion, assistantships), lecturers, tenure track and tenured faculty (e.g., entitlements, academic assignments), and staff (e.g., positions/responsibilities)

The dean(s), in consultation with chair(s), should establish a reasonable timeline for (a) the evaluation of the written proposal prior to voting (e.g., 10 duty days) and (b) voting (e.g., allow between 5 and 10 duty days) in the fall or spring semester. Voting would be conducted in accordance with the policy on department voting rights (S17-6). The Provost will announce the timeline for voting on the proposal related to merging, dividing, transferring, or eliminating academic units.

The vote of the regular (tenured and tenure-track) faculty and the vote of the temporary faculty in the affected academic unit(s) shall be tallied and recorded separately. The vote of the faculty shall be advisory only. The results of the voting should be made public within 7 calendar days.

If any parties involved in the process believe that policy was not followed, they may request a hearing before the Organization and Government Committee (O&G) of the Academic Senate within 20 faculty duty days after the results of the vote are announced. For O&G to proceed with a hearing, the request must make a clear case that meaningful consultation among affected faculty did not occur. O&G will not evaluate the merits of the proposed reorganization, only whether the principle of meaningful consultation was followed. At the hearing, all such academic units and authorities may be heard, as well as all faculty of affected academic units. After the hearing, the Organization and Government Committee shall make a written report to the Provost, the

104   President, and the Academic Senate with its determination of whether meaningful
105   consultation among all affected parties was achieved.
106
107   A copy of all approved proposals, as well as an account of the consultation process, will
108   be provided to the Academic Senate Office by the dean(s). The Academic Senate will
109   archive the information so it can serve as a resource to the University community.
110

1 **San José State University**
2 **Academic Senate**
3 **Organization and Government Committee** AS 1776
4 **May 11, 2020**
5 **Final Reading**
6
7 **Senate Management Resolution**
8 **Update of Senate Bylaws**
9
10
11 Whereas: The Organization and Government Committee has completed its review of
12 all Senate Bylaws, and
13
14 Whereas: Areas in need of update were found, therefore be it
15
16 Resolved: That the attached updates be adopted once passed by the Senate.
17
18
19
20 Rationale: The updates proposed address areas where the need for clarification had
21 been noted and where the work of the Senate could be facilitated.
22
23
24
25
26 Approved: 5/4/20
27 Vote: 12-0-0
28 Present: Altura, Grosvenor, Okamoto, Shifflett, McClory, Gallo,
29 Higgins, French, Kao, Skinnell, Sasikumar, Millora
30 Absent: None
31 Financial Impact: None
32 Workload Impact: One-time update to current Bylaws.
33
34
35

BYLAWS OF THE ACADEMIC SENATE
SAN JOSE STATE UNIVERSITY

1. Elections ~~of~~ and Faculty Representatives

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

> 1.1.1 Members of the General Unit
>
> a) Unit 3 faculty outside the above colleges (e.g., College of Professional and Global Education faculty, librarians, counselors, Division of Intercollegiate Athletics coaches [not-MPP]).
>
> b) Student Services Professional III or IV (e.g., staff advisors).
>
> 1.1.2 A college, not presently represented in 1.1 would become a representative unit when that college has at least 50 FTEF and at least three departments.
>
> 1.1.3 ~~b)~~ Members of the faculty electorate holding administrative positions (Management Personnel Plan) are not eligible to serve as faculty representatives while holding such positions.

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

a) All members of Bargaining Unit III who are not members of or included in one of the college representative units.

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

> 1.2.1 Subject to approval of the Executive Committee, the Election Committee is authorized to decide questions of interpretation of this bylaw and may recommend amendments to it to the Organization and Government Committee.

1.3 a̶)̶ The number of faculty senators ~~holding office under sections 3, 4 and 5 of Art. II of the Senate Constitution~~ must be twice the number of senators <u>who are not faculty members</u> ~~not holding office~~ ~~under these sections~~ [<u>currently 18: Deans (4), AS President and students (7), the President and VPs (5), an Emeritus Representative (1), and an Alumni Representative (1)</u>].

<u>1.3.1</u> ~~b)~~ The number of faculty representatives to be apportioned among the colleges and the General Unit is the total number of <u>faculty</u> senators ~~holding office~~ ~~under these sections~~ minus the number of ex officio faculty senators ~~holding office~~ ~~under sections 4 and 5~~ <u>(ASCSU senators, SJSU Senate Chair and Past Chair)</u>. The resulting difference is the number ~~factor~~ to be used in part <u>1.3.2</u> ~~b)~~ to apportion faculty representatives among the several colleges and the General Unit.

<u>1.3.2</u> ~~b)~~ Before each spring election, using the FTE/F of the preceding fall semester <u>provided by University Personnel</u>, the <u>Senate Administrator</u> ~~Election Committee~~ shall determine, <u>and the Associate Vice Chair verify,</u> the number of representatives allotted to each representative unit (as defined in Bylaw 1.1). The ~~That~~ number <u>of representatives for each unit</u> shall be determined by <u>first</u> dividing the <u>combined</u> total FTE teaching faculty of the college <u>representative</u> units plus the FTE faculty and staff in the General Unit by the ~~factor~~ <u>number</u> ~~as~~ determined in <u>part 1.3.1 above</u> ~~a)~~ and then dividing this <u>value</u> ~~quotient~~ into the FTE faculty of each of the college units and the FTE faculty and staff in the General Unit.

<u>1.3.2.1</u> If the allotment of any representative unit is ~~thus~~ determined to be less than one, it shall be increased to one.

<u>1.3.2.2</u> If the total number of faculty representatives on the Senate overall ~~thus determined~~ exceeds the ~~factor~~ number as determined in section 1.3 above)̶, the number ~~factor~~ as determined in section 1.3 ~~a~~ above shall be ~~in~~ <u>de</u>creased until the total number of faculty representatives allotted is equal to the number ~~factor~~ as determined in 1.3 ~~a)~~ ~~or less~~ (i.e., maintains the 2/3 proportion of membership being faculty representatives ~~as articulated in Article II sections 3, 4, and 5 of the Constitution~~).

<u>1.3.2.3</u> If the total number <u>of faculty representatives on the Senate overall</u> ~~allotted~~ is less than the <u>number</u> ~~factor~~ as determined in <u>section 1.3</u> ~~a)~~ above, one additional representative shall be allotted in turn to each of the units in order of greatest fractional representation until the total number of <u>faculty</u> representatives equals the number ~~factor~~ as determined in section <u>1.3 above</u> ~~a)~~. <u>(i.e., twice the number of senators not in sections 3, 4, and 5 of Article II of the Constitution).</u>

127   1.4 If it is determined by the above procedure that the number of representatives
128   allotted to any college will be changed from the previous year, the <u>Senate</u>
129   <u>Administrator in collaboration with the</u> <u>Associate Vice Chair</u> ~~Election Committee~~
130   shall so report to the Academic Senate prior to the announcement of elections.

