

2016-2017 Year-End Committee Report Form

Committee:	Organization & Government
Chair	Dr. Bethany Shifflett
Number of Meetings Held	18
Chair Elect for 2017-2018	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

- Forward of department name change materials to C&R
- Update of bylaw 1.7 – discussed but dropped since bylaw pertains only to senate elections not department voting.
- Discussed creating a referral for Professional Standards on faculty rights/responsibilities. Decided not to pursue.
- Update related to selection-review of chairs - Suggestion to look at length of past interim appointments passed on to Professional Standards for consideration in the chairs' policy they are working on.
- Review of Senate Management Resolutions. O&G reviewed all SM resolutions and prepared a summary table of items where review/updated needed.

Senate Approved

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635, Modification of S16-8 (Selection & Review of Administrators). Senate passed; President rejected; O&G amended and Senate passed again as amended at last spring meeting.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. Subsequently went to the full faculty for a vote and passed.
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
- Passed by the Senate: Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board
- Passed by the Senate at 3/13 meeting: AS 1621: Departmental Voting Rights
- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees

- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge

Senate Rejected

- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term

Unfinished Business Items from 2016-2017

Summary report with referrals submitted to the Senate chair related to O&G's review of Senate Management Resolutions.

New Business Items for 2017-2018

Review of University Policies. As was done with Senate Management Resolutions in Spring 2017, O&G (as time permits) will review University Policies to see if any updates/corrections needed over the 17-18 AY.

Organization & Government
Agenda 8/29/16; 1st Meeting of 16-17 AY
SPX 118; 2-4pm

BJ Grosvenor (recorder)

Members: Grosvenor, Laker, Curry, Gleixner, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Medrano

Welcome & Introductions

Action Items (please bring your own hard copy if you want to work from paper). Otherwise, materials are available on our shared google drive: https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

(10 minutes) **Concurrent Membership on Operating & Policy Committees**

- Referral
 - History/Description of this item: This item was raised due to concerns that faculty representing their college might be in a position to vote at multiple levels of review across operating and policy committees. While the person might recuse themselves at the policy level, this would leave the college with no representation during deliberations and voting.
 - Instructions: Consider the issues surrounding concurrent membership on operating committees and the policy committee to which they make recommendations. Some of these issues could include making distinctions between serving members and chairing members of these respective committees, obtaining experience in an operating committee prior to chairing a policy committee, and providing different college perspectives on issues before senate review. If changes to language in our bylaws or standing rules are deemed appropriate, bring a recommendation to the Senate for consideration.
- Discussion
- Assign to an O&G member to bring draft to next meeting
 - Areas in the Senate bylaws to consider for modification: 6.4, 6.8, 6.10, 6.11

(10 minutes) **Conversion of College Committee Seats to at-large Seats**

- Referral
 - History/Description of this item: Presently, bylaw 6.13 provides for the conversion of college seats to at-large seats. The length of time seats go unfilled under this provision has been a concern. For example, this fall following the 4 week rule, (which takes us to 9/21) the earliest that ExCom could approve a consent calendar for at-large appointments would be during the October 3rd ExCom meeting.
 - Instructions: Consider a by-law modification that would ensure (as best as possible) that all at-large committee seats are finalized in time for approval at the first senate meeting of the year. For example, if we reduce the open call window to 2 weeks then the ExCom could approve the consent calendar in time for it to be on the first full Senate agenda.
- Discussion

- Assign to an O&G member to bring draft to next meeting

(10 minutes) **Undergraduate Studies Committee Membership - Modification of SM-F15-2**

- Referral
 - History/Description of this item: This item came up when Associate Dean for Undergrad Studies - Steve Branz noticed we did not have in any policy documents the specification of the membership for undergraduate studies operating committee. The description for the committee was updated this past fall with SM-F15-2: <http://www.sjsu.edu/senate/docs/SM-F15-2.pdf>
 - Instructions: Consider developing a Senate Management Resolution to modify SM-F15-2 so that a listing of the membership is provided with the charge.
- Discuss then vote on proposal.

Departmental Voting Rights - AS 1621

- Discussion & Edit Draft of AS 1621
 - Work through entire document from the beginning
- If time permits: 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?
- Timeline for this item
 - 8/29: O&G discuss and edit updated (based on feedback from senate & others) draft of AS 1621
 - 9/8: Gather feedback from Deans on O&G's draft
 - 9/14: Gather feedback from UCCD on O&G's draft
 - 9/19: O&G continue discussion with report on feedback from Shifflett. Possibly vote on a draft to take as a 1st reading to 9/26 Senate meeting
 - 10/3 (& 10/17 as needed) discuss/edit and vote on a final draft to take the the senate for a final reading on 10/24.

Inventory of Interim Department Chairs

The policy on Selection & Review of Department Chairs (S14-8) notes that the length of service for an interim chair should not exceed 1 year. O&G has been asked to examine where we stand with regard to this policy. Bethany has begun the process by asking for a list of interim chairs and the date of their appointment from the Deputy Provost.

Section IV; 3: Transition to permanent Chair. The department, under the leadership of the interim Chair, should initiate the normal process for the nomination of a department Chair. The interim Chair should serve until a permanent Chair is appointed and able to assume office, normally by the end of the current semester, but not more than six months. If the department cannot transition to a permanent Chair within six months, the situation should be resolved under section VI of this policy.

Section VI; 2: Extended interim Chairs. If there has been a failure to reach consensus, and an interim Chair is serving and was not a candidate for Chair, the interim Chair may be extended by six months to allow time for more permanent solutions. Normally, a department should not have to operate under interim leadership for more than one year.

Section VI; 3: Non departmental interim Chairs. In extreme cases, and only when all of the aforementioned measures fail, the President may appoint a SJSU faculty member from outside the department to serve as interim Chair, after consultation with the College Dean and department faculty. Consultation with the department faculty is normally done by the Provost and Dean soliciting advice at a department meeting. The goal of the appointment of a non departmental interim Chair should be to prepare the department to choose its own Chair at the earliest possible time. **If a non departmental interim Chair is in office for longer than one year, the situation should be reviewed by the Organization and Government Committee of the Academic Senate, which will report its findings to the President, the Academic Senate, and the faculty of the department.**

Current list:

- Freidoon Barez, Aviation & Technology in Engineering, **external** (Mechanical Eng), start 5/31/16
- Peg Hughes, Communicative Disorders & Sciences in Education, **external** (Special Ed), start 1/20/16
- Cami Johnson, Educational Leadership in Education, **external** (Management), start 7/1/16
- Lynne Trulio, Geography & Global Studies in Social Sciences, **external** (Enviro Studies chair), start 8/22/16
- Christine Hagie, Special Education in Education, not external, start 8/22/16.
- Carlos Garcia, Sociology & Interdisciplinary Social Sciences, not external, start 5/28/16.

Filling vacant O&G Seat

- Suggestions from O&G?

Notes for O&G Members

O&G committee meetings

- All remaining meetings will be in the alumni room - 3rd floor of Clark Hall in advancement area

Fall Meeting Minutes (recorders)

- 8/29: BJ
- 9/12: Jason
- 9/19: Julia
- 10/3: Tijana
- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Stacy

Items Planned for 9/26 Senate Meeting:

- 1st reading: Concurrent Membership on Operating & Policy Committees
- 1st reading: Conversion of College Committee Seats to at-large Seats
- final reading: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- 1st reading: Voting rights

Organization & Government
Agenda 9/12/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Jason Laker (recorder)

Members: Grosvenor, Laker, Curry, Gleixner, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Medrano

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

Approval of Minutes (thank you BJ) from 8/29 meeting.

Filling vacant (Engineering) O&G Seat

- Suggestions from O&G members?

Concurrent Membership on Operating & Policy Committees

- Referral
 - History/Description of this item: This item was raised due to concerns that faculty representing their college might be in a position to vote at multiple levels of review across operating and policy committees. While the person might recuse themselves at the policy level, this would leave the college with no representation during deliberations and voting.
 - Instructions: Consider the issues surrounding concurrent membership on operating committees and the policy committee to which they make recommendations. Some of these issues could include making distinctions between serving members and chairing members of these respective committees, obtaining experience in an operating committee prior to chairing a policy committee, and providing different college perspectives on issues before senate review. If changes to language in our bylaws or standing rules are deemed appropriate, bring a recommendation to the Senate for consideration.
- Discussion from 8/29 Meeting
 - Perhaps no action needed at all since it may happen so infrequently
 - Maybe stipulate that in concurrent membership situations, individual should not be a committee chair
 - Maybe the person could contribute to discussion but not vote
 - Problem with this noted - then college not represented in decision making
 - Areas in the Senate bylaws to consider for modification: 6.4, 6.8, 6.10, 6.11
- Discuss, edit, then vote on proposal from Tijaana & Jason.

