

## **2015-2016 Year-End Committee Report Form**

Committee:	Organization & Government
Chair	Dr. Bethany Shifflett
Number of Meetings Held	15
Chair Elect for 2016-2017	Dr. Bethany Shifflett

### **Items of Business Completed 2015-2016**

Finished (e.g., our work passed on to other committees/individuals) - not taken to senate by O&G

- Academic Assessment Committee - referral from AY 13-14 (item closed out based on historical record from O&G)
- Academic DQ and Reinstatement Committee Membership (forwarded to ISA)
- Program Planning Policy - section III membership, responsibilities (forwarded to C&R)
- Department Name Change (forwarded to AVP GUP)
- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)
- Retention & Graduation Equity Steering Committee - Close out referral (tabled with no final action) with note that efforts at a more holistic level around student success appear to be headed in a direction that will provide a better infrastructure for efforts focused on retention & graduation equity than our stand alone steering committee proposal.

### **Senate Approved**

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative
- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)

- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee
- Update list of special agencies (bylaw 10.1)
- Revision of S06-3: Selection & Review of Administrators
- Remote attendance at meetings
- Committee Attendance & Senate Membership
- Electronic Voting in Senate

### **Unfinished Business Items from 2015-2016**

Update to Voting Rights Policy

### **New Business Items for 2016-2017**

Possible review of the senate management resolution (SM-F96-3) on honorary senators. Reference made during 4/25/16 Senate meeting to include possible mentor role of honorary senators.

## Organization & Government

Agenda: 8/24/15

SPX 153; 2-4pm

- **Welcome & Introductions**

- **Committee Organization for the Semester**

- Resources on Google Drive: Agendas; Minutes; Referrals List; Folder for each referral (with drafts and related documents in each folder);
- Meeting Minutes (recorders):
  - 8/24: Bethany ([bethany@bshifflett.com](mailto:bethany@bshifflett.com))
  - 8/31: BJ ([billiejo.grosvenor@sjsu.edu](mailto:billiejo.grosvenor@sjsu.edu))
  - 9/21: Gita ([gita.mathur@sjsu.edu](mailto:gita.mathur@sjsu.edu))
  - 9/28: Jason ([jlaker.sjsu@gmail.com](mailto:jlaker.sjsu@gmail.com))
  - 10/19: Kell ([kell.fujimoto@sjsu.edu](mailto:kell.fujimoto@sjsu.edu))
  - 10/26: Julia ([julia.curry@sjsu.edu](mailto:julia.curry@sjsu.edu))
  - 11/9: Stacy ([stacy.gleixner@sjsu.edu](mailto:stacy.gleixner@sjsu.edu))
  - 11/16:
- 4 seats vacant: Engineering, H&A, Science, Student Senator

- **Action Items**

- (30 minutes) Strategic Planning Policy Recommendation - Edits & Discussion
  - Presentation as 1st reading to the senate 9/14
    - Then back to O&G for update
    - Next, set meetings with AALT, SALT, council of chairs for input
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
- (30 minutes) Budget Advisory Committee Policy Recommendation - Edits & Discussion
  - Presentation as 1st reading to the senate 9/14
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
- (30 minutes) Achievement Gap Steering Committee Policy Recommendations - Edits & Discussion
  - Presentation as 1st reading to the senate 9/14
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
- (20 minutes) Core Competencies Policy Recommendation - Edits & Discussion
  - Presentation as final reading to the senate 9/14
  - Discuss combining this and 2 other items in one recommendation since they all relate to S02-7.

**If time permits, Discuss & Edit**

Undergrad Studies Charge - Senate Management Resolution

Teacher Education Committee - Senate Management Resolution

**Future Items (draft proposals on Google Drive)**

Faculty Athletics Representative - Policy Recommendation

Academic DQ & Reinstatement - Senate Management Resolution

Modification BOGS Membership - Policy Recommendation

Heritage, Preservation, & Public History Committee - Senate Management Resolution

IRB Membership - Policy Recommendation

Writing Requirements Committee - Senate Management Resolution

Organization & Government  
Agenda 8/31/15  
SPX 153; 2-4pm

Grosvenor (recorder)

Members: Grosvenor, Mathur, Laker, Fujimoto, Curry, Gleixner, Elmiaari, Shifflett

**Approval of minutes from 8/24 meeting**

**Vacancy Reminder**

- 3 seats vacant: Engineering, H&A, Science
  - Members are encouraged to recruit colleagues in these colleges

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

- ***(30 minutes) Strategic Planning Policy Recommendation - Final Edits & Vote***
  - Reminder: schedule for this item will be:
    - Presentation as 1st reading to the senate 9/14
    - Then back to O&G for update
    - Next, set meetings with AALT, SALT, council of chairs for input
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
  - Discussion begin with section 2.0 (strategic planning process)
  - Continue with final edits throughout
  - Vote
- ***(20 minutes) Budget Advisory Committee Policy Recommendation - Final Edits & Vote***
  - Reminder: schedule for this item:
    - Presentation as 1st reading to the senate 9/14
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
  - Discussion will begin with section 2.0 (Budget Review Considerations)
  - Continue with final edits throughout
  - Vote
- ***(20 minutes) Achievement Gap Steering Committee Policy Recommendation - Final Edits & Vote***
  - Reminder: schedule for this item:
    - Presentation as 1st reading to the senate 9/14
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
  - Discussion will begin with edits to title of policy recommendation (and committee name)
    - Members will bring suggestions to next meeting
  - Continue with final edits throughout
  - Vote

- ***(30 minutes) Faculty Athletics Representative - Discussion & Edits***
  - Schedule for this item:
    - Presentation as 1st reading to the senate 9/14 or October meeting?
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
- ***(10 minutes) Senate Management Resolution Modifying Membership & Charge of the Academic Disqualification and Reinstatement Review Committee - Discussion & Edits***
  - Schedule for this item:
    - Presentation as Final reading to the senate 9/14 meeting if passed at 8/31 meeting
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote

#### **If Time Permits:**

- Policy Recommendation modifying the membership of BOGS
  - This is the 2nd referral related to modifying S02-7; This item will become part of one larger resolution taking care of 3 referrals all related to S02-7

#### **New Referrals**

- From Program Planning Committee
  - Julia will take the lead

#### **Notes**

- Items Sent to Senate Office after 8/24 O&G meeting for 9/14 Senate Agenda
  - Recommendation to dissolve the UTEC committee (final reading)
  - Recommendation to expand the charge of the undergraduate committee (final reading)
- Updated referral list on our shared google drive

Organization & Government  
Agenda 9/21/15  
SPX 153; 2-4pm

Laker (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Welcome to new member & introductions**

**Approval of minutes (BJ recorder) from 8/31 meeting**

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

- ***(10 minutes) Faculty Athletics Representative Policy - Review of edits and vote***
- ***(10 minutes) Strategic Planning Policy Recommendation - Review of edits and vote***
- ***(10 minutes) Budget Advisory Committee Policy Recommendation - Review of edits and re-vote as edits were made after the 9/21 vote***
- **(10 minutes) Policy Recommendation on the Membership, Charge, and Responsibilities for the Board of General Studies - Review of edits and vote**
  - Reminder:
    - This addresses 3 O&G referrals:
      - Core competencies (O&G already approved this component)
      - BOGS membership and chairing
      - Overall update of S02-7
- **(10 minutes) Policy Recommendation: Modification of Writing Requirements Committee Membership - Review of edits and vote**

**If Time Permits:**

- IRB Membership Item

**New Referrals**

- Update bylaws to provide guidance on phone in attendance at meetings. (assigned to O&G at 8/31 ExCom meeting)
  - Bethany has lead
    - Draft posted on google drive
- Changing the Membership of the Graduate Studies and Research (GS&R) Committee
  - Bethany has the lead
    - Draft posted on google drive

## Notes

- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Vacancy Reminder - 2 seats vacant: Engineering, H&A
  - Members are encouraged to recruit colleagues from any college since seats now 'at-large'
- Retention & Graduation Equity Steering Committee item on hold pending roll out (expected January) of strategic plan around student success



Organization & Government  
Agenda 9/28/15  
SPX 153; 2-4pm

Mathur (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Welcome to new member (Bernd Becker) & introductions**

**Approval of minutes (Jason recorder) from 9/21 meeting**

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

- ***(15 minutes) Faculty Athletics Representative Policy - Review of edits and vote***
- ***(10 minutes) Strategic Planning Policy Recommendation - Review of edits and vote***
- ***(10 minutes) Budget Advisory Committee Policy Recommendation - Review of edits and re-vote as edits were made after the 9/21 vote***
- **(15 minutes) Policy Recommendation on the Membership, Charge, and Responsibilities for the Board of General Studies - Review of edits and vote**
  - Reminder:
    - This addresses 3 O&G referrals:
      - Core competencies (O&G already approved this component)
      - BOGS membership and chairing
      - Overall update of S02-7
- **(5 minutes) Rescind S98-11 - Review & Vote**
- **(10 minutes) Policy Recommendation: Modification of Writing Requirements Committee Membership - Review of edits and vote**
- **(20 minutes) Program Planning (Julia) - discussion on membership section of policy**
  - This item is a joint referral to O&G and C&R. We pass suggestions on to C&R and they bring proposal to senate.
- **(20 minutes) Policy Recommendation - modification of HS-IRB Membership**
  - Note: also need to discuss status when taking to senate: 1st reading? Final reading?

**If Time Permits:**

- **Senate Management Resolution: Update bylaws to provide guidance on remote attendance at meetings.**
- **Senate Management Resolution to Dissolve the Heritage, Preservation & Public History Committee**

## Notes

- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Meeting Minutes (recorders):
  - 8/24: Bethany
  - 8/31: BJ
  - 9/21: Jason
  - 9/28: Gita
  - 10/19: Peter
  - 10/26: Julia
  - 11/9: Stacy
  - 11/16: Bernd

Organization & Government  
Agenda 10/19/15  
SPX 153; 2-4pm

Beyersdorf (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Approval of minutes (Gita recorder) from 9/28 meeting**

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

- **(15 minutes) Policy Recommendation on the Membership, Charge, and Responsibilities for the Board of General Studies - Review of edits and vote**
  - Edits based on feedback from senators
  - This item had 1st reading at senate 10/5. Will go for final reading 11/2.
- **(20 minutes) Faculty Athletics Representative Policy - Review of edits and vote (first reading again)**
  - Edits based on feedback from athletics & senators
  - Item not handled at 10/5 Senate meeting - will be on 11/2 Senate agenda
- **(15 minutes) Strategic Planning Policy Recommendation - Review of edits and vote**
  - Edits based on feedback from senators
  - Key issue, membership
  - This item had 1st reading at senate 10/5. After vote, revised draft will be taken to AALT, SALT, and council of chairs meeting for input.
- **(15 minutes) Budget Advisory Committee Policy Recommendation - Review of edits and vote**
  - This item had 1st reading at senate 10/5. Will go for final reading 11/2.
  - No edits or feedback received.
- **(15 minutes) Program Planning (Julia) - Review of Proposal and Vote**
  - This item is a joint referral to O&G and C&R.
  - We pass suggestions on to C&R and they bring proposal to senate.
- **(20 minutes) Senate Management Resolution: Update bylaws to provide guidance on remote attendance at meetings - Discuss & Edit proposal**
- **(20 minutes) Changing the Membership of the Graduate Studies and Research (GS&R) Committee - Discuss & Edit proposal**

**Notes**

- Items passed at 10/5 senate meeting:
  - AS 1584: Rescind S98-11
  - AS 1551: Modification of Writing Requirements Committee Membership

## Notes Continued

- Items not handled at 10/5 Senate meeting that will be on 11/2 Senate agenda:
  - Faculty Athletics Representative Policy - Review of edits and vote (first reading again)
  - Policy Recommendation - modification of HS-IRB Membership (final reading?)
  - Senate Management Resolution to Dissolve the Heritage, Preservation & Public History Committee (final reading)
- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Meeting Minutes (recorders):
  - 8/24: Bethany
  - 8/31: BJ
  - 9/21: Jason
  - 9/28: Gita
  - 10/19: Peter
  - 10/26: Julia
  - 11/9: Stacy
  - 11/16: Bernd

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item

Jason: Strategic Planning item

Gita: BOGS-GE item

Bernd: IRB item (done); Changing GSR membership

Abid: Heritage item (done);

Organization & Government  
Agenda 10/26/15  
SPX 153; 2-4pm

Curry (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Approval of minutes (Peter recorder) from 10/19 meeting**

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

- **Senate Management Resolution: Update bylaws to provide guidance on remote attendance at meetings - Discuss feedback and edit as needed.**
  - Request for update pertains to: The language "at the discretion of the chair occasional remote attendance may be permitted" is very vague. Perhaps defining a percentage of meeting obligations which may be filled by remote attendance e.g., at the discretion of the chair occasional remote attendance may be permitted but shall not exceed 10/15/20 % ??? of all scheduled meetings. Recommend modification that could be applied to each item.
- **Senate Meeting Agenda - Standing rule change (Bernd) - Review Proposal, edit as needed.**
  - Key issue: efficient functioning of senate
  - Assuming we come to consensus and vote, this item would go to the senate for a 1st reading 11/2.

**Program Planning Policy Recommendation (Section III). Discuss, edit, vote.**

- Item referred to both O&G and C&R with O&G responsible for recommending to C&R content for Section III.
- C&R is the lead on this. We send them our suggestions; they bring policy recommendation to the senate.
- **Documents going to Senate on 11/2 - lead reviewers please look over your items and bring corrections if you find errors.**
  - One last look at content if needed:
    - *AS 1588 Faculty Athletics Representative Policy*
      - Changes approved at last O&G meeting
      - Will be on 11/2 Senate agenda as first reading again
    - *AS 1579 Budget Advisory Committee Policy Recommendation*
      - No edits or feedback received after 1st reading 10/15; Will be a final reading at 11/2 Senate meeting.
    - *Changing the Membership of the Graduate Studies and Research (GS&R) Committee.*
      - Proposal approved by O&G at last meeting; Will be a final reading at 11/2 Senate meeting.
    - *AS 1585, Policy Recommendation, Updating the Board of General Studies Membership, Charge, and Responsibilities (First Reading)*
      - Changes approved at last O&G meeting
  - **Did not get to at 10/15 Senate meeting:**

- AS 1586, Policy Recommendation, Modification of the Human Subjects Institutional Review Board Membership (First Reading - **bring as 2nd reading?**)
- AS 1587, Senate Management Resolution, Dissolving the Heritage, Preservation, and Public History Committee (Final Reading)

## Notes

- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Meeting Minutes (recorders):
  - 8/24: Bethany
  - 8/31: BJ
  - 9/21: Jason
  - 9/28: Gita
  - 10/19: Peter
  - 10/26: Julia
  - 11/9: Stacy
  - 11/16: Bernd

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item

Jason: Strategic Planning item

Gita: BOGS-GE item

Bernd: IRB item (done); Changing GSR membership

Abid: Heritage item (done);

Organization & Government  
Agenda 11/9/15  
SPX 153; 2-4pm

Gleixner (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Approval of minutes (Julia recorder) from 10/26 meeting**

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

**AS 1585 - Policy Recommendation – Updating the Board of General Studies Membership, Charge and Responsibilities (Final Reading) Discuss edits & Vote**

- Debate held over until the next full senate meeting.
- Notes from Senate meeting (thanks BJ)
  - On the core competencies piece: Graduate and Undergraduate Studies along with the – WASC Steering Committee - should GUP be the lead not BOGS?
  - Question: Did this go through C & R before coming back for a final reading?
    - No. Bethany will send our revision(s) to C&R right after meeting
  - On section added regarding GEAPs
    - Kenneth Peter proposed and additional section 1.46, and sub-sections 1.4.6.1, 1.4.6.2, 1.4.6.3. Handout provided to the Senators in the meeting. Make sure to get the exact edits language from Kenneth Peter – Professional Standards Committee
    - Note: Bethany followed up with multiple emails negotiating language.
    - Line 249 – friendly amendment to Peter amendment – specific proposals pertaining to certification or continuing certification.
    - Reorganization of sections: 1.4.6 should become 1.4.4 then re-number the two next sections to be sub sections.
    - Bethany's amendment to strike sentence giving GEAP final say was being opposed by Kenneth Peter.