132   1.4.1 If a representative unit is allotted an additional seat and there is no
133   vacancy in the representation of a unit losing a seat, the unit gaining a
134   seat shall nevertheless elect an additional representative for a full term at
135   the next general election. The next vacancy occurring, by expiration of
136   term, resignation or otherwise, in the unit losing a seat shall not be filled.

138   1.5 Representatives to the Academic Senate shall be nominated by a petition
139   signed by at least ten (10) members of the faculty electorate of the appropriate
140   election unit. The candidate shall indicate by ~~his/her~~ signature on the petition
141   <u>their</u> ~~his/her~~ willingness to serve if selected.

143   1.5.1 If there is no candidate for an Academic Senate seat by the end of
144   the filing period, that seat shall be declared vacant and shall be filled
145   according to the procedures outlined in 1.6.2.4~~)~~.

147   1.6 When there is a vacancy of a faculty representative (excluding CSU
148   Senators) ~~his/her~~ the replacement for the remainder of the term shall be chosen
149   as follows:

151   1.6.1   If a senator will be unable to perform <u>their</u> ~~his/her~~ duties as senator
152   for one semester or less, a temporary replacement will be selected in
153   accordance with the following procedures:

155   <u>1.6.1.1</u> ~~a)~~ The <u>D</u>~~d~~ean of the <u>C</u>~~c~~ollege from which the senator
156   serves shall call for nominations for a temporary replacement to be
157   chosen by chairs and directors of that college from those
158   nominated.

160   <u>1.6.1.2</u> ~~b)~~ For the General Unit, the Senate Administrator shall call
161   for nominations for a temporary replacement to be chosen by the
162   Executive Committee from those nominated.

164   1.6.2 When there is a permanent vacancy of a senator, ~~his/her~~ <u>the</u>
165   replacement for the remainder of the term shall be chosen as follows: the
166   appropriate college dean (or Senate Administrator in the case of the
167   General Unit) shall hold a special election as soon as possible after the
168   determination of the vacancy.

170   <u>1.6.2.1</u> ~~a)~~ Vacancies are created by

172   <u>a)</u> ~~1~~ resignation or recall from the Senate,

173   b) 2 termination of employment,
174   c) 3 removal from the Senate as a result of being absent from
175   three Senate meetings in an academic year,
176   d) 4 removal from a policy committee as a result of being absent
177   from three regularly scheduled policy committee meetings,
178   e) 5 removal from a policy committee due to failure to perform
179   assigned policy committee duties as determined by the Executive
180   Committee of the Senate in consultation with the policy committee
181   chair, or
182   f) 6 leave, with or without pay, which covers more than one
183   semester,
184   g) 7 appointment to a full-time administrative (Management
185   Personnel Plan) position,
186   h) 8 assumption election to of the role of Academic Senate Chair,
187   or
188   i) 9 no candidate files for a vacant seat.

190   1.6.2.2 b) When a Senate seat is vacated, the associated seat on
191   that senator's assigned policy committee would become vacant.

193   1.6.2.3 c) Faculty representatives who accept one semester leaves
194   with or without pay may resign from the Senate or request the
195   selection of a replacement for one semester following the
196   procedures listed in 1.6.1 above.

198   1.6.2.4 d) If no candidate files for that vacancy, it shall be filled for
199   one year by a person in that constituency selected by the Executive
200   Committee after consultation with the Senators from that
201   constituency. A permanent replacement shall be elected to fill out
202   the remainder of the term as part of the next general election.

204   1.6.2.5 e) If only one candidate files a nominating petition for a
205   vacancy, the dean (or Senate Administrator for the General Unit
206   election) shall not conduct an election but shall so report to the
207   Executive Committee, and the Executive Committee shall declare
208   the single candidate elected.

210   1.6.2.6 f) If a vacancy occurs during the months of January or
211   February, the seat shall be filled following the procedures listed in
212   1.6.1 above for temporary vacancies and the senator shall hold the
213   seat for the remainder of the academic year. A permanent
214   replacement shall be elected to fill out the remainder of the term as
215   part of the general election.

217   1.7 Faculty Voting Rights for Elections to the Senate

219   1.7.1 a) ~~Regular~~ <u>Tenured and tenure track</u> faculty have full permanent
220   voting rights for college representatives in the department of their primary
221   assignment.
222
223   1.7.2 ~~b)~~ <u>Lecturer</u> <u>faculty have proportional voting rights for college</u>
224   <u>representatives in the department of their primary assignment.</u> ~~Temporary~~
225   <u>Lecturer</u> faculty assigned to more than one representative unit may vote in
226   each unit on a proportional basis determined by the percentage of their
227   appointment in each unit.
228
229   1.7.3 ~~c)~~ Members of the general unit have voting rights proportional to
230   their appointment(s).
231
232   1.8 No write-in votes are permitted.
233
234   1.9 Procedures ~~and forms~~ for faculty elections shall be determined by the <u>Senate</u>
235   Election Committee, with the approval of the Executive Committee of the
236   Academic Senate.
237
238   1.10 The phrase "academic deans" as used in Article II, Section 2 of the
239   constitution means deans, and <u>associate deans (MPP)</u> ~~vice presidents~~ in the
240   academic affairs division. Elections of representative <u style="color:red">academic</u> deans shall be
241   conducted and reported by the Provost, and vacancies shall be filled by special
242   elections for the balance of unexpired terms.
243
244   <u>1.11</u> ~~a)~~ Whenever the phrase "faculty electorate" is used in the constitution,
245   bylaws, or standing rules of the Academic Senate, it refers to those faculty
246   members eligible to vote for representatives to the Senate (including members of
247   the General Unit), with proportional votes for <u>lecturer</u> ~~part-time~~ faculty, as
248   specified in Article II, Section 3, Part ~~b~~ <u>c</u>, of the Senate's constitution.
249
250   <u>1.12</u> ~~b)~~ Whenever the word "faculty" is used in connection with eligibility for or
251   service on any committee and no other definition is stated, it means a member of
252   the faculty electorate.
253
254   <u>1.13</u> ~~c)~~ Whenever the phrase "teaching faculty" is used in connection with
255   committee eligibility or service and no other definition is stated, it means
256   university personnel holding the title of professor, associate professor, assistant
257   professor, ~~instructor,~~ or lecturer whose primary assignment is instruction and not
258   more than 50 percent of whose workload is administrative or other non-
259   instructional duties (other than as department chair or equivalent). ~~Released,~~
260   Reimbursed or <u>re-</u>assigned time for research, curriculum development,
261   committee service, etc., is instructional.
262
263 **2. Senate Officers**
264   2.1 The following are officers of the Academic Senate:

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

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

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

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

2.1.5 The Faculty-at-Large Representative. ~~provided that~~ There shall be no Faculty-at-Large Representative when there is a Past Chair.