Conversion of College Committee Seats to at-large Seats

- Referral
 - History/Description of this item: Presently, bylaw 6.13 provides for the conversion of college seats to at-large seats. The length of time seats go unfilled under this provision has been a concern. For example, this fall following the 4 week rule, (which takes us to 9/21) the

earliest that ExCom could approve a consent calendar for at-large appointments would be during the October 3rd ExCom meeting.

- Instructions: Consider a by-law modification that would ensure (as best as possible) that all at-large committee seats are finalized in time for approval at the first senate meeting of the year. For example, if we reduce the open call window to 2 weeks then the ExCom could approve the consent calendar in time for it to be on the first full Senate agenda.
- Discussion from 8/29 Meeting
 - Suggestion that we construct language to be flexible and tied to 1st senate meeting
 - If this route taken, remember to include in language that the senate office would then determine the calendar/deadlines
 - Perhaps just cut off in the spring and have seats go at large at the beginning of the fall semester
 - Perhaps just specify 2 weeks
- Discuss, edit, then vote on proposal from Stacy & Todd.

Departmental Voting Rights - AS 1621

- Discuss & Continue Editing of AS 1621
 - Shifflett provide update from meeting with Deans
 - Work through items not covered in 8/29 meeting
 - Section 5
 - Section 7
 - Section 8
 - Clarification for 6.2
- If time permits: 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 - Do we offer suggestions to Professional Standards?
- Other?

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Fall Meeting Minutes (recorders)

- 9/19: Julia
- 10/3: Tijana

- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Stacy

Items Planned for 9/26 Senate Meeting:

- 1st reading: Concurrent Membership on Operating & Policy Committees
- 1st reading: Conversion of College Committee Seats to at-large Seats
- Final reading: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- 1st reading: Voting rights

Organization & Government
Agenda 9/19/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Julia Curry (recorder)

Members: Grosvenor, Laker, Curry, Gleixner, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Medrano

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

Approval of Minutes (thank you Jason) from 9/12 meeting.

Modification of bylaw 15

- Issue: Policy passed in the spring inadvertently constrained rather than expanded (as intended) the ability of the Executive Committee to correct policy language errors that don't change the intent of the policy.
- Proposal seeks to make changes that enable the Executive Committee to handle such changes rather than have the full Senate take up the changes.

Departmental Voting Rights - AS 1621

- Discuss & continue editing updated draft of AS 1621 provided by Shifflett
 - Updates intended to address concerns raised by deans and chairs
 - Work through policy recommendation from beginning to end
 - Determine if policy ready for vote and 1st reading in Senate
- If time permits: 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 - Do we offer suggestions to Professional Standards?
 - Other?

Modification of S16-8 (Selection & Review of Administrators)

- Issue: Policy passed in the spring requires student members on all committees. Concern that this might not be a reasonable arrangement for the wide range of admin positions.
- Proposal seeks to provide some flexibility
 - Faculty, students, staff, and administrators should be represented as appropriate depending on the position under consideration.

Name Change Proposal from Hospitality Management

- Discuss and vote on proposal
- Note for O&G: In researching the topic of department name changes, found references pointing to superseded policy and found that most current policy (S14-4) even though it says 'other academic entities' it's clearly about property and does not make sense when you try to apply it to the naming of academic units. Another question that came up was - should the guidelines that GUP links to be in policy or is this simply administrative info?
 - O&G may need to take up a review of S14-4.

Notes for O&G Members

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Fall Meeting Minutes (recorders)

- 10/3: Tijana
- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Stacy

Status of O&G Items

- 1st reading on 9/26: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
- 1st reading on 9/26: Conversion of College Committee Seats to at-large Seats - modification of bylaw 6.13
- 1st reading on 9/26: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Final reading on 9/26: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- 1st reading on 9/26: Voting rights

Organization & Government
Agenda 10/3/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tijana Rajkovic (recorder)

Members: Grosvenor, Laker, Curry, Bailey, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart

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

Welcome to new members Tabitha Hart & Peggy Boylan-Ashraf; and Introductions

Approval of Minutes (thank you Julia) from 9/19 meeting.

Hospitality Name Change Update

- Issue: we were asked to review the proposal from Hospitality Management to rename their department. Subsequently it was clarified that the proposal should be reviewed by C&R. Since O&G faculty had already done their 'homework' on this, the group decided on 9/26 that they would send their review notes to Bethany who would compile all and send the information to C&R.
- O&G members need to get their notes to Bethany.

Update AS 1626: Conversion of College Seats to at-large Seats - Modification of bylaw 6

- Issue: Minor editorial changes needed before final reading at Senate
- Discuss and Vote

Modification of S16-8 (Selection & Review of Administrators)

- Issue: Policy passed in the spring requires student members on all committees. Concern that this might not be a reasonable arrangement for the wide range of admin positions.
- Proposal seeks to provide some flexibility
- Discuss and Vote

Departmental Voting Rights - AS 1621

- Discuss & continue editing updated draft of AS 1621 provided by Shifflett
 - Work through policy recommendation from section 4 to the end
 - Discuss temporary faculty voting on chair nominations
 - Determine if policy needs to go out for another review before 1st reading in Senate
 - Vote
- 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 - Do we offer suggestions to Professional Standards?
- Other?

Term of Senate Chair

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Assign to an O&G member to bring draft to next meeting

Revisit concurrent membership on operating and policy committees

Issue: Report from Tijana revealed possible overlap in admins with voting rights – need to address.

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Fall Meeting Minutes (recorders)

- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Jaye

Status of O&G Items

- **Completed**
 - Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- **In Progress**
 - 1st reading on 9/26; Final reading 10/24: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
 - 1st reading on 9/26; O&G finalize 9/19; Final reading 10/24: Conversion of College Committee Seats to at-large Seats - modification of bylaw 6.13
 - 1st reading on 9/26; Final reading 10/24: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents

- 1st reading on 9/26: Voting rights
- Compilation of input on Hospitality department name change to forward to C&R

Name Change Proposal from Hospitality Management

- Discuss and vote on proposal
- Note for O&G: In researching the topic of department name changes, found references pointing to superseded policy and found that most current policy (S14-4) even though it says 'other academic entities' it's clearly about property and does not make sense when you try to apply it to the naming of academic units. Another question that came up was - should the guidelines that GUP links to be in policy or is this simply administrative info?
 - O&G may need to take up a review of S14-4.

Notes for O&G Members

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Fall Meeting Minutes (recorders)

- 10/3: Tijana
- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Stacy

Status of O&G Items

- 1st reading on 9/26: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
- 1st reading on 9/26: Conversion of College Committee Seats to at-large Seats - modification of bylaw 6.13
- 1st reading on 9/26: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Final reading on 9/26: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- 1st reading on 9/26: Voting rights

Organization & Government
Agenda 10/17/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Silke Higgins (recorder)

Members: Grosvenor, Laker, Curry, Gleixner, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf

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

Welcome to new member Tabitha Hart and Introductions

Approval of Minutes (thank you Tijana) from 10/3 meeting.

Departmental Voting Rights - related issues (Tijana)

- Discuss edits that might be needed to bylaws or other policies
- Modify Bylaw 1.7 Faculty?
 - 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.

Term of Senate Chair (Julia)

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Discuss and vote

Overlap in admins with voting rights

- Issue: from the review of committee rosters, it appears that administrators often serve on operating and parent policy committees, which creates an inherent conflict of interest.
- Discuss
 - Update policy recommendation we passed?

Constitutional Amendment

- Issue: Consensus on Executive Committee to seek approval of a constitutional amendment that removes the VP for Finance and Administration from the Senate and ExCom.
- From constitution: Article II section 2: Administration representatives shall consist of the President, the Provost, the Vice President for Administration and Finance, the Vice President for Advancement, and the Vice President for Student Affairs, ex officio; and

four (4) academic deans, at least two of whom shall be deans of colleges, elected by the academic deans for staggered two-year terms.