**Assessment of Core Competencies - Discuss & Vote**

- History: We passed a resolution back in August then put it aside to be incorporated in the larger policy recommendation pertaining to S07-2.
- Separated back out. At senate 11/2 this component was generating enough concern that it is likely best to pull it back out so 1585 can pass and Senate can deal with this separately.
- As noted above in notes from Senate there is concern over BOGS taking the lead.
  - Note: O&G last year was in favor of placing responsibility with BOGS

**Name Change - Discuss (if ready, vote)**

- Proposal for name change: MIS Department requesting department be renamed as the "School of Information Systems & Technology".
- Proposal has been reviewed by undergrad and grad studies.
- Proposal was with C&R for review when it was pointed out the review process needs to include O&G (F92-5).

- Our responsibility - Peter in the lead (thank you!): review proposal (all materials on O&G Google Drive), vote, send letter to GUP (send it to Thalia and Nicole Loeser). Thalia will summarize the change and then send it over to Andy (who will subsequently will send it to the President).

### **Search & Review Committees - Discuss & Edit Draft Proposal**

- While looking at S06-3 (selection & Review of Academic Administrators) overall, our focus is on section 1.3 regarding composition of search committees for Deans.
- **Documents approved earlier going to Senate on 11/30 - lead reviewers please look over your items and bring corrections if you find errors.**
  - One last look at content if needed:
    - *AS 1588 Faculty Athletics Representative Policy (Stacy)*
    - Update bylaws to provide guidance on remote attendance at meetings (BJ)

### **Notes**

- Items passed by the Senate at the 11/3 meeting:
  - Modification to the Senate Standing Rules regarding the order of the Senate agenda.
  - Modification of the Graduate Studies and Research Committee membership
  - Modification of the Human Subjects Institutional Review Board Membership
  - Dissolving the Heritage, Preservation, and Public History Committee
  - Establishment of the Budget Advisory Committee as a Special Agency of the Senate along with clarification of membership, charge, and responsibilities.
- Meeting Minutes (recorders):
  - 8/24: Bethany
  - 8/31: BJ
  - 9/21: Jason
  - 9/28: Gita
  - 10/19: Peter
  - 10/26: Julia
  - 11/9: Stacy
  - 11/16: Bernd

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item (Done)

Jason: Strategic Planning item

Gita: BOGS-GE item

Bernd: IRB item (done); Changing GSR membership (Done)

Abid: Heritage item (done);

Julia: Search-Review Committees



Organization & Government  
Agenda 11/16/15  
SPX 153; 2-4pm

Becker (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Approval of minutes (Stacy recorder) from 11/9 meeting**

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

• **AS 1585 - Policy Recommendation – Updating the Board of General Studies Membership, Charge and Responsibilities (Final Reading)**

- Discuss Feedback from Curriculum & Research Committee
  - C&R will have as 1st item on their agenda, then email us feedback during our meeting.

• **Assessment of Core Competencies (First Reading) - Senate Management Resolution.**

- Discuss Feedback from Curriculum & Research Committee
  - From Ravisha: As for the core competencies policy recommendation, I am not sure that we can come to an agreement on that one in our next meeting. Thalia was in our C&R meeting and she indicated that more time is needed to review it. I will also need to talk with Melinda, Steve, and Thalia- as I have heard differing accounts of where they would like these core competencies to be assessed now. It is critical to have these discussions (with our future ALO for accreditation and director of assessment) before we mandate something through policy.
  - Follow up: there is another group who can look at core competencies- and that is the assessment facilitators group on campus. This is the group that is more aware of the entire curriculum in the departments and programs. This is an already organized faculty group on campus who receives release time to participate in program planning and has the opportunity to review the entire curriculum. This group also includes the associate deans from every college and the AVP of GUP. It is lead by the Director of Assessment (who will ultimately be in charge of assessing core competencies for accreditation purposes). By give this curricular charge to BOGS, who are familiar with GE curriculum specifically, it sends a message to campus departments that these core competencies will remain (or should remain) in GE as opposed to throughout a department's curriculum. This is particularly troubling when you consider competencies like information literacy or quantitative reasoning (which goes beyond B4 math or any one GE category). I don't think that BOGS is the committee to do these where and how discussions.

• **Search & Review Committees for Academic Administrators (First Reading) - Policy Recommendation. Discuss Feedback**

- See minor edit 1.4.2
- Note: it's not in the policy we're editing, but question was raised about having chairs on search committees for chairs.

- **Remote Attendance - Senate Management Resolution (First Reading)**
  - See minor edit to workload
- **Review our Referral Spreadsheet**
- **Discuss Spring Schedule & Final Readings**
  - Strategic Planning Policy Recommendation
    - AALT; SALT; UCCD meetings will be done by end of semester
    - Once new President announced AS Chair will solicit input
    - O&G finalize AS 1578
    - To senate for final reading
  - Core Competencies
  - FAR
  - Remote Attendance
  - Selection & Review of Academic Administrators
  - Retention & Graduation Equity Steering Committee
  - Possible updates for dated technology-related policies - potential referral(s)
- **SPRING Meeting Minutes (recorders) - Any conflicts in dates?**
  - 1/25: Julia
  - 2/1: BJ
  - 2/15: Jason
  - 2/22: Gita
  - 3/14: Peter
  - 3/21: Abid
  - 4/11: Stacy
  - 4/18: Bernd

## Notes

- Items going to the 11/30 Senate meeting:
  - AS 1585 Updating the Board of General Studies Membership, Charge and Responsibilities (Final Reading)
  - Assessment of Core Competencies (First Reading)
  - AS 1588 Faculty Athletics Representative Policy (First Reading)
  - Update bylaws to provide guidance on remote attendance at meetings (First Reading)
  - Selection & Review for Academic Administrators (First Reading)

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item (Done); Core Competencies

Jason: Strategic Planning item

Gita: BOGS-GE item

Bernd: IRB item (done); Changing GSR membership (Done)

Abid: Heritage item (done);

Julia: Search-Review Committees

Organization & Government  
Agenda 2/1/16  
SPX 153; 2-4pm

Grosvenor (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Bernd recorder) from 11/16 meeting

**Discuss addition of meeting** on 2/29, 2-4pm

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

**Strategic Planning** (Final Reading) - Policy Recommendation. Discussion, edits, Vote

- Discuss input from AALT, SALT, President
- Review proposed edits
- Vote

**Assessment of Core Competencies** (First Reading) - Sense of the Senate Resolution

- Item changed to sense of the senate resolution and text modified to fit that type of resolution.
- Review edits & Vote.

**Amend Senate bylaws** to clarify connection between committee service and senate service.  
(First Reading) - Senate Management Resolution

- Discuss, edit, and vote
- Important to bring this item to the senate with the remote attendance item

**Faculty Athletics Representative** (Final Reading) - Policy Recommendation

- Review notes from last senate meeting.
  - Did the committee consider appointing two FARs and they could have staggered terms?
  - Consider changing criteria for review to be more general as in AS 1594.
  - Is it possible to list the general policy expectations and then attach guidelines?
  - I would suggest instead of term limits let the FAR serve at the pleasure of the President?
- Finals edits and Vote

**WASC Steering Committee Proposal** (First Reading) - Policy Recommendation - Stacy

- Discuss and edit 1st draft

## **Expansion of bylaw 15 (First/Final? Reading) - Bernd**

- Discuss and edit 1st draft
- Review and possibly expand the type of corrections the senate office permitted to do.

### **Current Bylaw 15: Editorial Changes - Senate Documents**

a) When the title of a university official or of an agency or unit of the university appearing in Academic Senate documents (including the constitution, bylaws, university policies, and resolutions providing for committee membership) is changed, but the functions and responsibilities of the office or agency remain the same, the Senate Chair may approve replacement in the Senate documents of the old title or designation by the new one, as an editorial change. Such changes shall be reported to the Senate.

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

## **Tech Standards Related Policies**

CSU Information Security Policy (ICSUAM8105): <http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml>

- F97-7: Privacy of Electronic Information and Communication
  - Review draft proposal, edit, vote
  - Item will be passed on to Professional Standards for its review and final disposition
- S02-8: Information Technology Resources Responsible Use Policy
  - Review draft proposal, edit, vote
  - Item will be passed on to Professional Standards for its review and final disposition

## **New Item: Electronic Voting in Senate - Senate Management Resolution**

- Volunteer to work on this?
- Lead reviewer?

## **Additional items, previously approved, going to senate meeting on 2/8.**

- Any corrections needed?
- Selection & Review Committees for Academic Administrators (First Reading) - Policy Recommendation.

- Remote Attendance - Senate Management Resolution (First Reading)
- **SPRING Meeting Minutes** (recorders) - Any conflicts in dates?
  - 2/1: BJ
  - 2/15: Jason
  - 2/22: Gita
  - 2/29? If we meet: Julia
  - 3/14: Peter
  - 3/21: Abid
  - 4/11: Stacy
  - 4/18: Bernd

## Notes

Lead reviewers:

Name	Item(s)	Status
BJ	WRC Item Remote Attendance	Done First reading 2/8
Stacy	FAR Retention, Graduation, Steering Committee	Final reading 2/8 On hold - waiting for roll out of strategic plan for student success
Gita	BOGS-GE WASC Steering Committee	Done 1st draft
Peter	BAC Core Competencies	Done Final Reading 2/8
Jason	Strategic Planning Bylaw 15	Final Reading (March?) 1st draft
Bernd	IRB GSR Membership	Done Done
Abid	Heritage Committee Tech Standards - Privacy	Done 1st draft
Julia	Selection-Review Admins Tech Standards - IT Resources	First Reading 2/8 1st draft

## *Status of all O&G Referrals*

Finished (e.g., passed on to other committees/individuals) - not taken to senate by O&G

- Academic Assessment Committee - referral from AY 13-14 (item closed out based on historical record from O&G)
- Academic DQ and Reinstatement Committee Membership (forwarded to ISA)

- Program Planning Policy - section III membership, responsibilities (forwarded to C&R)
- Department Name Change (forwarded to AVP GUP)

#### Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies

#### In Progress

- Strategic Planning
- Core Competencies Assessment
- Faculty Athletics Representative
- Remote attendance at meetings
- Committee Attendance & Senate Membership
- Electronic Voting in Senate
- Revision of S06-3: Selection & Review of Administrators
- Tech Standards - Privacy of Electronic Information and Communication
- Tech Standards - Information Technology Resources Responsible Use Policy
- Expansion of bylaw 15
- WASC Steering Committee
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15

Organization & Government  
Agenda 2/15/16  
SPX 153; 2-4pm

Laker (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Welcome to new O&G Member:** Joshua Romero

**Approval of minutes** (BJ recorder) from 2/1/16 meeting

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

**Strategic Planning** (Final Reading) - Policy Recommendation. Discussion, edits, Vote

- Discuss input from President Papazian & President Martin
- Vote
- Final reading planned for 3/7 senate meeting

**Amend Senate bylaws** to clarify connection between committee service and senate service.  
(Final Reading) - Policy Recommendation

- Discuss, edit, and vote
- Final reading planned for 3/7 senate meeting
- How should we handle this (comment from Pat Backer)?
  - a person can be removed from a senate committee after three absences but the removal of a senator is not clear.

**WASC Steering Committee Proposal** (Final Reading) - Policy Recommendation

- Discuss, edit, and vote
- Final reading planned for 3/7 senate meeting

**Expansion of bylaw 15** (Final Reading) Policy Recommendation - Bernd

- Discuss, edit, and vote
- Final reading planned for 3/7 senate meeting

**Tech Standards Related Policies**

CSU Information Security Policy (ICSUAM8105): <http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml>

- F97-7: Privacy of Electronic Information and Communication
  - Review draft proposal, edit, vote



- Item will be passed on to Professional Standards for its review and final disposition
- S02-8: Information Technology Resources Responsible Use Policy
  - Review draft proposal, edit, vote
  - Item will be passed on to Professional Standards for its review and final disposition

#### **Selection & Review of Academic Administrators (Final Reading) - Policy Recommendation**

- Discuss, edit, and vote
  - Question asked: The language as presented makes it possible for a dean to serve on a search/review committee for deans. But the language as presented does not make it possible for an AVP to serve on a search/review committee for another AVP. Would your committee consider revising this to permit AVPs to be included in these processes?
- Final reading planned for 3/7 senate meeting

#### **Remote Attendance - Policy Recommendation (Final Reading)**

- Discuss, edit, and vote
- Final reading planned for 3/7 senate meeting

#### **Electronic Voting in Senate - Senate Management Resolution - Peter**

- Discuss Draft

#### **Notes for O&G Members**

- SPRING Meeting Minutes (recorders)
  - 2/1: BJ
  - 2/15: Jason
  - 2/22: Gita
  - 2/29? If we meet: Julia
  - 3/14: Stacy
  - 3/21: Joshua
  - 4/11: Peter
  - 4/18: Bernd

Lead reviewers:

Name	Item(s)	Status
BJ	WRC Item Remote Attendance	Done Final reading 3/7

Stacy	FAR Retention, Graduation, Steering Committee	Done (one edit needed) On hold - waiting for roll out of strategic plan for student success
Gita	BOGS-GE WASC Steering Committee	Done Final reading 3/7
Peter	BAC Core Competencies	Done Done
Jason	Strategic Planning Bylaw 15	Final Reading March 7 1st draft
Bernd	IRB GSR Membership Electronic Voting	Done Done 1st draft 2/15
Abid	Heritage Committee Tech Standards - Privacy	Done Review in committee 2/15
Julia	Selection-Review Admins Tech Standards - IT Resources	Final Reading 3/7 Review in committee 2/15
Joshua		

### ***Status of all O&G Referrals***

Finished (e.g., passed on to other committees/individuals) - not taken to senate by O&G

- Academic Assessment Committee - referral from AY 13-14 (item closed out based on historical record from O&G)
- Academic DQ and Reinstatement Committee Membership (forwarded to ISA)
- Program Planning Policy - section III membership, responsibilities (forwarded to C&R)
- Department Name Change (forwarded to AVP GUP)

Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative

## In Progress

- Strategic Planning
- Remote attendance at meetings
- Committee Attendance & Senate Membership
- Electronic Voting in Senate
- Revision of S06-3: Selection & Review of Administrators
- Tech Standards - Privacy of Electronic Information and Communication
- Tech Standards - Information Technology Resources Responsible Use Policy
- Expansion of bylaw 15
- WASC Steering Committee
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15

Organization & Government  
Agenda 2/22/16  
SPX 153; 2-4pm

Mathur (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Jason recorder) from 2/15/16 meeting

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

**Update on Tech Standards Policy Recommendations**

- Revisions approved at 2/15 meeting forwarded to Professional Standards for final disposition for these items:
  - Revision of F97-7: Privacy of Electronic Information and Communication
  - Rescinding S02-8: Information Technology Resources Responsible Use Policy; adopting CSU policy

**Edit to the FAR policy needed:** In one place we had ‘full professor’ when we should have had ‘full time tenured’. Senate office unable to correct this. We need to take the correction to the Senate.