2.1.6 ~~A~~ ASCSU ~~Senate~~ Representative to the Executive Committee

2.1.7 The chairs of the Senate Policy Committees.

2.2 Election Procedures for Senate Officers

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

2.2.2 Extension of Senate Chair's term

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

7

311   2.2.2.2 ~~b)~~ If the Senate approves the extension, the incumbent
312   Chair is re-elected for the following year. The term of office of the
313   Vice Chair is extended for one year. (If the term of the Vice Chair
314   as an elected faculty representative expires at the end of the spring
315   semester, ~~s/he~~ the Vice Chair shall take the place otherwise held
316   by the Past Chair as an ex officio member.) The term of the Past
317   Chair is not extended, and a Faculty-at-Large Representative shall
318   be elected at the end of spring semester to fill the Past Chair's
319   position on the Executive Committee for the following year.
320
321   2.2.2.3 ~~c)~~ If the Senate does not approve the extension of the
322   Chair's term, the Vice Chair shall automatically succeed to the
323   office of Chair at the adjournment of the last meeting of the current
324   Senate in spring semester.
325
326   2.2.2.4 ~~d)~~ No chair shall serve for more than two full terms in
327   succession.
328
329 2.2.3 If the previous year's Chair is not the same person as the current
330 Chair, the previous year's Chair will be a Senate officer called the Past
331 Chair. However, if the Past Chair is elected to any other/Senate office,
332 there will be no Past Chair that year and a Faculty-at-Large
333 Representative shall be elected instead.
334
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
337 prepare a slate of officers for the forthcoming academic year. This
338 committee should nominate at least two candidates for each open Senate
339 office. The committee shall also ascertain the willingness of the nominees
340 to serve if elected. The committee shall produce a brief written document
341 regarding the qualifications and goals of each candidate which shall be
342 distributed to the Senate prior to the day of election.
343
344 2.2.5 The slate of nominees proposed by the nominating committee shall
345 be communicated to the Senate prior to the last regular meeting of the
346 academic year. On that day, two consecutive meetings of the Senate
347 shall be held. The first meeting shall be the final meeting of the Senate of
348 the current academic year. Immediately following the adjournment of that
349 meeting, the first meeting of the Senate for the next academic year ~~next~~
350 ~~ensuing~~ shall be held. The nominating committee shall make its report in
351 the second meeting, further nominations from the floor shall be accepted,
352 and an election shall be held to fill all open Senate offices. Only the
353 continuing and newly elected members of the Senate, who will be
354 members in the next academic year ~~ensuing~~, shall vote in the election.
355

8

356	2.2.6 Should a vacancy occur in the office of Senate Chair, the Vice
357	Chair shall automatically succeed to the position for the balance of the
358	vacant term. ~~S/he~~ The Vice Chair shall then serve for the full term of the
359	following year, and the full term shall be counted as that person's ~~her/his~~
360	first year in office for purposes of 2.2.2.2 ~~b)~~. Should a vacancy occur in
361	any other Senate office, the Executive Committee shall nominate at least
362	two candidates to fill the vacancy and present its nominees to the Senate.
363	Additional nominations may be made from the floor. When nominations
364	have been closed, the Senate shall elect a replacement to serve for the
365	balance of the vacant position's term.

3. Senate Administrator

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

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

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

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

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

3.6 The Senate Administrator shall be a non-voting adviser on the Committee on Committees and the Election Committees.

4. ~~6. Standing~~ Senate Committees.

4.1 General information

4.1.1 ~~6.1~~ The Academic Senate shall establish and appoint ~~such standing~~ committees as may be needed.

4.1.2 Except as otherwise provided in these bylaws, university policy, or Senate Management Resolutions, all committees prepare, and submit to

9

the Senate Chair, an annual report summarizing activities at the end of the academic year. These reports will be made available on the Senate's website.

4.1.3 6.2 Except as otherwise provided in these bylaws, university policy, or Senate Management Resolutions, appointments to policy committees of the Academic Senate shall be recommended by the elected members of the Executive Committee and approved by the Senate; appointments to operating committees shall be recommended by the Committee on Committees and approved by the Senate. When an appointment is recommended more than one week before the next regular meeting of the Senate, the recommending body may make its recommendation effective at once as a temporary appointment. These temporary appointments shall last until the next meeting of the Senate and must receive Senate approval to become permanent. When appointments have been approved by the Senate, the Senate Administrator shall notify those appointed.

4.1.4 6.3 Committees concerned primarily with faculty affairs shall contain a majority of teaching faculty with full-time appointments. Committees concerned with student affairs shall contain a significant proportion, but not a majority, of students.

4.1.5 6.4 For purposes of service on Senate committees, all university staff, academic or other, faculty, full or part-time, active or retired, and all students, staff and alumni shall be considered members of the university community.

4.1.6 Vacancies

> 4.1.6.1 6.13 a) Each year the Senate Executive Committee will approve a calendar (referred to below as "appointment calendar") for appointing faculty to operating committees, and policy committees, special agencies, and other committees of the Senate. The calendar will be structured such that colleges are given ample notification of vacancies before the start of the fall semester and also allow for faculty-at-large appointments to be confirmed at the first Senate meeting of the semester.

> 4.1.6.2 b) Notwithstanding the provisions of bylaw 4.5.2 6.10.1, college seats on both policy committees, and operating committees, special agencies and other committees for which no faculty from that college willing to serve have been found by the date specified on the appointment calendar shall become faculty-at-large seats for the balance of the academic year.