- Consider any other changes (e.g., Admin membership)?
- Process:

ARTICLE VI -- AMENDMENTS

Section 1. Amendments to this Constitution may be proposed for faculty consideration by a majority of the total membership of the Academic Senate or by a petition signed by twenty per cent (20%) of the faculty electorate.

Ratification shall require approval by a majority of the votes cast by the faculty electorate, and by the President of the University.

- Discuss

Updates

- Name change information related to Hospitality Management & Business Analytics
- Items on 10/24 Senate agenda as 1st readings:
 - AS 1621: Departmental Voting Rights
 - Modification of S16-8 (Selection & Review of Administrators)
- Items on 10/24 Senate agenda as final readings
 - AS 1626: Conversion of College Seats to at-large Seats - Modification of bylaw 6
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
 - AS 1629: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11

Notes for O&G Members

Committee materials are available on our shared google drive:

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Fall Meeting Minutes (recorders)

- 11/7: Todd
- 11/14: Carolus
- 11/28: Jaye

Status of O&G Items

- **Completed**
 - Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
 - Forward of department name change materials to C&R
- **In Progress**

- Items on 10/24 Senate agenda as 1st readings:
 - AS 1621: Departmental Voting Rights
 - Modification of S16-8 (Selection & Review of Administrators)
- Items on 10/24 Senate agenda as final readings
 - AS 1626: Conversion of College Seats to at-large Seats - Modification of bylaw 6
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
 - AS 1629: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11

Organization & Government
Agenda 11/7/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Todd Ormsbee (recorder)

Members: Grosvenor, Laker, Curry, Gleixner, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran

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

Approval of Minutes (thank you Silke) from 10/3 meeting.

(40 minutes) AS1621 – Departmental Voting Rights

- Review edits proposed by Shifflett following input from Senate at the 1st reading and subsequently from others.
- Vote on a final draft to take to the Senate for a final reading.

(5 minutes) Departmental Voting Rights - related issue (Tijana)

- Revise edits that might be needed to bylaws in light of changes to AS 1621
- Current Bylaw 1.7
 - 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.
- Changes proposed at last meeting
 - 1.7 (a): Regular faculty have full voting rights in the department of their permanent assignment. Regular faculty with teaching assignments outside their permanent department may request voting rights in that department proportional to their assignment.
 - 1.7 (b): Temporary faculty can participate in voting on matters which are not reserved only for regular faculty (see voting rights policy). Temporary faculty have proportional voting rights in the department(s) in which they serve equal to the percentage of their appointment in the department(s) not to exceed 1.0 in any department.

(10 minutes) AS1628 – Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents

- Issue: After 1st reading, edit needed to clarify that final approval rests with the President.
- Discuss edit & Vote

(20 minutes) Term of Senate Chair (Julia)

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Discuss and vote on draft proposal

(15 minutes) AS 1635, Amendment A to University Policy S16-8, Selection and Review of Administrators

- Issue: Feedback from Senate negative on the compromise language proposed by us.
- Options:
 - Revise
 - Drop the effort and leave current language in place

1.3 Committees shall be large enough to allow for sufficiently broad representation, yet small enough so as not to be unwieldy. When feasible, an odd number of voting members will be appointed to eliminate the possibility of tied votes. **Faculty, students, staff and administrators shall be represented. Students should be represented as appropriate depending on the administrative position.** Consideration should be given to representation of the diversity of the campus. Regular (tenured and tenure-track) faculty shall comprise a majority on all search committees for administrators in the academic affairs division and at least one-third of other committees. If appropriate, alumni and community representatives may serve on search committees.

(10 minutes) Review of S16-8 – Policy on Selection & Review of Administrators

- Issue: Referral (brought by lecturers in Dept. of Humanities) to reconsider the exclusion of lecturers from selection & review committees
- Discuss
- Need volunteer to take lead on looking into this.

(10 minutes) Adding a seat to the Student Success Committee

- Issue: Interest in adding a faculty member from the Department of English's writing program
- Discuss
- Need volunteer to take lead on looking into this.

(5 minutes) Constitutional Amendment – no changes needed; will go back to Senate for 2nd reading 11/21.

- Volunteer needed to craft a statement/rationale that will go out to campus for vote on proposed change.

(5 minutes) Bylaw amendment to add chief diversity officer to ExCom and remove VP Advancement

- . 4.1 The Executive Committee shall be composed of all Senate officers (as defined in bylaw 2), the President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, the ~~Vice President for Advancement~~, the Chief Diversity Officer, and the President of the Associated Students. For purposes of these bylaws, the elected members of the Executive Committee are the Senate officers.

Deferred to next O&G Meeting

Overlap in admins with voting rights

- Issue: from the review of committee rosters, it appears that administrators often serve on operating and parent policy committees, which creates an inherent conflict of interest.
- Discuss update to policy we passed in O&G previously on concurrent membership
- Vote

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Fall Meeting Minutes (recorders)

- 11/14: Carolus
- 11/28: Jaye

Status of O&G Items

Completed

- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R

In Progress

- Items potentially for 11/21 Senate agenda as 1st readings:
 - Adding a seat to the Student Success Committee
 - Update to Policy on Selection & Review of Administrators
 - AS 1629: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
 - Bylaw amendment to add chief diversity officer to ExCom and remove VP Advancement
- Modification of S16-8 (Selection & Review of Administrators)
- Items planned for 11/21 Senate agenda as final readings
 - AS 1621: Departmental Voting Rights
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
 - AS1634: Modification of Senate Constitution Related to membership

Organization & Government
Agenda 11/14/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Carolus Boekema (recorder)

Members: Grosvenor, Laker, Curry, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran, Bailey

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

Approval of Minutes (thank you Todd) from 11/7 meeting.

AS1621 – Finish Departmental Voting Rights

- Check lead in sentence to section 2.2
- Revisit sections 3.6 and 4.4; take into consideration information to be provided by Jaye
- Finish review of edits beginning with section 5

Update of bylaw 1.7 (Tijana)

- Review new edits to existing bylaw designed to match up changes in departmental voting rights.
- Current Bylaw 1.7
 - 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.

Bylaw 4.1 amendment to add chief diversity officer to ExCom and remove VP Advancement

- Review policy recommendation and vote

AS 1628 – Editorial Changes to Policy and Management Resolutions

- Brief look at update to rationale needed.

AS1629 - Concurrent Membership on Operating & Policy Committees

- Issue: after approval of a change to bylaw 6 by O&G and subsequent presentation at the 9/26 Senate meeting, we noticed that there were concurrent membership problems for admins in addition to faculty.
- Revised proposal addresses this
- Need to review edits then vote.

Review of S16-8 – Policy on Selection & Review of Administrators (Tabitha)

- Issue: Referral (brought by lecturers in Dept. of Humanities) to reconsider the exclusion of lecturers from selection & review committees
- Possible options:
 - a) just close this out with no action other than to clarify that lecturers do have input into the review process and explain how - point out section 2.4: "The procedures shall be designed to secure (a) appropriate information, which can include performance goals set by the appropriate administrator and (b) appraisals of performance from as many persons as may be feasible who are knowledgeable of the incumbent's duties and performance."
 - b) not change section 1.3.1 but add info to this section:
2.4 Procedures for Review

1.3.1. 3 faculty at least 2 of whom need to be tenured.

The review committee, in consultation with the President (for all Vice Presidents) or the Provost (for all other offices), shall develop procedures for conducting the review. The procedures shall be designed to secure (a) appropriate information, which can include performance goals set by the appropriate administrator and (b) appraisals of performance from as many persons as may be feasible, **inclusive of lecturers for review of academic administrators**, who are knowledgeable of the incumbent's duties and performance. In addition, available data for the time period of the review should be analyzed as appropriate for the position (such as data on FTES, FTEF, class size, graduation rates, and fundraising). If he/she so desires, the incumbent shall be given an opportunity to provide the review committee with a self- evaluation based upon the criteria developed by the committee. The opinions and judgments received by review committees, the deliberations and reports of such committees, and any accompanying materials, shall be confidential.