**WASC Steering Committee Proposal** (Final Reading) - Policy Recommendation

- Discuss, edit, and vote
- Final reading planned for 3/7 senate meeting

**Selection & Review of Academic Administrators** (Final Reading) - Policy Recommendation

- Pick up discussion at line 65 (from 2/15 meeting), edit, and vote
- Final reading planned for 3/7 senate meeting

**Remote Attendance** - Policy Recommendation (Final Reading)

- Discuss, edit, and vote
- Final reading planned for 3/7 senate meeting

**Electronic Voting in Senate** - Senate Management Resolution - Peter

- Discuss Draft

**Amend Senate bylaws** to clarify connection between committee service and senate service.  
(Final Reading) - Policy Recommendation

- Approved at last meeting
  - See minor edit 1.6.2, a, 4

- Question from Senator: can AS 1599 include a paragraph requiring or citing an existing requirement that university committees must post their regular meetings schedules well in advance of a given academic year?

#### **Voting Rights** - Modifications to F02-4 - Jason

#### **Approved at 2/15 Meeting; Last Review if needed**

- Strategic Planning (Final Reading) - Policy Recommendation
- Expansion of bylaw 15 (Final Reading) Policy Recommendation - Bernd

**New Item: Bylaw amendment** to clarify that Senators will serve on policy committees. - Volunteer?

Issue: There are members of the Senate that have asked to be removed from policy committees, and when Chair/AVC looked at the bylaws they found although it is implied that all Senators should serve on a policy committee it is not explicitly required.

#### **Discuss: Do we need to meet on 2/29?**

#### **Notes for O&G Members**

- SPRING Meeting Minutes (recorders)
  - 2/1: BJ
  - 2/15: Jason
  - 2/22: Gita
  - 2/29? If we meet: Julia
  - 3/14: Stacy
  - 3/21: Joshua
  - 4/11: Peter
  - 4/18: Bernd

Lead reviewers:

Name	Item(s)	Status
BJ	WRC Item Remote Attendance	Done Final reading 3/7
Stacy	FAR Retention, Graduation, Steering Committee	Done (one edit needed) On hold - waiting for roll out of strategic plan for student success
Gita	BOGS-GE WASC Steering Committee	Done Final reading 3/7

Peter	BAC Core Competencies	Done Done
Jason	Strategic Planning Bylaw 15	Final Reading March 7 1st draft
Bernd	IRB GSR Membership Electronic Voting	Done Done 1st draft 2/15
Abid	Heritage Committee Tech Standards - Privacy	Done Review in committee 2/15
Julia	Selection-Review Admins Tech Standards - IT Resources	Final Reading 3/7 Review in committee 2/15
Joshua	Voting Rights	Draft for review at 2/22 O&G meeting

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- Department Name Change (forwarded to AVP GUP)
- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)

Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative

In Progress

- Strategic Planning
- Remote attendance at meetings
- Committee Attendance & Senate Membership
- Electronic Voting in Senate
- Revision of S06-3: Selection & Review of Administrators
- Expansion of bylaw 15
- WASC Steering Committee
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15

Organization & Government  
Agenda 3/14/16  
SPX 153; 2-4pm

Gleixner (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Gita recorder) from 2/22/16 meeting

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

**Discuss impact of possible strike on meeting schedule (April 18th meeting)**

**AS 1594 Selection & Review of Academic Administrators** (Final Reading) - Policy Recommendation

- Review final edit (**section 2.4**), and vote
- Final reading planned for 4/4 senate meeting

**AS 1590 Remote Attendance - New bylaw** (final Reading) - Policy Recommendation

- Review final edits (based on feedback from senate committee chairs and ExCom), and vote
- Final reading planned for 4/4 senate meeting

**Modification of bylaw 10.1 (special agencies)** (final Reading) - Policy Recommendation

- Review final edits, and vote
- Final reading planned for 4/4 senate meeting

**AS 1605 Electronic Voting in Senate** (final Reading?) - Policy Recommendation

- Review final edits (removal of verbiage related to reporting votes), and vote
- Final reading planned for 4/4 senate meeting

**Voting Rights** - Modifications to F02-4 (Jason)

- Discuss, edit
- First reading for 4/4 senate meeting?
- Need to discuss rescinding F07-5 and creation of new bylaw language
  - Bylaw 1.7 Faculty Voting Rights
    - a) Regular faculty have full permanent voting rights in the department of their primary assignment.
    - b) Temporary faculty assigned to more than one representative unit may vote in each unit on a proportional basis determined by the percentage of their appointment in each unit.



- Need to discuss how new voting rights proposal (which rescinds F02-4) pertains to S14-8 (selection & Review of Department Chairs) which replaced F10-4 (which Jason started editing).

### **Discuss Retention & Graduation Equity Steering Committee Proposal**

- Presently on hold while work being done on a strategic approach to student success.
- Propose: Close out referral with note that efforts at a more holistic level around student success appear to be headed in a direction that will provide a better infrastructure for efforts focused on retention & graduation equity than our stand alone steering committee proposal.

### **Notes for O&G Members**

- SPRING Meeting Minutes (recorders)
  - 4/11: Peter
  - 4/18: Bernd

### ***Status of all O&G Referrals***

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- Department Name Change (forwarded to AVP GUP)
- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)

Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies

- Core Competencies Assessment
- Faculty Athletics Representative
- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)
- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee

#### In Progress

- Remote attendance at meetings (final reading 4/4 Senate meeting)
- Committee Attendance & Senate Membership - bylaw 6 (final reading 4/4)
- Electronic Voting in Senate (final reading 4/4 Senate meeting)
- Revision of S06-3: Selection & Review of Administrators (final reading 4/4)
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15
- Review/update of Voting Rights Policy (new item)

Organization & Government  
Agenda 3/21/16  
SPX 153; 2-4pm

Becker (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Stacy recorder) from 3/14/16 meeting

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

**AS 1603 Committee Obligations & Senate Membership (modification of bylaw 6)**

This item sent back to O&G from Senate. Notes from Senate meeting:

Senator Sabalius asked – had three comments - about Line 49 and the three meeting rule. It was clarified as yes – in an academic year. Line 48 he suggested “an elected” member. Senator Sabalius asked for friendly amendments to line 50 and 55 (is suggested to clarify the chair of the specific policy committee (etc.)). Also line 56, and 57 had added language. Senator Backer made the edits on the e-document. Get exact language from her. All suggested were debated.

Senator Peters suggested the policy go back to O & G to add in language for the actual process including the consent calendar and executive committee.

- Discuss edits & vote
- Final reading for 4/4 senate meeting

**AS 1594 Selection & Review of Admins.**

Question raised about our update - the requirement that the faculty member from another college be tenured was dropped.

From S06-3:

b. Special Procedure for College Deans: The search committees for college deans shall be composed of nine members: three tenured faculty who are not department chairs, elected by and from the college faculty (but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one **tenured** faculty member from another college, designated by the Provost;

We have in 1594:

**1.3.1 Special Procedures for Deans of Academic Colleges:** The search committees for college deans shall be composed of nine members: three tenured faculty who are not department chairs, elected by and from the college faculty

(but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one student, one Dean (from outside the college searching for a Dean), and one member of the community, each designated by the Provost.

### **Voting Rights - Replacing F02-4 (Jason)**

- Continue Discussion & edits (we pick up where we left off - with 2.a.)
- First reading for 4/4 senate meeting?
- Depending on edits, may need to discuss rescinding F07-5 and creation of new bylaw language
  - Bylaw 1.7 Faculty Voting Rights
    - a) Regular faculty have full permanent voting rights in the department of their primary assignment.
    - b) Temporary faculty assigned to more than one representative unit may vote in each unit on a proportional basis determined by the percentage of their appointment in each unit.
- Need to discuss how new voting rights proposal (which rescinds F02-4) pertains to S14-8 (selection & Review of Department Chairs) which replaced F10-4
- Need consultation on possible conflict with our language; S14-8 language; and contract.
  - Feedback: Faculty Affairs does not believe that this represents a contradiction to or a conflict with the CBA. The CBA establishes that "normally" the chair comes from the list of probationary and tenured faculty. But we have established a higher standard, because "normally" gives us room to do so.
  - My question for you, however, is what makes someone "qualified" other than being tenured? Is that word going to have another definition besides being tenured?

### **Summary of issues we're attempting to address:**

- the F02 policy was a delicate compromise over this issue (part-time voting) and acknowledged the differing roles that temporary vs t/tt status create for faculty.
- Shouldn't permanent faculty on loan to another department for a fraction of their assignment be grouped with temporary faculty for purposes of counting votes for Chair?
- Proportional voting can reduce the influence of fractional faculty, but not sure whether someone with such a temporary connection should have had any influence in making a permanent curricular change.
- might be important to say something about obligations to stand for election and to serve if elected, etc. It seems unconscionable to me that a Professor can just "opt out" of a critical service expectation. But what to do about it?
  - Chairs and deans want to know whether an eligible faculty member can insist on removing their name from a ballot, whether they can refuse to serve if elected, whether they can agree to have their name on the ballot for the department committee but not the college committee, and numerous similar questions. These are of course tenured faculty who are expected to provide service, but who can justly say they are providing plenty of service elsewhere and so are carrying their fair share of the load. It is rarely a case of someone just refusing to do any service at all.

- Electronic or email voting, double envelope voting, voting by show of hands, voting over a period of time--what is appropriate for the many different kinds of elections? Voting for curricular changes?
- What needs to be voted on and what doesn't? Voting for review committees? Voting for department mergers? The obvious ones of **voting for Chair and voting for RTP committees are discussed in other policies but they might be referenced in a centralized voting rights and procedures policy.**
- The voting by appointment fraction seems appropriate to me, but how is this enforced as more and more departments abandon the double envelope system?
- faculty with dual college appointments cannot vote twice in campus wide elections or if they are permitted to do so cannot exceed the equivalent of a 1.0 vote for purposes of counting.
- When voting online, what assurances do we have that the votes are legitimate? What are the minimum requirements needed to make online voting legitimate? Can anyone just go to a website and enter someone's name and vote on their behalf? How is proof of identity assessed?
- Should SJSU obtain some sort of secure online voting system that could be used to conduct all of these many different votes in a truly secure way--where faculty have to enter some sort of electronic signature to vote?

Recent feedback: Like the clarification that faculty need to vote on curricular changes. I also like the flexibility that allows departments to determine their method of voting, but that establishes secret ballot as the default.

4a seems a bit extreme--loaned faculty are often very knowledgeable and are sometimes engaged with a second department for many years, and there are some departments that have numerous long term loaned faculty. To be treated as less than temporary faculty....not sure that was your intent.

Loaned faculty are sometimes the chair of that department.

## Notes for O&G Members

- SPRING Meeting Minutes (recorders)
  - 3/21: Bernd
  - 4/11: Peter
  - 4/18: Joshua

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- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)

Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative
- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)
- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee

In Progress

- Remote attendance at meetings (Done - final reading 4/4 Senate meeting)
- Update list of special agencies (bylaw 10.1) (final reading 4/4)
- Committee Attendance & Senate Membership - bylaw 6 (final reading 4/4)
- Electronic Voting in Senate (Done - final reading 4/4 Senate meeting)
- Revision of S06-3: Selection & Review of Administrators (Done - final reading 4/4)
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15
- Voting Rights Policy - Working on it. Likely 1st reading 4/25

### ***Status of all O&G Referrals***

Finished (e.g., passed on to other committees/individuals) - not taken to senate by O&G

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- Charge of the Undergraduate Studies Committee
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- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)
- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee
- Update list of special agencies (bylaw 10.1)
- Revision of S06-3: Selection & Review of Administrators

In Progress

- Remote attendance at meetings (last revision - final reading 4/25 Senate meeting)
- Committee Attendance & Senate Membership (last revision - final reading 4/25)
- Electronic Voting in Senate (last revision - final reading 4/25 Senate meeting)
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15
- Voting Rights Policy - Working on it. Likely 1st reading 4/25

Organization & Government  
Agenda 4/11/16  
SPX 153; 2-4pm

Beyersdorf (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Bernd recorder) from 3/14/16 meeting

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

**(5 minutes) Disposition of Retention & Graduation Equity Steering Committee Item**

Motion: Table Indefinitely

- Presently on hold while work being done on a strategic approach to student success.
- Propose: Close out referral (table) with note that efforts at a more holistic level around student success appear to be headed in a direction that will provide a better infrastructure for efforts focused on retention & graduation equity than our stand alone steering committee proposal.

**(10 minutes) AS 1603 Committee Obligations & Senate Membership (modification of bylaw 6)**

This item sent back to O&G from Senate - again. Notes from Senate meeting:

Need to not impact Board of Ac. Freedom & Prof Standards - consider addressing problem of ongoing vacancies in the BAF policy itself - S99-9.

- Discuss edits & vote - see sections 6.12 and 6.13
- Final reading for 4/25 senate meeting

**(5 minutes) AS 1590 Remote Attendance - Senate Management Resolution**

No changes to content of document that we approved at last O&G meeting. Change is to make the modifications to Senate Standing Rules (add a section 'g' items 1-4 to standing rule 17) rather than bylaws.

- Discuss & vote
- Final reading for 4/25 senate meeting

**(5 minutes) AS 1605 Electronic Voting - Senate Management Resolution**

Item now focused on changing Standing Rule 3. No change to content that we approved at last O&G meeting.



- Discuss & vote
- Final reading for 4/25 senate meeting

**NOTE:** Professional standards will be presenting portions of our 'resolved' language on the email privacy item as a stand along SOS resolution.

### **Voting Rights - Replacing F02-4 (Jason)**

- Continue Discussion & edits (we pick up where we left off - starting with #6)
- First reading for 4/25 senate meeting?
- Depending on edits, may need to discuss rescinding F07-5 and creation of new bylaw language
  - Bylaw 1.7 Faculty Voting Rights
    - a) Regular faculty have full permanent voting rights in the department of their primary assignment.
    - b) Temporary faculty assigned to more than one representative unit may vote in each unit on a proportional basis determined by the percentage of their appointment in each unit.
- Need to discuss how new voting rights proposal (which rescinds F02-4) pertains to S14-8 (selection & Review of Department Chairs) which replaced F10-4
- Need to discuss how we're addressing the several issues raised - see below.