448	4.1.6.3 c) By the date specified on the appointment calendar, the
449	Associate Vice Chair of the Senate shall inform each college
450	representative and college dean which of that college's ~~operating~~
451	committee seats are still vacant and invite them to recommend
452	faculty for those seats within one week's time. The college
453	representative(s) on the Senate and deans shall be reminded that
454	the seats will become faculty-at-large seats for the year if no
455	college faculty to fill them can be found. The dean's
456	recommendations shall be forwarded to the college's Committee on
457	Committees representative~~s~~ who shall present one name to the
458	Associate Vice Chair of the Senate to be reported to the Senate or
459	to the Executive Committee, as appropriate under bylaw 4.1.3 ~~6.2~~.
460	
461	4.1.6.4 d) By the date specified on the appointment calendar, all
462	vacant college seats on operating committees, special agencies
463	and other committees for which no faculty from the college have
464	been recommended under paragraph 4.1.6.3 ~~(c)~~ above (or
465	otherwise identified) shall become faculty-at-large seats for the
466	balance of the academic year and all members of the Committee
467	on Committees shall be requested to supply names of faculty from
468	any representative unit to fill these vacancies.
469	
470	4.1.6.5 e) By the date specified on the appointment calendar, all
471	vacant college seats on policy committees shall become faculty-at-
472	large seats for the balance of the year. First priority in filling these
473	vacancies shall be given to elected faculty representatives on the
474	Senate not assigned to other policy committees. If all elected
475	faculty representatives (other than Senate officers) have been
476	appointed to policy committees and there are policy committee
477	seats still remaining vacant, they shall be filled as provided in
478	4.1.6.3 ~~6.13c~~ for policy committees. ~~and 6.13d for operating~~
479	~~committees.~~
480	
481	4.1.6.6 f) The Associate Vice Chair of the Senate shall coordinate
482	this selection process so as to maintain as far as possible a
483	representative balance across committees and shall report one
484	name for each vacancy to the Senate or the Executive Committee
485	as appropriate under bylaw 4.1.3 ~~6.2~~.
486	
487	4.1.7 g) Elected faculty representatives (other than Senate officers) not
488	appointed to seats designated for representative units and also not
489	appointed to faculty-at-large seats as provided above shall be appointed
490	as additional members-at-large of policy committees. If there is only one
491	such member, that person ~~s/he~~ shall be appointed to the Organization and
492	Government Committee. If there is a second, ~~s/he~~ that person shall be
493	appointed to the Instruction and Student Affairs Committee. A third shall

494	be appointed to the Professional Standards Committee and a fourth to the
495	Curriculum and Research Committee. The provision shall be
496	implemented in a manner consistent with Academic Senate bylaw 4.5.2.1
497	6.10.1.
498	
499	4.1.8 6.12 a) If a member (non-ex officio) of an Academic Senate
500	committee (policy, operating, 'other', special or special agency, or other
501	Senate committee) cannot complete the term for any reason, the chair of
502	the committee may request, through the Associate Vice Chair of the
503	Senate, that a replacement be appointed. The Associate Vice Chair, using
504	the normal procedures of the Committee on Committees, then solicits
505	nominations for a replacement and brings a recommendation to the
506	Executive Committee and subsequently to the Senate via the consent
507	calendar.
508	
509	4.1.9 b) If a non-ex officio member (non-ex officio) of an Academic
510	Senate committee (policy, operating, 'other', special or special agency, or
511	other Senate committee) is absent from three regularly scheduled
512	committee meetings in an academic year or repeatedly does not perform
513	assigned committee duties, the chair of the committee may request,
514	through the Associate Vice Chair of the Senate, that the person be
515	removed from the committee. The Associate Vice Chair, following
516	discussion with and approval from the Executive Committee for removal of
517	the committee member will then solicit nominations for a replacement (or
518	notify the relevant college if an election is needed) and bring a
519	recommendation to the Executive Committee and subsequently to the
520	Senate via the consent calendar.
521	
522	4.1.10 c) Removal of a senator from their assigned policy committee will
523	result in removal from the Senate.
524	
525	4.1.11 6.5 Unless otherwise stipulated in university policy or Senate
526	Management Resolutions, R recommendation of students for membership
527	on policy committees, operating committees, special agencies, and other
528	Senate committees shall be made according to the recommendation
529	procedures of the Associated Students, Inc. and should be transmitted to
530	the Associate Vice Chair by the second first meeting of the new Academic
531	Senate for final approval by the Senate. The Associated Students, Inc.
532	should give student appointments to the Student Fairness Committee a
533	high priority.
534	
535	Recommendations for appointment to policy committees of student members of the
536	Senate and student policy committee representatives shall be transmitted to the
537	Associate Vice Chair by the Associated Student's, Inc. Board of Directors, acting in
538	accordance with the appointment rules and nomination procedures of that organization.

539 ~~The recommendations should be transmitted to the Associate Vice Chair by the second~~
540 ~~meeting of the new Academic Senate.~~
541
542 ~~When appointments have been approved by the Senate, the Senate Administrator shall~~
543 ~~notify those appointed.~~
544
545   4.1.11.1 ~~6.5.1~~ Should the Associated Students, Inc. Board of
546   Directors not transmit recommendations of students for
547   membership on Senate operating committees, ~~or~~ policy
548   committees, special agencies or other Senate committees by the
549   fourth week of instruction, the following shall supersede the rules of
550   the Associated Students, Inc. for nomination of students to policy
551   committees, ~~and~~ operating committees, special agencies or other
552   Senate committees: student seats shall become university student-
553   at-large seats for the balance of the academic year. These seats
554   may be filled by any student in good standing at the university who
555   self-nominates, or who is nominated by a member of the Academic
556   Senate, and who is recommended by the elected members of the
557   Executive Committee and approved by the Senate (subject to
558   bylaw 4.1.3 ~~6.2~~). All student nominees shall submit a statement of
559   interest ~~purpose~~ to the Senate's Associate Vice Chair ~~Executive~~
560   ~~Committee~~.
561
562   4.1.11.2 ~~6.5.2~~ Should a vacancy occur, the President of Associated
563   Students, Inc. shall select a replacement to fill out the remainder of
564   the term. This selection must be approved by a two-thirds majority
565   of the total membership of the Board of Directors of the Associated
566   Students, Inc. The name of the nominee should be transmitted to
567   the Associate Vice Chair within 30 days of the time that the
568   vacancy occurred for final approval by the Senate. When the
569   appointment has been approved by the Senate, the Senate
570   Administrator shall notify the appointee. If a nomination is not
571   received within 30 days, the seat will be declared a student-at-large
572   seat for the balance of the academic year and will be filled as per
573   4.1.11.1 ~~6.5.1~~.
574
575   4.1.11.3 In the event a student holding an Associated Students ex
576   officio position has a conflict and cannot make committee meetings,
577   then the AS President may designate a replacement as needed.
578
579   4.2 Executive Committee
580
581   4.2.1 ~~4.1~~ Charge: Acts as an Ad Hoc Advisory Committee to the
582   President on request; acts for the Academic Senate at such times when
583   the members may not be available; formulates policy proposals; refers
584   matters of business to the appropriate agencies; develops and approves

the agenda for Senate meetings; handles external relations with elected officials and their staff, as appropriate; prepares nominations/ appointments as needed to policy committees, operating committees, special agencies, and other Senate committees for Senate (or administrator) approval.