Adding a seat to the Student Success Committee (Peggy)

- Issue: Interest in adding a faculty member from the Department of English's writing program
- Discussion at 11/7 meeting broadened the issue to an examination of the committee overall in the context of changes in organizational structure where there is now a new unit: Faculty and Staff success
- Discuss and vote on recommended action

Term of Senate Chair – bylaw 2.2

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Discuss and vote on draft proposal

Notes for O&G Members

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https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Fall Meeting Minutes (recorders)

- 11/28: Jaye

Status of O&G Items

Completed

- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- AS1635, Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.

In Progress

- Items for 11/21 Senate agenda as **1st readings**:
 - AS 1621: Departmental Voting Rights
 - Update to Policy on Selection & Review of Administrators (lecturers on search/review committees)
 - Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
 - Bylaw amendment (2.2) – make length of term for senate chair 2 years
- Items planned for 11/21 Senate agenda as **final readings**
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
 - AS1634: Modification of Senate Constitution Related to membership
 - AS1629: Concurrent Membership on Operating & Policy Committees
- Item for 12/12 Senate meeting
 - Update of bylaw 1.7 (department voting rights)
- Item on hold

- Adding a seat to the Student Success Committee; O&G gathering information related to recent structural changes (e.g., new unit: faculty & student success) in order to better determine what changes might be needed to the membership of the student success committee.

Organization & Government
Agenda 11/28/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Jaye Bailey (recorder)

Members: Grosvenor, Laker, Curry, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran, Bailey

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

Approval of Minutes (thank you Carolus) from 11/14 meeting.

AS1621 – Finish Departmental Voting Rights

- Review edits based on feedback from the 11/21 Senate meeting
- Final vote

Update of bylaw 1.7

- Drop. Information from Senate chair has clarified that bylaw 1.7 pertains only to election of Senators and not related to department voting rights.

AS1635 - Review of S16-8 – Policy on Selection & Review of Administrators

(Tabitha)

- Issue: Additional requests for clarification of policy (unrelated to our referral) came in when our changes went out for review.
 - Need to clarify that when, for example, five faculty members are needed for a committee, should these come from five different departments? Consensus is yes, but is not written in the policy presently.
 - Also add language that addresses diversity and expertise.
- Review changes proposed to address requests
- Vote

Adding a seat to the Student Success Committee (Peggy)

- Issue: Interest in adding a faculty member from the Department of English's writing program
- Discussion at 11/7 meeting broadened the issue to an examination of the committee overall in the context of changes in organizational structure where there is now a new unit: Faculty and Staff success
- Discuss and plan next steps based on input from Peggy's meeting with Stacey

AS 1638 - Term of Senate Chair – bylaw 2.2

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Discuss Senate feedback and vote on draft proposal.

Language for Senate Office to go with Constitutional Amendment (Jaye)

- Update from Jaye

AS1639 – Membership on Senate Executive Committee

- No update needed other than date change and change to ‘final’ reading.

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Fall Meeting Minutes (recorders)

12/5: Tabitha

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote.
- Passed by Senate at 11/21 meeting: AS1629 - Concurrent Membership on Operating & Policy Committees
- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.

In Progress

- Items for 12/12 Senate agenda as **final readings**:
 - AS 1621: Departmental Voting Rights
 - AS1635(b): Update to Policy on Selection & Review of Administrators (lecturers on search/review committees; diversity; department representation)
 - Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement

- Senate Chair 2-year Term
- Items planned for 12/12 Senate agenda as **1st readings**
 - Student Success Committee Membership

Organization & Government
Agenda 12/5/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tabitha Hart (recorder)

Members: Grosvenor, Laker, Curry, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran, Bailey

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

Approval of Minutes (thank you Jaye) from 11/28 meeting?

AS1621 – Finish Departmental Voting Rights

- Finalize language for sections 3.6 and 4.5
- Final vote

AS1635 - Review of S16-8 – Policy on Selection & Review of Administrators
(Tabitha)

- Continue discussion of changes to language
- Review changes proposed to address requests
- Vote
- Take to the Senate as a final reading or repeat first reading?

Student Success Committee Membership & Charge

- Update from Bethany on meeting with reps from AA and SA
- Discuss draft policy recommendation
- Take to the Senate for a 1st reading

AS 1638 - Term of Senate Chair – bylaw 2.2

- Discuss Senate feedback and vote on draft proposal.

AS1639 – Membership on Senate Executive Committee

- No update needed other than date change and change to ‘final’ reading.

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Spring Meeting Minutes (recorders)

1/30: BJ Grosvenor

2/6: Tijana Rajkovic
2/20: Thi Tran
3/6: Todd Ormsbee
3/20: Silke Higgins
4/3: Peggy Boylan-Ashraf
4/17: Tabitha Hart,
4/24: Carolus Boekema
5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.
- Passed by Senate at 11/21 meeting: AS1629 - Concurrent Membership on Operating & Policy Committees
- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.

In Progress

- Items for 12/12 Senate agenda as **final readings**:
 - AS 1621: Departmental Voting Rights
 - AS1635(b): Update to Policy on Selection & Review of Administrators (lecturers on search/review committees; diversity; department representation)
 - AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
 - AS1638: Senate Chair 2-year Term
- Items planned for 12/12 Senate agenda as **1st readings**
 - Student Success Committee Membership and Charge

Organization & Government
Agenda 1/30/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

BJ Grosvenor (recorder)

Members: Grosvenor, Laker, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Tran, Bailey

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

Approval of Minutes (thank you Tabitha) from 12/5 meeting

AS1621 – Discuss campus forum, UCCD meeting, and schedule - to finish departmental voting rights

- Discuss info from Senate meeting
- Any edits to email message?
- Campus forums - MLK 255: wed, 2/15, 1-2pm; thurs, 2/16, 10-11am
- UCCD meeting 2/8; 10:45; SH 331
- To senate for March meeting - final reading
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/F02-4.pdf>
 - Old voting rights policy: <http://www.sjsu.edu/senate/docs/S98-2.pdf>
 - On leave voting rights: <http://www.sjsu.edu/senate/docs/F66-6.pdf>
 - Faculty assigned to more than one unit: <http://www.sjsu.edu/senate/docs/F07-5.pdf>

AS1635 - Review of S16-8 – Policy on Selection & Review of Administrators

- Continue discussion of changes to language
- Review changes proposed to address requests
- Vote & take to the Senate in February - first reading (again)
- Prepare a sample ballot? Volunteer?
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/S16-8.pdf>

AS 1642 - Student Success Committee Membership & Charge

- Update from Bethany on meeting with SSC chair
- Discuss edits and Senate recommendations on membership & vote
- Take to the Senate for a final reading in February
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/S11-6.pdf>
 - Current members: http://www.sjsu.edu/senate/comm_info/committees/index.html#Success
 - Year end reports: http://www.sjsu.edu/senate/comm_info/year_end_committee_report/index.html

**Repeal S82-10 and F86-7 pertaining to Information Systems & Computing Advisory Board
- still listed as current on the website.**

- Appears that the Info systems and computing advisory board was dissolved in 1998: <http://www.sjsu.edu/senate/docs/S98-9.pdf>
- We then abolished the CIO's advisory board in 2000: <http://www.sjsu.edu/senate/docs/S00-5.pdf>
- Now just need to clean up loose ends and repeal S82-10 and F86-7
 - <http://www.sjsu.edu/senate/docs/S82-10.pdf>
 - <http://www.sjsu.edu/senate/docs/F86-7.pdf>
- Discuss & vote. Take to the Senate for a final reading in February

AS 1629 - Concurrent Membership on Operating & Policy Committees

- Though passed by Senate at 11/21 meeting, being returned by the President.
- Modifies bylaw 6.1: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>
- Discuss edits and vote. Take to the Senate for a final reading in February.

Notes for O&G Members

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Spring Meeting Minutes (recorders)

2/6: Tijana Rajkovic
2/20: Thi Tran
3/6: Todd Ormsbee
3/20: Silke Higgins
4/3: Peggy Boylan-Ashraf
4/17: Tabitha Hart,
4/24: Carolus Boekema
5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)

- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.
- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.
- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement

In Progress

AS 1621: Departmental Voting Rights - returned to O&G by Senate at 12/12 meeting

AS1635: Update to Policy on Selection & Review of Administrators (issues we're dealing with: lecturers on search/review committees; diversity; department representation; ethics infractions)

- AS 1629 - Though passed by Senate at 11/21 meeting, returned by the President: Concurrent Membership on Operating & Policy Committees
- AS 1642 - Student Success Committee Membership and Charge
- Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board - still listed as current on the website.