### **Summary of issues we're attempting to address:**

- Bethany
- The question of secret voting has come up ..... we have a tenured faculty member with a .5 appt. (the only one) so any vote counts will automatically reveal that person's vote. Similarly, in another department, there are 6 lecturers who have distinct proportional votes for whom the process cannot guarantee secrecy.
- BJ
- Shouldn't permanent faculty on loan to another department for a fraction of their assignment be grouped with temporary faculty for purposes of counting votes for Chair?
- Proportional voting can reduce the influence of fractional faculty, but not sure whether someone with such a temporary connection should have had any influence in making a permanent curricular change.
- Peter
- might be important to say something about obligations to stand for election and to serve if elected, etc. It seems unconscionable to me that a Professor can just "opt out" of a critical service expectation. But what to do about it?
- Chairs and deans want to know whether an eligible faculty member can insist on removing their name from a ballot, whether they can refuse to serve if elected, whether they can agree to have their name on the ballot for the department committee but not the college committee, and numerous similar questions. These are of course tenured faculty who are expected to provide service, but who can justly say they are providing plenty of service elsewhere and so

are carrying their fair share of the load. It is rarely a case of someone just refusing to do any service at all.

- Bernd
- Electronic or email voting, double envelope voting, voting by show of hands, voting over a period of time--what is appropriate for the many different kinds of elections? Voting for curricular changes?
- What needs to be voted on and what doesn't? Voting for review committees? Voting for department mergers?
- Jason
- The voting by appointment fraction seems appropriate to me, but how is this enforced as more and more departments abandon the double envelope system?
- Should SJSU obtain some sort of secure online voting system that could be used to conduct all of these many different votes in a truly secure way--where faculty have to enter some sort of electronic signature to vote?
- Gita
- faculty with dual college appointments cannot vote twice in campus wide elections or if they are permitted to do so cannot exceed the equivalent of a 1.0 vote for purposes of counting.
- Voting for Chair (find policy #) and voting for RTP committees (find policy #) are discussed in other policies but they might be referenced in a centralized voting rights and procedures policy.
- Julia
- When voting online, what assurances do we have that the votes are legitimate? What are the minimum requirements needed to make online voting legitimate? Can anyone just go to a website and enter someone's name and vote on their behalf? How is proof of identity assessed?
- Stacy
- Loaned faculty are often very knowledgeable and are sometimes engaged with a second department for many years, and there are some departments that have numerous long term loaned faculty. To be treated as less than temporary faculty....not sure that was your intent.

## **Notes for O&G Members**

- SPRING Meeting Minutes (recorders)
  - 4/11: Peter
  - 4/18: Joshua

### ***Status of all O&G Referrals***

Finished (e.g., passed on to other committees/individuals) - not taken to senate by O&G

- Academic Assessment Committee - referral from AY 13-14 (item closed out based on historical record from O&G)
- Academic DQ and Reinstatement Committee Membership (forwarded to ISA)
- Program Planning Policy - section III membership, responsibilities (forwarded to C&R)
- Department Name Change (forwarded to AVP GUP)
- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)

Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative
- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)
- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee
- Update list of special agencies (bylaw 10.1)
- Revision of S06-3: Selection & Review of Administrators

In Progress

- Remote attendance at meetings (last revision - final reading 4/25 Senate meeting)
- Committee Attendance & Senate Membership (last revision - final reading 4/25)
- Electronic Voting in Senate (last revision - final reading 4/25 Senate meeting)
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15
- Voting Rights Policy - Working on it. Likely 1st reading 4/25
- Update bylaw 1.2 - On 4/18 O&G agenda

Organization & Government  
Agenda 4/18/16; Last Meeting of AY 15-16  
SPX 153; 2-4pm

Romero (recorder)

Members: Grosvenor, Mathur, Laker, Curry, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Beyersdorf recorder) from 4/11/16 meeting

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

**Update to Bylaw 1.2.**

- Issue: Student Services Professionals in categories III and IV used to be in bargaining unit 3. They are now in bargaining unit 4. Thus our bylaw needs updating.
- Discuss & Vote
- 1st Reading: 4/25

**Departmental Voting Rights** (Jason)

- Continue Discussion & Edits
  - Work through entire document from the beginning
  - Have each member report in on any changes in language needed to address issues related to their 'homework assignment' (see below)
- Discuss edits needed to bylaws or other policies
  - Bylaw 1.7 Faculty Voting Rights?
    - a) Regular faculty have full permanent voting rights in the department of their primary assignment.
    - b) Temporary faculty assigned to more than one representative unit may vote in each unit on a proportional basis determined by the percentage of their appointment in each unit.
  - If bylaw 1.7 modified, then rescind F07-5?
  - S14-8 (selection & Review of Department Chairs) which replaced F10-4
  - Other?
- 1st reading 4/25

**Homework Assignments**

- Bethany
- The question of secret voting has come up ..... we have a tenured faculty member with a .5 appt. (the only one) so any vote counts will automatically reveal that person's vote. Similarly, in another department, there are 6 lecturers who have distinct proportional votes for whom the process cannot guarantee secrecy.

- BJ
- Shouldn't permanent faculty on loan to another department for a fraction of their assignment be grouped with temporary faculty for purposes of counting votes for Chair?
- Proportional voting can reduce the influence of fractional faculty, but not sure whether someone with such a temporary connection should have had any influence in making a permanent curricular change.
  
- Peter
- might be important to say something about obligations to stand for election and to serve if elected, etc. It seems unconscionable to me that a Professor can just "opt out" of a critical service expectation. But what to do about it?
- Chairs and deans want to know whether an eligible faculty member can insist on removing their name from a ballot, whether they can refuse to serve if elected, whether they can agree to have their name on the ballot for the department committee but not the college committee, and numerous similar questions. These are of course tenured faculty who are expected to provide service, but who can justly say they are providing plenty of service elsewhere and so are carrying their fair share of the load. It is rarely a case of someone just refusing to do any service at all.
  
- Bernd
- Electronic or email voting, double envelope voting, voting by show of hands, voting over a period of time--what is appropriate for the many different kinds of elections? Voting for curricular changes?
- What needs to be voted on and what doesn't? Voting for review committees? Voting for department mergers?
  
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- The voting by appointment fraction seems appropriate to me, but how is this enforced as more and more departments abandon the double envelope system?
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- faculty with dual college appointments cannot vote twice in campus wide elections or if they are permitted to do so cannot exceed the equivalent of a 1.0 vote for purposes of counting.
- Voting for Chair (find policy #) and voting for RTP committees (find policy #) are discussed in other policies but they might be referenced in a centralized voting rights and procedures policy.
  
- Julia
- When voting online, what assurances do we have that the votes are legitimate? What are the minimum requirements needed to make online voting legitimate? Can anyone just go to a website and enter someone's name and vote on their behalf? How is proof of identity assessed?

- Stacy
- Loaned faculty are often very knowledgeable and are sometimes engaged with a second department for many years, and there are some departments that have numerous long term loaned faculty. To be treated as less than temporary faculty....not sure that was your intent.

### **Notes for O&G Members**

Spring Meeting Minutes (recorders)

- 4/18: Joshua

Items Planned for 4/25 Senate Meeting:

- AS 1603 Committee Obligations & Senate Membership (modification of bylaw 6)
- AS 1590 Remote Attendance - Senate Management Resolution
- AS 1605 Electronic Voting - Senate Management Resolution
- Voting Rights
- Update to Bylaw 1.2

Organization & Government  
Minutes 8/24/15  
SPX 153; 2-4pm

Present: Shifflett (recorder), Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari  
Absent: Fujimoto,

### **Welcome & Introductions**

- Members introduced themselves
- Senate Chair Michael Kimbarow stopped in to welcome members and thank them for their service.

### **Committee Organization for the Semester**

- Shifflett explained that committee resources would be on Google Drive: Agendas; Minutes; Referrals List; Folder for each referral (with drafts and related documents in each folder);
- Recorders for Meeting Minutes identified:
  - 8/24: Bethany ([bethany@bshifflett.com](mailto:bethany@bshifflett.com))
  - 8/31: BJ ([billiejo.grosvenor@sjsu.edu](mailto:billiejo.grosvenor@sjsu.edu))
  - 9/21: Gita ([gita.mathur@sjsu.edu](mailto:gita.mathur@sjsu.edu))
  - 9/28: Jason ([jlaker.sjsu@gmail.com](mailto:jlaker.sjsu@gmail.com))
  - 10/19: Kell ([kell.fujimoto@sjsu.edu](mailto:kell.fujimoto@sjsu.edu))
  - 10/26: Julia ([julia.curry@sjsu.edu](mailto:julia.curry@sjsu.edu))
  - 11/9: Stacy ([stacy.gleixner@sjsu.edu](mailto:stacy.gleixner@sjsu.edu))
  - 11/16: Elmiaari ([abid.elmiaari@sjsu.edu](mailto:abid.elmiaari@sjsu.edu))
- 3 seats vacant: Engineering, H&A, Science
  - Members are encouraged to recruit colleagues in these colleges they know to join committee.
  - After seats go 'at large' Shifflett will send out notice to O&G members again asking group to recruit faculty for any remaining seat(s) that are vacant.

### **Action Items**

#### **• Strategic Planning Policy Recommendation - Edits & Discussion**

- Schedule for this item will be:
  - Final edits and vote in O&G on 8/31
  - Presentation as 1st reading to the senate 9/14
  - Then back to O&G for update
  - Next, set meetings with AALT, SALT, council of chairs for input
  - Back to O&G for final edits & vote
  - On to senate for final reading & vote
- Discussion focused on the need to review the document with an eye to places where we might add verbiage to reinforce (a) the need for broad engagement and (b) need for SPSC members to do outreach so diverse voices included.
- Edit to section 1.1 (charge).
  - Responsible for providing strategic leadership, in collaboration with the President, in all aspects of the development, implementation, **evaluation, and revision** of a strategic plan

for SJSU. Ongoing review of the process along with communication and engagement with campus constituents will be central to the steering committee's responsibilities as well as the plan's legitimacy and efficacy.

- Edit to section 1.2.1
  - Each member will initially serve a 3-year term renewable for one additional 3-year term. Recruitment of applicants to serve on the strategic planning steering committee will be done through the normal committee on committees process for the seats designated for a dean, chair, faculty member, staff member and student. **Recommendations for an alum member will be solicited from the SJSU Alumni Board. Recommendations for a community member will be solicited from the SJSU Tower Board.** When filling initial appointments, the Associate Vice Chair of the Senate will stagger the terms. When there are multiple applications for a seat the Executive Committee of the Academic Senate will select individuals to serve. In considering potential SPSC members attention should focus on the person's skills and experience in these areas: strategic planning, assessment, engagement of individuals and groups.
  - Homework for members: Think about what (if any) verbiage might need to be added/modified to the last sentence of 1.2.1:
    - In considering potential SPSC members attention should focus on the person's skills and experience in these areas: strategic planning, assessment, engagement of individuals and groups. **Suggestion during meeting: engagement of individuals and groups representing diverse backgrounds.**
  - Laker requested that Shifflett construct information for the group regarding changes suggested this summer on earlier version of draft.
  - Discussion will pick up next week with section 2.0 (strategic planning process)
- **Budget Advisory Committee Policy Recommendation - Edits & Discussion**
  - Schedule for this item:
    - Final edits and vote in O&G on 8/31
    - Presentation as 1st reading to the senate 9/14
    - Back to O&G for final edits & vote
    - On to senate for final reading & vote
  - Edit to section 1.2.1 (recruitment & appointment of members). Suggestion was to write something in that conveyed the desire to have different people on BAC from SPSC.
  - For consideration at next meeting:
    - Members (other than ex-officio) serve a 3-year term which is renewable for one additional 3-year term. When filling initial appointments, the Chair of the Committee on Committees will stagger the terms of non ex-officio seats. The student member serves a 1-year term and can be re-appointed. Solicitation of applications to serve on the Budget Advisory Committee will be made through the normal Committee on Committees process for the seats designated for faculty, staff, dean, and student members. When multiple applications are submitted for a seat, the Executive Committee of the Academic Senate will select individuals to serve. In considering applicants, attention should focus on the person's expertise in areas related to the planning and allocation of budget resources and the need for continuity over time in membership for a portion of the seats. **In addition, efforts would be made to keep membership on the BAC separate from that on the Strategic Planning Steering Committee.**
  - Laker requested that Shifflett construct information for the group regarding changes suggested this summer on earlier version of draft.
  - Discussion will pick up next week with section 2.0 (Budget Review Considerations)



- ***Achievement Gap Steering Committee Policy Recommendation - Edits & Discussion***

- Schedule for this item:
  - Final edits and vote in O&G on 8/31
  - Presentation as 1st reading to the senate 9/14
  - Back to O&G for final edits & vote
  - On to senate for final reading & vote
- Recommendation that edits be made to title of committee
  - Members will bring suggestions to next meeting
- Edit suggested so that there would be less of a constraint on who would be able to get on committee and subcommittees.
  - Suggested language:
    - When multiple applications are submitted for a seat, the Executive Committee of the Academic Senate will select individuals to serve. In considering applicants, attention should focus on the person's ability to make substantive contributions in the areas of the committee's charge, **their historical engagement in work related to the committee's charge**, and the need for continuity over time in membership for a portion of the seats.

- ***Core Competencies Policy Recommendation - Discussion & Vote***

- Vote unanimous to approve modification of S02-7 that adds to section III a new item F:
  - The Board of General Studies shall, in consultation with the Director of Assessment and the Director for Institutional Effectiveness and Analytics, develop and implement strategies for the periodic evaluation of these core competencies: Information Literacy, Written Communication, Oral Communication, Critical Thinking, and Quantitative Reasoning.
- Discussed combining this and 2 other items in one recommendation since they all relate to S02-7.
- Schedule for this item:
  - Combine the content of this item with that of the two other O&G items that are modifying S02-7.
  - Presentation as first reading as soon as the other 2 items related to S02-7 have been addressed by the committee.

- ***Undergrad Studies Charge - Discussion & Vote***

- Vote unanimous to approve modification of SM-S98-2 that expands the charge of the undergraduate studies committee:
  - Reviews and coordinates the undergraduate curriculum and its development; advises on policies relevant to undergraduate education; **encourages and supports curricular innovation on campus**; formulates or considers and makes recommendations on policy for awarding honors to undergraduate students; reviews and makes recommendations on proposed departmental honors programs; **and members serve as liaisons to their respective units.**

- ***Teacher Education Committee - Discussion & Vote***

- Vote unanimous to dissolve the University Teacher Education Committee

Organization & Government  
Minutes 8/31/15  
SPX 153; 2-4pm

Present: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, and Shifflett  
Absent: Fujimoto

Approval of minutes from 8/24 meeting - approved

**Announcement**

Vacancy Reminder

- 3 seats vacant: Engineering, H&A, Science
  - O & G members are encouraged to recruit colleagues in these colleges

**Action Items**

**Strategic Planning Policy Recommendation**

Discussion began with section 2.0 (strategic planning process). The committee continued with final edits throughout the remainder of the policy recommendation. Members reviewed each section and provided edits in various sections. Those changes were captured during the discussion as the policy was projected on a screen for all to see.

Vote 7-0-0 (Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett) passed.

Reminder: schedule for this item will be:

- Presentation as 1st reading to the senate 9/14
- Then back to O&G for update
- Next, set meetings with AALT, SALT, council of chairs, and provost and president for input
- Back to O&G for final edits & vote
- On to senate for final reading & vote

**Budget Advisory Committee Policy Recommendation**

Discussion began with section 2.0 (Budget Review Considerations). Clarification of the list included in the document was clarified by the chair. The committee continued with final edits throughout the entire document.

Vote 7-0-0 (Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett) passed.