4.2.2 4.2 Membership:

a. Senate Chair (elected)
b. Vice Chair (elected)
c. Past Chair, or Faculty at Large in years when there is no Past Chair (elected)
d. President (EXO)
e. Provost (EXO)
f. VP, Administration & Finance (EXO)
g. VP, Student Affairs (EXO)
h. Chief Diversity Officer (EXO)
i. Statewide Senator (elected)
j. AS President (EXO)
k. Chair, Committee on Committees/Assoc. Vice Chair (elected)
l. Chair, Curriculum & Research (elected)
m. Chair, Instruction & Student Affairs (elected)
n. Chair, Organization & Government (elected)
o. Chair, Professional Standards (elected)

4.2.3 4.3 Any action taken by the Executive Committee requires the presence of a quorum of the elected members. When acting for the Academic Senate, the Executive Committee shall distinguish whether it is expressing the position adopted by the Senate as a whole or of the Executive Committee alone. In handling relations with elected officials or their staff, these shall be on matters of relevance to the well-being of the university, and this duty shall be carried out in coordination with university employees involved in government relations; the Executive Committee is encouraged to recruit an appropriate number of university employees and students to assist in its external relations efforts. In acting as an ad hoc Presidential advisory committee, only the elected members of the Executive Committee shall sit in this capacity. Normally, the President should seek the advice of the full Senate on issues of policy, rather than that of the Executive Committee or its elected members.

4.3 5 Committee on Committees

4.3.1 5.1 Charge: Prepares nominations for policy committees, operating committees, special agencies, and other Senate committees as needed. In cooperation with the Organization and Government Committee, makes recommendations for the improvement of the Senate's committee

14

631 operations and structure. Maintains a record of faculty, staff, students,
632 and administrators currently serving on University-level committees. ~~and~~
633 At the request of the President, or other administrator making the
634 appointments, recruits nominees and suggests names of faculty, staff, and
635 students for service on ~~such~~ committees as needed. Acts as Election
636 Committee.
637
638 4.3.2 ~~5.2~~ Membership:
639
640 The Senate's Associate Vice Chair serves as Chair for the Committee on
641 Committees. Additionally, one faculty member from each of the Senate's
642 representative units who shall not be members of the Senate. If a seat is
643 not filled and becomes an 'at large' seat, Senators from the college where
644 there is a vacancy, who are already serving on a policy committee, would
645 be eligible to serve on the Committee on Committees.
646
647 a. The Associate Vice Chair of the Senate [EXO], who shall be chair
648 b. 1 faculty, College of Business
649 c. 1 faculty, College of Education
650 d. 1 faculty, College of Engineering
651 e. 1 member, General Unit
652 f. 1 faculty, College of Health and Human Sciences
653 g. 1 faculty, College of Humanities and the Arts
654 h. 1 faculty, College of Science
655 i. 1 faculty, College of Social Science
656 j. 1 Student Senator
657
658 4.3.3 ~~5.3~~ Appointments to the Committee on Committees shall be
659 recommended by the elected members of the Executive Committee and
660 approved by the Senate. Members (other than the Chair and the Student
661 Senator) shall serve for staggered two-year terms.
662
663 4.4. ~~8~~ Election Committee
664
665 4.4.1 ~~8.1~~ There shall be a~~n~~ ~~standing~~ Election Committee. Its members
666 shall be the members of the Committee on Committees. Its chair shall be
667 the Associate Vice Chair of the Senate.
668
669 4.4.2 ~~8.2 a)~~ The Election Committee shall arrange for the election of
670 faculty representatives to this Senate and of the university's
671 representatives to the CSU Academic Senate, referenda under Articles V
672 and VI of the Academic Senate Constitution, and all other campus-wide
673 elections required by university policies.
674
675 4.4.3 ~~b)~~ Elections shall be conducted by colleges and departments under
676 instructions of the Election Committee.

677
678 8.3 The Election Committee shall determine the allotment of representation based on
679 Article I of these bylaws. The determination of representation FTE is to be based on
680 eligible faculty and staff as of the previous fall November 1 and will be reported to the
681 Academic Senate.
682
683   4.4.4 8.4 The Election Committee shall be responsible for the
684   establishment of voting procedures and their supervision.
685
686   4.4.5 8.5 The Election Committee shall assure that the results of the
687   elections will be available for presentation to the Academic Senate by not
688   later than one week prior to the last spring Senate meeting. May 15th.
689
690   4.4.6 8.6 In carrying out a referendum under Article V of the Constitution,
691   the Senate Administrator in consultation with the Election Committee shall
692   prepare an electronic ballot which indicates the specific action of the
693   Academic Senate which is being referred to the faculty electorate. The
694   question to be voted on will be stated as follows: "Shall the action of the
695   Academic Senate specified above be sustained?" The ballot in a
696   referendum may be accompanied by pro and con arguments of not more
697   than 300 words each. If such arguments are to be included, the Chair of
698   the Senate will designate one or more persons to write the pro argument;
699   the person(s) offering the motion or submitting the petition for a
700   referendum will designate one or more persons to write the con argument.
701   In the event that persons requesting the referendum are in support of the
702   Senate action which is the subject of the referendum, then the Chair of the
703   Senate will designate one or more persons opposed to the Senate action
704   to write the con argument. Failure to submit an argument on one side shall
705   not prevent distribution of an argument submitted by the other side.
706
707   4.5. Policy Committees
708
709 In general, these committees study policy issues and investigate policy problems
710 in their areas at the request of the Academic Senate and prepare policy
711 recommendations for official action. Current Policy committees:
712
713 Curriculum & Research (CR)
714 Instruction & Student Affairs (ISA)
715 Organization & Government (O&G)
716 Professional Standards (PS)
717
718   4.5.1 6.6 The establishment or elimination of any regular policy committee
719   shall require a two-thirds (2/3) majority of the Senate.
720
721   4.5.2 6.10 Policy committees shall normally be composed so that at least
722   one half of the members of a policy committee are also members of the

