

## **2019-2020 Year-End Committee Report**

|                         |                           |
|-------------------------|---------------------------|
| Committee:              | Organization & Government |
| 2019-2020 Chair         | Dr. Bethany Shifflett     |
| Number of Meetings Held | 18                        |
| 2020-2021 Chair         | Dr. Karthika Sasikumar    |

### **Unfinished Business Items from 2018-19 completed in 2019-20**

- AS 1742 Resolution regarding the charge and membership of the sustainability committee
  - Senate approved O&G proposal at 9/16 meeting.
- AS 1743 Referral from PS asking for review of S16-8 given reorganizations on campus and specifically the Senior Director for Faculty Affairs and Director of Faculty Development
  - Senate approved O&G proposal at 9/16 meeting.
    - President vetoed. See below for disposition of this item.
- AS 1735 Update of F15-3 (BOGS)
  - Senate approved O&G proposal at 11/18 meeting; President signed spring 2020.

### ***Item resolved with no action by Senate***

- Referral related to membership on Leave of Absence for students (S15-3). Discussed with all relevant individuals. No amendment needed.

### **Senate Action on O&G Proposals**

- AS 1748 approved 10/7/19; General Unit Seats for Committees
- AS 1747 approved 10/7/19; Membership updates ADRRC (SMR)
- AS 1749 approved 10/7/19; Merging, Dividing, Transferring, Eliminating Academic Units
- AS 1735 approved 11/18/19; Update to Charge & Membership for BOGS
- AS 1750 approved 11/18/19; Constitutional Amendment related to administrative representatives on Senate (subsequently, campus referendum failed)
- AS 1762 approved 02/10/20; Director IR seats on ARC and Program Planning Committees
- AS 1748 approved 03/2/20; Policy on general unit seats
- AS 1763 approved 03/2/20; SMR on standing rules
- AS 1768 approved 3/23/20; Policy recommendation to rescind S74-1 (Administrative Reorganization of Selected Agencies)
- AS 1775 approved 4/20/20; Referral related to rescinding SMRs related to standing rules
- AS 1774 approved 4/20/20; Referral related to rescinding policies related to bylaws

- AS 1776 approved 5/11/20 Update of Bylaws
- AS 1773 approved 5/11/20 Update policy recommendation on Merging, Dividing, Transferring, Eliminating Academic Units

#### **Documentation of O&G action related to items vetoed/returned by the President**

- Amend S16-8; Selection/Review of Administrators (from September 2019)
  - O&G decided that a compromise between the proposed changes and the original policy recommendation was not possible: O&G firmly committed to having the Senior Director, Faculty Affairs covered in this policy.
- Amend F10-2, S14-3, S15-10, S19-3; General Unit Seats for Committees (from October 2019)
  - Revision presented by O&G was passed by the Senate (3/2/20) and was subsequently signed by the President spring 2020
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units (from October 2019)
  - Revision by O&G passed by the Senate on 5/11/20. Waiting for subsequent decision by the President.
- Policy recommendation to amend F07-2; athletics policy (from March 2019)
  - O&G has asked that the President sign off on amendment C to F07-2; passed by the Senate in spring 2019. Chair Shifflett will prepare a referral for AY 20-21 for O&G to take up, as the President has requested, a discussion of the charge, roles, and responsibilities of the athletics board.

#### **No unfinished business items from AY 2019-2020 to carry over to AY 2020-2021**

Organization & Government  
Minutes 8/26/19 - First Meeting AY 2019-2020  
SPX 210; 2-4pm

Recorder: Rachael French

Present: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Seats Vacant: Education, H&A

**1. General Unit Seats on Committees**

Issue: Since the iSchool and Applied Data Science are now affiliated with a college that has not in the past included faculty, we need to consider where additional representation on committees for faculty in the general unit is needed.

Proposal: add a general unit seat to the Student Evaluation Review Board, Student Fairness Committee, and Writing Requirements Committee.

Discussion: some clarification of whether committees must have reps from each college (some do), or whether there is flexibility (that's Special Agencies with "faculty at large").

**Vote (to bring to Senate as a final reading): 9-0-1**

**2. Amendment of F15-13 (Board of General Studies - BOGS)**

Issue: Board of General Studies - need to wrap up recommendation on charge and membership. Today: discuss of possible updates and come up with a plan to collect input from others.

Discussion:

- should we have specific members (of the proposed GE Guidelines Review Task Force) to represent American Institutions and GEAR, as well as possibly suggest/encourage representation by people with experience in all GE areas? Some feeling that AI and GEAR make sense, lots of pushback on area-specific representation. Compromise language – to modify the at-large faculty membership to include GEAR and AI representation?
- Timeline? Can we require that the task force make its recommendations to C&R by March 2020? Is that a realistic timeline? (Will the President sign off on a policy that includes a specific deadline?)
- Visit from the Chair of the Senate: she's not sure that this taskforce is a great idea because (to paraphrase) it duplicates effort (this is C&R's job) and taskforce recommendations are rarely implemented, so it's extra work for no guaranteed outcome

- Revised the proposal to charge the review to C&R, and direct them to confer with faculty (including temp faculty) teaching AI, GEAR, and GE courses.
- More discussion of deadlines/timelines – the point was made that this crosses over from policy into implementation. The timeline and specific dates were struck.
- Changing the role of GEAC (formerly BOGS) from approval to recommendation – because this is how it already works (AVP for UG Education approves)
- Changing WASC to “institutional accreditation reviews”, as well as adding other outreach to program planning for GEAC
- Cutting the entire section about how GEAC will do the review of GE Guidelines, but adding GEAC to the section about who C&R should consult when doing the review
- Assessment: removing this to the department-level (department annual assessment report OR program planning?)
- Next: Solicit feedback from lecturer’s council, BOGS, Program Planning, Undergrad Studies, chairs, Assoc. Deans, university writing committee

### **3. Sustainability Committee charge and membership**

Some in the Senate and the Sustainability Committee did not support our previous suggestion regarding at-large faculty seats instead of college seats.

- Should we put the college-specific seats back. The new Provost doesn’t need another specific representative. Waiting to hear back from the VP for Advancement, but discussion suggests we still want to drop that seat.

### **4. Amendment to S16-8 (Selection & Review of Administrators)**

PS asked for review of S16-8 (selection & review of admins) given reorganizations on campus and specifically the Senior Director for Faculty Affairs and Director of Faculty Development.

- Added the positions of Director, Faculty Affairs and Director of Faculty Development to the policy language. Also specified that faculty must be a majority of the search committee for the Director of Faculty Affairs.

**Vote (as final reading): 10-0-0**

### **5. Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units**

Policy does not specify explicitly that a proposal to merge, divide, transfer, or eliminate a unit must be in writing. Policy also does not specify that all the bulleted elements in sec. 3 must be finalized before a vote.

- Added language requiring written proposals, and requiring all proposals to address all five concerns listed in the policy.

- No time to vote

**Adjourned 4:04 p.m**

## **Future Homework Reminder**

Update to process might be needed in S14-3 (student fairness committee) - waiting on President's signing of 'omnibus' policy recommendation.

Issue: policy (Student Fairness Dispute Resolution) says: Our update to the charge and membership of the student fairness committee explicitly calls for one from each college.

<http://www.sjsu.edu/senate/docs/S14-3.pdf>

Old wording in S14-3: Seven faculty members nominated by the Academic Senate, preferably one from each college;

Suggested change to verbiage: 1 faculty member from each academic college recruited through the normal committee on committees process.

Organization & Government  
Minutes 9/9/19 AY 2019-2020  
SPX 210; 2-4pm

Recorder: BJ Grosvenor

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Melinda Jackson, Susan McClory, Nicole Okamoto, Bethany Shifflett  
Absent: Lisa Millora, Silke Higgins

New appointments pending: Kathy Lemon (Education seat; from Social Work); Tina Korani (H&A rep; from Journalism)

## Updates

### ***Amendment of F15-13 (Board of General Studies - BOGS)***

- Open forum set for 9/20 from 2-3:30 in MLK 225
- Draft from 8/26 meeting sent out for feedback to BOGS, Program Planning, Undergrad Studies, UWC, chairs, Assoc deans, GE course coordinators (via chairs); all faculty (via Ravisha).
  - UCCD will discuss on 9/11/19
  - CSU senate chairs asked for input on their structure (via survey)
  - Program planning documents for reference
    - [http://www.sjsu.edu/gup/docs/PP/ProgramPlanningGuidelines\\_2017.pdf](http://www.sjsu.edu/gup/docs/PP/ProgramPlanningGuidelines_2017.pdf)
    - <http://www.sjsu.edu/senate/docs/S17-11.pdf>
- Answer to question about Sci 002 (Area E): has not been reviewed since it's college-based; something that will need consideration in the update of the GE guidelines.
- Answer to question about GVAR at grad level: The new UWC policy states the following "The College of Graduate Studies shall review and re-certify these courses every three years. Approved courses may be recommend for withdrawal by the Dean of the College of Graduate Studies if sufficiently high standards have not been maintained or the course has otherwise become deficient. The University Writing Committee (UWC) shall be consulted for advice at the request of the College of Graduate Studies."

### ***General Unit Seats on Committees***

- Corrected summary form to indicate BOGS does not have a GU seat. That does not affect the recommendation we passed at last meeting since the proposal on changes to charge and membership for BOGS is a separate item.

## Action Items

**Approve minutes from 8/26 meeting** (thank you Rachel!)

Vote: Approved minutes 8-0-0

**Sustainability Committee charge and membership**-awaiting for input from VP, Advancement

**Issue:** Following a considerable amount of discussion and multiple readings in the Senate, this item was carried over from spring 2019. We need to finalize details with regard to administrative representatives and faculty reps (at-large vs. one each college). Also, consider moving this committee to the 'other committees' category and out of the category 'special agency'.

**Discussion:** The committee discussed the two different proposals related to administrative positions and faculty representative positions. Pros and cons of representation were considered. New committee members were informed on the comments from the last Senate meeting.

Vote: Approved as amended the administrative representation to the committee 8-0-0

Vote: Approved as amended the faculty representation to the committee 8-0-0

Vote: approved the overall policy recommendation 8-0-0

Bringing to **Senate's 9/16 meeting as a final reading.**

### **Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units**

**Issue:** (referral from Past Chair Frazier): We reviewed on 8/26 policy recommendation that would clarify that proposals need to be in writing and what they should minimally cover.

<http://www.sjsu.edu/senate/docs/S13-9.pdf>

<http://www.sjsu.edu/senate/docs/SS-S11-3.pdf>

**Discussion:** Added language to clarify both the time frame needed before voting and timeframe for voting.

Vote: Approved as amended 8-0-0

Bringing to Senate for a **1st reading 9/16**

### **General Unit Seats on Committees**

**Issue:** Need to consider a GU seat on the library board. Issue not related to iSchool; rather other faculty in the GU - e.g., applied data science (and others to come?). Also, need to update policy number for UWC since President recently signed S19-3.

<http://www.sjsu.edu/senate/docs/S19-3.pdf>

**Discussion:** Clarification of the need for this seat to be on the board was presented. The benefit of the additional representation was discussed.

Vote: Approved as amended 8-0-0



Bringing to Senate for a **final reading 9/16**

**Membership Update for ADRRC - Senate Management Resolution**

**Issue:** Committee referred for our review and action, changes to membership.

**Discussion:** The committee reviewed the history of this item and the need for the modification through the use of a Senate Management resolution.

Vote: Approved as amended 8-0-0

Bringing to Senate for a **final reading 9/16**.

**Constitutional Amendment & Bylaw related to Administrative Reps on Senate**

**Issue:** More changes in title and structure have happened on campus. One of the outcomes is the title AVP is gone from academic affairs but our bylaw 1.10 related to the constitution - Article II, section 2 includes reference to AVPs.

**Discussion:** Reviewed the proposed language change to the Constitutional Amendment. As this will be a first reading item, we assume the committee will receive additional feedback. It was also noted that the committee will also need to propose a bylaw change after the constitutional amendment has been ratified.

Bringing to Senate the **constitutional amendment for their 9/16** meeting as a **first reading**.

Vote: Approved as amended 8-0-0

**BOGS-GEAC recommendation**

**Issue:** Feedback beginning to come in.

**Discussion:** Reviewed the feedback so far (from SJSU and CSU senate chairs); discussed information in program planning guidelines and policy to see if we've got any conflicting information in our recommendation. This item will take some time to review and reflect upon. We will pick this up at our next meeting. More feedback will be available for us to review.

**BOGS-GEAC OPEN FORUM**

Dr Shifflett will solicit feedback from those in attendance to the draft of our policy recommendation regarding the charge and membership of BOGS. The forum will be held on Friday, 9/20 from 2-3:30 in MLK 225. All members of O&G are encouraged to attend and take notes from the comments presented by those in the audience.

**Assignments for Fall 2019 Minutes**

9/23 Kenya Gallo

10/14 Silke Higgins  
10/21 Melinda Jackson  
11/4 Susan McClory  
11/25 Lisa Millora  
12/2 Nicole Okamoto  
12/9 Thomas Altura

Organization & Government  
Minutes 9/23/19  
SPX 210; 2-4pm

Recorder: Kenya Gallo

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Nicole Okamoto, Bethany Shifflett  
Absent: Kathy Lemon, Lisa Millora, Tina Korani

**Update: President signed:**

- S19-2; Policy on Charge & Membership of University Committees

**Approved minutes from 09/9 meeting (thank you BJ!) 7-0-0**

**Question: Meet on 9/30? Cancel Monday of Thanksgiving week?**

Vote to approve: **9-0-0**

The committee will be meeting next Monday, 9/30; we will not meet on Monday of Thanksgiving week.

**BOGS-GEAC Recommendation**

Issue: Need to finalize proposal and bring to the Senate.

Action: Discussed feedback; one section at a time, edited document; plan to take to Senate's 10/7 meeting. Updates focused on membership criteria (e.g., tenure track), rationale, GVAR with UWC; clarity in processes for new courses and existing courses.

Need volunteers - people to be 'experts' in various areas so we don't overlook anything.

GE guidelines-Melinda  
GE Assessment Task Force Report- Nicole  
Program Planning Guidelines- Rachel  
Program Planning Policy- Silke  
O&G's Policy Recommendation- BJ  
Other?

**Amendment to S16-8 (Selection & Review of Administrators; AS 1743)**

Issue: Senate postponed action until next (10/7) meeting after amending to add the AVP Research to positions that need a majority be faculty for their search/review committees.

Action: Reviewed updated document. Discussed and prepared two other amendments related to name of CPGE.