Organization & Government
Agenda 2/6/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tijana Rajkovic (recorder)

Members: Grosvenor, Laker, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Tran, Bailey

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

Approval of Minutes (thank you BJ) from 1/30 meeting.

[10 minutes] Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board - still listed as current on the website.

- Appears that the Info systems and computing advisory board was dissolved in 1998: <http://www.sjsu.edu/senate/docs/S98-9.pdf>
- We then abolished the CIO's advisory board in 2000: <http://www.sjsu.edu/senate/docs/S00-5.pdf>
- Now just need to clean up loose ends and repeal S82-10 and F86-7
 - <http://www.sjsu.edu/senate/docs/S82-10.pdf>
 - <http://www.sjsu.edu/senate/docs/F86-7.pdf>
- Discuss & Vote. Take to the Senate for a final reading Feb 13th

[10 minutes] AS 1629 - Concurrent Membership on Operating & Policy Committees

- Passed by Senate at 11/21 meeting, returned by the President.
- Modifies bylaw 6.1: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>
- Discuss edits and vote. Take to the Senate for a final reading Feb 13th.

[5 minutes] AS1621 – Meetings

- UCCD meeting 2/8; 10:45; SH 331
 - Bethany, Silke
- MLK 255: wed, 2/15, 1-2pm
 - Bethany, Silke,??
- MLK 255: thurs, 2/16, 10-11am
 - Bethany,??
- Need a volunteer to be lead reviewer on AS 1621

AS1635 - Continue Review of changes to S16-8 – Policy on Selection & Review of Administrators

- Continue discussion of changes to language - based on input gathered after 1/30 meeting - particularly regarding composition strategies.
- Vote; Take to the Senate in February - first reading.
- Need a volunteer to be lead reviewer on AS 1635
- Related materials

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

AS 1642 - Student Success Committee Membership & Charge

- Pick up where we left off on 1/30 - Discuss changes then vote
- Take to the Senate for a final reading Feb 13th
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/S11-6.pdf>
 - Current members: http://www.sjsu.edu/senate/comm_info/committees/index.html#Success
 - Year end reports: http://www.sjsu.edu/senate/comm_info/year_end_committee_report/index.html

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Spring Meeting Minutes (recorders)

2/20: Thi Tran
 3/6: Todd Ormsbee
 3/20: Silke Higgins
 4/3: Peggy Boylan-Ashraf
 4/17: Tabitha Hart,
 4/24: Carolus Boekema
 5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.

- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.
- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement

In Progress

- AS 1621: Departmental Voting Rights - returned to O&G by Senate at 12/12 meeting
- AS1635: Update to Policy on Selection & Review of Administrators (issues we're dealing with: lecturers on search/review committees; diversity; department representation; ethics infractions)
- AS 1629 - Passed by Senate at 11/21 meeting, returned by the President: Concurrent Membership on Operating & Policy Committees
- AS 1642 - Student Success Committee Membership and Charge
- Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board - still listed as current on the website.

Organization & Government
Agenda 2/20/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Thi Tran (recorder)

Members: Grosvenor, Laker, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Tran, Bailey

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

Approval of Minutes (thank you Tijana) from 2/6 meeting.

AS 1629 - Concurrent Membership on Operating & Policy Committees

- Passed by Senate at 11/21 meeting, returned by the President.
- Modifies bylaw 6.1: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>
- Discuss edits and vote. Take to the Senate for a final reading March 13th.

[1 hour] AS1621 – Meetings (Todd - lead reviewer)

- Discuss themes from feedback after:
 - UCCD meeting 2/8; 10:45; SH 331
 - Campus Fora
 - MLK 255: wed, 2/15, 1-2pm
 - Bethany, Silke, tabitha, carolus, tijana, jason, Thi, BJ
 - MLK 255: thurs, 2/16, 10-11am
 - Bethany, carolus, todd, Tijana, Todd, BJ
- Discuss and further edit updated draft of AS 1621
- Goal: Final reading to Senate March 13th
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/F02-4.pdf>
 - Old voting rights policy: <http://www.sjsu.edu/senate/docs/S98-2.pdf>
 - On leave voting rights: <http://www.sjsu.edu/senate/docs/F66-6.pdf>
 - Faculty assigned to more than one unit: <http://www.sjsu.edu/senate/docs/F07-5.pdf>

AS1635 Policy on Selection & Review of Administrators (Tabitha - lead reviewer)

- Discuss and make final edits to updated draft of AS 1635
- Need to discuss further the 3 options
 - #1 - as in 1st reading and current version of AS 1635
 - Option 2 would be for a review to take place after the election and if the group elected was insufficiently representative, the Provost will consult with the Executive Committee in an effort to add up to 2 additional members to diversify the group - without compromising the requirement for a majority of faculty.
 - Option 3 would be for the review to take place both before an election and after an election.
- Vote; Take to the Senate March 13th - first reading.
- Related materials

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

AS 1642 Change in the Membership, Charge, and Category for the Student Success Committee

- Minor edit to title made: AVP Student and Faculty Success
- Revote; Take to senate as final reading March 13th.
- Related materials:
 - Current policy: <http://www.sjsu.edu/senate/docs/S11-6.pdf>
 - Current members: http://www.sjsu.edu/senate/comm_info/committees/index.html#Success

Notes for O&G Members

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Provost will come to our 3/6 meeting to discuss extending term of an interim department chair.

Spring Meeting Minutes (recorders)

3/6: Todd Ormsbee
 3/20: Silke Higgins
 4/3: Peggy Boylan-Ashraf
 4/17: Tabitha Hart,
 4/24: Carolus Boekema
 5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents

- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.
- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.
- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
- Passed by the Senate: Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board

In Progress

- AS 1621: Departmental Voting Rights - returned to O&G by Senate at 12/12 meeting
- AS1635: Update to Policy on Selection & Review of Administrators (issues we're dealing with: lecturers on search/review committees; diversity; department representation; ethics infractions)
- AS 1629 - Passed by Senate at 11/21 meeting, returned by the President: Concurrent Membership on Operating & Policy Committees
- AS 1642 - Student Success Committee Membership and Charge

Organization & Government
Agenda 3/6/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Todd Ormsbee (recorder)

Members: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

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

Approval of Minutes (thank you Thi) from 2/20 meeting.

[10 minutes] Continuation of interim chair for aviation department (Provost Feinstein)

Dean Ping would like to keep current interim chair - Fred Barez (started 5/31/16) as interim chair for another year.

Related Information: <http://www.sjsu.edu/senate/docs/S14-8.pdf>. From S14-8:

IV. SELECTION OF AN INTERIM CHAIR. An interim appointment occurs when a Department Chair's position has or will be vacated and there is insufficient time or it is otherwise impractical to complete the regular nomination process explained in Section III. The interim Chair serves only as long as required to complete the appointment of a permanent chair.

.....

2. Interim Chair requirements. Interim appointments should be a member of the department in which they will serve and they should be tenured faculty members.

3. Transition to permanent Chair. The department, under the leadership of the interim Chair, should initiate the normal process for the nomination of a department Chair. The interim Chair should serve until a permanent Chair is appointed and able to assume office, normally by the end of the current semester, but not more than six months. If the department cannot transition to a permanent Chair within six months, the situation should be resolved under section VI of this policy.

VI. FAILURE TO OBTAIN CHAIR NOMINEES AS DESCRIBED ABOVE

Departments may be unable to successfully conclude a normal nomination for Department Chair. This could be the case in a department with no senior (associate or full professor) leadership qualified to be Chair, or no willing candidates. If a department fails to reach consensus (majority vote of the tenured and probationary faculty) following a normal nomination process (Section III), the Dean shall consult with the faculty at a department meeting to determine the best course of action. This could be either the nomination of an interim or acting Chair, initiation of an external search, extension of a prior interim

appointment, or nomination of a non-departmental interim Chair-- as per the relevant sections of this policy.