723 Senate. ~~Thus, all Senators will normally be appointed to a policy~~
724 ~~committee prior to appointments of faculty who are not senators.~~
725 Generally, no person shall serve on more than one policy committee.
726 Exceptions may be made for the President of the Associated Students,
727 officers of the Senate, and university administrators.
728
729   4.5.2.1 ~~6.10.1~~ Normally, ~~one faculty member from~~ <u>each policy</u>
730   <u>committee includes representation from</u> each of the units from
731   which faculty representatives are elected ~~is assigned to each policy~~
732   ~~committee.~~ In no instance shall more than two faculty members
733   from any of the units from which faculty representatives are elected
734   be assigned to one policy committee.
735
736   4.5.2.2 ~~6.10.2~~ The senators representing the Emeritus <u>and Retired</u>
737   Faculty Association and the Alumni Association are eligible for
738   appointment to policy committees with the exception of the
739   Professional Standards Committee. If they wish to serve, they shall,
740   at the beginning of the academic year, ~~make a~~ request <u>to the</u>
741   <u>Associate Vice Chair to be appointed to a policy committee</u>
742   ~~appointment~~. Although they may request a specific committee
743   assignment, <u>they may be appointed to another committee where</u>
744   <u>representation is needed</u>. ~~they may not serve on the same~~
745   ~~committee. Requests shall be made to the Executive Committee.~~
746   When appointed, <u>these senators</u> ~~they~~ shall have the status of ex
747   officio members.
748
749 4.5.3 ~~6.9 a)~~ All policy committee appointments shall be for one year,
750 commencing with the first meeting of the <u>new</u> Senate for the year, <u>which</u>
751 <u>usually takes place in</u> the last month of the Spring semester.
752
753   4.5.3.1 ~~b)~~ Seniority shall not be the primary factor in selecting
754   members of policy committees.
755
756   4.5.3.2 To achieve the principle in 4.5.2, senators shall have
757   priority in appointments to policy committees.
758
759   4.5.3.3 ~~c)~~ Tenured faculty should be given priority for appointment
760   to the Professional Standards Committee.
761
762 4.5.4 ~~6.10~~ Members of Senate policy committees, including ex officio
763 members, can vote and be counted for quorum (defined in Senate
764 Standing Rule 13) only if present in person <u>or via remote attendance</u>.
765
766 4.5.5 ~~6.8~~ Chairs of policy committees shall be elected annually by the
767 Senate from its faculty representatives.
768

769   4.5.5.1 Nominees for the Chair of Professional Standards must be
770   tenured full professors.
771
772   4.5.6 6.7 Policy committees shall report to the Executive Committee of the
773   Academic Senate. Committee recommendations within the report shall
774   show the names of the committee members present and the vote totals.
775   All operating committees shall report to the designated standing policy
776   committees.
777
778   4.5.7 6.7.1 All policy committee recommendations for the Senate's
779   consideration Committee recommendations within the report shall show
780   the names of the committee members present and absent; the vote totals,
781   and shall state: include
782
783   a) A statement of t The rationale for of the policy, including its source,
784   intent and claimed need; in language suitable for communication to
785   faculty, staff and students affected.
786
787   b) Either t The policy committee's finding that the recommended policy is
788   not expected to have any significant estimated financial impact, or an
789   estimate, obtained from a named office body or person responsible for
790   implementing the policy, of the approximate direct cost or saving to the
791   university if the recommended policy is adopted.
792
793   c) A statement of the likely The workload impact of the policy, that is,
794   whether and how much compliance will increase or decrease required
795   activity or expenditure of time by faculty, staff, or students.
796
797   4.6 Operating Committees
798
799   In the context of their charge, operating committees serve a range of functions
800   including the preparation of reports and making recommendations for changes in
801   policy to their designated policy committees. Current Operating Committees:
802
803   Faculty Diversity (reporting to PS)
804   Graduate Studies & Research (reporting to CR)
805   Institutional Review Board (reporting to CR)
806   International Programs & Students (reporting to ISA)
807   Program Planning (reporting to CR)
808   Student Evaluation Review Board (reporting to PS)
809   Student Fairness (reporting to ISA)
810   Undergraduate Studies (reporting to CR)
811
812   4.6.1 The establishment or elimination of any operating committee shall
813   require a simple majority of the Senate.
814

815   4.6.2 6.7 All operating committees shall report to their designated standing
816   policy committees.
817

818   4.6.3 6.8 Except as otherwise provided in these bylaws, University Policy,
819   or Senate Management Resolution, chairs of operating committees shall
820   be elected by the members of the operating committee. Any member of
821   the committee, except an ex officio member, is eligible to serve as chair.
822

823   4.6.4 6.11 Near the end of each spring semester, each operating
824   committee shall elect from among its continuing membership, a chair for
825   the following academic year. The outgoing committee chair shall
826   recommend, through the appropriate policy committee, to the Organization
827   and Government Committee Committee on Committees any changes in
828   committee responsibility or organization.
829

830   4.6.5 6.11 Appointments of faculty to operating committees shall be for
831   staggered three-year terms unless otherwise specified. After service for a
832   full three-year term, members should be reappointed only in special
833   circumstances. Appropriate administrative officers or their officers or
834   designees shall be included on operating committees as ex officio
835   members.
836

837   4.6.5.1 a) Faculty serving on a policy committee are ineligible to
838   serve on any operating committee reporting to that same policy
839   committee.
840

841   4.6.5.2 b) The Committee on Committees chair will assure that,
842   when appointments are made, they take into consideration part
843   4.6.5.1 (a).
844

845   4.6.5.3 c) To the extent possible, administrative designees to
846   operating committees and their parent policy committee should not
847   result in concurrent membership.
848

849   4.6.6 Student membership on operating committees is normally for a one-
850   year term.
851

852   4.7 10 Special Agencies, Other Senate Committees, and Special Committees of
853   the Senate
854

855   4.7.1 7.1 The Senate shall establish and appoint such special agencies,
856   other Senate committees or special committees of the Senate as may be
857   needed. The establishment or elimination of any special agency, other
858   Senate committee, or special committee of the Senate shall require a
859   simple majority of the Senate.
860

4.7.2 Unless otherwise specified in a Senate Management Resolution or University Policy, reporting requirements for special agencies, other Senate committees, and special committees of the Senate follow bylaw 4.1.2

4.7.3 ~~7.2~~ Unless otherwise specified in a ~~provided by a the~~ Senate Management Resolution or University Policy, ~~a)~~ members of special agencies, other Senate committees, and special committees of the Senate ~~task forces~~ shall be nominated by the elected members of the Executive Committee; and ~~b) Special committees and task forces shall report to the Senate;~~

4.7.4 ~~c)~~ Unless otherwise specified in a Senate Management Resolution or University Policy, chairs of special agencies, other Senate committees, and special committees of the Senate ~~task forces~~ may be designated by the elected members of the Executive Committee.