**Vote to take recommended edits to senate for presentation from the floor: 9-0-0**

**Deferred to next meeting**

- **Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units (AS 1749)**
- 
- ***General Unit Seats on Committees (AS 1748)***
- ***Membership Update for ADRRC - Senate Management Resolution (AS 1747)***
- ***Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)***

**Adjourned 3:58 pm**

**Organization & Government  
Meeting Minutes 9/30/19  
SPX 210; 2-4pm**

**Recorder:** Silke Higgins

**Present:** Thomas Altura, Rachael French, BJ Grosvenor, Silke Higgins, Kathy Lemon, Melinda Jackson, Lisa Millora, Nicole Okamoto, Bethany Shifflett

**Absent:** Kenya Gallo, Tina Korani, Susan McClory

**Welcome to New Members:** (Kathy Lemon, Education seat; from Social Work); Tina Korani (H&A seat; from Journalism)

**Agenda Items**

**1. Approve minutes from 09/23 meeting**

- Minor edits to meeting minutes (spelling and capitalization only)
- Vote: 6-0-2

**2. Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units (AS 1749)**

- **Issue (referral from Past Chair Frazier):** First reading at 9/16-senate meeting - need to finalize.
- **Discussion:** Step-by-step analysis, discussion, and edits on recommendations brought forth by the Senate. The following was decided: Change to workload statement (addition of time needed to write reports); addition of “faculty” to first paragraph of document to clarify intended audience; discussion on the definition of the word “meaningful” (no changes made to document); discussion on what constitutes “reasonable time” (edited to provide 15 days for review instead of 10, and added verbiage to ensure that actions have to occur subsequent, not simultaneously); changes to section B- Resource implications (additions for clarification); changes to section E – Implications (additions for clarification); addition of section F – Implications for relationships with external stakeholders; grammatical changes to sentence structures
- Vote to approve as amended: 9-0-0

**3. General Unit Seats on Committees (AS 1748)**

- **Issue:** Senate Chair pointed out that language should be added to specify what the nature of the updates would be for each policy (e.g., Amendment A/B). Senate, Past Senate Chair, C&R Chair, and University Library Board (ULB) provided feedback.
- **Discussion:** Student Fairness Committee: Added another student seat to reestablish balance, for a total of 8 students). SERB: Updated the title for the AVP seat, agreed that 1 faculty member of the GU is OK, and wrote out the

name of each college for clarification. University Writing Committee: Updated AVP title, added 1 GU faculty seat. University Library Board: Removed from category special agency; decided on leaving in both seats (1 faculty GU, 1 faculty iSchool) to ensure maximum opportunity to fill the board with important stakeholders

- Vote to approve as amended: 9-0-0

#### **4. Membership Update for ADRRC - Senate Management Resolution (AS 1747)**

- Issue: Senate Chair noted O&G should not amend an SMR; rather rescind old and replace with a new SMR. Also, President signed previous policy, which updated the ADRRC - O&G must to work from that. Resolution was pulled from the 9/16 Senate meeting.
- Discussion: No edits to new titles for now, until clarification has been provided by the Provost's office. Changed the listing of the Associate Dean of Graduate Studies to "Associate Dean, Graduate Studies" for consistency.
- Vote to approve as amended: 9-0-0

#### **5. BOGS-GEAC Recommendation**

- Issue: Need to finalize proposal and bring to the Senate for final reading.
- Discussion: Reviewed minor changes; 2.7.: Change "should" to "shall"
- Vote to approve as amended: 9-0-0
- Reminder: O&G members are to be "experts" in various areas to avoid overlooking vital points:
  - GE guidelines: Melinda
  - GE Assessment Task Force Report: Nicole
  - Program Planning Guidelines: Rachel
  - Program Planning Policy: Silke
  - O&G's Policy Recommendation: BJ
  - CSU campus senate chairs info: Thomas
  - Campus input: Kathy

#### **6. Amendment to S16-8 (Selection & Review of Administrators; AS 1743)**

- Issue: Senate postponed action until next (10/7) meeting after amending to add the AVP Research to positions that need a majority be faculty for their search/review committees.
- Item was discussed and edited during the 9/23 O&G meeting
- Action item: Document vote from last meeting, which was 9-0-0

#### **7. Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)**

- Deferred to next meeting.

#### **Assignments for Fall 2019 Minutes**

10/14 Lisa Millora

10/21 Melinda Jackson

11/4 Susan McClory  
12/2 Nicole Okamoto  
12/9 Thomas Altura

Organization & Government  
Minutes 10/14/19  
SPX 210; 2-4pm

Present: Thomas Altura, Rachael French, Kenya Gallo, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Absent: BJ Grosvenor, Tina Korani

Vacant seat: Education/FAL

**Chair's Update**

- All the items presented at the full Senate meeting on 10/7/19 passed – GU Seats for Committees; membership updates ADRRC (SMR); Merging, Dividing, Transferring, Eliminating Academic Units; Selection & Review of Administrators
- Letter related to Sustainability Committee membership discussed in the Executive Committee meeting; Senate chair will respond.

**Approval of Minutes from 09/30 Meeting**

- Minutes approved: 6-0-1

**BOGS-GEAC Recommendation**

The committee received feedback from the Senate and Provost, which was distributed in advance in the meeting.

***Guidelines, Reports, and Policies***

O&G committee members provided reports on issues from various guidelines, reports, and policies that should influence the final draft of the policy forwarded to the Senate for review.

**GE Assessment Task Force Report**

- Recommended appointing a GE director (faculty position) with responsibility for recommending course approvals.
- No longer includes verbiage about BOGS recommending courses.
- Focused on ensuring GE areas contribute to program goals.
- Discussed potential models for showing the program goals have been met (e.g., establishment of capstone projects)
- Addressed in great detail what BOGS would do.

**Program Planning Guidelines**

- Program planning guidelines should be done with GE in mind and summarize involvement with GE over past PPC.
- Director of Assessment will report anything related to GE to BOGS following development of a department's action plan by PPC.
- Doesn't affect charge or membership of BOGS.

**Program Planning Policy**

- Evaluation of the program – program plan evaluated by PPC



- BOGS is responsible for evaluating the general education portion of the program plan
- Either C&R or Program Planning will indicate whether there are problems
- Director of Assessment will communicate back to BOGS the items from the final action plan as they related to the general education plan

#### CSU Campus Senate Chairs Information

- Sample of 7 campuses
- Half committees do elections; other half open call
- Equal representation from each college; sometimes two
- Most campuses have a policy committee for approval of new GEs; some do the work by operating committee
- Majority do not have any restrictions on tenure/tenure-track participation

#### GE Guidelines

- Faculty have to submit an assessment report

#### *Committee Observations*

- There is a perception that the task force work and recommendations are being ignored.
- A question was raised about the urgency of making changes to the policy given changes anticipated in the spring.
- Committee members shared that some stakeholders perceive that the O&G committee does not listen to feedback.
- The committee agreed that further consultation, particularly with BOGS, would be valuable given unresolved concerns raised by BOGS (e.g., elections versus appointments). On this last point, the committee agreed that it would seek a joint committee meeting with BOGS for solicit additional input.

#### *Issues to Address*

GWAR Review – The committee agreed that the best place to review writing requirements is through normal channels: department, college, undergraduate studies, except for GE. The O&G chair will share this feedback meet with C&R chair, UGS chair, UWC representatives, and BOGS chair.

Seat – The committee agreed that GEAC should include lecturers. The committee agreed with the proposal that the Director of Academic Affairs from the Associated Students Board serve as the student representative.

#### **Constitutional Amendment & Bylaw Related to Administrative Reps on Senate (AS 1750)**

The committee briefly discussed the broad purview of the Academic Senate. The constitutional amendment under discussion only addresses Senate membership. A separate bylaw addresses Senate Executive Committee membership.

The committee agreed that the most senior administrator overseeing research should be one of the administrative representatives. The committee also agreed that administrative representatives

should also include the Senior Director of Faculty Affairs.

Consideration was given to removing the VP for Administration and Finance from Senate membership. Input will be sought before the next committee meeting.

Organization & Government  
Minutes 10/21/19  
SPX 210; 2-4pm

Recorder: Melinda Jackson

Present: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora (left at 3:00), Nicole Okamoto, Bethany Shifflett

Absent: Tina Korani

Vacant seat: Education/FAL

**Chair's Updates**

- Meeting scheduled for 10/22 with chairs from UGS, UWC, C&R to discuss GVAR component of GEAC proposal. But GVAR will be included in GEAC proposal for now; C&R will take up the issue as part of its review of GE guidelines
- Meeting with BOGS scheduled for Thursday 10/24, 3-4pm in BBC 032. Goal is to gather information from full BOGS membership about current GEAC proposal.
- Associate Vice Chair has started work on creating the process document that was the focus of our referral last spring. This is designed to complement the charge and membership document that was in the appendix of S19-2.

**Minutes from 10/14 meeting approved: 9-0-1**

**Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)**

Committee discussed feedback from Executive Committee, which expressed divided support for keeping the VP Administration & Finance on Senate. EC also expressed consensus that it would be good to consider a staff seat, but this led to broader discussion of the overall makeup and size of Senate.

Committee discussed pros and cons of adding each of the different positions to the Senate and/or Executive Committee. Consensus at this time is that more information and further discussion is needed with regard to adding staff representation to the Senate. Will also need to ask for clarification from UP on legal/contractual issues related to staff service on Senate, though it was noted that other CSU campuses do have staff on their Senates.

Proposal revised to retain VP Administration & Finance, add VP for Research and Innovation and add Sr. Director of Faculty Affairs, and change number of college deans to two. This keeps the overall number of positions the same (zero-sum).

VOTE TO APPROVE: 9-0-0

Take to Senate's **11/18** meeting as a **final reading**.

**Bylaw 1.10**

This one needed for the dean seats only, to specify how they will be selected. This will come to the Senate after the constitutional amendment passes. Bylaw updated, but will wait to vote until after the amendment passes.

### **AS 1735 BOGS-GEAC Recommendation**

Committee reviewed changes since latest reading in the Senate. Agreed that review of GVAR courses needs to stay in for now; changes to this review process would need to come from the Curriculum & Research committee rather than O&G. Planned meeting with BOGS on Thursday 10/24 to gather more information. Agreed to add a student member (AS Board member, to be selected by AS). Pros and cons of making GEAC seats elected or appointed positions were discussed. Tabled until further discussion; no vote yet.

Organization & Government  
Minutes 11/4/19  
SPX 210; 2-4pm

**Recorder: Susan McClory**

**Members Present:** Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

**Absent:** Melinda Jackson

**Vacant seats:** Education and H&A have seats available for faculty at large. If you know someone, please let Bethany know.

**Updates**

- From meeting with chairs from UGS, UWC, C&R to discuss GEAR component of GEAC proposal: Consensus, GEAR for now stays in our proposal since changes need to come from C&R as it's a curricular review issue.

**Action Items:**

- **Minutes from 10/21 meeting** were approved with one abstention. 7-0-1
- **AS 1735 BOGS-GEAC Recommendation**  
Notes taken from the joint meeting with BOGS:
  - Biggest point of conversation was appointments vs. elections.
  - Process discussion; presently too adversarial
  - Suggestion for GE learning communities
  - Break in service
  - Including tenure track and lecturer faculty
- A lengthy discussion took place regarding the most contentious point of whether to leave the membership as elected or appointed. It became clear both in the meeting with BOGS and in our discussion that it is important to include lecturers on BOGS. This change is widely approved.
- If we continue to have members elected, it might disadvantage lecturers. But, there is an issue that members are the representatives of the faculty in their unit and one perspective is that the members need to be chosen by those they represent.
- Do we want to make BOGS an operating committee reporting to C&R or do we want it to be a special agency? It is generally felt that, having it as an operating committee makes it part of the structure of the Senate instead of functioning outside of it.
- According to the Senate By-Laws, members of operating committees are appointed and there is no provision for elections. Therefore, if we want it to be an operating committee, we need members to be appointed as they are with every other operating committee or a change to long standing bylaw would be needed.
- In order for C&R to best continue their work, we need to take this to the floor of the Senate and not table it. By bringing it as a final reading, we enable debate by the whole Senate.
- After discussing whether to take it on November 18 or December 16, we decided to take it on November 18.

Organization & Government  
Minutes 11/4/19  
SPX 210; 2-4pm

- Entire document reviewed and minor edits made.

Vote to bring the proposal to the Senate with the change to membership being appointed rather than elected: **7-1-1**

*Plans for next steps*

- Bethany will provide two versions of AS 1735 for the Senate meeting on 11/18. She will bring the current marked-up version as well as a 'clean' version to facilitate reading. In addition, she will provide the AVC with the original wording for elected members.

Organization & Government  
Minutes 12/2/19  
SPX 210; 2-4pm

Recorder: Nicole Okamoto

Present: Kenya Gallo (via Zoom), Rachael French, Silke Higgins, BJ Grosvenor, Thomas Altura, Melinda Jackson, Susan McClory, Bethany Shifflett, Lisa Millora

**Minutes from 11/4 meeting** – approved unanimously

**Review of Senate Standing Rules**

The committee discussed each standing rule and recommended edits. Bethany Shifflett updated a Word doc with the rules real time during the meeting.

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

Edits are shown below. Changes are underlined.

A standalone item should be added near the beginning of the rules: “Senate communications will typically be electronic unless an accommodation is requested.”

5. “Whenever possible, each member of the Academic Senate shall be supplied with an electronic copy of any item presented to the Senate for action.”

6a. “Items for inclusion on the agenda must be presented in writing to the Academic Senate office by Tuesday prior to a scheduled meeting.” (The committee discussed whether we should we leave the rule as is and enforce it, which would delay discussion of some items in the Senate, or change it to Tuesday submission at 5:00 so it is sent out to the faculty on Wednesday. Or leave it as is and not enforce it.)

6b. “...lengthy amendments electronically to the AVC.” Remove 2<sup>nd</sup> sentence about a form.

7.a.I. “Call to Order and Roll Call (as needed)”

7.a.IX State of the University Announcements. Questions. In rotation. (Reports/announcements are encouraged to be submitted electronically and included with the agenda when possible.)

7.a.IX E. “CSU Senate Liaison”

Remove 8b.

8c now becomes b) “...Mondays at 2 p.m. at least once a month and adjourn automatically...”

10.b. line 1: “Recommendations from policy committees...”

12.a “Minutes of the Academic Senate will be posted electronically within one week of the Senate meeting.”

12.b Bethany will check if the current policy is listed or if it needs updating.

17e, 2<sup>nd</sup> paragraph – We need to follow the requirement of posting the meeting times for the next year by March 31. We should emphasize this to the Senate Chair and AVC.

17 f: Eliminate “indicating the votes of individual members.”

17.f: Delete this sentence: “Committee members who do not have access to email shall be notified of all votes and shall be permitted to cast a vote in some other fashion.”

17.g.4 Change heading to “All Other Committees.” 1<sup>st</sup> sentence revised to be: “Members of all other committees are expected to attend meetings in person.”

18a Add “shall, prior to the conclusion of the academic year, provide each policy committee chair with a record of all outstanding items to facilitate preparation of committee year-end reports.”

18c Remove “shall report Executive Committee proceedings to the Senate.”