Reminder: schedule for this item:

- Presentation as 1st reading to the senate 9/14
- Back to O&G for final edits & vote
- On to senate for final reading & vote

**Achievement Gap Steering Committee Policy Recommendation**

A presentation as a 1st reading to the senate 9/14 has changed. The O & G committee was asked to slow down on moving this policy forward. Provost Andy Feinstein and the VP of Student Affairs Reginald Blaylock asked to come to the next O & G meeting. The O & G committee members felt it

would be important to also invite the identified leaders of the current task forces. After some additional conversation, the AS president was also considered an important voice at the upcoming meeting.

Further discussion ensued on section 1.2 - membership.

Motion: that the membership be modified to include 1 Chicano/Latino Faculty Association Member and 1 African American Faculty Association Member.

Motion passed: Vote - 7-0-0 (Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett) passed.

Additionally 1.1 Charge - was also modified with some more inclusive language. This work was considered edits – not needing a vote.

As well the name of the policy was discussed. Options were shared based on emails.

Motion proposed: The new title be Retention and Graduation Equity Steering Committee.

Motion passed: Vote - 7-0-0 (Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett) passed.

Vote – overall policy recommendation with edits – no vote was taken based on the request for another meeting with the Provost and VP of Student Affairs. It was deemed inappropriate to vote at this time.

Reminder: No schedule for this item has been finalized.

### **Senate Management Resolution Modifying Membership & Charge of the Academic Disqualification and Reinstatement Review Committee**

The O & G committee reviewed the draft Senate Management Resolution. Much of the edits to an existing policy are consistent with current university practice. Titles of representatives listed in the current policy are noted to be out of date.

Motion: to approve proposed changes to the ADQRC.

Motion passed: Vote - 7-0-0 (Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett) passed.

Reminder: schedule for this item:

- Presentation as Final reading to the senate 9/14 meeting if passed at 8/31 meeting
- Back to O&G for final edits & vote
- On to senate for final reading & vote

### **Faculty Athletics Representative – deferred to next meeting**

This agenda item will be moved to the next meeting. The time frame of discussion was deemed to require more time than was available at this meeting. Presentation as 1st reading to the senate most likely will be an October senate meeting at the earliest.

Reminder of the future schedule for this item:

- Presentation as 1st reading to the senate 9/14 or October meeting?
- Back to O&G for final edits & vote
- On to senate for final reading & vote
- Presentation as Final reading to the senate 9/14 meeting if passed at 8/31 meeting
- Back to O&G for final edits & vote

- On to senate for final reading & vote

**Time Permitting Item – deferred to next meeting**

- Policy Recommendation modifying the membership of BOGS
- This is the 2nd referral related to modifying S02-7; This item will become part of one larger resolution taking care of 3 referrals all related to S02-7

**New Referrals - deferred to next meeting**

- From Program Planning Committee - Julia will take the lead

**Notes**

- Items Sent to Senate Office after 8/24 O&G meeting for 9/14 Senate Agenda
- Recommendation to dissolve the UTEC committee (final reading)
- Recommendation to expand the charge of the undergraduate committee (final reading)
- Updated referral list on our shared google drive

Grosvenor (recorder)

Organization & Government  
Minutes 9/21/15  
SPX 153; 2-4pm

Laker (recorder)

Members Present: Mathur, Grosvenor, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf,  
Absent: N/A

**Welcome to new member & introductions**

-Peter Beyersdorf (College of Science) introduced himself as a new Senator and College of Science member

**Approval of minutes (BJ recorder) from 8/31 meeting**

-Minutes were approved

**Action Items**

• **Faculty Athletics Representative - Discussion & Edits**

- Schedule for this item:
  - Presentation as 1st reading to the senate at October meeting
  - Back to O&G for final edits & vote
  - On to senate for final reading & vote

*-Stacy Gleixner reported that Bill Campsey's as Faculty Representative term expired this past June 2015, but was extended through December as work on the Faculty Athletics Representative Policy revision continues; and Call for New faculty athletics representative to start in January will be released soon (hopefully the newcomer will be able to attend a couple meetings with Dr. Campsey to help with transition).*

*-Chair Shifflett reports that the Policy Revision is intended to clarify roles and responsibilities, and term (including resolution of the conflicting language in the current policy regarding term limits) of Faculty Athletics Rep.*

*-Discussion began with section 2.0 (Strategic Planning Process). When discussing section 3.0 (Recruitment and Appointment of the Faculty Athletics Representative), there was interest to make sure changes retained compliance with NCAA stipulations. There were several gap issues such as Interim Appointments if the incumbent is unable or unwilling to serve, and how the Incumbent can be removed if needed. Chair Shifflett will draft language for consideration at the 9/28/15 meeting.*

• **Strategic Planning Policy Recommendation - Discussion & Review of edits based on feedback received**

- Next steps:
  - Take to October senate meeting for 1st reading
  - Update document and working from updated version get input from
    - Council of Chairs

- AALT
- SALT
- Incoming President
- Take to senate in spring for final reading & vote

*-Discussion began with section 1.2.1 (Recruitment and Appointment of Members). There was an effort to identify terms of service that foster continuity, particularly given time horizons for Strategic Plans generally range from five to seven years. There is also a need to add provisions for Interim Appointments and removal of members. Chair Shifflett will pull language from Senate bylaws for consideration at the 9/28/15 meeting.*

• **Budget Advisory Committee Policy Recommendation - Discussion & Review of edits based on feedback received**

- Next steps:
  - Take to October senate meeting for 1st reading
  - Edit in O&G then final reading in November

*-Discussion focused on whether a suggestion that the President can add additional members at their discretion should be included in the Policy. There was unanimous disapproval of such, particularly since the President is already able to confer with whomever they wish, and there is a need for full transparency and consultation in this and other formal working groups. The acronym, "BAC" was replaced with "Budget Advisory Committee" throughout the document.*

Vote to approve the Budget Advisory Committee resolution as amended 8-0-0 (Mathur, Grosvenor, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf) passed.

• **Discussed draft Policy Recommendation on the Membership, Charge, and Responsibilities for the Board of General Studies**

- Notes for this item:
  - This addresses 3 O&G referrals:
    - Core competencies (O&G already approved this component)
    - BOGS membership and chairing
    - Overall update of S02-7

*-Discussion focused on how to efficiently incorporate the three referrals into one revision. Chair Shifflett explained background on the referrals and possible ways to achieve a single revision. The list summarizing the various changes being made is recommended to remain in the final policy document in order to preserve the legislative history for future guidance. There was some discussion about the importance of BOGS members knowing the GE, AI and GVAR requirements and policies given their critical importance to the Academic program of the university and consequences to students and the institution. The revision notes this. The revised policy will be voted on at the 9/28/15 meeting for referral to the full Senate.*

• **Senate Management Resolution: Modification of Writing Requirements Committee Membership - Discussion & Edits**

- Notes:
  - 1st reading was done Dec. 2014; never came back to senate
  - Will go to senate as a final reading item

*-Discussion began on this item at 3:47pm with the understanding that we will need to continue at the next meeting (9/28/15). Chair Shifflett explained background on the referral and tasks to be done in order to complete the policy revision. The Committee discussed how to increase the likelihood of representation of those familiar with English Language Learning in a manner that also avoids quotas and the like. Accordingly, the proposed revision suggested that a requirement that the prospective member is familiar with English Language Learning would accommodate this.*

**For Next Week:**

- IRB Membership Item

**New Referrals**

- Update bylaws to provide guidance on phone in attendance at meetings. (assigned to O&G at 8/31 ExCom meeting)
  - Bethany has lead
    - Draft posted on google drive
- Changing the Membership of the Graduate Studies and Research (GS&R) Committee
  - Bethany has the lead
    - Draft posted on google drive

**Reminders**

- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Vacancy Reminder - 3 seats vacant: Engineering, H&A, General Unit
  - Members are encouraged to recruit colleagues from any college since seats now 'at-large'
- Retention & Graduation Equity Steering Committee item on hold pending roll out (expected January) of strategic plan around student success

Organization & Government  
Minutes 9/28/15  
SPX 153; 2-4pm

Mathur (recorder)

Members Present: Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker  
Absent: Laker

**Welcome to new member (Bernd Becker) & introductions**

**Approval of minutes (Jason recorder) from 9/21 meeting**

Approval of minutes from 9/21 meeting – approved

**Faculty Athletics Representative Policy - Review of edits and vote**

Edits which were discussed in 9/21 meeting were approved with minor wordsmithing. The following additional inserts/changes were made:

- 2.8 Athletic Student Success Services Center added
- 2.11 address student-athlete concerns regarding academic issues (and renumber)
- 2.17 insert NCAA
- 2.19 graduation rates to be included in annual report
- 2.21 Play an active role “in the preparation of the institution’s NCAA self-study report in each of the four basic areas, and play a leading role in the areas of academic integrity, governance and commitment to rules compliance, and commitment to equity, which includes student-athlete welfare.” [FARA Handbook]  
(and renumber)
- 2.3 insert faculty
- 3.2.4 insertion of language to deal with FAR absence

Alternative Proposal for a tightened language regarding term for FAR presented by Bethany and and the portion related to an extension inserted in 3.2. Agreement to switch 3.2.2 to be at request of the President in consultation with the Athletic Board and Executive Committee; President would request reappointment (not the FAR). 3.2.3 modified accordingly and swapped with 3.2.2

Vote 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed as amended.

**Strategic Planning Policy Recommendation - Review of edits and vote**

Edits and additions which were discussed in 9/21 meeting were approved; additions pertained to 1.2.2 Interim Appointments and 1.2.3 Replacing Members

VP of Advancement (EXO) was added to membership after discussion.



Vote 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed as amended.

**Budget Advisory Committee Policy Recommendation - Review of edits and re-vote as edits were made after the 9/21 vote**

Edits which were discussed in 9/21 meeting were approved. Minor clarifications and formatting changes were made.

Vote 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed as amended.

**Rescind S98-11 - Review & Vote**

Vote 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed.

**Policy Recommendation: Modification of Writing Requirements Committee Membership - Review of edits and vote**

BJ discussed feedback from Chair and WRC Committee.

- Committee decided not to change wording regarding “ESL Learning”.
- E2.b to be clarified: missing 3 scheduled meetings “in an academic year.”

Vote 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed as amended.

**Policy Recommendation on the Membership, Charge, and Responsibilities for the Board of General Studies - Review of edits and vote**

- Reminder:
  - This addresses 3 O&G referrals:
    - Core competencies (O&G already approved this component)
    - BOGS membership and chairing
    - Overall update of S02-7

Edits which were discussed in prior meetings were approved. Minor formatting changes were made. All reference to the Board of General Studies to be replaced with BOGS.

**1.2.1.11 Clarify 3 missed meetings “in an academic year”**

Vote 8-0-0 (Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed as amended.

**Program Planning (Julia) - discussion on membership section of policy**

This item is a joint referral to O&G and C&R. We pass suggestions on to C&R and they bring proposal to senate.

Charge is to update the membership of the Program Planning Committee

- Major questions raise by Julia:

- Should there be a member from the General Unit and should this include only Librarians (Counselors petitioned to not be involved since not involved in PP process, Librarians are essential)? Consensus – this is okay.
- Should Dean of College of International and Extended Studies be included (they have online and open university considerations)? Consensus – yes, Office of the CIES (EXO).
- Bethany suggested structure for content in section III
- To be discussed again at next meeting.

### **Modification of HS-IRB Membership**

First look at IRB referral and consensus on the following:

- IRB Coordinator needs to be a voting member for legal reasons
- Delete Associate Dean of Graduate Studies and add Associate Dean of Research
- Modify Kinesiological Consultant presence as needed
- Clarify certification recommendation versus requirement language to ensure members are ready for reviewing protocols
- Include language regarding retaining experienced members.

Vote to move it to October senate meeting for first reading: 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker) passed as amended.

### **Senate Management Resolution to Dissolve the Heritage, Preservation & Public History Committee**

Committee voted to dissolve their committee. Resolution includes recommendation to add to the Campus Planning Board's responsibilities: advise President on historical buildings and grounds.

Vote to move to approve as amended for October senate meeting for final reading: 8-0-0 (Grosvenor, Mathur, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker).

### **Postponed to next meeting due to lack of time:**

- **Senate Management Resolution: Update bylaws to provide guidance on remote attendance at meetings.**

### **Notes**

- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Meeting Minutes (recorders):
  - 8/24: Bethany
  - 8/31: BJ
  - 9/21: Jason
  - 9/28: Gita
  - 10/19: Peter
  - 10/26: Julia

- 11/9: Stacy
- 11/16: Bernd

Leads for Current items:

BJ: WRC item

Stacy: FAR item

Peter: BAC item

Jason: Strategic Planning item

Gita: BOGS-GE item

Organization & Government  
Minutes 10/19/15  
SPX 153; 2-4pm

Beyersdorf (recorder)

Members:, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker, Elmiaari  
Absent, Curry, Grosvenor

Present: Mathur, Beyersdorf, Shifflett, Curry, Becker, Gleixner, Elmiaari

**Approval of minutes (Gita recorder) from 9/28 meeting Approved (5-0-0)**

Mathur, Beyersdorf, Shifflett, Becker, Gleixner,

**Policy Recommendation on the Membership, Charge, and Responsibilities for the Board of General Studies - Review of edits and vote**

1.3.7 changed wording from “shall present” to “will provide” a written report to the senate

1.3.9 added AI and GVAR to the certifications that BOGS oversees.

1.4.2 Changes the requirement that chairs/directors are invited to all meetings where relevant content is discussed, to invite them “as needed” and requires a representative of the department to be invited to a meeting before it can be voted on.

1.4.3 introduced language that allows BOGS to invite discipline-specific faculty to participate in discussions concerning proposals when the board does not have the expertise in the field.

This item had 1st reading at senate 10/5. Will go for final reading 11/2.

**Faculty Athletics Representative Policy - Review of edits and vote (first reading again) Approved (7-0-0)**

Mathur, Beyersdorf, Shifflett, Curry, Becker, Gleixner, Elmiaari

Edits from assistant athletic director updated the language of the definition of Faculty Athletics Representative in the introduction

The last resolved was edited for precision of wording “position description” in place of “position”.

Edit to include rationale for term limits,

2.1.1 text explaining the important of integrity of the FAR was added.

Miscellaneous editorial comments were addressed.

3.2.1.1 was streamlined to be just about the timeline

3.2.1.2 was streamlined to be just about the reappointment process

### **Strategic Planning Policy Recommendation - Review of edits and vote**

#### **Approved (6-0-0)**

Mathur, Beyersdorf, Shifflett, Curry, Becker, Gleixner,

Edited membership based on feedback from senators. Attempting to improve balance between administration and faculty, staff and students in membership without making membership too large to be effective. A motion was made to increase the membership to have 17 total members with 1 additional faculty and 1 additional student to the membership as written. The motion was tabled pending consultation. The current language includes 15 members.

1.3.7 wording change to make it clear that information is being sought for “each” not “one” strategic planning goals

2.4 added language to reiterate length of the strategic planning cycle is 5-7 years. Considered language stating that strategic plan is not to be abandoned when a new president comes in. Modified the language to say that the strategic plan is not automatically voided by a change in leadership at the presidential level.

### **Budget Advisory Committee Policy Recommendation - Review of edits and vote**

No edits were presented from the senate, so no modifications were considered

### **Senate Management Resolution: Update bylaws to provide guidance on remote attendance at meetings**

We voted (5-1-0) to strike the proposed modification that members must be present in person.