Here's the UPDATED (3/1) list of interim chairs

- June McCullough; Comm Disorders; Educ; 1/24/2017-8/20/17
- Beverly Grindstaff; Counselor Ed; Educ; 1/24/2017-8/20/2017
- Mei-Yan Lu; Ed Leadership; Educ; 1/24/2017
- Patty Swanson; Teacher Ed; Educ; 1/24/2017-8/20/2017
- Fred Barez; Aviation/Tech; Engr; 5/31/2016-5/30/2017
- Permanent: Ruth Wilson; A-Am'n Studies; SocSc | Magdalena Barrera appointed acting chair from 1/16/2017-6/30/2017
- Lynne Trulio; Permanent chair Envir. Studies - interim: Geography; SocSc (departments merging?)

Clarification needed on votes for AS 1629 and 1642

As 1629 (concurrent membership on operating and policy committees)

Vote: 8-0-0 (who was missing besides Jaye at the beginning of our 2/20 meeting?)

AS 1642 (Student Success committee)

Vote: 9-0-1 (what was the concern for the abstention - for reference if asked in Senate)

AS1621 – Meetings (Todd - lead reviewer)

- Discuss and finish edits to updated draft of AS 1621
- Goal: Final reading to Senate March 13th
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/F02-4.pdf>
 - Old voting rights policy: <http://www.sjsu.edu/senate/docs/S98-2.pdf>
 - On leave voting rights: <http://www.sjsu.edu/senate/docs/F66-6.pdf>
 - Faculty assigned to more than one unit: <http://www.sjsu.edu/senate/docs/F07-5.pdf>

AS1635 Policy on Selection & Review of Administrators (Tabitha - lead reviewer)

- Discuss and make final edits to updated draft of AS 1635
- Vote; Take to the Senate March 13th - first reading.
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/S16-8.pdf>

Offer help on development of policy on departmental name changes?

- As we discovered, there is no policy on departmental name changes
- Responsibility for this is with C&R
- Shall we offer to help out since we had some experience with this?

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Provost will come to our 3/6 meeting to discuss extending term of an interim department chair.

Spring Meeting Minutes (recorders)

3/20: Silke Higgins

4/3: Peggy Boylan-Ashraf

4/17: Tabitha Hart,

4/24: Carolus Boekema

5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.
- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.
- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
- Passed by the Senate: Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board

In Progress

- AS 1621: Departmental Voting Rights - returned to O&G by Senate at 12/12 meeting
- AS1635: Update to Policy on Selection & Review of Administrators (issues we're dealing with: lecturers on search/review committees; diversity; department representation; ethics infractions)
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- AS 1642 - Student Success Committee Membership and Charge

Organization & Government
Agenda 3/20/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Silke Higgins (recorder)

Members: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

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

Approval of Minutes as Amended (thank you Todd) from 3/6 meeting.

AS1635 Policy on Selection & Review of Administrators (Tabitha - lead reviewer)

- Look at sample ballot
- Discuss feedback and notes (thank you Silke, Thi, BJ) from 3/13 Senate Meeting
- Make edits to updated draft of AS 1635
 - Reminder to check Jason's draft for alternate language suggestions
- Goal: Take to the April 10th Senate meeting - final reading
- Related materials
- Current policy: <http://www.sjsu.edu/senate/docs/S16-8.pdf>

Room for 2017-2018 O&G Meetings?

- The adjacent conference room has been converted to office space.
- Alumni room not available at all next AY - already fully booked
 - Thi recommends Suite 2300 of the Student Union.

Aug 28	Jan 29
Sept 11, 25	Feb 5, 19
Oct 2, 16, 30	Mar 5, 19
Nov 6, 13, 27	Apr 2, 16, 23
Dec 4	May 7

Notes for O&G Members

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Spring Meeting Minutes (recorders)

4/3: Jaye Bailey
4/17: Tabitha Hart,
4/24: Carolus Boekema
5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
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- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees
- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge

In Progress

- AS1635: Update to Policy on Selection & Review of Administrators (issues we're dealing with: lecturers on search/review committees; diversity; department representation; ethics infractions)

Organization & Government
Agenda 4/3/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Jaye Bailey (recorder)

Members: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

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

Approval of Minutes as Amended (thank you Silke) from 3/6 meeting.

AS1635 Policy on Selection & Review of Administrators (Tabitha - lead reviewer)

- Look at revised sample ballot
- Discuss whether or not the Provost review of committees should be part of the appointment sections for IES and Library Deans.
- Make final edits to policy recommendation
 - Goal: Take to the April 10th Senate meeting - final reading
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/S16-8.pdf>

Room for 2017-2018 O&G Meetings

- Thank you Silke. We'll be in MLK 4005 for all 2017-2018 meetings

Aug 28	Jan 29
Sept 11, 25	Feb 5, 19
Oct 2, 16, 30	Mar 5, 19
Nov 6, 13, 27	Apr 2, 16, 23
Dec 4	May 7

Review of all Senate Management Resolutions

- Issue: Periodically, a review of past policies is needed since, as we've discovered, things are sometimes overlooked.
 - Recent example, our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.
- Assignments are below. Each member will
 - Read through policy to see if current or in need of update
 - Report in either (a) all fine or (b) update/corrections needed
 - If update/corrections needed, send to Bethany an explanation of what's needed and which committee the work needs to be referred to.
- Resources:
 - Senate Management Resolutions: http://www.sjsu.edu/senate/manag_res/
 - Senate Committee membership: http://www.sjsu.edu/senate/comm_info/committees/index.html

- Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Assignments

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1 (Postponing Date of Vice Presidents' Annual Budget Reports)

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1 (Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)

Hart: SM-F97-2 (Modifying Standing Rules 6, 7, 10a, 12, 13, and 17) through SM-S00-3 (General Unit Representation)

Higgins: SM-S00-4 (Special Committee on Academic Information Technology) through SM-F01-3 (Enlarging the Membership of the Academic Innovation Model (AIM) Task Force).

Laker: SM-S02-1 (Amendment of Standing Rule 15 Sponsorship of Events) through SM-S04-2 (Dissolving the Improvement of Instruction Committee and Transferring its Charge to the Student Success and Instruction and Student Affairs Committees)

Ormsbee: SM-F04-1 (**Change in Membership of the All University Teacher Education (AUTE) Committee**) through SM-F05-2 (Adding members to the Institutional Review Board (IRB)—Human Subjects)

Rajkovic: SM-S06-1 (Addition to membership of the IRB Task Force) through SM-S08-2 (Creating a Task Force to Investigate Access to Faculty and Student Publications and Make Appropriate Recommendations)

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)

Tran: SM-S13-2 (Suspends Senate By-Law 1.5) through SM-F16-1 (Undergraduate Studies Committee Membership)

Notes:

Spring Meeting Minutes (recorders)

4/17: Tabitha Hart,

4/24: Carolus Boekema

5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
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- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
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- Passed by the Senate: Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board
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- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees
- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge

In Progress

- AS1635: Update to Policy on Selection & Review of Administrators (issues we're dealing with: lecturers on search/review committees; diversity; department representation; ethics infractions)

Committee materials are available on our shared google drive:

https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Organization & Government
Agenda 4/17/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tabitha Hart (recorder)

Members: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

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

Approval of Minutes as Amended (thank you Jaye) from 3/6 meeting.

Referral regarding a policy for rights/responsibilities of faculty

- Issue: Over the course of the last 2 years O&G has discussed a range of issues where faculty rights/responsibilities have been part of the picture yet there is no SJSU policy on faculty rights and responsibilities. There is one for students.
- Discuss and edit Draft
- Vote

Review of all Senate Management Resolutions

- Issue: Periodically, a review of past policies is needed since, as we've discovered, things are sometimes overlooked.
 - Recent example, our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.
- Assignments are below. Each member will
 - Read through policy to see if current or in need of update
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 - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Assignments

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1
(Postponing Date of Vice Presidents' Annual Budget Reports)

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5
(Graduate Studies & Research Committee)

Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1

(Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)

Hart: SM-F97-2 (Modifying Standing Rules 6, 7, 10a, 12, 13, and 17) through SM-S00-3 (General Unit Representation)

Higgins: SM-S00-4 (Special Committee on Academic Information Technology) through SM-F01-3 (Enlarging the Membership of the Academic Innovation Model (AIM) Task Force).