**By consensus it was decided to cancel the 12/9/19 O& G meeting.**

## **Status of O&G Work**

### ***Ongoing Review in O&G***

Bylaw 1.10 - related to constitutional amendment on admin reps on Senate (take up if constitutional amendment passes)

Bylaw 4.2 - related to executive committee members (take up if constitutional amendment passes)

### ***Passed by Senate***

9/16; Sustainability Committee charge and membership

10/7; Selection/Review of Administrators

10/7; GU Seats for Committees

10/7; Membership updates ADRRC (SMR)

10/7; Merging, Dividing, Transferring, Eliminating Academic Units

11/18; Update to Charge & Membership for BOGS

11/18; Constitutional Amendment related to administrative representatives on Senate



Organization & Government  
Meeting Minutes 1/27/20  
SPX 210; 2-4pm

**Recorder:** Thomas Altura

**Present:** Thomas Altura, Kenya Gallo, BJ Grosvenor, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

**Absent:** Silke Higgins, Rachael French

**Status of O&G Items** (5 O&G items pending with the President)

<http://www.sjsu.edu/senate/docs/pp1.pdf>

**Status of O&G Items** passed by the Senate and under review by President Papazian (Millora)

- Policy recommendation to amend F07-2; athletics policy (from March)  
larger context being considered; Millora asked to convey to the president the request to review separately
- Amend S16-8; Selection/Review of Administrators (from October)  
Millora reported that the President is actively working on it
- Amend F10-2, S14-3, S15-10, S19-3; GU Seats for Committees (from October)  
Millora reported that the president has issues and plans to refer back to O&G  
Millora asked to please convey the urgency to move this forward ASAP since we're fast approaching the time when a call for open seats on committees will go out and delay means it will not be possible to implement this until the 21-22 AY
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units (from October)  
Millora reported that the president has questions and plans to refer back to O&G
- Amend F13-15; GEAC - Update Charge, Membership, Responsibilities BOGS (from November)  
Millora reported that she did not think the President received this item until January 2020.  
Millora asked to please convey the urgency to move this forward ASAP since again, we're fast approaching the time when a call for open seats on committees will go out and delay means it will not be possible to implement this until the 21-22 AY

**Action Items**

**Approve minutes from 12/2 meeting:**

The minutes for the December 2, 2019 meeting were approved: **6-0-0**

**Review of Senate Standing Rules:**

Issue: O&G finalized updates to the Senate Standing Rules at the 12/2/2019 meeting. Need to review and vote on a Senate Management Resolution (SMR) to take to the Senate.

Action today: Review SMR; make any edits needed; vote. Take to 2/10 Senate meeting as a 1st reading.

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

The committee read through the Senate Management Resolution (SMR). While a SMR is typically taken as a final reading, O&G will take it to the Senate as a first reading since it includes process changes in the Senate office. The purpose is to solicit feedback from the Senate.

Notes on miscellaneous edits to the SMR: changes to move the Senate away from paper to electronic copies; inclusion of a “by Tuesday” deadline for the submission of agenda items; encouraging State of the University announcements to be sent in advance of Senate meetings in order to allow more time for discussion and questions.

The committee discussed Section 11 (previously 10) regarding the requirement to submit items from policy committees at least 24 hours in advance of a Senate meeting. A committee member asked whether this was enough time (if for instance a Senator wanted to confer with constituents). It was pointed out that in practice items are brought with 24-hour notice only ‘once in a blue moon.’ The committee concluded that the policy as already written—with respect to the 24-hour rule—allows for needed flexibility in rare circumstances.

The committee discussed the new requirement to post Senate minutes within one week. A committee member asked whether the change would affect the work process of an employee covered under a collective bargaining agreement (if the Senate can include requirements here and potential implications).

The committee also discussed the change to require the Chair of the Senate to provide each policy committee chair with a list of outstanding items at year end (to prevent items from falling through the cracks).

Motion to approve as amended (passed): **7-0-0**

## **Review of Senate Bylaws**

Issue: O&G needs to review all bylaws and amend/update where needed.

Action today: Begin review. Sections 1.1a (Bethany) through 2.17 (BJ).

Link to bylaws: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

The committee reviewed the schedule of assigned sections for the Senate bylaws. Each committee member will review their assigned sections and present suggested changes to the committee on the date indicated in the table below. They will then take suggestions and present revised language at the subsequent meeting.

The committee read through the bylaws from sections 1.1a through 2.17 and made a series of edits including changes in the use of pronouns, minor corrections in capitalization, and changing “temporary faculty” to the term “lecturers.”

Some committee members found the wording in section 1.7a (regarding Faculty Voting Rights) to be confusing, specifically the use of the term “department” rather than “college.” The committee will revisit this section at the next meeting.

Assignments for review of Bylaws:

| <b>Name</b>  | <b>Sections of Bylaws</b> | <b>Date to Cover at O&amp;G Meeting</b> |
|--------------|---------------------------|---|
| Bethany      | 1.1a through 1.62f        | 1/27                                    |
| BJ           | 1.7 through 2.17          | 1/27                                    |
| Silke        | 2.2 through 3.6           | 2/3 – moved to 2/17                     |
| Susan        | 4.1 through 6.52          | 2/3                                     |
| Lisa/Rachael | 6.6 through 6.12c         | 2/3                                     |
| Kenya        | 6.13 through 8.2b         | 2/17                                    |
| Nicole       | 8.3 through 10.3f         | 2/17                                    |
| Tom          | 11.1 through 14.2c        | 2/17                                    |
|              | 15a through 16            | 2/17                                    |

Meeting adjourned.

Organization & Government  
Minutes 2/3/20  
SPX 210; 2-4pm

Recorder: Rachael French

Present: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Absent: Silke Higgins

**1. Approve minutes from 1/27 meeting.** Minutes approved 7-0-1

**2. Referral: Seats for Program Planning, SERB, ARC**

With reorganization in Academic Affairs Office of Institutional Effectiveness and Analytics, representation from that area needs to be updated.

For SERB, there is already a recommendation in front of the President, so leaving that out.

For Program Planning and Accreditation Review Committees: Referral suggested designee from Office of Institutional Research. Bethany has followed up with the Provost, and he suggested “Provost’s Designee” rather than someone from Institutional Research. There’s already someone from the Provost’s office on the committee.

Most of the Committee feels strongly that both of these committees require someone specifically from the Office of Institutional Research. There was a discussion of seeking clarification from the Provost before proceeding, because we’re not entirely clear why he wanted to replace IR designee with a Provost designee. Bethany will reach out to the Provost between today’s vote and the next Senate meeting to discuss/explain why we made the choice we did.

Passed as amended: 7-1-0.

Notes: the single “no” vote was out of preference to vote after further discussion with the Provost.

**3. Ongoing Review of Senate ByLaws**

- Recommended updates from 1/27 meeting: Sections 1.1a through 2.17.

1.7: Change “regular faculty” to “tenured and tenure track”  
Change “temporary faculty” to “lecturer faculty”

Make it clear in 1.7b that lecturer faculty may vote in multiple units if they are assigned to multiple units, proportional to their appointment in each unit.

1.11: Change “temporary” to “lecturer,” and delete “instructor” as it’s redundant with other terms. Remove “released” time and just use “reimbursed or re-assigned” time.

Adjourned at 4:01 p.m.

Organization & Government  
Minutes 2/17/20  
SPX 210; 2-4pm

Recorder: BJ Grosvenor

Present: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Karthika Sasikumar, Bethany Shifflett, Ryan Skinnell

1. **Approve minutes from 2/3 2020 meeting.** Minutes approved 7-0-4 (abstained – new members and one member absent)

2. **Senate Management Resolution – Senate Standing Rules**

Issue: Reviewed updates. Feedback was received from Senators. O & G discussed these suggestions.

Action today: Discussed final edits to Senate Standing Rules; vote; take as final reading to March 2nd Senate meeting.

Action today: Voted on resolution as amended. Suggestion made to generate a referral to the Senate Chair to consider revision of the types of minutes generated from full Senate meeting. Consider converting from transaction minutes to action item minutes.

Passed as amended: 12-0-0.

3. **Ongoing Review of Senate ByLaws**

**Susan** – provided suggestions for sections 4.1 – 6.52.

**Lisa/Rachel** – provided suggestions for the sections 6.6 – 6.10.2 (NOTE: will pick up and finish up to 6.12. next meeting)

Edits were presented and discussed. Bethany served as the scribe for the suggested changes and additions agreed upon by O&G.

Work to do for next meeting held on 2/24/2020: Look up definition of a quorum. Review the Standing Rules Section 13.

- Continue review of next sections:

|             |                   |
|-------------|-------------------|
| Rachel/Lisa | 6.11 – 6.12       |
| Silke       | 2.2 through 3.6   |
| Kenya       | 6.13 through 8.2b |
| Nicole      | 8.3 through 10.3f |

Link to bylaws: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

**4. Verification of the transmission of the BOGS item to the President from the Senate Office.**

Bethany provided clarification on the timing of the transmission. The BOGS item was sent to the President on January 21, 2020. NOTE: AS 1735, Amendment A to University Policy F15-13, Updating the Board of General Studies Membership, Charge and Responsibilities was PASSED by the Senate on November 18, 2019.

Reminder:

Assignments for review of Bylaws:

| Name         | Sections of Bylaws | Date to Cover at O&G Meeting |
|--------------|--------------------|------------------------------|
| Bethany      | 1.1a through 1.62f | 1/27                         |
| BJ           | 1.7 through 2.17   | 1/27                         |
| Silke        | 2.2 through 3.6    | 2/3 – moved to 2/17          |
| Susan        | 4.1 through 6.52   | 2/3                          |
| Lisa/Rachael | 6.6 through 6.12c  | 2/3                          |
| Kenya        | 6.13 through 8.2b  | 2/17                         |
| Nicole       | 8.3 through 10.3f  | 2/17                         |
| Tom          | 11.1 through 14.2c | 2/24                         |
| Katy         | 15a through 16     | 2/24                         |

Adjourned at 4:01 p.m.

Organization & Government  
Minutes 2/24/20  
SPX 210; 2-4pm

Recorder: Kenya Gallo

Present: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

Absent: Lisa Millora

Bethany updated the group on her meeting with the Senate Chair and provost regarding 2 returned items from the President (proposal regarding general unit seats; proposal regarding the selection and review of administrators).

Reminder: on 3/16 we will meet in SPX 118 rather than SPX 210

Discussed President's address on Monday 3/9 (2-3pm) - conflicts with policy committee meetings. Decided to keep our meeting 2-4pm.

### **Action Items**

Approved Minutes from 02/17/2020; vote: 10-0-0

#### **Selection & Review of Administrators**

<http://www.sjsu.edu/senate/docs/S16-8.pdf>

Reviewed feedback from the President and decided to let the Senate Chair know we could not compromise on the issue of having the policy cover the Senior Director for Faculty Affairs. Thus, unless future developments provide an opening, we will not be bringing a new proposal to the Senate.

#### **General Unit Seats on Committees**

<http://www.sjsu.edu/senate/docs/S14-3.pdf>

Discussed whether or not the general unit seat should specify a faculty member from the general unit (rather than any member of the general unit). Suggestion - make it as broad as possible so that it allows more people to serve. Decided to keep it open to any member of the general unit. Vote: 11-0-0.

#### **Senate Management Resolution – Senate Standing Rules**

<http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>



Issue: Need to review one update. Document from 2/17 left out some verbiage from section 4.

4. Senate communications to all individuals and groups will typically be electronic unless an accommodation is requested. Communications addressed to the Academic Senate will be channeled through the Senate office. As appropriate, the Executive Committee or chair shall determine proper referral and notify originators of action taken

Approved as amended 11-0-0.

### **Ongoing Review of Senate ByLaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

- Edited Bylaws up through section 12. Will continue beginning with section 13 at next meeting.

|      |                  |
|------|------------------|
| Tom  | 13 through 14.2c |
| Katy | 15a through 16   |

### **Assignments for Spring 2020 Minutes**

3/9 Silke Higgins  
3/16 Karthika Sasikumar  
4/6 Susan McClory  
4/13 Nicole Okamoto  
4/27 Katy Kao  
5/4 Ryan Skinnell

Adjourned at 4:00 PM

**Organization & Government  
Minutes 3/9/20  
SPX 210; 2-4pm**

**Recorder:** Silke Higgins

**Members:** Thomas Altura, Rachael French, BJ Grosvenor, Silke Higgins, Susan McClory, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Absent:** Kenya Gallo, Katy Kao, Lisa Millora

**Reminder:** On 3/16 O&G meet in SPX 118

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**AGENDA**

**1. Approve minutes from 2/24 meeting:** postponed until next O&G meeting to give time for corrections and additions

**2. Ongoing Review of Senate Bylaws**

- <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>
- Issue: O&G needs to review all bylaws and amend/update where needed.
- Link to page with Constitution, Bylaws, and Standing Rules:  
<http://www.sjsu.edu/senate/operations/handbook/>

***A. Continued review of sections of the Senate Bylaws***

Section 13-14.2c, 15a-c, and Section 16

- Sections 13-14.2c and 15a-c were edited to improve clarity for the reader. Edits were limited to vocabulary, verbiage, sentence structure, spelling mistakes, and grammar; no changes were made that would alter the meaning of any part of the sections.
- In addition to the edits above, Section 16 underwent structural changes by proposing to change reporting “to the Senate Administrator” to reporting “to Senate Chair” (lines 963-964) to match current practice and have communications to the Executive Committee come from the Senate Chair.

***B. Other sections of the Senate Bylaws be discussed/revisited***

- Review reorganization of committee content (section 4)
  - O&G Chair shared with the group new edits, and highlighted previous edits made by the group, as follows:

- A key change brought forth during today's meeting centered on having updated the first section of the document to include pertinent information that applies to everyone (i.e., the top section now has information relevant to all committees).
  - When sections were moved, new numbers needed to be assigned
- Listing of committees was changed for clarity (e.g., moving committee listing up or down in the list where they make more sense or connect with one another)
- Section for Policy Committee received a brand new general statement; the language for the statement was lifted from S19-2.
- New section for Operating Committees; received a brand new general statement; the language for the statement was lifted from S19-2.
- New section for Special Agencies and Other Senate Committees. Some language for the statement was listed from S19-2 and combined with language by the O&G Chair.
- Information previously contained in section 10 was moved to the new section on Special Agencies.
- Duplicate, redundant, or superfluous information was eliminated throughout to improve readability and clarity.
- Discussion on Senate Bylaws, Section 1.1
  - What is the threshold for a "representative unit?"
    - Originally determined by FTEF
    - Difficulty in establishing a threshold is determining what constitutes a feasible number. O&G discussed the issue at length, and determined that bringing the suggestion of 50 FTEF to the senate. In addition, O&G also decided to bring forth the stipulation that the college should have at least 3 departments. The latter was felt needed to highlight that FTEF should not be the sole determinant, but that the college should of a comparable make up to other colleges
- Discussion on possible edit of Bylaw 1.10
  - Deferred until next O&G meeting.
- Edit to Bylaw 4.2.2
  - Deferred until next O&G meeting.
- Discuss SSP III and IV issue raised by UP (See section 1.1.a.1)
  - No action needed at this point.
  - O&G nonetheless discussed the issue to gain a deeper understanding, and especially so where a definition of "academically related assignment" is concerned.

### ***C. Upcoming Assignments for review of updated Bylaws***

- Check that strike throughs and underlines in the right place.