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

4.7.6 ~~10.~~ Special Agencies

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

~~10.1 Existing Special Agencies are:~~

~~a)~~ Accreditation Review Committee
~~b)~~ Alcohol & Drug Abuse Committee
~~c)~~ Athletics Board
~~d)~~ Budget Advisory Committee
~~e)~~ Campus Planning Board
~~f)~~ Strategic Planning Steering Committee
~~g)~~ Student Success
~~h) Sustainability Board~~
University Library Board
University Writing Committee (reporting to CR)

~~10.2 Special agencies are bodies created by policies recommended by the Academic Senate which, because of functions or membership, are not designated as Senate committees. Subject to the provisions of 10.3, special agencies shall be appointed, their officers selected and they shall report as provided in the policies creating them.~~

907   <u>4.7.6.1</u> <s>10.3</s> The following shall apply to all special agencies.

908

909   a) Unless otherwise provided in the policy <u style="color:red">or senate management</u>
910   <u style="color:red">resolution</u> creating the special agency, at-large faculty members
911   shall be nominated by the Committee on Committees.

912

913   <s>b) In addition to any reports required by its policy, each special</s>
914   <s>agency shall make an information report annually to the Executive</s>
915   <s>Committee. The Executive Committee shall, at its discretion, refer</s>
916   <s>this report to appropriate policy committee(s). The report shall</s>
917   <s>summarize the agency's activities for the preceding year.</s>

918

919   <u>b)</u> <s>c</s> A special agency and related <s>the designated</s> policy committee
920   may consult on any matter of common concern.

921

922   <u>c)</u> <s>d</s> Special agency recommendations requiring changes in
923   university policy <s>recommended originally by the Senate</s> shall be
924   reported to the Executive Committee <u>for referral to an appropriate</u>
925   <u>policy committee for consideration</u>. <s>for recommendation to the</s>
926   <s>Senate</s>.

927

928   <u>d)</u> <s>e</s> The Executive Committee (or a designated policy committee at
929   the request of the Executive Committee) may, from time to time,
930   review the policy establishing a special agency and may require
931   reports from special agencies.

932

933   <u>e)</u> <s>f</s> When filling faculty appointments, the Associate Vice Chair of
934   the Academic Senate shall have the responsibility to stagger the
935   terms, unless otherwise specified by policy.

936

937   <u>4.7.6.2 Appointments of faculty to special agencies shall be for</u>
938   <u>staggered three-year terms unless otherwise specified. After</u>
939   <u>service for a full three-year term, members should be reappointed</u>
940   <u>only in special circumstances. Appropriate administrative officers or</u>
941   <u>designees shall be included on special agencies as ex officio</u>
942   <u>members.</u>

943

944 <u style="color:red">4.7.7 Other Senate Committees</u>

945

946 <u style="color:red">Committees in this category are bodies created by policies or Senate</u>
947 <u style="color:red">Management Resolutions. Their charges, membership, and</u>
948 <u style="color:red">responsibilities are specified in the policies or Senate Management</u>
949 <u style="color:red">Resolutions that established them. Current committees in this category:</u>

950

951 <u>Academic Disqualification and Reinstatement Review</u>
952 <u>Board of Academic Freedom and Professional Standards</u>

Board of General Studies
Sustainability Board
Traffic, Transit, and Parking

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

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

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

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

4.7.8 ~~7.~~ Special Committees of the Senate

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

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

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

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

5. ~~9~~ Procedure

5.1 ~~9.1~~ Robert's Rules of Order, most recent edition, shall apply unless superseded by the constitution, bylaws, or standing rules of the Academic Senate.

5.2 ~~9.2~~ The meetings of the Academic Senate are open, but the number of non-members present shall not exceed the room capacity ~~number of seats available for them~~, and preference shall be given to ~~representatives of the press and other~~

998   ~~media and~~ guests officially invited by the Senate Chair. The Chair shall request
999   audio-visual coverage of meetings when necessary.

1000
1001   5.3 ~~9.3~~ Spectators at Senate meetings shall not take part in or attempt to
1002   influence the proceedings of the Senate, except as may be authorized in the
1003   standing rules. Violators shall be excluded. At the Chair's ~~his/her~~ discretion, the
1004   Chair may recess the meeting.

1005
1006   5.4 ~~9.4~~ The Academic Senate shall be called into ~~E~~ executive ~~S~~ session by the
1007   Chair upon approval of a majority of the members present. Only Academic
1008   Senate members and the Senate Administrator may be present during ~~E~~
1009   executive ~~S~~ sessions. Normally, only personnel or fiscal matters may be
1010   discussed in ~~E~~ executive ~~S~~ sessions, but final action on all matters shall be taken
1011   in regular Academic Senate meetings. Proceedings in ~~E~~ executive ~~S~~ session are
1012   confidential and are not published within the senate minutes.

1013
1014 **6. ~~11~~ Senators as Representatives**

1015
1016   6.1 ~~11~~ It is the responsibility of each elected member of the Academic Senate to
1017   assess the attitudes and viewpoints of their ~~the~~ constituency. ~~that elected~~
1018   ~~him/her~~. However, each member represents and serves the entire university.
1019   Thus, ~~it is a policy that~~ no member shall come instructed as to how to vote on
1020   any item under consideration by ~~before~~ the Senate or its committees. ~~and that, in~~
1021   ~~voting, each member represents the entire university.~~

1022
1023   6.2 ~~11~~ Senators are to maintain ~~regular~~ communications with their constituency
1024   regarding Senate activities and accomplishments as needed.

1025
1026 **7. ~~12~~ Approval of Policies**

1027
1028   7.1 ~~12~~ Measures adopted by the Academic Senate intended to have binding effect
1029   on the university generally or on persons or matters external to the Senate itself
1030   are policy recommendations and are submitted to the President for approval
1031   under Article IV, Section 2, of the Senate constitution.

1032
1033   7.1.1 Bylaws adopted in accordance with standing rule 10.a.2 (Senate
1034   Management Resolutions) ~~under Article III, Section 5, of the constitution~~
1035   ~~are also submitted to the President for approval. Measures affecting only~~
1036   ~~the rules, procedures, committees or other internal affairs of the Senate,~~
1037   or resolutions expressing only the opinion of the Senate, are not policy
1038   recommendations and do not require approval of the President.

1039
1040 **8. ~~13.~~ Representation, Academic Senate, CSU**

1041
1042   8.1 ~~13.1~~ The following are subject to applicable provisions of the constitution of
1043   the Academic Senate of the California State University (ASCSU).

8.1.1 ~~13.1.1~~ Candidates for <u>the ASCSU from the SJSU</u> ~~that body from this~~ campus shall be nominated by the faculty electorate ~~from the faculty electorate-at-large~~ following procedures similar to those prescribed for nomination of candidates for the Academic Senate of San José State University.