Voted to approve as amended (5-0-1)

Mathur, Beyersdorf, Shifflett, Curry, Becker, Gleixner, Elmiaari

We discussed concern that SJSU lacks the resources to effectively implement remote participation, and that remote participants were rarely fully engaged in the meeting but also the fact that remote attendance is common in industry, and is necessary for many of our faculty to participate in some committee meetings. We proposed a change to the by-laws that “At the discretion of the committee chair, occasional remote participation may be permitted when resources are available and the work of the committee will not be compromised”

### **Changing the Membership of the Graduate Studies and Research (GS&R) Committee - Discuss & Edit proposal**

We voted (6-0-0) to approve without modifications.

Mathur, Beyersdorf, Shifflett, Curry, Becker, Gleixner, Elmiaari

Lead reviewers will have new items assigned to them as their old items are completed.

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item

Jason: Strategic Planning item

Gita: BOGS-GE item

Bernd: IRB item (done); Changing GSR membership

Abid: Heritage item (done);

Organization & Government  
Minutes 10/26/15  
SPX 153; 2-4pm

Curry (recorder)

**Members Present:** Grosvenor, Laker, Beyersdorf, Shifflett, Gleixner, Becker, Curry

**Absent:** Mathur, Elmiaari

**Approval of minutes (Peter recorder) from 10/19 meeting**

Minutes were approved. Vote: 6-0-1

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

**1. Senate Management Resolution: Update bylaws to provide guidance on remote attendance at meetings - Discuss feedback and edit as needed.**

- Request for update pertains to: The language "at the discretion of the chair occasional remote attendance may be permitted" is very vague. Perhaps defining a percentage of meeting obligations, which may be filled by remote attendance e.g., at the discretion of the chair occasional remote attendance may be permitted but shall not exceed 10/15/20 % ??? of all scheduled meetings. Recommend modification that could be applied to each item.

Discussion: Remote attendance may be supported for some committees with necessary technology (e.g., the University Library Board), but in general technology is not available for all groups. Even for those committees that have access to technology and can accommodate remote attendance there is still some opposition to allowing remote attendance.

Going to Senate as a first reading so no debate, just questions.

Discussion about the word *recommendation in policy*. May not be imposed.

Committee members discussed concern regarding the pressure that might be put on the chair (particularly if novice)-to capitulate to request even if it affects function of group. What would the implications be on other members?

Philosophical goal of the policy is to find a way to accommodate interest, while privileging accommodation. Use philosophical or intention language for users. During presentation, convey that the intention is making it easier to conduct the business of the senate and for people in the group. The policy is not intended to lead to future meetings with primarily remote involvement.

Discussion on concerns of RTP standing. For example if chair is untenured would senior members of the committee retaliate if they are not allowed to meet remotely?

Section 6.14 question on whether 10% is an arbitrary number with fluctuating application.

To resolve problem Laker proposed another whereas which reads: *viewpoints and needs associated with in-person requirements vary, but equity access and participation are shared values, therefore be it:*

Further discussion was to decide either to leave number at the discretion of the chair, or to change the percentage of allowable absences to a less arbitrary number.

Becker proposed that the sentence end at *compromise* and forego providing a recommendation on number.

Discretion of chair will always trump any number provided.

Amendment that adds a *whereas*, leaving it at the discretion of the senate or policy committee chair. Remove the word occasional from all sections

Added appropriate and reliable to each of the bylaw items

The date changes to 10/26/15

Approved: 6-1-0. Passed. (Grosvenor, Laker, Beyersdorf, Shifflett, Gleixner, Becker, Curry)

## **2. Senate Meeting Agenda - Standing rule change (Becker) - Review Proposal, edit as needed.**

- Key issue: efficient functioning of senate

Discussion about whether this policy change is possible using standing rules. Answer yes. Just needs a new Section B: *following adjournment*.

Approved: 7-0-0. Passed. (Grosvenor, Laker, Beyersdorf, Shifflett, Gleixner, Becker, Curry)

## **3. Program Planning –**

Discussion of materials to give to C&R for incorporation into their fuller update of the program planning policy. They have a much broader policy that brings in many changes that will include other modifications besides our charge regarding membership on PP Committee.

Notes:

Discussion about general unit members. Decision that Library and Counselor members need not be on committee. Counselors asked not to be included. Librarians are already involved in terms of providing resource reports to departments and also in examining curriculum proposals.

Drew on Brandon's questions and recommendations and support recommendations.

A discussion about how CIES representation should be handled. We had already discussed and decided no, UCCD also had a nice answer to whether or not include CIES in the structure of the committee. They recommend to not have them part of the committee and instead let PPC extend an invitation to the dean of CIES to attend PPC meeting when a program is being discussed that has contacts with CIES.'.

Modifications made



III.C change to 2 year rather than 3 year staggered term.

Add Nicole Loeser as staff assistant (non-voting) to ensure that committee has staff support.

Responsibilities of committee members are fine.

Bethany will forward recommendation to C&R with notes in email.

#### **4. Announcement of Documents going to Senate on 11/2 –**

One last look at content of following previously addressed proposals.

- *AS 1588 Faculty Athletics Representative Policy*
  - Changes approved at 10/19 O&G meeting
  - Will be on 11/2 Senate agenda as first reading again

Discussion: Monday is budget report may take up time and we likely won't get to this

- *AS 1579 Budget Advisory Committee Policy Recommendation*
  - No edits or feedback received after 1st reading 10/15; Will be a final reading at 11/2 Senate meeting.

Lead reviewer: Beyersdorf- no edits passed on 9/28, went to senate 10/8 so nothing to do at this point. Up for final reading. No additional vote required.

- *Changing the Membership of the Graduate Studies and Research (GS&R) Committee.*
  - Proposal approved by O&G at last meeting; will be a final reading at 11/2 Senate meeting.

Lead reviewer: Becker- Final reading to senate because we just added associate dean for research given the structural changes to UGS/GS. No change in responsibilities or charge.

- *AS 1585, Policy Recommendation, Updating the Board of General Studies Membership, Charge, and Responsibilities (First Reading)*
  - Changes approved at last O&G meeting
- ***Did not get to at 10/15 Senate meeting:***
  - AS 1586, Policy Recommendation, Modification of the Human Subjects Institutional Review Board Membership (will bring as 2nd reading)

Note that all changes are from original recommendations from IRB. Substantive recommendations are all based on their request. Moved to final read at Nov. 2 meeting.

Line 32 – added word “of” not a substantive change. Pending check on policy number to insure it is properly designated.

- 'AS 1587, Senate Management Resolution, Dissolving the Heritage, Preservation, and Public History Committee (Final Reading)

While the group wishes to dissolve, following this action it is possible an advisory committee (to the president) might be formed.

Approved to move to final reading.

Review – NOTES –

New referral from Michael asked someone to think about taking it on. Let Bethany know.

### **Notes and Reminders:**

- 'Updated referral list is on our shared google drive
- 'Don't forget that all related materials for an item are on the google drive
- 'Remaining Meeting Minutes (recorders):
  - '11/9: Stacy
  - '11/16: Becker

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item

Jason: Strategic Planning item

Gita: BOGS-GE item

Becker: IRB item (done); Changing GSR membership

Abid: Heritage item (done)

Organization & Government  
Minutes 11/09/15  
SPX 153; 2-4pm

Gleixner (recorder)

**Members Present:** Becker, Beyersdorf, Curry, Elmiaari, Gleixner, Grosvenor, Laker, Mathur, Shifflett

**Absent:** None

**Approval of minutes (Curry recorder) from 10/26 meeting**

Minutes were approved. Vote: 9-0-0

**Action Items**

**1. AS 1585 - Policy Recommendation – Updating the Board of General Studies Membership**

- Reviewed and approved added language to 1.4.4: “A GEAP will be an ad hoc group constituted for the short duration needed to review and subsequently advise the Board on specific proposals pertaining to certification or continuing certification.”
- Discussed proposed added language of 1.4.4.3
  - The committee discussed implication of “Normally...will accept” and drafted “The Board will strongly consider the panel's advice regarding the AI content of proposals. In the event that the Board rules differently than the AI panel, members of the advisory panel may appeal the ruling to the Curriculum and Research Committee for a final decision.”
- Voted 9-0-0 to bring revised document to the Senate

**2. Assessment of Core Competencies - Discuss & Vote**

- Reviewed draft policy and had no modifications
- Voted 9-0-0 to bring to the Senate

**3. Name Change - Discuss (if ready, vote)**

- Proposal for name change: MIS Department requesting department be renamed as the “School of Information Systems & Technology”
- Voted 9-0-0 to recommend the name change
- Next steps: send letter to GUP (send it to Thalia and Nicole Loeser). Thalia will summarize the change and then send it over to Andy (who will subsequently will send it to the President).

**4. Search & Review Committees - Discuss & Edit Draft Proposal**

- Discussed 1.3.1, specifically adding a non-voting Dean from another college to the dean’s search committee
  - Added language to have that section read “three tenured faculty who are not department chairs, elected by and from the college faculty (but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one faculty member from another college, one student, one Dean (non voting), and one member of the community, each designated by the Provost.”
- Discussed make-up of the Dean of the library search committee (1.3.2)
  - Added language to have that section read “three faculty librarians selected by and from the faculty librarians; two staff member, selected by the staff of the university library;

two departments chairs from outside the library, one student, one Dean (non voting), and one member of the community, each designated by the Provost.”

- Modified older policy based on information that the MOPU with the City has no special stipulations that need to be accommodated
- Modify the ambiguous statement in 2.2 to read “The Provost shall not be eligible to serve on committees to review academic administrators.”
- Voted 9-0-0 to bring to the Senate

## **5. Other outstanding items**

- AS 1588 Faculty Athletics Representative Policy (Stacy): No new information
- Guidance on remote attendance at meetings (BJ): No new information

## **Notes and Reminders:**

- Updated referral list is on our shared google drive
- Don't forget that all related materials for an item are on the google drive
- Remaining Meeting Minutes (recorders):
  - 11/16: Becker

Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item

Jason: Strategic Planning item

Gita: BOGS-GE item

Becker: IRB item (done); Changing GSR membership

Abid: Heritage item (done)

Organization & Government  
Minutes 11/16/15  
SPX 153; 2-4pm

Becker (recorder)

Members Present: Grosvenor, Mathur, Laker, Curry, Gleixner, Elmiaari, Shifflett, Beyersdorf, Becker

**Minutes from 11/9 meeting approved: 8-0-1**

**Action Items**

- **AS 1585 - FAR policy Recommendation (1<sup>st</sup> reading) Edits from ExCom meeting-discuss and update policy recommendation**

- >Information gathered from ExCom suggests that the committee consider limiting the FAR term to 3 years (with possible extension of up to 2 years). Lines 163-164.

- >Sections modified: Sections 3.2, 3.2.1, 3.2.1.2 updated to better reflect the President's role in the process of appointing the FAR.

- >Section 3.2.1.3 was added to clarify that the President makes the final decision on reappointment.

- >Changes approved 9-0-0

- **AS 1585 - Policy Recommendation – Updating the Board of General Studies Membership, Charge and Responsibilities (Final Reading)**

- Discussed Feedback from Curriculum & Research Committee

- >Section 1.4.4.3. C&R suggests that 2 faculty representatives from outside of the College of Social Sciences be included on the AI GEAP. O&G unanimously questions the necessity of this recommendation in 1.4.4.3. O&G rejected C&R's edits to the draft.

- >New language added to 1.4.4.3 to indicate that the Board will provide a rationale for its ruling if it contradicts AI's advice.

- >Approved 9-0-0

- **Assessment of Core Competencies (First Reading) - Senate Management Resolution.**

- Discussed Feedback from Curriculum & Research Committee

- >Information from C&R recommends that the Assessment facilitators group (not BOGS) be responsible for creating a proposal to identify methods of assessment of core competencies.

- > C&R indicated that BOGS is limited to GE, and a group that has a focus beyond GE should identify these methods.

- >O&G accepted the suggestion with the requirement that Assessment Group be in consultation with a wide range of campus groups (e.g., including BOGS) to develop a recommendation for assessment methods that would be presented to C&R.

- >Changes approve 9-0-0

- **Search & Review Committees for Academic Administrators (First Reading) - Policy Recommendation. Discuss Feedback**

- See minor edit 1.4.2. Vote of approval stands as is.

- **Remote Attendance - Senate Management Resolution (First Reading)**

- > See minor edit to workload. Edit was accepted as friendly, vote stands as is.

- **Review our Referral Spreadsheet**

- > Entering Spring semester with final readings for current policies. O&G can commit to finishing what's on the referral spreadsheet at this time, new proposals that come in during the Spring may not be possible to complete this academic year.

- **Review Technology Policies (F97-7, S02-8 need updating)**

- > See Tech\_standards\_info.docx
- > Policies need to be rescinded and new policies be crafted.
- > Concern about the outdated policies comes from Mike Cook, Director of Information Security

- **Discussed Spring Schedule & Final Readings**

- Strategic Planning Policy Recommendation
  - AALT; SALT; UCCD meetings will be done by end of semester
  - Once new President announced AS Chair will solicit input
  - O&G finalize AS 1578
  - To senate for final reading
- Core Competencies
- FAR
- Remote Attendance
- Selection & Review of Academic Administrators
- Retention & Graduation Equity Steering Committee
- Possible updates for dated technology-related policies - potential referral(s)

- **SPRING Meeting Minutes (recorders) - Any conflicts in dates – let Bethany know.**

- 1/25: Bethany
- 2/1: BJ
- 2/15: Jason
- 2/22: Gita
- 3/14: Peter
- 3/21: Abid
- 4/11: Stacy
- 4/18: Bernd

## Notes

- Items going to the 11/30 Senate meeting:
  - AS 1585 Updating the Board of General Studies Membership, Charge and Responsibilities (Final Reading)
  - Assessment of Core Competencies (First Reading)
  - AS 1588 Faculty Athletics Representative Policy (First Reading)
  - Update bylaws to provide guidance on remote attendance at meetings (First Reading)
  - Selection & Review for Academic Administrators (First Reading)

Reminder - Lead reviewers:

BJ: WRC item (done); remote attendance at meetings

Stacy: FAR item

Peter: BAC item (Done); Core Competencies

Jason: Strategic Planning item

Gita: BOGS-GE item

Bernd: IRB item (done); Changing GSR membership (Done), Expanding Bylaw 15

Abid: Heritage item (done);

Julia: Search-Review Committees

Organization & Government

Minutes 2/1/16

SPX 153; 2-4pm

**Members Present:** Grosvenor (recorder) Mathur, Laker, Curry, Gleixner, Shifflett, Beyersdorf, Becker.

**Members Absent:** Elmiaari

**Approval of 11/16 minutes** – approved

**Discussion of additional meeting on 2/29, 2-4pm.**

The committee decided to add the date to our calendars and then cancel if not needed. The date was added because of our January 25 meeting not being held due to it being placed on the Senate calendar on a date before duty days begin.

**Strategic Planning (final reading) – Policy Recommendation.**

The committee discussed the following sections:

Section 1.2 Membership List. Dr. Shifflett outlined the recommendations that came through her meetings with AALT, SALT, and the Interim President.

Section 1.2.1 Recruitment and Appointment of Members. We reviewed the language of recommendations for finding a community members. We added to the policy language 'SJSU faculty and staff association' to both the alum and community member positions in this policy.