- Due: 3/16

| Name     | Sections of Bylaws   |
|----------|--|
| Bethany  | All of section 1   |
| BJ       | All of section 2   |
| Silke    | All of section 3   |
| Susan    | 4.1 through 4.1.8  |
| Lisa     | 4.1.8.1 through 4.4.6  |
| Kenya    | 4.5 through 4.6.3  |
| Nicole   | 4.6.4 through 4.7.5.3.e  |
| Tom      | All of sections 5 through 8                                      |
| Rachael  | All of sections 9 through 11                                     |
| Karthika | All sections – check numbering                                   |
| Ryan     | All sections – check number references                           |
| Katy     | All sections – check references to constitution & standing rules |

### 3. Amendment to University Policy S13-9, Merging, Dividing, Transferring, Eliminating Academic Unit

- Issue: Item returned/vetoed by President.
- *Seniority*: O&G agrees with the President’s comments; a formal policy is not the place to add informal processes of seniority established by individual departments
- *Practicality*: O&G discussed that regardless of participants in the discussion, at some point decisions need to be written down; mere discussion will likely lead to “s/he said, s/he said” situations. In the upcoming discussion with the Provost, O&G Chair is going to float several suggestions discussed by O&G.
- *Timeline*: O&G agrees with the President’s comments, timeline could be tightened
- *Collaboration*: O&G Chair will reiterate that a collaborative process already exists

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### Assignments for Spring 2020 Minutes

3/16 Karthika Sasikumar  
4/6 Susan McClory

4/13 Nicole Okamoto  
4/27 Katy Kao  
5/4 Ryan Skinnell

**Organization & Government  
Minutes 3/16/20  
On Zoom; 2-4pm**

**Recorder:** Karthika Sasikumar

**Members:** Thomas Altura, Rachael French, BJ Grosvenor, Silke Higgins, Susan McClory, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Absent:** Kenya Gallo, Lisa Millora

**Reminder:** Meetings will be on Zoom until further notice

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## **AGENDA**

### **1. Updates from the chair**

- a. Since the Constitutional Amendment passed by the Senate was not ratified by the faculty, the Vice President for Research and Innovation, and the Faculty Affairs Director will not be part of the Senate. We do not need to change the Senate's by-laws.
- b. Bethany met with the Athletics Board Chair to discuss updates to the athletics policy that was returned by the President to O&G. The reason it was sent to the President, was to bring it in line with the contract. In advance of Bethany's meeting with the board chair, Lisa shared notes from the board meeting at which the policy was discussed. The general feeling among O&G members was that the suggestions would result in a draw back of the historically traditional activities of the Board. Such a move is unprecedented, and the members felt that they were not comfortable with making edits to the policy that would remove issues from the purview of the Board. O&G decided the athletics policy would move to the bottom of our priorities list. Until such time, the current policy would stand.

**2. Approve minutes from 2/24 meeting:** Moved by Ryan, seconded by Silke, passed 10-0-0

**3. Approve minutes from 3/06 meeting:** Moved by Susan, seconded by Ryan, passed 9-0-1

**4. Rescind S74-1; Administrative Reorganization of Selected Agencies:** We were made aware that this is an outdated policy. Several changes have taken place since 1974, when it was created. The policy was rescinded by unanimous consent. We will bring the policy recommendation to the 3/23 Senate meeting.

### **5. Ongoing Review of Senate Bylaws**

- Members were assigned different sections of the bylaws to review. All of the sections were reviewed and minor changes were made, except for section 2, and sections 4.1.81. through 4.6.3.
- It was decided to defer presenting the revised bylaws to the Senate at its meeting on March 23, until we have a clean draft.
- One special note was made related to the section 1.3. It states that "using the FTE/F of the preceding fall semester, the Election Committee shall determine the number of representatives allotted to each representative unit." It was found that this number diverged, depending on the source within the university system. For instance, the FTEF

of the College of Business was noted differently by the CSU Chancellor's Office, the SJSU Institutional Research (IR), and by University Personnel. Bethany plans to meet with Darren Wilson (IR) and Ravisha Mathur (Senate Chair) to discuss the divergence in numbers, and possible resolution. Including the source of the FTEF data is crucial, as we proceed with amending 1.3.

The meeting was adjourned at 2.50 PM.

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### **Assignments for Spring 2020 Minutes**

|      |                |
|------|----------------|
| 4/6  | Susan McClory  |
| 4/13 | Nicole Okamoto |
| 4/27 | Katy Kao       |
| 5/4  | Ryan Skinnell  |

**Organization & Government  
Minutes 4/6/20  
via Zoom; 2-4pm**

**Recorder:** Ryan Skinnell

**Members:** Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Karthika Sasikumar, Bethany Shifflett, Ryan Skinnell

**Absent:** none

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**AGENDA**

**1. Updates:**

- a. Policy recommendation to rescind S74-1 (Administrative Reorganization of Selected Agencies) passed by Senate at 3/23 meeting
- b. Referral regarding update to membership of leave of absence committee on hold – need clarification. She's waiting for input from VP Day and AVP Wiley.

**2. Minutes**

- a. Bethany requests approving an amendment to the minutes to reflect a change in the process.
- b. Approve minutes from 3/16 meeting as amended: Moved by Silke, seconded by Rachael, passed 10-0-0

**3. Final Review of Senate Bylaws**

- a. Review marked-up and clean drafts of the Bylaws and made corrections where needed. There were no major discrepancies in any of the section. Minor typos and copy clean-up.
- b. Bethany will request feedback from the Executive Committee, and we will vote (if review completed) to approve the update and bring to the Senate's 4/20 meeting as a first reading.

**4. Update to "Merging, Dividing, Transferring, Eliminating Academic Units" policy**

- a. The committee received comments back from the President about the earlier policy recommendation, which the committee discussed at the previous meeting. Bethany took the feedback from our last meeting and updated the policy recommendation. The committee discussed best ways to word the updated recommendation.
- b. The committee approved the recommendation as amended: move to approve by Susan; seconded by Rachael, passed 12-0-0



5. Referral related to rescinding SMRs and policies
  - a. The Senate Administrator submitted to O&G a referral to consider a series of policies and SMRs that *might* be affected by recent updates to the Senate bylaws and standing rules. The committee discussed the rationale for the referral, but as a committee we decided to request additional information from the Senate Chair about the goals of the referral.
6. **Updates for Next Meeting**
  - a. Referral related to membership - Leave of absence policy updates

The meeting was adjourned at 3.21 PM.

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### **Assignments for Spring 2020 Minutes**

4/13 Nicole Okamoto  
4/27 Katy Kao  
5/4 Susan McClory

## **Organization & Government Minutes 4/13/20; 2-4pm**

Recorder: Nicole Okamoto

Present: Thomas Altura, Rachael French, Kenya Gallo (first part of meeting), BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

### **1. Updates:**

- a. Feedback on mergers policy recommendation passed by O&G last week: No input from Provost yet.
- b. Update to membership of leave of absence committee not needed.
- c. We will take up a referral for rescinding various Senate Management Resolutions and University Policies.
- d. Request was made to convene meeting with IR and FA to discuss the discrepancies in FTEF we found when working on bylaws. This has been placed on the Senate Chair's to-do list.

### **2. Minutes --** Approved minutes from 4/6 meeting 10-0-0

### **3. Review of Senate Bylaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

O&G reviewed final drafts of all bylaws. Minor edits were made in 1.4, 1.10 (definition of deans to be deans plus associate deans (MPP)), 4.1.2, and 6.

Major changes will be highlighted in red so the Senate can readily identify areas that may need discussion.

We considered feedback received from the Senate Chair and amended/updated where needed, as shown below:

Sections considered but no edits proposed: 1.1.2, 1.3.2.2, 1.4 (already dealt with), 1.10 (already dealt with), 2.2.2.4, lines 518 & 519 (verbiage moved elsewhere), 4.5, 4.5.3.1 (Bethany will look to see if a phrase giving Senators priority in placement on Sent Committees is elsewhere.), 4.5.6 (Bethany will look to see info on vote totals is elsewhere.) 4.6 (list of operating committees), line 856 (info moved elsewhere).

Minor edits: 1.1.1, 1.7, 2.1.1/2/3, 4.1.11.1, 4.4.6, line 844 & 853 (Sustainability Board should be in "Other Committees" but not in "Special Agencies"), 5.4

Motion to approve bylaws as amended to bring to the Senate's 4/20 meeting as a first reading. Seconded. Vote: 11-0-0

#### **4. Referral to Rescind SMRs and Policies**

This SMR recommends rescinding and archiving a number of old SMR's (Senate Management Resolutions) and the development of a web-based archive of rescinded SMR's. Bethany provided a list of Senate Management Resolutions that need to be rescinded and archived. A few require additional work first. SMR's that require additional work before rescinding will be removed from the list to be sent to the Senate. We will present this as a final reading.

Vote on this SMR, with amendments: 11-0-0

A 2<sup>nd</sup> policy recommendation relates to rescinding and archiving policies that updated Senate bylaws. We will send this to the Senate as a first reading. Vote: 11-0-0

#### **5. SERB Responsibilities**

At a Senate meeting a request for O&G to revisit SERB's responsibilities was made. The question is if it would be appropriate if SERB were to be placed in charge of the SOTE equivalents for Counselors and Librarians. Doing so could provide useful information for RTP, but challenges exist due to the diversity of positions. The committee discussed the issues involved and decided that it would be helpful for the Senate to look into this issue further. No action was taken at this time.

#### **6. Assignments for Spring 2020 Minutes**

4/27 Katy Kao

5/4 Susan McClory

Organization & Government  
Minutes 4/27/20 2-4

Recorder: Katy Kao

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**1. Updates:**

- a. Meeting to obtain feedback on mergers policy recommendation from the Provost set for 4/28.
  - i. Ravisha and Bethany will meet with Provost and discuss policy recommendation O&G approved. If approved by provost that will just move forward without any more discussion. If there are concerns, O&G will finalize this item at its 5/4 meeting.

**2. Minutes**

- Approve minutes from 4/13 meeting – passed 12-0-0

**3. Final Review of Senate Bylaws (AS 1776)**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G needs to review final drafts (edited and 'clean' copies) of all bylaws, consider feedback received from the Senate, and amend/update where needed. Link to page with Constitution, Bylaws, and Standing Rules:

<http://www.sjsu.edu/senate/operations/handbook/>

Action today:

- The committee continued review of the second reading draft of the bylaws addressing feedback Bethany received so far.
- Sections that were discussed but not edits were made include 1.1.1, ordering of committees in 4.7, 1.10,
- Sections with edits:
  - A title "General information applicable to all committees" was added to section 4.1.
  - Section 4.5.3.3 was moved up to 4.5.3.2, and original 4.5.3.2 is renumbered to 4.5.3.3.
  - Section 4.7.5. was added to define what Other Senate Committees were for clarity and a list of the current committees that fall in this category.
  - Section 4.7.6 was added to define Special Committees of the Senate and specify origins of their charge.
  - Section 10.4 was edited to have the chair alert the Executive Committee of any implementation of updates to Senate bylaws and standing rules and such archival will be documented in the Executive Committee minutes.

- Other points of discussion that did not lead to edits:
  - Proposal to allow emeritus faculty to chair committees was discussed, but not added to the bylaws.
  - Proposal to add the Senate Administrator as a non-voting member of the Academic Senate was discussed, but not added to the bylaws.
- Edits to the bylaws are completed at this point. But a vote is tabled until next week in case more edits come in.

#### **4. Round 2; Rescinding SMRs**

Issue: Based on discussion at last meeting, we deferred action on rescinding some of the SMRs while waiting for information/action from the Senate Office. Subsequently, issues resolved by Senate office.

Action today:

- It was discussed that if Section 10.4 does not pass, then SMR regarding Rescinding SMRs will need to be carried over to Fall 2020. The committee decided to table this for now.

#### **5. SERB Responsibilities**

Issue: Amendment B to F10-2 which amended SERB membership (General Unit seat) has not been approved by the President yet. So, we can work on an amendment to the charge but can't bring it to the Senate until after the earlier item signed.

Action Today:

- O&G cannot move forward on this until President approves Amendment B to F10-2. The committee decided to discuss the edits needed and prepare a referral to carry over this item to next year. Consensus on this verbiage:
  - Charge: In consultation with the appropriate disciplines, designs evaluation instruments to be used by all departments, and colleges, counselors, and librarians. In collaboration with IEA, establishes norm groups and norm ranges. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. Develops guidelines for the participation of students in the evaluation of faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

#### **6. Athletics Policy**

Issue: President had returned the recommendation passed by the Senate (March 2019) related to updates to the Athletics Policy to address the need to update language so as

to be aligned with the CBA. When returned, the request was to review the charge of the athletics board.

Action today:

- This was discussed and the committee suggested that the President sign the recommendation by the Senate, and O&G will make a referral so that the committee can pick up discussion of the charge in the Fall.

## **Organization & Government Minutes 5/4/20**

**Attending:** Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

### **Updates:**

- The President has signed off on 5 policies (from ISA and PS) that were awaiting her signature.
- AS 1749: Merging, Dividing, Transferring, Eliminating Academic Units
  - O&G's document edited during the meeting with the Provost and Senate Chair. Focus was on wording related to the contents of the written document. All other edits we had suggested were fine. Seeing no objection, the policy as amended will be taken to the Academic Senate on May 11.
- Note (information shared after the meeting): The President also signed these items originating with O&G:
  - The General Education Advisory Committee recommendation.
  - Director IR seats on ARC and Program Planning Committees
  - General Unit Seats on SERB, Library Board, Writing Committee, Student Fairness
  - Rescinding S74-1; Administrative Reorganization of Selected Agencies

### **Minutes:**

- Approved minutes from 4/27 meeting with a vote of 9-0-0.

### **Final Review of Senate Bylaws (AS 1776)**

The committee reviewed the marked-up version of the Senate Management Resolution on the review of the Senate Bylaws. Some changes were made from the previous version based on feedback received by Chair Shifflett.

- There was a short discussion of the term "faculty representative." No changes to the document were suggested.
- Section 10.1 (Line 242): accepted the inclusion of the word "academic" in reference to election of deans.
- Section 4.1 (Line 396): the heading for 4.1 changed to "General Information" eliminating the phrase "applicable to all committees."
- Sections 4.1.6 through 4.3, the term "other Senate Committees" was inserted to limit these bylaws to only Senate committees.
- Section 4.5.7 (Line 787): change "from a body or person responsible" to "from a named office responsible."
- Section 4.6.2 (Line 819): change "elected by the members of the operating committee" to "elected by the continuing members of the operating committee."
- Section 6.1 (Line 1019): change "any item before the Senate" to "any item under consideration by the Senate."
- Section 8.1.1 (Line 1045): change "nominated by the faculty electorate from the faculty electorate-at-large" to "nominated by the faculty electorate."

## **Organization & Government Minutes 5/4/20**

- Section 8.1.4.3 (Line 1070): change “A temporary CSU Senator shall be an SJSU Senator for all purposes of the SJSU Senate” to “An SJSU senator temporarily serving as an ASCSU Senator shall remain a faculty representative of the SJSU Senate.
- Add section 10.4 (Line 1058) to read “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.
- Senate Management Resolution approved: 12-0-0

**Congratulations, team. The review of the Bylaws is done and ready to go to the Senate on 5-11-2020!**

### **As 1749: Merging, Dividing, Transferring, Eliminating Academic Units**

- Reviewed the draft of the Senate Management Resolution and voted 12-0-0 to bring it to the Senate on 5-11-2020 as a final reading.