Laker: SM-S02-1 (Amendment of Standing Rule 15 Sponsorship of Events) through SM-S04-2 (Dissolving the Improvement of Instruction Committee and Transferring its Charge to the Student Success and Instruction and Student Affairs Committees)

Ormsbee: SM-F04-1 (**Change in Membership of the All University Teacher Education (AUTECE) Committee**) through SM-F05-2 (Adding members to the Institutional Review Board (IRB)—Human Subjects)

Rajkovic: SM-S06-1 (Addition to membership of the IRB Task Force) through SM-S08-2 (Creating a Task Force to Investigate Access to Faculty and Student Publications and Make Appropriate Recommendations)

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)

Tran: SM-S13-2 (Suspends Senate By-Law 1.5) through SM-F16-1 (Undergraduate Studies Committee Membership)

Review of Statewide positions on Senate/Assembly Legislation Pending

Issue: Review by O&G of ASCSU positions can enable us to keep the SJSU Senate informed.
Link to Summary Information: <http://calstate.edu/acadsen/Records/Resolutions/2016-2017/documents/3288Attachment1.pdf>

Notes:

Spring Meeting Minutes (recorders)

4/24: Carolus Boekema

5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
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- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees
- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge
- Passed by Senate at 4/10 meeting: AS1635: Update to Policy on Selection & Review of Administrators

In Progress

- Referral on faculty rights/responsibilities
- Review of Senate Management Resolutions

Committee materials are available on our shared google drive:

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Organization & Government
Agenda 4/24/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Carolus Boekema (recorder)

Members: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

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

Approval of Minutes as Amended (thank you Jaye) from 3/6 meeting.

Referral regarding workload of policy committees

- Issue: Concern over workload of policy committees - particularly C & R
- Discuss and decide how to proceed

Voting Rights Policy

- Issue: President notated policy when signing - 4th resolved
 - With selection-review of chairs policy completed (by PS) we probably need to update the voting rights policy.
- Discuss & Vote

Selection & Review of Administrators Policy

- Issue: Policy recommendation rejected by the President
 - Concern related to language added during debate in the Senate
- Discuss & Vote

Review of all Senate Management Resolutions

- Issue: Periodically, a review of past policies is needed since, as we've discovered, things are sometimes overlooked.
 - Recent example, our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.
- Resources:
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Members Presenting their Assessment:

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1 (Postponing Date of Vice Presidents' Annual Budget Reports)

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Tran: SM-S13-2 (Suspends Senate By-Law 1.5) through SM-F16-1 (Undergraduate Studies Committee Membership)

Notes:

Faculty Reporting at 5/8 meeting:

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1 (Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)

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Spring Meeting Minutes (recorders)

5/8: Jason Laker

Status of O&G Items

Completed

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- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees
- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge
- Passed by Senate at 4/10 meeting: AS1635: Update to Policy on Selection & Review of Administrators
- Referral for Professional Standards on faculty rights/responsibilities. Decided not to pursue.

In Progress

- Update of Voting Rights Policy
- Revisit Selection & Review of Administrators Policy to address President's concern
- Review of Senate Management Resolutions

Committee materials are available on our shared google drive:

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Organization & Government
Agenda for LAST Spring Meeting 5/8/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Jason Laker (recorder)

Members: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

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

Approval of Minutes as Amended (thank you Carolus) from 4/24/17 meeting.

Information items

• ***Policy Committee Workload***

- Issue: Referral regarding workload of policy committees. Concern over workload of policy committees - particularly C & R
- Resolved:- taken care of by Shifflett sending message to Senate Chair to ask that the issue be discussed by ExCom and consider separation of the Research component from the C&R policy committee to help with workload. O&G discussed the possibility of letting action-oriented item be handled at the operating committee level without additional review with C&R; an alternative would be to add a Research Policy level Committee - O&G would advise not moving this direction until decisions with regard to VP for Research settled and that person on board to be part of the decision/discussion.

• ***Voting Rights Policy***

- Issue: President notated policy when signing - 4th resolved. The concern is that the recommendations are forwarded directly to the President from the Dean without the Provost's involvement. President Papazian requests O and G to review that practice and consider whether the Provost should be included in the process.
- Resolved: Shared information with Ken Peter (since PS committee working on the chairs' policy) and information from him regarding delegation of authority shared with Jaye

Selection & Review of Administrators Policy (amendments to S16-8)

- Issue: Policy recommendation rejected by the President
 - Concern related to language added during debate in the Senate
- Discuss possibility of substitute language instead of ('ideally faculty) or removal of the language 'ideally faculty' from the policy. At last meeting there was consensus on it being OK to remove but we'd like to first (to respect the senate's vote) see if alternate language was possible.
 - Language located under sections 1.3.1 and 1.3.2 and 1.3.3

Review of all Senate Management Resolutions

- Issue: Periodically, a review of past policies is needed since, as we've discovered, things are sometimes overlooked.
 - Recent example, our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.
- **Discuss** what to do about the 'review file' Carolus noted in the minutes would be attached for each of the items reviewed on 4/24. Shifflett does not know of any review files. Only the materials presented at the meeting - which do NOT contain any of the notes/edits/decisions made by the committee at the meeting.
- Resources:
 - Senate Management Resolutions: http://www.sjsu.edu/senate/manag_res/
 - Senate Committee membership: http://www.sjsu.edu/senate/comm_info/committees/index.html
 - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Members who Presented their Assessments 4/24 meeting:

Done:

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)

Follow up needed with Shifflett (questions from last meeting)

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1 (Postponing Date of Vice Presidents' Annual Budget Reports)

Please put info into table format (template attached) and send to Shifflett

Ormsbee: SM-F04-1 (Change in Membership of the All University Teacher Education (AUTEC) Committee) through SM-F05-2 (Adding members to the Institutional Review Board (IRB)—Human Subjects)

Tran: SM-S13-2 (Suspends Senate By-Law 1.5) through SM-F16-1 (Undergraduate Studies Committee Membership)

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1 (Postponing Date of Vice Presidents' Annual Budget Reports)

Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1

(Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)

Members Presenting their Assessments THIS (5/8) meeting:

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

Hart: SM-F97-2 (Modifying Standing Rules 6, 7, 10a, 12, 13, and 17) through SM-S00-3 (General Unit Representation)

Higgins: SM-S00-4 (Special Committee on Academic Information Technology) through SM-F01-3 (Enlarging the Membership of the Academic Innovation Model (AIM) Task Force).

Laker: SM-S02-1 (Amendment of Standing Rule 15 Sponsorship of Events) through SM-S04-2 (Dissolving the Improvement of Instruction Committee and Transferring its Charge to the Student Success and Instruction and Student Affairs Committees)

Rajkovic: SM-S06-1 (Addition to membership of the IRB Task Force) through SM-S08-2 (Creating a Task Force to Investigate Access to Faculty and Student Publications and Make Appropriate Recommendations)

Note: After the meeting, please get information to Shifflett in the format of the table (template attached to email)

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.

- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.
- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
- Passed by the Senate: Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board
- Passed by the Senate at 3/13 meeting: AS 1621: Departmental Voting Rights
- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees
- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge
- Passed by Senate at 4/10 meeting: AS1635: Update to Policy on Selection & Review of Administrators
- Referral for Professional Standards on faculty rights/responsibilities. Decided not to pursue.
- Update of Voting Rights Policy - Information passed on to Professional Standards for consideration in the chairs' policy they are working on.

In Progress

- Revisit Selection & Review of Administrators Policy to address President's concern
- Review of Senate Management Resolutions

Committee materials are available on our shared google drive:
https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

That's a wrap! Sincere thanks from Bethany to everyone for an absolutely great year. I appreciate your thoughtful and deep reflection on all items we took up.