8.1.2 ~~13.1.2~~ <u>Simultaneous</u> candidacy of the same person for both the ~~Academic Senate~~ <u>AS</u>CSU and the Academic Senate <u>SJSU</u> at the same election is <u>prohibited</u>. ~~not permitted.~~

8.1.3 ~~13.1.3~~ A faculty representative on the SJSU Senate who is elected to the <u>AS</u>CSU ~~Senate~~ vacates <u>their</u> ~~his/her~~ seat as an elected member of the SJSU Senate.

8.1.4 ~~13.1.4~~ Temporary Vacancy

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

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

    8.1.4.3 ~~c) A temporary CSU Senator~~ A<u>n SJSU senator temporarily serving as an ASCSU Senator</u> shall <u>remain</u> ~~be an SJSU Senator for all purposes~~ <u>a faculty representative</u> of the SJSU Senate.

8.1.5 Permanent Vacancy

    8.1.5.1 ~~a)~~ If a CSU Senator will be absent from the SJSU campus or unable to perform the duties of ~~Statewide~~ <u>an ASCSU</u> Senator for a period of longer than one semester, the seat held by that ASCSU senator shall be deemed vacant.

    8.1.5.2 ~~b)~~ When a permanent vacancy occurs, a special election shall be held to fill the vacancy for the balance of the term. The election shall be held promptly after the determination is made that there is or will be such a vacancy. If there is no advance notice, the position will be filled temporarily as described in section <u>8.1.4</u> ~~13.1.4~~ above until an election can be held.

1090 ~~13.1.6 These terms become effective with any elections for CSU Senator held after~~
1091 ~~enactment of this policy and do not affect any current CSU Senator during his or her~~
1092 ~~current term of office.~~
1093
1094 **9.** ~~14~~ **Faculty Appointments to Off-Campus and Presidential Bodies**
1095
1096   9.1 ~~14.1~~ ~~Occasionally~~ Faculty (as defined in the Academic Senate Constitution)
1097   occasionally ~~are required or permitted to~~ serve as representatives on bodies not
1098   established by nor under the authority of SJSU (e.g., system-wide or other off-
1099   campus agencies or committees). In ~~those~~ instances in which no other procedure
1100   for their designation is prescribed, representatives shall be appointed by the
1101   Academic Senate on nomination of the Executive Committee.
1102
1103   9.2 ~~14.2 a)~~ Where no other procedure has been approved by the Academic
1104   Senate, appointments of faculty to presidential task forces, ~~and~~ advisory
1105   committees, and commissions shall be made by the following process: ~~T~~the
1106   elected members of the Executive Committee shall consult with the President in
1107   regard to these appointments. Nominations shall be presented to the Senate for
1108   approval.
1109
1110   9.3 ~~14.2 b)~~ Appointments of faculty to the boards of University auxiliary
1111   organizations shall be made by the President after consultation with the elected
1112   members of the Executive Committee.
1113
1114   9.4 ~~c)~~ Appointments of faculty to the Instructionally Related Activities (IRA)
1115   Advisory Committee shall be made by the President after consultation with the
1116   elected members of the Executive Committee.
1117
1118 **10.** ~~15~~ **Editorial Changes - Senate Documents and Archiving Resolutions**
1119
1120   10.1 ~~a)~~ When identifiers ~~such as the title related to a university official, agency,~~
1121   ~~or course designations, or unit of the university appearing in Academic Senate~~
1122   ~~documents (including the constitution, bylaws, university policies, and resolutions~~
1123   ~~providing for committee membership)~~ are changed, but the function,
1124   responsibilities, purpose, or content remain the same, the Senate Chair may
1125   approve replacement in ~~the~~ Senate documents of the old identifier by the new
1126   one, as an editorial change. Such changes shall be explained and reported to
1127   the Executive Committee of the Senate and recorded in the meeting minutes.
1128   Example identifiers include the title related to a university official, agency, or
1129   course designations, or unit of the university appearing in Academic Senate
1130   documents (including the constitution, bylaws, university policies, and resolutions
1131   providing for committee membership).
1132
1133   10.2 ~~b)~~ When the number, title or designation of a law, regulation, executive
1134   order, or policy, referred to in a Senate document, is changed or rescinded by
1135   competent authority, but no other change affecting university policy is involved,

the Senate Chair may authorize replacement of the old number, title or designation by the new one in Senate documents, as an editorial change. ~~a law, regulation, executive order, policy, or Senate document is referred to in a Senate document by number, title or other official abbreviated designation, and the number, title or designation is changed or rescinded by competent authority, but no other change affecting university policy is involved, the Senate Chair may authorize replacement of the old number, title or designation by the new one, as an editorial change.~~ Such changes shall be reported to the Executive Committee of the Senate and recorded in the meeting minutes.

10.3 ~~c)~~ When a policy recommendation or Senate Management Resolution is found to contain editorial errors, that when corrected would not change the intent of the policy recommendation or resolution, the Senate Chair <u>can correct the error(s)</u> following consultation with and <u>obtaining</u> unanimous consent from, the Executive Committee ~~can correct the error(s)~~. The edited version of the policy recommendation approved by the Executive Committee will be submitted to the President for final review and signature. Approved editorial corrections shall be recorded in the Senate Executive Committee meeting minutes and changes will be made by Senate staff to the document being corrected. If the editorial changes are not approved by the Executive Committee or the President, the document will be returned to the appropriate policy committee for revision and brought to the Senate for debate and vote.

<u>10.4 Following implementation of updates to Senate bylaws and standing rules, called for in a Senate Management Resolution, the Senate chair can approve the relocation, by the Senate administrator, of such resolutions to the web-based archive of Senate Management Resolutions. The chair will communicate the action at an Executive Committee meeting. The Senate Administrator will include documentation of this in Executive Committee minutes.</u>

<u>11.</u> ~~16~~ Specific Designation of Rescinded Policies

Adoption and approval of a new policy resolution overrides all prior conflicting policies, whether or not the previous policies are specifically identified. However, it is best practice to ~~refer~~ <u>list</u> specifically in a new policy ~~to~~ all ~~prior~~ <u>superseded</u> policies ~~superseded~~. If, subsequent to the adoption and approval of a policy resolution, the Senate Administrator finds that not all prior policies which should have been rescinded were specifically so listed in the subsequent policy, <u>the Senate Administrator</u> ~~s/he~~ shall notify the <u>Senate Chair and the</u> appropriate policy committee chair. The committee shall review the policies and, if satisfied that the older policies were superseded and should be specifically designated as rescinded, <u>the Senate Chair</u> shall authorize the Administrator to note their rescission in the Senate records. The Senate ~~Administrator~~ <u>Chair</u> shall report the committee's decision to the <u>Executive Committee, and the Senate Administrator</u> shall record the information in the minutes. ~~Academic Senate~~.