### **Referrals for Fall 2020**

- Charge for SERB.  
The referral to next year's O&G Committee was approved as presented.
- Athletics Policy  
The referral to next year's O&G Committee asking for a review of the policy (F07-2) with regard to the charge, roles, and responsibilities of the Athletics Board, inclusive of points raised in the spring Athletics Board meeting was approved.

### **Reviewed O&G action documentation related to items vetoed/returned by the President**

- Amend S16-8; Selection/Review of Administrators (from September 2019). Change “O&G decided that a compromise was not possible” to “O&G decided that a compromise between the proposed changes and the original policy recommendation was not possible.”
- Amend F10-2, S14-3, S15-10, S19-3; General Unit Seats for Committees (from October 2019) okayed.
- Revision presented by O&G was passed by the Senate (3/2/30) and is waiting for subsequent decision by the President.
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units (from October 2019)
- Revision presented by O&G will be presented to the Senate on 5/11/20.
- Policy recommendation to amend F07-2; athletics policy (from March 2019).
- O&G has asked that the President sign off on amendment C to F07-2; passed by the Senate in spring 2019. Subsequently, O&G will take up, as the President has requested, a discussion of the charge of the athletics board.



## **Organization & Government Minutes 5/4/20**

Congratulations to Bethany Shifflett for being selected to receive the Distinguished Faculty Award from the SJSU Chapter of the Honor Society of Phi Kappa Phi in recognition of her years of service to the Academic Senate and SJSU!

Thank you to O&G members for another great and productive year!

### **Status of O&G Work**

#### ***Items for the 5/11 Senate Meeting***

- Bylaws
- Update policy recommendation on Merging, Dividing, Transferring, Eliminating Academic Units that was returned to O&G by the President

#### ***Passed by Senate***

9/16/19; Sustainability Committee charge and membership  
9/16/19; Selection/Review of Administrators  
10/7/19; GU Seats for Committees  
10/7/19; Membership updates ADRRC (SMR)  
10/7/19; Merging, Dividing, Transferring, Eliminating Academic Units  
11/18/19; Update to Charge & Membership for BOGS  
11/18/19; Constitutional Amendment related to administrative representatives on Senate  
02/10/20; Director IR seats on ARC and Program Planning Committees  
03/2/20; Policy on general unit seats (had been returned by the President)  
03/2/20; SMR on standing rules  
3/23/20; Policy recommendation to rescind S74-1 (Administrative Reorganization of Selected Agencies)  
4/20/20; Referral related to rescinding SMRs related to standing rules  
4/20/20; Referral related to rescinding policies related to bylaws

#### **Concluded without Senate Action**

- Referral related to membership on Leave of Absence for students (S15-3). No amendment needed.

#### **O&G item on the pending list with the President**

- Rescinding policies related to bylaws (from April 2020)

Note: These minutes approved by email vote: 12-0-0.

Organization & Government  
Agenda 8/26/19 - First Meeting AY 2019-2020  
SPX 210; 2-4pm

Recorder: Rachel French

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Seats Vacant: Education, H&A

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

**General Unit Seats on Committees**

Issue: Since the iSchool and Applied Data Science are now affiliated with a college that has not in the past included faculty, we need to consider where additional representation on committees for faculty in the general unit is needed.

Action today: Discuss proposal, vote, take to the Senate's 9/16 meeting as final reading.

**From Spring 2019: Amendment of F15-13 (Board of General Studies - BOGS)**

Issue: Board of General Studies - need to wrap up recommendation on charge and membership. Also, get info on how something like Sci 002 (area E) get reviewed? How is the GEAR at grad level handled?

Action today: Review AS 1725. Discuss possible updates. Plan to collect input from others - after updates today, set meeting with Lecturer council and have open forum; solicit input from BOGS, Program Planning, Undergrad Studies, ?? other ??.

For reference:

<http://www.sjsu.edu/senate/docs/F15-13.pdf>

<http://www.sjsu.edu/gup/ugs/faculty/ge/guidelines/index.html>

<https://www.calstate.edu/eo/EO-1100-rev-8-23-17.pdf> (see section 6.2.2 & 6.2.5)

**From Spring 2019: Sustainability Committee charge and membership**

Issue: Following a considerable amount of discussion and multiple readings in the Senate, this item was carried over from its second, first reading in spring 2019. Both the Senate and the Sustainability Committee did not support our suggestion regarding at-large faculty seats instead of college seats.

Action today: Review updated draft, vote, take to Senate's 9/16 meeting as a final reading.

**From Spring 2019: Amendment to S16-8 (Selection & Review of Administrators)**

Issue: PS asked for review of S16-8 (selection & review of admins) given reorganizations on campus and specifically the Senior Director for Faculty Affairs and Director of Faculty Development.

Action today: Review updated draft, vote, take to Senate's 9/16 meeting as a final reading. Also, consider whether or not to also take up discussion of further amendments given changes to CPGE (iSchool & Applied Data Science there), and College of Graduate Studies.

Note: Section 1.3 applies to College of Grad Studies; Section 1.3.3 applies to CPGE.

<http://www.sjsu.edu/senate/docs/S16-8.pdf>

**Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units**

Issue (referral from Past Chair Frazier): Policy does not specify explicitly that a proposal to merge, divide, transfer, or eliminate a unit must be in writing (though in sec. 8 it does mention a "copy" of the proposal). Policy also does not specify that all the bulleted elements in sec. 3 must be finalized before a vote. O&G should consider whether to add such specifications, and what they would be. Further details about recent case studies available on request. (Also please edit the document for errant italicizing.)

<http://www.sjsu.edu/senate/docs/S13-9.pdf>

Action today: Discuss edits; vote; bring to Senate for a 1st reading 9/26

**Constitutional Amendment & Bylaw related to Administrative Reps on Senate**

Issue: More changes in title and structure have happened on campus. One of the outcomes is the title AVP is gone from academic affairs but our bylaw 1.10 related to the constitution - Article II, section 2 include reference to AVPs.

Action today: Discuss proposals; vote; take constitutional amendment only to Senate's 9/16 meeting as a first reading.

<http://www.sjsu.edu/senate/operations/handbook/>

Organization & Government  
Agenda 9/9/19  
SPX 210; 2-4pm

Recorder: BJ Grosvenor

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett  
Guest: Tina Korani (incoming H&A rep)

Seat Vacant: Education

## Updates

### ***Amendment of F15-13 (Board of General Studies - BOGS)***

- Open forum set for 9/20 from 2-3:30 in MLK 225
- Draft from 8/26 meeting sent out for feedback to BOGS, Program Planning, Undergrad Studies, UWC, chairs, Assoc deans, GE course coordinators (via chairs); all faculty (via Ravisha).
  - UCCD will discuss on 9/11
  - CSU senate chairs asked for input on their structure (via survey)
  - Program planning documents for reference
    - [http://www.sjsu.edu/gup/docs/PP/ProgramPlanningGuidelines\\_2017.pdf](http://www.sjsu.edu/gup/docs/PP/ProgramPlanningGuidelines_2017.pdf)
    - <http://www.sjsu.edu/senate/docs/S17-11.pdf>
- Answer to question about Sci 002 (Area E): has not been reviewed since it's college-based; something that will need consideration in the update of the GE guidelines.
- Answer to question about GEAR at grad level: The new UWC policy states the following "The College of Graduate Studies shall review and re-certify these courses every three years. Approved courses may be recommend for withdrawal by the Dean of the College of Graduate Studies if sufficiently high standards have not been maintained or the course has otherwise become deficient. The University Writing Committee (UWC) shall be consulted for advice at the request of the College of Graduate Studies."

### ***General Unit Seats on Committees***

- Corrected summary form to indicate BOGS does not have a GU seat. That does not affect the recommendation we passed at last meeting since the proposal on changes to charge and membership for BOGS is a separate item.

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

**Approve minutes from 8/26 meeting** (thank you Rachel!)

**From 8/26 meeting: Sustainability Committee charge and membership** - we were waiting for input from VP, Advancement

Issue: Following a considerable amount of discussion and multiple readings in the Senate, this item was carried over from its second, first reading in spring 2019. Both the Senate and the Sustainability Committee did not support our suggestion regarding at-large faculty seats instead of college seats.

Action today: Review draft, discuss faculty representation - at large vs. by college, vote, take to Senate's 9/16 meeting as a final reading.

**Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units** - did not finish at 8/26 meeting

Issue (referral from Past Chair Frazier): We reviewed on 8/26 policy recommendation that would clarify that proposals need to be in writing and what they should minimally cover.

<http://www.sjsu.edu/senate/docs/S13-9.pdf>

Action today: Discuss edits; vote; bring to Senate for a 1st reading 9/16

#### **General Unit Seats on Committees**

Issue: Need to consider a GU seat on the library board. Issue not related to iSchool; rather other faculty in the GU - e.g., applied data science (and others to come?).

Action today: Discuss; vote; bring to Senate for a final reading 9/16

#### **Membership Update for ADRRC**

Issue: Committee referred for our review and action, changes to membership. From referral:

Position A has a new title: AVP, Undergraduate Education; Position C – AVP has requested she be removed from the committee as the position is no longer relevant; new position: please add a position on the committee for Dean, College of Graduate Studies or designee. These changes reflect organizational restructuring that split the former Graduate and Undergraduate Programs office.

Action today: Discuss proposal; vote; bring to Senate for a final reading 9/16.

#### **Constitutional Amendment & Bylaw related to Administrative Reps on Senate**

Issue: More changes in title and structure have happened on campus. One of the outcomes is the title AVP is gone from academic affairs but our bylaw 1.10 related to the constitution - Article II, section 2 includes reference to AVPs.

Action today: Discuss proposals; vote; take constitutional amendment only to Senate's 9/16 meeting as a first reading.

<http://www.sjsu.edu/senate/operations/handbook/>

**BOGS-GEAC Recommendation**

Issue: Feedback beginning to come in.

Action today: Discuss feedback so far (from SJSU and CSU senate chairs); discuss information in program planning guidelines and policy to see if we've got any conflicting information in our recommendation.

Organization & Government  
Agenda 9/23/19  
SPX 210; 2-4pm

Recorder: Kenya Gallo

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Tina Korani, Kathy Lemon, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Welcome to new members: (Kathy Lemon, Education seat; from Social Work); Tina Korani (H&A rep; from Journalism)

**Update: President signed:**

- S19-2; Policy on Charge & Membership of University Committees

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

**Approve minutes from 09/9 meeting** (thank you BJ!)

**BOGS-GEAC Recommendation**

Issue: Need to finalize proposal and bring to the Senate.

Action today: Discuss feedback; edit document; vote. Take to Senate's **10/7** meeting as a **first reading**.

Need volunteers - people to be 'experts' in various areas so we don't overlook anything.

GE guidelines - Melinda  
GE Assessment Task Force Report - Nicole  
Program Planning Guidelines - Rachel  
Program Planning Policy - Silke  
O&G's Policy Recommendation - BJ  
CSU campus senate chairs info - Thomas  
Other?

**Amendment to S16-8 (Selection & Review of Administrators; AS 1743)**

Issue: Senate postponed action until next (10/7) meeting after amending to add the AVP Research to positions that need a majority be faculty for their search/review committees.

Action today: Review updated document. Discuss and prepare any other amendments we think needed for presentation from the floor at next senate meeting.

Note: Section 1.3 applies to College of Grad Studies; Section 1.3.3 applies to CPGE.

<http://www.sjsu.edu/senate/docs/S16-8.pdf>

**Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units (AS 1749)**

Issue (referral from Past Chair Frazier): Had a 1st reading at 9/16 senate meeting; need to finalize.

<http://www.sjsu.edu/senate/docs/S13-9.pdf>

<http://www.sjsu.edu/senate/docs/SS-S11-3.pdf>

Action today: Discuss feedback from Senate; Edit if needed; vote; bring to Senate for a **final reading 10/7**

**General Unit Seats on Committees (AS 1748)**

Issue: Senate chair pointed out that language should be added to specify what the nature of the updates would be for each policy (e.g., amendment A/B); have feedback from the Senate.

Action today: Discuss suggested updates; vote; bring to Senate for a **final reading 10/7**

<http://www.sjsu.edu/senate/docs/F10-2.pdf>

<http://www.sjsu.edu/studentconduct/docs/S14-3.pdf>

<http://www.sjsu.edu/senate/docs/S19-3.pdf>

<http://www.sjsu.edu/senate/docs/S15-10.pdf>

**Membership Update for ADRRC - Senate Management Resolution (AS 1747)**

Issue: Senate chair noted we should not amend an SMR; rather rescind old and replace with a new SMR. Also, President signed previous policy which updated the ADRRC - we need to work from that. So, resolution was pulled from the 9/16 Senate meeting.

Action today: Discuss updates to proposal; vote; bring to Senate for a **final/first? reading 10/7**

**Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)**

Issue: Item had a 1st reading on 9/16; need to finalize.

Action today: Discuss; edit if needed; vote; take constitutional amendment to Senate's **10/7 meeting as a final reading.**

<http://www.sjsu.edu/senate/operations/handbook/>



Organization & Government  
Agenda 9/30/19  
SPX 210; 2-4pm

Recorder: Silke Higgins

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Tina Korani, Kathy Lemon, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Welcome to new members: (Kathy Lemon, Education seat; from Social Work); Tina Korani (H&A rep; from Journalism)

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

**Approve minutes from 09/23 meeting** (thank you Kenya!)

**Amendment of S13-9, Merging, Dividing, Transferring, Eliminating Academic Units (AS 1749)**

Issue (referral from Past Chair Frazier): Had a 1st reading at 9/16 senate meeting; need to finalize.

<http://www.sjsu.edu/senate/docs/S13-9.pdf>

<http://www.sjsu.edu/senate/docs/SS-S11-3.pdf>

Action today: Discuss feedback from Senate; Edit if needed; vote; bring to Senate for a **final reading 10/7**

**General Unit Seats on Committees (AS 1748)**

Issue: Senate chair pointed out that language should be added to specify what the nature of the updates would be for each policy (e.g., amendment A/B); have feedback from the Senate.

Also have input from Senate Chair (consider also adding another student to student fairness).

Also have info from ULB: generally favorably received, with the following notes of concern:

--It's already hard to fill ULB seats; one more would make it even harder. E.g. right now three seats had to go FAL.

--A new GU seat could mean one more librarian, in addition to three already designated. Is this too many? Concern about unbalanced-ness.

Action today: Discuss suggested updates; vote; bring to Senate for a **final reading 10/7**

<http://www.sjsu.edu/senate/docs/F10-2.pdf>

<http://www.sjsu.edu/studentconduct/docs/S14-3.pdf>

<http://www.sjsu.edu/senate/docs/S19-3.pdf>  
<http://www.sjsu.edu/senate/docs/S15-10.pdf>

### **Membership Update for ADRRC - Senate Management Resolution (AS 1747)**

Issue: Senate chair noted we should not amend an SMR; rather rescind old and replace with a new SMR. Also, President signed previous policy which updated the ADRRC - we need to work from that. So, resolution was pulled from the 9/16 Senate meeting.