Section 1.2.2 Interim Appointments – added leave of absence.

Section 1.3.2 and 1.3.4 - added wording of 'draft' as the President is the final approver of the plan. The Strategic Planning Steering Committee is tasked with drafting a document.

Section 1.3.4.1 – minor word editing

Section 2.2 – Internal and External – suggestions put forth to encourage inclusiveness.

Section 2.4 – minor word editing

Section 2.3 – Develop Goals and Draft Strategic Plan - language from the committee was proposed

The policy was approved 8-0-0. The Senate Chair will be sending the final draft of the O & G policy to the new President to receive feedback in time to be able to take to the March 7, 2016 Senate meeting as a final reading.

**AS 1593 - Assessment of Core Competencies** – is now a Sense of the Senate Resolution, not a policy brought forth by O & G. We can recommend but not task groups or individuals not associated with the Senate with work. The policy was approved 8-0-0. Final reading in Senate meeting Feb 8, 2016.

**Amendment to Senate Bylaws** – to clarify the connection between committee service and senate service. (First Reading) - Senate Management Resolution - **AS ???** (number not yet assigned).

The committee discussed the item. The committee agrees that it will be important to bring this item to the senate with the remote attendance item. The policy was approved 8-0-0. Final reading in Senate meeting Feb 8, 2016.

**AS 1588 - Faculty Athletics Representative** (Final Reading) - Policy Recommendation

The committee reviewed the notes from last Senate meeting.

Questions discussed



- #1 - did the committee consider appointing two FARs and they could have staggered terms? The committee discussed this item and rejected the idea.
- #2 - consider changing criteria for review to be more general as in AS 1594. The committee reaffirmed its support of the document as presented by O & G at the 1<sup>st</sup> Senate meeting. Specificity is the committees' preference.
- #3 - would suggest instead of term limits let the FAR serve at the pleasure of the President? The committee is strongly behind of the fixed term in this proposed policy.

Edits – minor edits were made to clarify the responsibility of the President's office in three sections of the current version of the policy. The policy was approved 8-0-0. Final reading in Senate meeting Feb 8, 2016.

**WASC Steering Committee Proposal** (First Reading) - **AS???** - (number not yet assigned). Policy Recommendation – Draft written by Stacy.

O & G discussed the draft of this policy. All sections in the first draft of this policy were reviewed and edits were suggested. Example of one suggestion - insert in membership section how the chair to this committee is appointed. Conversation was such that this policy can go to the full senate at the 2/8 meeting. The policy was approved 8-0-0. First reading in Senate meeting Feb 8, 2016.

**Expansion of bylaw 15** (Final Reading) – Editorial Changes - Senate Documents - Draft written by Bernd.

The focus of this policy is to possibly expand the type of corrections the Senate Chair permitted to do.

a) When the title of a university official or of an agency or unit of the university appearing in Academic Senate documents (including the constitution, bylaws, university policies, and resolutions providing for committee membership) is changed, but the functions and responsibilities of the office or agency remain the same, the Senate Chair may approve replacement in the Senate documents of the old title or designation by the new one, as an editorial change. Such changes shall be reported to the Senate.

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

The committee discussed and suggested edits to this draft. All sections were reviewed. Conversation was such that this policy can go to the full senate as a final reading. The policy was approved 8-0-0. Final reading in Senate meeting Feb 8, 2016.

**Tech Standards Related Policies – Deferred to next meeting**

Privacy of Electronic Information and Communication. (O&G proposal would modify F97-7)

Dr. Shifflett will send draft of policy to Mike Cook for input before O & G votes.  
Moved to O & G Committee Meeting February 15, 2016

Information Technology Resources Responsible Use Policy (O&G proposal would rescind S02-8)

Dr. Shifflett will send draft of policy to Mike Cook for input before O & G votes.  
Moved to O & G Committee Meeting February 15, 2016

After O & G - these 2 items will be passed on to Professional Standards for its review and final disposition

**New Item: Electronic Voting in Senate** - Senate Management Resolution

Peter Beyersdorf - volunteered to work on drafting of this policy.

**Additional items, previously approved by O&G,-- No comments; both will go to the 2/8 senate meeting**

These items were on the November Senate Meeting Agenda but the Senate did not get to them.

Selection & Review Committees for Academic Administrators (First Reading) - Policy Recommendation.

Remote Attendance

**Spring meeting Minutes** – change in recorders. Stacy – March 14; Peter – April 11.

Reminder for Committee: Updates to our work are posted on the O & G Google drive.

Organization & Government  
Minutes 2/15/16  
SPX 153; 2-4pm

**Laker (recorder)**

**Members Present :** Grosvenor, Mathur, Laker, Curry, Shifflett, Beyersdorf, Becker, Romero  
**Absent:** Gleixner

**Welcome to new O&G Member:** Joshua Romero (arrived during Senate bylaws discussion, hence change in vote count from that point forward)

**Approval of minutes** (BJ recorder) from 2/1/16; **minutes approved 7-0-0**

**Strategic Planning** (Final Reading) - Policy Recommendation. Discussion, edits, Vote

- Discuss input from Senate, President Papazian & President Martin
  - Items discussed and revised:** 1.3.4 timeline (added language about flexibility on number of years depending on campus needs, revisited the preamble to ensure it clearly calls for and affirms shared governance)
- Vote-Revised version **approved 7-0-0**
- Final reading planned for 3/7 senate meeting

**Amend Senate bylaws** to clarify connection between committee service and senate service.  
(Final Reading) - Policy Recommendation

- Discuss, edit, and vote
  - Items discussed and revised:** 1.6.2a & b Vacancies (number of absences rather than “repeated failure to attend” and (along with 6.12a-c) linking removal/resignation from Senate to removal from policy committee); 6.13 (consolidating a-c and formally adding at-large provisions to special agencies and committees (which has been the practice))
- Vote-Revised version **approved 8-0-0**
- Final reading planned for 3/7 senate meeting

**WASC Steering Committee Proposal** (Final Reading) - Policy Recommendation

- Discuss, edit, and vote\*
  - Items discussed and revised:** 1.2 Membership (size was of concern to Senate, hence review of size and composition)
  - \*Vote postponed to 2/22 meeting** to allow for further consultation by Chair Shifflett with Camille Johnson
- Final reading planned for 3/7 senate meeting

**Expansion of bylaw 15** (Final Reading) Policy Recommendation - Bernd

- Discuss, edit, and vote

**-Items discussed and revised:** a. proposed revised language calling for tracking and listing of changes and tracking dates of approval considered (deemed onerous by O & G; instead adding notation in Executive Committee minutes); editorial changes by Exec to be listed in their minutes

- Vote-Revised version **approved 8-0-0**
- Final reading planned for 3/7 senate meeting

## **Tech Standards Related Policies**

CSU Information Security Policy (ICSUAM8105):  
<http://www.calstate.edu/icsuam/sections/8000/8105.0.shtml>

- F97-7: Privacy of Electronic Information and Communication
  - Review draft proposal, edit, vote
    - Items discussed and revised:** clarify title of responsible SJSU position “Information Security Officer”
  - Vote-Revised version and referral to Professional Standards for its review and final disposition-**approved 8-0-0**
- S02-8: Information Technology Resources Responsible Use Policy
  - Review draft proposal, edit, vote
  - Recommend rescind and replace with The 2013 Responsible Use policy component of the CSU’s Information Security Policy  
(<https://www.calstate.edu/icsuam/sections/8000/8105.0.shtml>)
  - Vote-Revised version and referral to Professional Standards for its review and final disposition-**approved 8-0-0**

## **Selection & Review of Academic Administrators (Final Reading) - Policy Recommendation**

- Discuss, edit, and vote
  - Items discussed and revised:** 1.1 revise to include administrative positions and titles changed since previous version; 1.3 Composition stipulations and inclusion of diversity of roles, ranks and social identities; (**left off review at lines 62-63, to be continued on 2/22**)
- Final reading planned for 3/7 senate meeting

## **Remote Attendance - Policy Recommendation (Final Reading)**

- Discuss, edit, and vote-(**to be taken up on 2/22**)
- Final reading planned for 3/7 senate meeting

## **Electronic Voting in Senate - Senate Management Resolution - Peter**

- Discuss Draft-(**to be taken up on 2/22**)

## Notes for O&G Members

- SPRING Meeting Minutes (recorders)
  - 2/1: BJ
  - 2/15: Jason
  - 2/22: Gita
  - 2/29? If we meet: Julia
  - 3/14: Stacy
  - 3/21: Joshua
  - 4/11: Peter
  - 4/18: Bernd

Lead reviewers:

Name	Item(s)	Status
BJ	WRC Item Remote Attendance	Done Final reading 3/7
Stacy	FAR Retention, Graduation, Steering Committee	Done (one edit needed) On hold - waiting for roll out of strategic plan for student success
Gita	BOGS-GE WASC Steering Committee	Done Final reading 3/7
Peter	BAC Core Competencies	Done Done
Jason	Strategic Planning Bylaw 15	Final Reading March 7 1st draft
Bernd	IRB GSR Membership Electronic Voting	Done Done 1st draft 2/15
Abid	Heritage Committee Tech Standards - Privacy	Done Review in committee 2/15
Julia	Selection-Review Admins Tech Standards - IT Resources	Final Reading 3/7 Review in committee 2/15
Joshua		

### ***Status of all O&G Referrals***

Finished (e.g., passed on to other committees/individuals) - not taken to senate by O&G

- Academic Assessment Committee - referral from AY 13-14 (item closed out based on historical record from O&G)
- Academic DQ and Reinstatement Committee Membership (forwarded to ISA)
- Program Planning Policy - section III membership, responsibilities (forwarded to C&R)
- Department Name Change (forwarded to AVP GUP)

Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative

In Progress

- Strategic Planning
- Remote attendance at meetings
- Committee Attendance & Senate Membership
- Electronic Voting in Senate
- Revision of S06-3: Selection & Review of Administrators
- Tech Standards - Privacy of Electronic Information and Communication
- Tech Standards - Information Technology Resources Responsible Use Policy
- Expansion of bylaw 15
- WASC Steering Committee
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15

Organization & Government  
Minutes 2/22/16  
SPX 153; 2-4pm

**Mathur (recorder)**

**Members Present:** Grosvenor, Mathur, Laker, Gleixner, Romero, Shifflett, Beyersdorf, Becker

**Members Absent:** Curry (came in midway) ; Gleixner (left early)

**Approval of minutes** (Laker recorder) from 2/15/16 **meeting; approved 7-0-1**

**Action Items**

**Update on Tech Standards Policy Recommendations were communicated by Shifflett**

- Revisions approved at 2/15 meeting forwarded to Professional Standards for final disposition for these items:
  - Revision of F97-7: Privacy of Electronic Information and Communication
  - Rescinding S02-8: Information Technology Resources Responsible Use Policy; adopting CSU policy

**Edit to the FAR policy needed:** In one place we had ‘full professor’ when we should have had ‘full time tenured’. We need to take the correction for the new policy S16-2 to the Senate to have consistently: ‘full time tenured’. Committee approved correction to be submitted to Senate.

- Vote-Revised version **approved 8-0-0**

**Accreditation Review Committee Proposal (Final Reading) - Policy Recommendation**

- Discussed and incorporated feedback from Cami Johnson, edited to current name (WSCUC) and dates, and voted
- Final reading planned for 3/7 senate meeting
- Document assumes Senate Bylaw 6.12 will be presented and passed before the Accreditation Review Committee Proposal
- Question raised about what can be done if EXO member does not attend meeting. Do we need the Bylaws to articulate this? Agreement that we should keep this as a performance management problem – it is not relevant for inclusion in the Bylaws.
- Vote-Revised AS 1598 **approved 8-0-0**

**Selection & Review of Academic Administrators (Final Reading) - Policy Recommendation**

- Picked up discussion for editing at line 65 (from prior 2/15 meeting)
- Discussion and editing continued
- At 2.4: Procedures for Review: Question raised about what information/recommendations should be made available to the Review Committee from a prior review. Suggestion made to find out from HR if this is legally allowed, and on what grounds, and where is it documented.

- Vote-on AS 1594 **tabled**
- Final reading delayed to April Senate meeting since item tabled.

#### **Remote Attendance - Policy Recommendation (Final Reading)**

- Final reading planned for 3/7 senate meeting
- Discussed AS 1590. Decided to go one section at a time to word it as appropriate to a particular type of committee.
- Edits proposed that would limit the number of times members could attend remotely failed
- Edits proposed to not permit remote attendance for full senate and Executive Committee failed.
- Vote-Revised AS 1590 **approved 7-2-0**

#### **Electronic Voting in Senate - Senate Management Resolution - Peter**

- Discussed draft and whether the proposal draft will change the nature of the senate if data is captured electronically, if data on senators' voting records are transparent. Draft was edited to take care of concerns.
- Vote-Revised **approved 8-0-0**
- First reading planned for 3/7 senate meeting

#### **Amend Senate bylaws to clarify connection between committee service and senate service. (Final Reading) - Policy Recommendation**

- Approved at last meeting
  - See minor edit 1.6.2, a, 4
  - Replacing "assigned" with "regularly scheduled"

#### **Voting Rights - Modifications to F02-4 – Jason**

- Will be discussed at a later meeting

#### **Approved at 2/15 Meeting; No discussion at this meeting**

- Strategic Planning (Final Reading) - Policy Recommendation
- Expansion of bylaw 15 (Final Reading) Policy Recommendation - Bernd

#### **New Item – deferred to next meeting: Bylaw amendment to clarify that Senators will serve on policy committees. - Volunteer?**

Issue: There are members of the Senate that have asked to be removed from policy committees, and when Chair/AVC looked at the bylaws they found although it is implied that all Senators should serve on a policy committee it is not explicitly required.

#### **Committee will not meet on 2/29**

#### **Notes for O&G Members**

- SPRING Meeting Minutes (recorders)



- 2/1: BJ
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- 3/21: Joshua
- 4/11: Peter
- 4/18: Bernd

Lead reviewers:

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Julia	Selection-Review Admins Tech Standards - IT Resources	Final Reading 3/7 Review in committee 2/15
Joshua	Voting Rights	Draft for review at 2/22 O&G meeting

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- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)

#### Senate Approved

- University Teacher Education Committee - Dissolved
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- Charge of the Undergraduate Studies Committee
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#### In Progress

- Strategic Planning
- Remote attendance at meetings
- Committee Attendance & Senate Membership
- Electronic Voting in Senate
- Revision of S06-3: Selection & Review of Administrators
- Expansion of bylaw 15
- WASC Steering Committee
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15

Organization & Government  
Minutes 3/14/16  
SPX 153; 2-4pm

Gleixner (recorder)

Members Present: Grosvenor, Mathur, Curry, Gleixner, Shifflett, Beyersdorf, Becker, Romero  
Absent: Laker

- **Minutes** (Gita recorder) from 2/22/16 meeting were unanimously approved (7-0-0)
- Discussed whether to meet on 4/18 (potential strike date). We decided to meet and if there is not a quorum, let Senate office know no business was not able to get done that day.