Action today: Discuss updates to proposal; vote; bring to Senate for a **final/first? reading 10/7**

### **BOGS-GEAC Recommendation**

Issue: Need to finalize proposal and bring to the Senate.

Action today: Discuss feedback; edit document; vote. Take to Senate's **10/7** meeting as a **first reading**.

Reminder - people to be 'experts' in various areas so we don't overlook anything.

GE guidelines - Melinda  
GE Assessment Task Force Report - Nicole  
Program Planning Guidelines - Rachel  
Program Planning Policy - Silke  
O&G's Policy Recommendation - BJ  
CSU campus senate chairs info - Thomas  
Campus input - Kathy

### **Amendment to S16-8 (Selection & Review of Administrators; AS 1743)**

Issue: Senate postponed action until next (10/7) meeting after amending to add the AVP Research to positions that need a majority be faculty for their search/review committees. We discussed and edited this at 9/23 meeting.

Action today: Document vote from last meeting

Note: Section 1.3 applies to College of Grad Studies; Section 1.3.3 applies to CPGE.  
<http://www.sjsu.edu/senate/docs/S16-8.pdf>

### **Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)**

Issue: Item had a 1st reading on 9/16; need to finalize. Suggestion made to have the VPRI instead of the AVP Research.

Action today: Discuss; edit if needed; vote; take constitutional amendment to Senate's **11/18** meeting as a **final reading**.

<http://www.sjsu.edu/senate/operations/handbook/>

Organization & Government  
Agenda 10/14/19  
SPX 210; 2-4pm

Recorder: Lisa Millora

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Tina Korani, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Vacant seat: Education/FAL

**Update** - Senate Meeting 10/7. These items passed:

Selection/Review of Administrators (postponed from 9/16)

GU Seats for Committees

Membership updates ADRRC (SMR)

Merging, Dividing, Transferring, Eliminating Academic Units

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

**Approve minutes from 09/30 meeting** (thank you Silke!)

**BOGS-GEAC Recommendation**

Issue: We have feedback from the Senate and provost. Need to work through edits. NOTE: no feedback from BOGS as of 10/13/19.

Actions today:

- Have each person assigned to be our source on various documents report in with any key issues they think we need to keep in mind while editing the final draft.
- Discuss feedback from Senate and Dr. Plato
- Edit document
- Plan next steps
  - Bethany is trying to convene a meeting with C&R chair, UGS chair, UWC reps, BOGS chair
- Take to Senate's **11/18** meeting as a **final reading**.

Reminder - people who are our 'experts' in various areas so we don't overlook anything.

GE guidelines - Melinda

GE Assessment Task Force Report - Nicole

Program Planning Guidelines - Rachel

Program Planning Policy - Silke

O&G's Policy Recommendation - BJ

CSU campus senate chairs info - Thomas

Campus input - Melinda

### ***Issues to address***

- GWAR reviewed where?
  - dept. - college - UGS
- S19-3 now specifically states that BOGS (or the future GEAC) is the locale for approval for GWAR courses. Language reprinted below.
  - 1.c.ii. Courses satisfying the Written Communication II requirement are submitted for approval to the Board of General Studies in the same manner as all other GE and SJSU Studies courses. For approval, the Board must be satisfied that the proposed course will require substantial appropriate writing, that a high standard for successful completion of the course will be maintained and that the course complies with all other applicable criteria. The Board shall periodically review all approved courses and may recommend withdrawal if, in the Board's judgment, sufficiently high standards have not been maintained or the course has otherwise become deficient. The University Writing Committee (UWC) shall be consulted for advice at the Board's request.
- follow up info: that was one of the major discussions that UWC had when revising that policy - to get out of the business of GE course approval, on the principle that there's no particular reason that a writing course require any more or less expertise than any other kind of GE course. After all, most BOGS members don't have expertise in most of the courses they're approving (a philosopher approving a biology course, for example). Why is it different with writing? The idea is to de-stigmatize writing, while making the UWC available for all consultation on anything writing-related, including course approval if someone wishes.
- Open college seats to lecturers?
- Add another student? Have the student seat be AS director of Academic Affairs?

### **Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)**

Issue: Item had a 1st reading on 9/16; need to finalize. Suggestion made to have the VPRI instead of the AVP Research.

Action today: Discuss; edit if needed; vote; take constitutional amendment to Senate's **11/18** meeting as a **final reading**.

<http://www.sjsu.edu/senate/operations/handbook/>

### **Sustainability Committee**

Issue: Sustainability wants to have 1 rep from every college. Has sent memo to President Papazian and Senate. Note: Senate passed and President signed already.

### **Assignments for Fall 2019 Minutes**

10/21 Melinda Jackson

11/4 Susan McClory

12/2 Nicole Okamoto

12/9 Thomas Altura

## **Status of O&G Work**

### ***Ongoing Review in O&G***

Bylaw 1.10 - related to constitutional amendment on admin reps on Senate  
Update to Charge & Membership for BOGS

### ***Planning to take to Senate***

11/18; final reading: Update to Charge & Membership for BOGS  
11/18; final reading: Administrative Reps on Senate (constitutional amendment)

### ***Passed by Senate***

9/16; Sustainability Committee charge and membership  
10/7; Selection/Review of Administrators (postponed from 9/16)  
10/7; GU Seats for Committees  
10/7; Membership updates ADRRC (SMR)  
10/7; Merging, Dividing, Transferring, Eliminating Academic Units

### ***Information Items for O&G***

Link to page with Constitution, Bylaws, and Standing Rules: <http://www.sjsu.edu/senate/operations/handbook/>

No action on referral for AVC (Sent 5/7/19)

Issue: A companion document is needed to the Appendix A (charge & membership) document that was part of our 'omnibus' policy recommendation. This new document would be focused on the processes used to recruit and appoint people to fill seats on University Committees. Bethany will meet with AVC.

Organization & Government  
Agenda 10/21/19  
SPX 210; 2-4pm

Recorder: Melinda Jackson

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Tina Korani, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Vacant seat: Education/FAL

## Updates

- Meeting scheduled for 10/22 with chairs from UGS, UWC, C&R to discuss GVAR component of GEAC proposal
- Waiting for date (which Thursday) for meeting with BOGS. Time 3-4pm in BBC 032.
- AVC has started work on creating the process document that was the focus of our referral last spring. This is designed to complement the charge and membership document that was in the appendix of S19-2.

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

**Approve minutes from 10/14 meeting** (thank you Lisa!)

**Amendment:** Add at the top to Updates: Letter related to Sustainability Committee membership discussed in the Executive Committee meeting; Senate chair will respond.

## **Constitutional Amendment & Bylaw related to Administrative Reps on Senate (AS 1750)**

Issue: Item had a 1st reading on 9/16; need to finalize. Suggestion made to have the VPRI instead of the AVP Research. At 10/14 meeting, decided Director of FA needed; also discussed dropping the VP finance seat and adding a staff seat.

Action today: Discuss; edit proposal; vote; take constitutional amendment to Senate's **11/18** meeting as a **final reading**.

<http://www.sjsu.edu/senate/operations/handbook/>

## **Bylaw 1.10**

Issue: an update in the bylaw is needed once the constitutional amendment passes

Action today: Discuss; edit if needed; vote; take constitutional amendment to Senate after constitutional amendment passes.

## **AS 1735 BOGS-GEAC Recommendation**

Issue: We decided at last meeting to delay updating document based on feedback to date.

Actions today:

- If we decide to continue work on AS 1735; Review proposed edits and update document
- Plan next steps
  - Get input from C&R chair, UGS chair, UWC reps, BOGS chair on GVAR component

- Get input from BOGS
- Other?
- Discuss when to take to Senate for a **final? reading.**

Organization & Government  
Agenda 11/4/19  
SPX 210; 2-4pm

Recorder: Susan McClory

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Vacant seats: Education/FAL; H&A/FAL

### **Updates**

- From meeting with chairs from UGS, UWC, C&R to discuss GVAR component of GEAC proposal: Consensus, GVAR for now stays in our proposal since changes need to come from C&R as it's a curricular review issue.

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

**Approve minutes from 10/21 meeting** (thank you Melinda!)

### **AS 1735 BOGS-GEAC Recommendation**

Have input from joint meeting with BOGS:

- Biggest point of conversation was appointments vs. elections
- Process discussion; presently too adversarial
- Suggestion for GE learning communities
- Break in service
- Including tenure track and lecturer faculty

Actions today:

- Work on AS 1735; Review proposed edits and update document based on all input so far
- Plan next steps
  - Other input? Follow up with Provost?
  - Other?
- Discuss when to take to Senate for a **final? reading**.

### **Assignments for Fall 2019 Minutes**

12/2 Nicole Okamoto  
12/9 Thomas Altura



Organization & Government  
Agenda 12/2/19  
SPX 210; 2-4pm

Recorder: Nicole Okamoto

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Melinda Jackson, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

## **Updates**

**Status of O&G Items** passed by the Senate and under review by President Papazian (Millora)

- Policy recommendation to amend F07-2; athletics policy
- Amend S16-8; Selection/Review of Administrators
- Amend F10-2, S14-3, S15-10, S19-3; GU Seats for Committees
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units

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

**Approve minutes from 11/4 meeting** (thank you Susan!)

## **Review of Senate Standing Rules**

Issue: O&G needs to review Senate Standing Rules to see if any updates needed.

Action today: Discuss each standing rule; compile along the way any edits needed.

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

## **Status of O&G Work**

### ***Ongoing Review in O&G***

Bylaw 1.10 - related to constitutional amendment on admin reps on Senate (take up if constitutional amendment passes)

Bylaw 4.2 - related to executive committee members (take up if constitutional amendment passes)

### ***Passed by Senate***

9/16; Sustainability Committee charge and membership

10/7; Selection/Review of Administrators

10/7; GU Seats for Committees

10/7; Membership updates ADRRC (SMR)

10/7; Merging, Dividing, Transferring, Eliminating Academic Units

11/18; Update to Charge & Membership for BOGS

11/18; Constitutional Amendment related to administrative representatives on Senate

Organization & Government  
Agenda 1/27/20  
SPX 210; 2-4pm

Recorder: Thomas Altura

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

## **Updates**

**Status of O&G Items** passed by the Senate and under review by President Papazian (Millora)

- Policy recommendation to amend F07-2; athletics policy (from March)
- Amend S16-8; Selection/Review of Administrators (from October)
- Amend F10-2, S14-3, S15-10, S19-3; GU Seats for Committees (from October)
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units (from October)
- Amend F13-15; GEAC - Update Charge, Membership, Responsibilities BOGS (from November)

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

**Approve minutes from 12/2 meeting** (thank you Nicole!)

## **Review of Senate Standing Rules**

Issue: O&G finalized updates to Senate Standing Rules at last meeting. Need to review and vote on a Senate Management Resolution to take to the Senate.

Action today: Review SMR; make any edits needed; vote. Take to 2/10 Senate meeting as a 1st reading.

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

## **Review of Senate ByLaws**

Issue: O&G needs to review all bylaws and amend/update where needed.

Action today: Begin review. Sections 1.1a (Bethany) through 2.17 (BJ).

Link to bylaws: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Assignments for review of Bylaws:

| <b>Name</b> | <b>Sections of Bylaws</b> | <b>Date to Cover at O&amp;G Meeting</b> |
|-------------|---------------------------|---|
| Bethany     | 1.1a through 1.62f        | 1/27                                    |
| BJ          | 1.7 through 2.17          | 1/27                                    |
| Silke       | 2.2 through 3.6           | 2/3                                     |
| Susan       | 4.1 through 6.52          | 2/3                                     |
| Rachel      | 6.6 through 6.12c         | 2/3                                     |
| Kenya       | 6.13 through 8.2b         | 2/17                                    |
| Nicole      | 8.3 through 10.3f         | 2/17                                    |
| Tom         | 11.1 through 14.2c        | 2/17                                    |
| Lisa        | 15a through 16            | 2/17                                    |

**Assignments for Spring 2020 Minutes**

1/27 Thomas Altura  
2/3 Rachel French  
2/17 BJ Grosvenor  
2/24 Kenya Gallo  
3/9 Silke Higgins  
3/16 Lisa Millora  
4/6 Susan McClory  
4/13 Nicole Okamoto  
4/27 Bethany Shifflett  
5/4

Organization & Government  
Agenda 2/3/20  
SPX 210; 2-4pm

Recorder: Rachel French

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett

Silke Higgins

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

**Approve minutes from 1/27 meeting** (thank you Thomas!). Note: also see suggested edits.

**Seats for Program Planning, SERB, ARC**

Issue: With reorganization in Academic Affairs Office of Institutional Effectiveness and Analytics, representation from that area needs to be updated.

Action today: review referral, review policy recommendation; vote and take to 2/10 Senate meeting - Final reading?

- Program Planning Committee, Seat D, PRESENTLY: Office of Director, IEA or designee
- Accreditation Review Committee, Seat L: PRESENTLY: Director, Office of Institutional Effectiveness and Analytics (also, Mbr. Steering Committee)

Suggestion: For each seat: Director, institutional research or designee; Recommendation from the Provost: Provost's designee.

NOTE: for SERB, which is part of the referral, O&G already brought to the Senate a recommendation related to SERB (for addition of GU seat) that included the change to the Director, IR or designee. Senate passed this **back in October**. President has not acted on this yet. So, O&G needs to leave SERB out of what we do with a new proposal.

Program Planning: <http://www.sjsu.edu/senate/docs/S17-11.pdf>;  
[http://www.sjsu.edu/senate/comm\\_info/committees/index.html#Program](http://www.sjsu.edu/senate/comm_info/committees/index.html#Program)

ARC: <http://www.sjsu.edu/senate/docs/S16-5.pdf>;  
[http://www.sjsu.edu/senate/comm\\_info/committees/index.html#ARC](http://www.sjsu.edu/senate/comm_info/committees/index.html#ARC)

SERB: <http://www.sjsu.edu/senate/docs/F10-2.pdf>;  
[http://www.sjsu.edu/senate/comm\\_info/committees/index.html#SERB](http://www.sjsu.edu/senate/comm_info/committees/index.html#SERB)

## Ongoing Review of Senate ByLaws

Issue: O&G needs to review all bylaws and amend/update where needed.

Action today:

- Review recommended updates from 1/27 meeting: Sections 1.1a (Bethany) through 2.17 (BJ).
- Continue review of next sections:

|       |                   |     |
|-------|-------------------|-----|
| Silke | 2.2 through 3.6   | 2/3 |
| Susan | 4.1 through 6.52  | 2/3 |
| Lisa  | 6.6 through 6.12c | 2/3 |

Link to bylaws: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Assignments for review of Bylaws:

| Name    | Sections of Bylaws | Date to Cover at O&G Meeting |
|---------|--------------------|------------------------------|
| Bethany | 1.1a through 1.62f | 1/27                         |
| BJ      | 1.7 through 2.17   | 1/27                         |
| Silke   | 2.2 through 3.6    | 2/3                          |
| Susan   | 4.1 through 6.52   | 2/3                          |
| Lisa    | 6.6 through 6.12c  | 2/3                          |
| Kenya   | 6.13 through 8.2b  | 2/17                         |
| Nicole  | 8.3 through 10.3f  | 2/17                         |
| Tom     | 11.1 through 14.2c | 2/17                         |
| Rachel  | 15a through 16     | 2/17                         |

**Volunteer for referral related to S15-3 (leave of absence referral)?**

## **Assignments for Spring 2020 Minutes**

2/17 BJ Grosvenor  
2/24 Kenya Gallo  
3/9 Silke Higgins  
3/16 Lisa Millora  
4/6 Susan McClory  
4/13 Nicole Okamoto  
4/27 Bethany Shifflett  
5/4

Organization & Government  
Agenda 2/17/20  
SPX 210; 2-4pm

Recorder: BJ Grosvenor

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Introductions and welcome to new members:** Katy Kao, Ryan Skinnell, Karthika Sasikumar.

**Updates**

- Meeting to discuss, with Provost and Senate Chair, returned policy recommendations set for Tuesday.
  - General Unit seats
  - Selection & Review of administrators
- Note: President's address on Monday 3/9 (2-3pm) conflicts with policy committee meetings. Question: Interest in moving our meeting to 3-5pm instead of 2-4pm?
- Note: on 3/16 we will meet in SPX 118 rather than SPX 210

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

**Approve minutes from 2/3 meeting** (thank you Rachael!).

**Referrals to O&G**

Issue: Need to establish a plan for working through referrals.

Action today: review referrals and outstanding items, decide on when to take up each.

- Amend Bylaw 1.10 - related to constitutional amendment on admin reps on Senate (take up when constitutional amendment voted on)
- Amend Bylaw 4.2 - related to executive committee members (take up if constitutional amendment passes)
- Referral related to AS board needing to identify designees
- Referral related to membership - Leave of Absence for students (S15-3)
- Referral related to rescinding SMRs and policies



## Senate Management Resolution – Senate Standing Rules

Issue: Need to review updates.

Action today: Final edits to Senate Standing Rules; vote; take as final reading to March 2<sup>nd</sup> Senate meeting

## Ongoing Review of Senate ByLaws

Issue: O&G needs to review all bylaws and amend/update where needed.

Action today:

- Review recommended updates from 2/3 meeting: Susan and Rachael/Lisa

|              |                   |
|--------------|-------------------|
| Susan        | 4.1 through 6.52  |
| Lisa/Rachael | 6.6 through 6.12c |

- Continue review of next sections:

|        |                   |
|--------|-------------------|
| Silke  | 2.2 through 3.6   |
| Kenya  | 6.13 through 8.2b |
| Nicole | 8.3 through 10.3f |

Link to bylaws: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Assignments for review of Bylaws:

| Name         | Sections of Bylaws | Date to Cover at O&G Meeting |
|--------------|--------------------|------------------------------|
| Bethany      | 1.1a through 1.62f | 1/27                         |
| BJ           | 1.7 through 2.17   | 1/27                         |
| Silke        | 2.2 through 3.6    | 2/3 – moved to 2/17          |
| Susan        | 4.1 through 6.52   | 2/3                          |
| Lisa/Rachael | 6.6 through 6.12c  | 2/3                          |
| Kenya        | 6.13 through 8.2b  | 2/17                         |
| Nicole       | 8.3 through 10.3f  | 2/17                         |
| Tom          | 11.1 through 14.2c | 2/24                         |

|      |                |      |
|------|----------------|------|
| Katy | 15a through 16 | 2/24 |
|------|----------------|------|

### **Assignments for Spring 2020 Minutes**

2/24 Kenya Gallo  
 3/9 Silke Higgins  
 3/16 Karthika Sasikumar  
 4/6 Susan McClory  
 4/13 Nicole Okamoto  
 4/27 Katy Kao  
 5/4 Ryan Skinnell

Organization & Government  
Agenda 2/24/20  
SPX 210; 2-4pm

Recorder: Kenya Gallo

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

Absent: Lisa Millora,

## Updates

- Meeting to discuss, with Provost and Senate Chair, returned policy recommendations was Tuesday, 2/18.
  - General Unit seats
    - Focus of proposal should shift away from CPGE; issue is GU representation.
    - O&G will need to take up discussion of specifications in the bylaws related to what constitutes a 'representative unit'.
  - Selection & Review of administrators
    - Need to keep selection and review of MPPs within a division the same.
- Note: President's address on Monday 3/9 (2-3pm) conflicts with policy committee meetings. Question: Interest in moving our meeting to 3-5pm instead of **2-4pm**?
- Note: on 3/16 we will meet in SPX 118 rather than SPX 210

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

**Approve minutes from 2/17 meeting** (thank you BJ!). 10-0-0

## Selection & Review of Administrators

<http://www.sjsu.edu/senate/docs/S16-8.pdf>

Issue: Need to update proposal to address concerns raised by the President.

Action today: Discuss/edit draft proposal; vote; take to the 3/2 Senate meeting as a final reading.

## General Unit Seats on Committees

<http://www.sjsu.edu/senate/docs/F10-2.pdf>

<http://www.sjsu.edu/senate/docs/S14-3.pdf>

<http://www.sjsu.edu/senate/docs/S15-10.pdf>

<http://www.sjsu.edu/senate/docs/S19-3.pdf>

Issue: Need to update proposal to address concerns raised by the President.

Action today: Discuss/edit draft proposal; vote; take to the 3/2 Senate meeting as a final reading.

### **Senate Management Resolution – Senate Standing Rules**

<http://www.sjsu.edu/senate/docs/handbook/standingrules.pdf>

Issue: Need to review one update. Document from 2/17 left out some verbiage from section 4.

Action today: Look at and approve section 4.

4. Senate communications to all individuals and groups will typically be electronic unless an accommodation is requested. Communications addressed to the Academic Senate will be channeled through the Senate office. As appropriate, the Executive Committee or chair shall determine proper referral and notify originators of action taken.

### **Ongoing Review of Senate ByLaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G needs to review all bylaws and amend/update where needed.

Action today:

- Review updates to section 6 (originally covered on 2/17)
- Continue review of next sections:

|              |                           |
|--------------|---------------------------|
| Lisa/Rachael | Finish 6.11 through 6.12c |
| Silke        | 2.2 through 3.6           |
| Kenya        | 6.13 through 8.2b         |
| Nicole       | 8.3 through 10.3f         |
| Tom          | 11.1 through 14.2c        |
| Katy         | 15a through 16            |

Assignments for review of Bylaws:

| Name         | Sections of Bylaws | Date to Cover at O&G Meeting |
|--------------|--------------------|------------------------------|
| Bethany      | 1.1a through 1.62f | 1/27                         |
| BJ           | 1.7 through 2.17   | 1/27                         |
| Silke        | 2.2 through 3.6    | 2/3 – moved to 2/24          |
| Susan        | 4.1 through 6.52   | 2/3 - moved to 2/17          |
| Lisa/Rachael | 6.6 through 6.12c  | 2/3 - moved to 2/17          |
| Kenya        | 6.13 through 8.2b  | 2/17 - moved to 2/24         |
| Nicole       | 8.3 through 10.3f  | 2/17 - moved to 2/24         |
| Tom          | 11.1 through 14.2c | 2/24                         |
| Katy         | 15a through 16     | 2/24                         |

**Assignments for Spring 2020 Minutes**

3/9 Silke Higgins  
3/16 Karthika Sasikumar  
4/6 Susan McClory  
4/13 Nicole Okamoto  
4/27 Katy Kao  
5/4 Ryan Skinnell

Organization & Government  
Agenda 3/9/20  
SPX 210; 2-4pm

Recorder: Silke Higgins

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Reminder:** On 3/16 we will meet in SPX 118 rather than SPX 210

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

**Approve minutes from 2/24 meeting**

**Ongoing Review of Senate ByLaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G needs to review all bylaws and amend/update where needed.

Link to page with Constitution, Bylaws, and Standing Rules:

<http://www.sjsu.edu/senate/operations/handbook/>

Action today:

- Continue review of next sections:

|      |                          |
|------|--------------------------|
| Tom  | Finish 13 through 14.2 c |
| Katy | 15a through 16           |

- Review reorganization of committee content (section 4)
- Discuss section 1.1
- Possibly edit Bylaw 1.10 - related to constitutional amendment on admin reps on Senate (need to consider if constitutional amendment passes)
- Edit Bylaw 4.2.2 (numbering from most current updated draft) - related to executive committee members (take up if constitutional amendment passes).
- Discuss SSP III and IV issue raised by Joanne from UP. See section 1.1.a.1
- **NEW** Assignments for review of updated Bylaws – Thank you all!
  - Everyone with a section assignment checking that strike throughs and underlines in the right place.
  - Due: 3/16

| Name     | Sections of Bylaws   |
|----------|--|
| Bethany  | All of section 1   |
| BJ       | All of section 2   |
| Silke    | All of section 3   |
| Susan    | 4.1 through 4.1.8  |
| Lisa     | 4.1.8.1 through 4.4.6  |
| Kenya    | 4.5 through 4.6.3  |
| Nicole   | 4.6.4 through 4.7.5.3.e  |
| Tom      | All of sections 5 through 8                                      |
| Rachael  | All of sections 9 through 11                                     |
| Karthika | All sections – check numbering                                   |
| Ryan     | All sections – check number references                           |
| Katy     | All sections – check references to constitution & standing rules |

### **Amendment to University Policy S13-9, Merging, Dividing, Transferring, Eliminating Academic Unit**

Issue: Item returned/vetoed by President. O&G needs to review feedback.

Action today: Discuss feedback from the President and Senate Chair's response. Note: Bethany will have a meeting (3/17) with the Provost and Senate Chair and bring feedback to next O&G meeting.

1. Collaboration - As written, the policy implies that changes are initiated by academic administrators (see #4 below). The process should allow for a more collaborative process between faculty and academic leaders that is less onerous.
2. The document uses the language of "seniority," but that is not a term used in collective bargaining. The document needs to be more precise.
3. Timeline - The timeline described in the policy is more onerous than they need to be (e.g., proposal should be available for 10 duty days, not 15; vote between 5 and 10 duty days (we don't need three weeks to collect a dept vote));
4. Practicality - The level of detail required for items B, E, and F in the written proposal is not easily accessible beyond deans and other administrative leaders

(suggesting that the deans or above are the ones driving the process). Instead of "documenting" these issues in writing, we should suggest that they should be covered in discussion and not in writing - as collection of these data would take inordinate amounts of time.

Senate Chair's comments: there were deep discussions of these issues within the O&G committee and on the senate floor. In particular, with regard to Item #4, there were some concerns regarding the ambiguity of 'discussions' and what people remember or interpret from 'discussions.' Having a recorder in these discussions would not necessarily add time, but may add clarity to those involved.

### **Assignments for Spring 2020 Minutes**

3/16 Karthika Sasikumar  
4/6 Susan McClory  
4/13 Nicole Okamoto  
4/27 Katy Kao  
5/4 Ryan Skinnell



Organization & Government  
Agenda 3/16/20  
**SPX 118**; 2-4pm

Recorder: Karthika Sasikumar

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Update:**

Bethany met with the Athletics Board Chair to discuss updates to the athletics policy that was returned by the President to O&G. Plan is to exchange edits and when a draft is ready, bring to O&G for consideration. Focus is predominantly on the charge but document may need overhaul to adequately address areas of concern.

Additional note: edits will not remove the roles/responsibilities that have historically been given to the board.

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

**Minutes**

- Approve minutes from 2/24 meeting (thank you Kenya!)
- Approve minutes from 3/9 meeting (thank you Silke!)

**Rescind S74-1; Administrative Reorganization of Selected Agencies**

Issue: This is an outdated policy.

Action today: discuss and vote on policy recommendation to bring to the Senate's 3/23 meeting as a final reading.

**Ongoing Review of Senate Bylaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G need to review first final draft of all bylaws and amend/update where needed. Link to page with Constitution, Bylaws, and Standing Rules:

<http://www.sjsu.edu/senate/operations/handbook/>

Action today:

- Possibly edit Bylaw 1.10 - related to constitutional amendment on admin reps on Senate (need to consider if constitutional amendment passed)
  - 1.10 ~~The phrase "academic deans" as used in~~ With regard to Article II, Section 2 of the constitution, ~~means~~ college deans ~~within~~

~~Academic Affairs will select their two representatives for staggered two-year terms. and Associate Vice Presidents (AVP) within Academic Affairs will select their one representative for a two-year term. reporting directly to the Provost. Elections of representative deans shall be conducted and reported by The Provost will report the selection of representative Deans to the Senate Chair. and Any vacancies arising before the end of a term shall be filled for the balance of unexpired terms that term by selection as outlined above. special elections~~

- Possibly edit Bylaw 4.2.2 (numbering from most current updated draft) - related to executive committee members (take up if constitutional amendment passed).
- Report in on homework assignments to check the final draft document,
- Vote (if review completed) on resolution and document and bring to the Senate's 3/23 meeting as a first reading.

#### Assignments

| Name     | Sections of Bylaws  | Sections Updated         |
|----------|---|--------------------------|
| Bethany  | All of section 1  | ✓; review updates to 1.3 |
| BJ       | All of section 2  |                          |
| Silke    | All of section 3  |                          |
| Susan    | 4.1 through 4.1.8   | ✓                        |
| Lisa     | 4.1.8.1 through 4.4.6   |                          |
| Kenya    | 4.5 through 4.6.3   |                          |
| Nicole   | 4.6.4 through 4.7.5.3.e   |                          |
| Tom      | All of sections 5 through 8   |                          |
| Rachael  | All of sections 9 through 11  |                          |
| Karthika | All sections – check numbering  | ✓                        |
| Ryan     | All sections – check number references to bylaws                        |                          |
| Katy     | All sections – check number references to constitution & standing rules |                          |

Organization & Government  
Agenda 4/6/20  
Via Zoom (<https://sjsu.zoom.us/j/794253421>); 2-4pm

Recorder: Ryan Skinnell

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Updates:**

- Policy recommendation to rescind S74-1 (Administrative Reorganization of Selected Agencies) passed by Senate at 3/23 meeting
- Referral regarding update to membership of leave of absence committee returned for clarification

**Minutes**

- Approve minutes from 3/16 meeting (thank you Karthika!)

**Final Review of Senate Bylaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G need to review final drafts (edited and 'clean' copies) of all bylaws and amend/update where needed. Link to page with Constitution, Bylaws, and Standing Rules: <http://www.sjsu.edu/senate/operations/handbook/>

- Please Compare edited and 'clean' sections (see assignments below) and bring to the meeting any edits needed.
  - Tried to keep assignments the same as past, but Karthika, Ryan, and Kenya have different ones.

**Action today:**

- Review both drafts and make corrections where needed.
- Vote (if review completed) on resolution and document and bring to the Senate's 3/23 meeting as a first reading.