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

**AS 1594 Selection & Review of Academic Administrators** (Final Reading) - Policy Recommendation

- Reviewed final edit (**section 2.4**) which included added language from HR.
- There was no discussion raised and it was unanimously approved: 7-0-0
- Final reading planned for 4/4 senate meeting

*Romero joined at this point in the meeting so votes are based on 8 for rest of meeting.*

**AS 1590 Remote Attendance - New bylaw** (final Reading) - Policy Recommendation

- Reviewed final edits (based on feedback from senate committee chairs and ExCom)
- The faculty on Senate Exec favored no remote attendance on Senate Exec. This was left in the draft.
- Revision came back again to not allow remote attendance in the Senate. The committee again voted to put back language in 17.2 that mirrors that in 17.3 (for the policy committees).
- 17.2, 17.3, and 17.4 are left as separate because the by-laws tend to break out the different kinds of committees.
- Added content to the rationale: “level of quality for in person attendance should be maintained” to clarify what the standard is; language also added to explain why Senate Exec is written to not allow remote attendance.
- Amendments approved and 1590 passed unanimously, 8-0-0
- Final reading planned for 4/4 senate meeting

**Modification of bylaw 10.1 (special agencies)** (final Reading) - Policy Recommendation

- Reviewed final edits which updates list of special agency
- Unanimously approved 8-0-0

- Final reading planned for 4/4 senate meeting

### **AS 1605 Electronic Voting in Senate** (final Reading?) - Policy Recommendation

- Reviewed final edits (removal of verbiage related to reporting votes)
- There were no changes since we last saw it and no additional discussion. It was approved unanimously 8-0-0.
- Final reading planned for 4/4 senate meeting

### **Voting Rights** - Modifications to F02-4 (Jason)

- Edited language in pre-amble paragraph at the top of page 3.
- Edited language for 1.a to clarify who can be nominated for chair and who can vote for chair
  - Question was raised about how S14-8 may be out of compliance with CFA contract about who can serve as chair, Bethany will check with Elna on the language
- Discussed section 2 with wording around faculty who hold joint appointments or other types of assignments in other departments.
- We set aside the policy at this point with the homework to all to prepare for continued discussion of this item at next meeting.

### **Discuss Retention & Graduation Equity Steering Committee Proposal**

- Presently on hold while work being done on a strategic approach to student success.
- Proposal to be revisited at a later meeting: Close out referral with note that efforts at a more holistic level around student success appears to be headed in a direction that will provide a better infrastructure for efforts focused on retention & graduation equity than our stand alone steering committee proposal.

### **Notes for O&G Members**

- Remaining SPRING Meeting Minutes (recorders)
  - 3/21: Bernd
  - 4/11: Peter
  - 4/18: Joshua

### ***Status of all O&G Referrals***

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- Program Planning Policy - section III membership, responsibilities (forwarded to C&R)

- Department Name Change (forwarded to AVP GUP)
- Tech Standards - Privacy of Electronic Information and Communication (forwarded to PS)
- Tech Standards - Information Technology Resources Responsible Use Policy (forwarded to PS)

#### Senate Approved

- University Teacher Education Committee - Dissolved
- Heritage, Preservation, and Public History Committee - Dissolved
- Charge of the Undergraduate Studies Committee
- Rescinding S98-11 - outdated policy
- Writing Requirements Committee Changes
- IRB Committee Membership
- Modified standing rule 7 related to senate meeting agenda
- Membership of the Graduate Studies and Research Committee
- Budget Advisory Committee
- Membership, charge, responsibilities: Board of General Studies
- Core Competencies Assessment
- Faculty Athletics Representative
- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)
- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee

#### In Progress

- Remote attendance at meetings (final reading 4/4 Senate meeting)
- Committee Attendance & Senate Membership - bylaw 6 (final reading 4/4)
- Electronic Voting in Senate (final reading 4/4 Senate meeting)
- Revision of S06-3: Selection & Review of Administrators (final reading 4/4)
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15
- Review/update of Voting Rights Policy (new item)

Organization & Government  
Minutes 3/21/16  
SPX 153; 2-4pm

Becker (recorder)

Members Present: Grosvenor, Mathur, Laker, Curry, Gleixner, Shifflett, Beyersdorf, Becker

**Approval of minutes** (Stacy recorder) from 3/7/16 meeting; Minutes approved 6-0-1

**AS 1603 Committee Obligations & Senate Membership (modification of bylaw 6)**

This item sent back to O&G from Senate

**Discussion and Edits:**

6.10 Language added to clarify appointment of Senators to policy committees.

6.12(a) Language added to clarify the process of replacing a committee member if a member of an AS committee cannot complete the term. Language specifying committees (policy, operating, special, or special) is the language that the bylaws reference.

6.12(b) Language added to clarify the process of removing a Senator with 3 absences from scheduled meetings.

6.13(a) Language added regarding college seats (excluding seats for which an election is required) becoming FAL seats after 4 weeks.

6.13(a) In order to have a minimal amount of seats remain vacant, language added that some college seats requiring an election may also become FAL seats ( Discussed Academic Freedom, and BoGS). This would not apply to college seats on curriculum-related committees for which an election would be required (e.g., BoGS).

Vote: 8-0-0 in favor of changes

Final reading for 4/4 senate meeting

**AS 1594 Selection & Review of Admins.**

Question raised about our update - the requirement that a tenured faculty member from another college be on a Decanal search committee was dropped. In its place we put the Dean from another college

From S06-3:

b. Special Procedure for College Deans: The search committees for college deans shall be composed of nine members: three tenured faculty who are not department chairs,

elected by and from the college faculty (but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one **tenured** faculty member from another college, designated by the Provost;

We have in 1594:

**1.3.1 Special Procedures for Deans of Academic Colleges:** The search committees for college deans shall be composed of nine members: three tenured faculty who are not department chairs, elected by and from the college faculty (but not more than one from any department); two department chairs from the college, elected by its department chairs; one staff member, elected by the staff of the college; one student, one Dean (from outside the college searching for a Dean), and one member of the community, each designated by the Provost.

**Discussion and Edits:**

No changes made. Old vote still stands.

**Voting Rights - Replacing F02-4**

**Discussion and Edits:**

Section 1(a) Chair Eligibility and Chair Voting

Committee removed "qualified" from language regarding those eligible for Chair.

**~At this point in the meeting, Romero joined and the votes will now be a total of 9.**

Detailed, clarifying language added to make the Chair voting process as transparent as possible. Also engaged in discussion to consider scenarios that may lead to proportional voting rights. Discussions resulted in language stating that a Chair vote should be reported by proportional weight in each category of assignment (.2, .4, .8, 1, etc) and the vote being disclosed.

Section 2 Replacing "Primary" with "Permanent" Assignment

Committee defined "permanent assignment" in 2(a).

Section 3 to clarify the faculty member's vote will be in proportion to his or her permanent assignment to a department or departments.

Section 4 to clarify the proportional voting rights for temporary faculty.

Section 5 to clarify the voting rights for a department chair to be exclusively in that department during their term. Meeting adjourned.

Organization & Government  
Minutes 4/11/16  
SPX 153; 2-4pm

Beyersdorf (recorder)

Members Present: Mathur, Gleixner, Beyersdorf, Shifflett, Becker, Laker, Curry, Grosvenor (late), Romero (late)  
Members Absent: None

**Approval of minutes** (Bernd recorder) from 3/14/16 meeting approved 7-0-0

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

**Disposition of Retention & Graduation Equity Steering Committee Item**

Motion: Table Indefinitely

- Presently on hold while work being done on a strategic approach to student success.
- Propose: Close out referral (table) with note that efforts at a more holistic level around student success appear to be headed in a direction that will provide a better infrastructure for efforts focused on retention & graduation equity than our stand alone steering committee proposal.

approved 6-0-1

**AS 1603 Committee Obligations & Senate Membership (modification of bylaw 6)**

This item sent back to O&G from Senate - again. Notes from Senate meeting:

Need to not impact Board of Ac. Freedom & Prof Standards - consider addressing problem of ongoing vacancies in the BAF policy itself - S99-9.

- Edits were presented in sections 6.12 and 6.13 Edits avoid making appointments for “seats which an election is required” as opposed to “curriculum committees”
- Final reading for 4/25 senate meeting

approved 6-0-1

**AS 1590 Remote Attendance - Senate Management Resolution**

No changes to content of document that we approved at last O&G meeting. Change is to make the modifications to Senate Standing Rules (add a section ‘g’ items 1-4 to standing rule 17) rather than bylaws.

- Final reading for 4/25 senate meeting



approved 7-0-0

### **AS 1605 Electronic Voting - Senate Management Resolution**

Item now focused on changing Standing Rule 3. No change to content that we approved at last O&G meeting. Final reading for 4/25 senate meeting

approved 7-0-0

### **Voting Rights - Replacing F02-4 (Jason)**

- We reviewed items 6, 7 and 8
- Item 7 was edited to state the faculty who are FERPing have departmental voting rights. We removed language addressing voting rights in semesters where they are inactive while FERPing and agreed to address that in a later item that includes general language on voting rights while on leave.
- Item 8 was separated into two parts addressing items needing a formal vote by all faculty, and curriculum changes and policy for implementing curriculum changes which would require a formal vote by regular faculty only. We discussed if it is necessary to have a formal vote to allow lateral faculty transfers into a department, and added language to item 8 to require this.
- There were edits to the voting rights of FERP faculty, and edits to the matters requiring a formal vote.
- We were all given homework (in an 3/21/16 email from Bethany) relating to this policy that we will discuss at the next meeting. Those items are listed at the bottom of the minutes
- Bethany will clean up the structure of the document before the next meeting.
- At next meeting need to consider rescinding F66-6.
- First reading for 4/25 senate meeting?

Meeting adjourned at 3:50pm

### **Notes for O&G Members**

- SPRING Meeting Minutes (recorders)
  - 4/18: Joshua

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- Strategic Planning
- Committee Attendance & Senate Membership (bylaw 1.6.2)
- Expansion of bylaw 15 (editorial changes to docs)
- Accreditation Review Committee
- Update list of special agencies (bylaw 10.1)
- Revision of S06-3: Selection & Review of Administrators

In Progress

- Remote attendance at meetings (last revision - final reading 4/25 Senate meeting)
- Committee Attendance & Senate Membership (last revision - final reading 4/25)
- Electronic Voting in Senate (last revision - final reading 4/25 Senate meeting)
- Retention & Graduation Equity Steering Committee (on hold). From AY 14-15
- Voting Rights Policy - Working on it. Likely 1st reading 4/25

## Homework on voting rights:

- Bethany
- The question of secret voting has come up ..... we have a tenured faculty member with a .5 appt. (the only one) so any vote counts will automatically reveal that person's vote. Similarly, in another department, there are 6 lecturers who have distinct proportional votes for whom the process cannot guarantee secrecy.
- BJ
- Shouldn't permanent faculty on loan to another department for a fraction of their assignment be grouped with temporary faculty for purposes of counting votes for Chair?
- Proportional voting can reduce the influence of fractional faculty, but not sure whether someone with such a temporary connection should have had any influence in making a permanent curricular change.
- Peter
- might be important to say something about obligations to stand for election and to serve if elected, etc. It seems unconscionable to me that a Professor can just "opt out" of a critical service expectation. But what to do about it?
- Chairs and deans want to know whether an eligible faculty member can insist on removing their name from a ballot, whether they can refuse to serve if elected, whether they can agree to have their name on the ballot for the department committee but not the college committee, and numerous similar questions. These are of course tenured faculty who are expected to provide service, but who can justly say they are providing plenty of service elsewhere and so are carrying their fair share of the load. It is rarely a case of someone just refusing to do any service at all.
- Bernd
- Electronic or email voting, double envelope voting, voting by show of hands, voting over a period of time--what is appropriate for the many different kinds of elections? Voting for curricular changes?
- What needs to be voted on and what doesn't? Voting for review committees? Voting for department mergers?
- Jason
- The voting by appointment fraction seems appropriate to me, but how is this enforced as more and more departments abandon the double envelope system?
- Should SJSU obtain some sort of secure online voting system that could be used to conduct all of these many different votes in a truly secure way--where faculty have to enter some sort of electronic signature to vote?
- Gita
- faculty with dual college appointments cannot vote twice in campus wide elections or if they are permitted to do so cannot exceed the equivalent of a 1.0 vote for purposes of counting.

- Voting for Chair (find policy #) and voting for RTP committees (find policy #) are discussed in other policies but they might be referenced in a centralized voting rights and procedures policy.
- Julia
- When voting online, what assurances do we have that the votes are legitimate? What are the minimum requirements needed to make online voting legitimate? Can anyone just go to a website and enter someone's name and vote on their behalf? How is proof of identity assessed?
- Stacy
- Loaned faculty are often very knowledgeable and are sometimes engaged with a second department for many years, and there are some departments that have numerous long term loaned faculty. To be treated as less than temporary faculty....not sure that was your intent.

Organization & Government  
Minutes 4/18/16 (approved 4/26/16 by email vote)  
SPX 153; 2-4pm

Romero (recorder)

Members Present: Grosvenor (late arrival), Mathur, Laker, Curry, Gleixner (late arrival), Romero, Shifflett, Beyersdorf, Becker

**Approval of minutes** - as amended (Beyersdorf recorder) from 4/11/16 meeting  
Minutes approved: 7-0-0

**Update to Bylaw 1.2.**

- Issue: Student Services Professionals in categories III and IV used to be in bargaining unit 3. They are now in bargaining unit 4. Thus our bylaw needs updating.
- Discussed & Voted
  - Passed 8-0-0
- 1st Reading: 4/25

**Departmental Voting Rights (Jason)**

- Continued Discussion & Edits
  - Worked through entire document from the beginning
  - Changes made to the document as of 4/18/16:
    - Change made to include all faculty by adding the word “all”
    - To be more precise, “departmental” was kept to the doc while the other levels of voting within the university were taken out of the text
    - A resolved was added to the text due to the discussion that was had last week
    - Added S98-2 to the 1<sup>st</sup> resolved so as to rescind it
    - Number items were moved, re-organized, and some were added
    - 4.3: adding the words “the” and “proceeding the vote.”
    - 4.4 language made parallel to the changes in 4.3
    - 4.3 and 4.4 were inverted
    - 5.0 was changed from “amount” to “proportion”
    - 5.3 language made parallel to the changes in 4.3
    - 6.0 the header was changed to “Department Chair voting rights”
    - 7.0 the header was changed to “Student, staff, or other non-faculty voting rights”
    - 8.0 a formal heading was made and a description along with more language making matters more specific
    - 9.3 language was selected and made that highlighted that voting, shall only be in be conducted after being discussed in person (inclusive of all electronic meeting media)
    - All of the previous 9.3 has been deleted.

- Note: Alternate language (11.) is being deleted so as not to be too prescriptive.
- 11. Election of Department Chair-discussion about the need to remove count from department hands.
- 10.0 create a header called “absentee voting”
- Note 2.0 was changed to the description of policy
- Renumber from 2.0 on
- 11.0 header moved to intro section of the document “Nominations and election of department chair is covered by S14-8. All other content in this section deleted.
  - Shifflett will distribute S14-8 and old 11.0 language so members can check to see that we don’t miss anything.

Move to approve the document; Vote: 9-0-0

### **Notes for O&G Members**

Items Planned for 4/25 Senate Meeting:

- Final Readings:
  - AS 1603 Committee Obligations & Senate Membership (modification of bylaw 6)
  - AS 1590 Remote Attendance - Senate Management Resolution
  - AS 1605 Electronic Voting - Senate Management Resolution
- First Readings
  - Voting Rights
  - Update to Bylaw 1.2