**Assignments**

| Name    | Sections of Bylaws |
|---------|--------------------|
| Bethany | All of section 1   |
| BJ      | All of section 2   |
| Silke   | All of section 3   |
| Susan   | 4.1 through 4.1.8  |

|          |  |
|----------|--|
| Ryan     | 4.1.8.1 through 4.4.6  |
| Karthika | 4.5 through 4.6.3  |
| Nicole   | 4.6.4 through 4.7.5.3.e  |
| Tom      | All of sections 5 through 8  |
| Rachael  | All of sections 9 through 11   |
| Kenya    | All sections – check numbering   |
| Katy     | All sections – check number references to constitution, bylaws, & standing rules |

**AS 1749, Merging, Dividing, Transferring, Eliminating Academic Units** (passed by Senate Fall 19; returned by the President Spring 20)

<http://www.sjsu.edu/senate/docs/S13-9.pdf>

Issue: Policy recommendation was returned with these concerns:

1. Collaboration - As written, the policy implies that changes are initiated by academic administrators (see #4 below). The process should allow for a more collaborative process between faculty and academic leaders that is less onerous.
2. The document uses the language of "seniority," but that is not a term used in collective bargaining. The document needs to be more precise.
3. Timeline - The timeline described in the policy is more onerous than they need to be (e.g., proposal should be available for 10 duty days, not 15; vote between 5 and 10 duty days (we don't need three weeks to collect a dept vote));
4. Practicality - The level of detail required for items B, E, and F in the written proposal is not easily accessible beyond deans and other administrative leaders (suggesting that the deans or above are the ones driving the process). Instead of "documenting" these issues in writing, we should suggest that they should be covered in discussion and not in writing - as collection of these data would take inordinate amounts of time.

Action today: Following up on discussions we had in previous meeting regarding ways to accommodate some (excluding the 'in writing' component), discuss revised proposal, vote and take to April Senate Meeting.

### **Assignments for Spring 2020 Minutes**

4/13 Nicole Okamoto  
4/27 Katy Kao  
5/4 Susan McClory

## **Status of O&G Work**

### ***Ongoing Items in O&G***

- Bylaws overall
- Update policy recommendation on Merging, Dividing, Transferring, Eliminating Academic Units that was returned to O&G by the President
- Referral related to membership - Leave of Absence for students (S15-3)
- Referral related to rescinding SMRs and policies
- Policy recommendation to amend F07-2; athletics policy (passed by Senate spring 2019; returned by President, spring 2020)

### ***Passed by Senate***

9/16/19; Sustainability Committee charge and membership

9/16/19; Selection/Review of Administrators

10/7/19; GU Seats for Committees

10/7/19; Membership updates ADRRC (SMR)

10/7/19; Merging, Dividing, Transferring, Eliminating Academic Units

11/18/19; Update to Charge & Membership for BOGS

11/18/19; Constitutional Amendment related to administrative representatives on Senate

02/10/20; Director IR seats on ARC and Program Planning Committees

03/2/20; Policy on general unit seats (had been returned by the President)

03/2/20; SMR on standing rules

3/23/20; Policy recommendation to rescind S74-1 (Administrative Reorganization of Selected Agencies)

### **Items Vetoed/Returned by the President**

- Amend S16-8; Selection/Review of Administrators (from September 2019)
- Amend F10-2, S14-3, S15-10, S19-3; GU Seats for Committees (from October 2019)
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units (from October 2019)
- Policy recommendation to amend F07-2; athletics policy (from March 2019)

### ***Information Items for O&G***

Status of O&G Items (note: 3 O&G items on the pending list with the President)

<http://www.sjsu.edu/senate/docs/ppl.pdf>

- Amend F15-13; GEAC (from November 2019; transmitted to President Jan. 2020)
- Director IR seats on ARC and Program Planning Committees (from February 2020)

- General Unit Seats on SERB, Library Board, Writing Committee, Student Fairness (from March 2020)

Organization & Government  
Agenda 4/13/20  
Via Zoom (<https://sjsu.zoom.us/j/794253421>); 2-4pm

Recorder: Nicole Okamoto

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Updates:**

- Feedback on mergers policy recommendation passed by O&G last week: No input from Provost yet.
- Referral regarding update to membership of leave of absence committee
  - No update needed; We have confirmation from Patrick (and Sharon has been included in all communications) that the seat should remain VP&SA.
- Met with Senate chair to discuss referral related to rescinding various Senate Management Resolutions and University Policies.
  - Action item below
- Request made to convene meeting with IR and FA to discuss the discrepancies in FTEF we found when working on bylaws.

**Minutes**

- Approve minutes from 4/6 meeting (thank you Ryan!)

**Review of Senate Bylaws**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G need to review final drafts (edited and 'clean' copies) of all bylaws, consider feedback received, and amend/update where needed. Link to page with Constitution, Bylaws, and Standing Rules: <http://www.sjsu.edu/senate/operations/handbook/>

Action today:

- Review both drafts and make corrections where needed.
- Vote on senate management resolution inclusive of the updated bylaws and bring to the Senate's 4/20 meeting as a first reading.

**Referral Related to rescinding SMRs and policies**

Issue: Based on discussion at last meeting, referral seemed too vague. Discussed issues with Senate Chair. Decided two resolutions needed. One SMR one Policy Recommendation

Action today: Review proposed resolutions; vote.

## SERB Responsibilities

Issue: At Senate meeting a request for O&G to revisit SERB's responsibilities was made:

Would it be appropriate if SERB were to be placed in charge of the SOTE equivalents for Counselors and Librarians? Both groups do some surveys of students, but these are never run by SERB as far as I know. Perhaps it would be a good idea to look at the charge of SERB to see if it would extend to the evaluation of counselors and librarians. Having SERB approve the instruments that the Counselors and Librarians use would make sense to me if those groups were represented on SERB.

Current SERB charge as updated in S19-2

Charge: In consultation with the appropriate disciplines, designs evaluation instruments to be used by all departments and colleges. In collaboration with IEA, establishes norm groups and norm ranges. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. Develops guidelines for the participation of students in the evaluation of faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

SERB membership update passed by the Senate (part of the recommendation on General Unit seats), not yet signed by the President

For F10-2; Amendment B; update information on SERB membership to read:

Membership and Terms:

Director, Center for Faculty Development or designee [EXO]

Director of Institutional Research or designee [EXO]

1 Faculty, College of Business

1 Faculty, College of Education

1 Faculty, College of Engineering

1 Member, General Unit

1 Faculty, College of Health and Human Sciences

1 Faculty, College of Humanities & Arts

1 Faculty, College of Science

1 Faculty, College of Social Science

1 Student

**Note:** F10-2 language to be included under the membership list: ~~The Board shall consist of one faculty member from each college, one student, the Director of the Center for Faculty Development and Support or designee, ex-officio, and the~~



~~Associate Vice President for Institutional Research or designee, ex officio.~~ To the extent possible, the Committee on Committees shall recruit faculty who are familiar with assessment, survey research, and/or statistical analysis.

Action today: Discuss and plan next steps.

### **Assignments for Spring 2020 Minutes**

4/27 Katy Kao

5/4 Susan McClory

Organization & Government  
Agenda 4/27/20  
Via Zoom (<https://sjsu.zoom.us/j/794253421>); 2-4pm

Recorder: Katy Kao

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Updates:**

- Meeting to obtain feedback on mergers policy recommendation from the Provost set for 4/28. O&G will finalize this item at its 5/4 meeting.

**Minutes**

- Approve minutes from 4/13 meeting (thank you Nicole!)

**Final Review of Senate Bylaws (AS 1776)**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: O&G needs to review final drafts (edited and 'clean' copies) of all bylaws, consider feedback received from the Senate, and amend/update where needed. Link to page with Constitution, Bylaws, and Standing Rules:

<http://www.sjsu.edu/senate/operations/handbook/>

Action today:

- Review drafts and make corrections where needed.
- Vote on updated senate management resolution and bring to the Senate's 5/11 meeting as a final reading.

**Round 2; Rescinding SMRs**

Issue: Based on discussion at last meeting, we deferred action on rescinding some of the SMRs while waiting for information/action from the Senate Office. Subsequently, issues resolved by Senate office.

Action today:

- If edit to bylaws OK, no action on this needed. The bylaw update will take care of this and all future SMRs needing to be archived.
- If edit not OK, then review proposed resolution and vote. Take to 5/11 Senate Meeting as a final reading.

## **SERB Responsibilities**

Issue: Amendment B to F10-2 which amended SERB membership (General Unit seat) has not been approved by the President yet. So, we can work on an amendment to the charge but can't bring it to the Senate until after the earlier item signed.

Action Today: discuss possible edits to SERB charge.

Possible edits to current SERB charge as updated in S19-2

Charge: In consultation with the appropriate disciplines, designs evaluation instruments to be used by all departments, ~~and colleges,~~ counselors and librarians. In collaboration with IEA, establishes norm groups and norm ranges. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. Develops guidelines for the participation of students in the evaluation of faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.

## **Athletics Policy**

Issue: President had returned the recommendation passed by the Senate (March 2019) related to updates to the Athletics Policy to address the need to update language so as to be aligned with the CBA. When returned, the request was to review the charge of the athletics board.

On Mon, Mar 2, 2020 at 9:22 AM Lisa Millora <[lisa.millora@sjsu.edu](mailto:lisa.millora@sjsu.edu)> wrote:  
Dear Ravisha,

I am writing on behalf of President Papazian to refer back to the Senate the proposed Amendment C to F07-2, Athletics Policy. Her review of the amendment and policy raised questions for her, and she has been thinking about how the policy can be improved.

As you know, of its own accord, on February 7, 2020, the Athletics Board discussed the charge of the committee. The board's conversation was timely in raising concerns and questions many of which are shared by the President. For this reason, the President requests that Organization and Government Committee consult with the Chair of the Athletics Board and myself, as her designee to the Athletics Board, to discuss potential revisions to the committee's charge.

Action today: Discuss proposed next step: Through Lisa/Ravisha ask the president to sign the recommendation as passed by the Senate and have O&G submit a referral to the Senate office so that discussion of the charge can be taken up in the Fall. The two are separate issues and the President did not register any concern regarding the proposal passed by the Senate.

## **Assignments for Spring 2020 Minutes**

5/4 Susan McClory

Organization & Government  
Agenda 5/4/20  
Via Zoom (<https://sjsu.zoom.us/j/794253421>); 2-4pm

Recorder: Susan McClory

Members: Thomas Altura, Rachael French, Kenya Gallo, BJ Grosvenor, Silke Higgins, Katy Kao, Susan McClory, Lisa Millora, Nicole Okamoto, Bethany Shifflett, Ryan Skinnell, Karthika Sasikumar

**Update:**

- Feedback on mergers policy recommendation from meeting with the Provost and Senate Chair.
  - O&G's document edited during the meeting. Focus was on wording related to the contents of the written document. All other edits we had suggested were fine.

**Minutes**

- Approve minutes from 4/27 meeting (thank you Katy!) 9-0-0

**Final Review of Senate Bylaws (AS 1776)**

<http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>

Issue: Final draft ready for review. Link to page with Constitution, Bylaws, and Standing Rules: <http://www.sjsu.edu/senate/operations/handbook/>

Action today:

- Review drafts (clean and marked up) and make corrections where needed.
- Vote on updated senate management resolution and bring to the Senate's 5/11 meeting as a final reading.

**As 1749; Merging, Dividing, Transferring, Eliminating Academic Units**

Issue: New edits for review.

Action Today: Finalize document, vote, take to 5/11 Senate meeting as a final reading.

**Referrals for Fall 2020**

- Charge for SERB.
  - This would be an amendment C to F10-2. It can be taken up by O&G once the President signs off on amendment B (related to adding a general unit seat to SERB).
  - Information from spring 2020 O&G committee to pass on to Fall 2020 O&G committee:

- Charge: In consultation with the appropriate disciplines, designs evaluation instruments to be used by all departments, and colleges, counselors, and librarians. In collaboration with IEA, establishes norm groups and norm ranges. Develops and makes available to the University community, information and guidelines for the effective interpretation of the rating instruments. Develops guidelines for the participation of students in the evaluation of faculty. Reviews proposals for matters concerned with rating instruments, norm grouping or any other variance to established policy.
- Athletics Policy
  - This would be a referral to the Fall 2020 O&G committee asking for a review of the policy (F07-2) with regard to the charge, roles, and responsibilities of the Athletics Board; inclusive of points raised in the spring athletics board meeting. In the meantime, the expectation is that the President might sign off on Amendment C to F07-2 which was passed by the Senate in Spring of 2019 related to updating language in the athletics policy to align with the CBA.

**Review O&G action documentation related to items vetoed/returned by the President**

- Amend S16-8; Selection/Review of Administrators (from September 2019)
  - O&G decided that a compromise between the proposed changes and the original policy recommendation was not possible: O&G firmly committed to having the Senior Director, Faculty Affairs covered in this policy.
- Amend F10-2, S14-3, S15-10, S19-3; General Unit Seats for Committees (from October 2019)
  - Revision presented by O&G was passed by the Senate (3/2/30) and is waiting for subsequent decision by the President.
- Amend S13-9; Merging, Dividing, Transferring, Eliminating Academic Units (from October 2019)
  - Revision by O&G will be presented to the Senate on 5/11/20.
- Policy recommendation to amend F07-2; athletics policy (from March 2019)
  - O&G has asked that the President sign off on amendment C to F07-2; passed by the Senate in spring 2019. Subsequently, O&G will take up, as the President has requested, a discussion of the charge, roles, and responsibilities of the athletics board.

**Thank you to O&G members for another great and productive year!**

## **Status of O&G Work**

### ***Items for the 5/11 Senate Meeting***

- Bylaws
- Update policy recommendation on Merging, Dividing, Transferring, Eliminating Academic Units that was returned to O&G by the President

### ***Passed by Senate***

9/16/19; Sustainability Committee charge and membership  
9/16/19; Selection/Review of Administrators  
10/7/19; GU Seats for Committees  
10/7/19; Membership updates ADRRC (SMR)  
10/7/19; Merging, Dividing, Transferring, Eliminating Academic Units  
11/18/19; Update to Charge & Membership for BOGS  
11/18/19; Constitutional Amendment related to administrative representatives on Senate  
02/10/20; Director IR seats on ARC and Program Planning Committees  
03/2/20; Policy on general unit seats (had been returned by the President)  
03/2/20; SMR on standing rules  
3/23/20; Policy recommendation to rescind S74-1 (Administrative Reorganization of Selected Agencies)  
4/20/20; Referral related to rescinding SMRs related to standing rules  
4/20/20; Referral related to rescinding policies related to bylaws

### ***Concluded without Senate Action***

- Referral related to membership on Leave of Absence for students (S15-3). No amendment needed.

### **O&G items on the pending list with the President**

<http://www.sjsu.edu/senate/docs/ppl.pdf>

- Amend F15-13; GEAC (from November 2019; transmitted to President Jan. 2020)
- Director IR seats on ARC and Program Planning Committees (from February 2020)
- General Unit Seats on SERB, Library Board, Writing Committee, Student Fairness (from March 2020)
- Rescinding S74-1; Administrative Reorganization of Selected Agencies (from March 2020)
- Rescinding policies related to bylaws (from April 2020)