Organization & Government
Minutes 8/29/16 Meeting; SPX 118; 2-4pm

Shifflett & Grosvenor (recorders)

Present: Grosvenor, Laker, Curry, Gleixner, Shifflett, Rajkovic, Higgins, Ormsbee, Medrano, Boekema

Welcome & Introductions

Action Items

Concurrent Membership on Operating & Policy Committees

- Referral
 - This item was raised due to concerns that faculty representing their college might be in a position to vote at multiple levels of review across operating and policy committees. .
- Discussion
 - Perhaps no action needed at all since it may happen so infrequently
 - Maybe stipulate that in concurrent membership situations, individual should not be a committee chair
 - Maybe the person could contribute to discussion but not vote
 - Problem with this noted - then college not represented in decision making
 - Areas in the Senate bylaws to consider for modification: 6.4, 6.8, 6.10, 6.11
- Assigned to Tijana and Jason to bring draft recommendation to next meeting

Conversion of College Committee Seats to at-large Seats

- Referral
 - Presently, bylaw 6.13 provides for the conversion of college seats to at-large seats. The length of time seats go unfilled under this provision has been a concern.
- Discussion
 - Suggestion that we construct language to be flexible and tied to 1st senate meeting
 - If this route taken, remember to include in language that the senate office would then determine the calendar/deadlines
 - Perhaps just cut off in the spring and have seats go at large at the beginning of the fall semester
 - Perhaps just specify 2 weeks
- Assigned to Todd and Stacy to bring draft to next meeting

Undergraduate Studies Committee Membership - Modification of SM-F15-2

- Referral
 - The description for the committee was updated (but the membership was not listed) this past fall with SM-F15-2.
 - Senate management resolution discussed. Motion passed 9-0-0

- Will be taken to the 1st senate meeting as a final reading item.

Departmental Voting Rights - AS 1621

- Discussed & Edited Draft of AS 1621
 - need to reword resolved clauses pertaining to F02-4 to take care of conflicted wording between resolved #1 and resolved #4.
 - in section 1, add definition of 'faculty' clarifying regular (permanent) vs. temporary faculty.
 - in section 1.1 provide more clarity on what constitutes 'well in advance'. Perhaps also tied to complexity of issue.
 - section 2; no changes
 - section 3.1.1; 'personnel' changed to 'hiring of faculty/staff'
 - section 3.1.1.1; following lengthy discussion, no resolution yet on whether or not to broaden the areas that individual faculty can call for a review on. Presently keeping it 'pertaining to curricula'. Will highlight in red so attention would be drawn to this item when seeking input from chairs and deans.
 - section 4.3 minor edit. Clarified intention of item.
 - section 6; following lengthy discussion, decided to leave verbiage as is but highlight red so attention would be drawn to this item when seeking input from chairs and deans.
 - discussion of sections 5, 7, and 8 will be taken up at next meeting on 9-12-16.
- Shifflett noted the timeline for this item
 - 8/29: O&G discuss and edit updated (based on feedback from senate & others) draft of AS 1621
 - 9/8: Gather feedback from Deans on O&G's draft
 - 9/14: Gather feedback from UCCD on O&G's draft
 - 9/19: O&G continue discussion with report on feedback from Shifflett. Possibly vote on a draft to take as a 1st reading to 9/26 Senate meeting
 - 10/3 (& 10/17 as needed) discuss/edit and vote on a final draft to take the the senate for a final reading on 10/24.

Inventory of Interim Department Chairs

The policy on Selection & Review of Department Chairs (S14-8) notes that the length of service for an interim chair should not exceed 1 year. O&G has been asked to examine where we stand with regard to this policy. Bethany shared a list of interim chairs and the date of their appointment. The only appointment to be watched at this point is the one in Communicative Disorders & Sciences in Education

Current list:

- Freidoon Barez, Aviation & Technology in Engineering, **external** (Mechanical Eng), start 5/31/16
- Peg Hughes, Communicative Disorders & Sciences in Education, **external** (Special Ed), **start 1/20/16**
- Cami Johnson, Educational Leadership in Education, **external** (Management), start 7/1/16

- Lynne Trulio, Geography & Global Studies in Social Sciences, **external** (Enviro Studies chair), start 8/22/16
- Christine Hagie, Special Education in Education, not external, start 8/22/16.
- Carlos Garcia, Sociology & Interdisciplinary Social Sciences, not external, start 5/28/16.

Recorders for fall meetings

Members were asked to review their assignments and let Bethany know if there are any problems.

- 8/29: BJ
- 9/12: Jason
- 9/19: Julia
- 10/3: Tijana
- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Stacy

Organization & Government
Minutes 9/19/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Julia Curry (recorder)

Members Present: Grosvenor, Laker, Gleixner, Curry, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Medrano

Membership note: Medrano will be leaving committee-another AS board member will be assigned to O&G.

Approval of Minutes from 9/12 meeting. Corrections to minutes – Tijana's name mis-spelled.

7-0-1 vote for minutes as amended.

Modification of bylaw 15 related to making corrections to policies and senate management resolutions

Discussion of problems with bylaw language – the timing restriction has made it difficult for the Senate Chair to take care of minor errors when they are detected.

Proposal to modify language to remove the timing constraint passed: 9-0-0

Departmental Voting Rights - AS 1621

Discussion of document and comments: Version 7 – edits intended to address concerns raised by Deans and Chairs

The last resolved clause cannot be tossed out because there is no guideline on how to deal with lecturer votes in the gap between our replacement of F02-4 and Professional Standards' work revising S14-8.

Jason suggested a sunset to remove the piece after it is no longer needed. The phrasing will be present in the policy forever unless there is guidance that once the policy is updated and addressed. Or, move to the history of the policy.

Discussion led to additional language: "Once their work is completed, this section of F02-4 will become obsolete.

Carolus question on CFA note: is it requirement or guidance if it is CSU/CFA?
It is obligation (shall) -

Modification made to make language stronger.

Extended discussion of section 1.1 focused on the extent to which we could/should build into a policy on voting rights, information not related to voting but rather -responsibilities related to communication.

Discussed removal of admissions criteria from section 1.2. Admissions criteria have to be flexible because of impact on to get in the numbers we want. Response has to be faster.

Discussed use of Roberts rules of order – they would apply unless the department’s regular faculty otherwise choose to manage meetings in another manner.

During discussion of 2.1.1 group noted that the heart of the discussion in the spring was around Curriculum not being discussed in some departments – a serious concern.
BJ noted that regular faculty need to be the ones responsible for setting curriculum guidance.

2.1.1.1 may continue to be a problem. Discussed. Pro- committee allows discussion by the whole faculty. Con- faculty can use this to prevent anything from happening in the department. BJ- experienced this problem –Can grind dept. business to a halt.
Jason: mechanism needs to be in place – removed.
Todd: procedural work-around: Faculty not on the committee can call for a review of a decision made by committee (request). So, will need to vote on whether to take up review.

Language finalized to: When a department establishes a committee responsible for decision-making pertaining to curricula, a mechanism needs to be in place that permits a regular faculty member not on the curriculum committee to request a review of a specific committee decision. This request must be voted on by the regular department faculty, in order for a committee decision to be reviewed.

Discussion of 2.2 resulted in changes to more general language rather than specifics. The remaining problem is that there is no guidance on what “falls under the purview of the department chair or equivalent.” Some university reports available but even CBA does not provide guidance.

Section 3:

Discussion on issue of if lecturers having advisory vote – if no impact, why ask? Will take up discussion further at next meeting.

3.2 Regular faculty members have departmental voting rights in proportion to their permanent assignment in a department and can choose not to exercise that right (not vote)
Silke supports this - wants the right to abstain and to not be told that she has not voted – supposed to be confidential any way, so why folks following up?

3.3 Regular faculty members with teaching assignments outside their department

Bethany: request to modify that faculty must request departmental voting rights. If the person on loan does not care to vote, why make the regular faculty vote on something the visiting faculty do not want?

Lots of discussion on various situations. End result was modification of language to clarify that department vote needed only if asked to.

Discussion on Leaves: Clarified need for the word 'approved'.

FERP Section. Bethany: discussed that FERP can vote because still faculty even in the semester they may not be teaching.

Section 3.6: Lots of discussion on suspension...

Bethany: Article 17 and 19 CBA language on suspension – assumption is they are coming back, therefore they may not be denied their right to vote on matters that can affect them adversely.

Carolus points to the “must participate” clause (in a later number). Bethany notes people may still participate online, webex, etc.

3.7 add MPP after administrative

Pick up work with section 4 at next meeting.

Modification of S16-8 (Selection & Review of Administrators) – Deferred to next meeting

- Issue: Policy passed in the spring requires student members on all committees. Concern that this might not be a reasonable arrangement for the wide range of admin positions.
- Proposal seeks to provide some flexibility
 - Faculty, students, staff, and administrators should be represented as appropriate depending on the position under consideration.

Name Change Proposal from Hospitality Management

- Note for O&G: In researching the topic of department name changes, found references pointing to superseded policy and found that most current policy (S14-4) even though it says 'other academic entities' it's clearly about property and does not make sense when you try to apply it to the naming of academic units. Another question that came up was - should the guidelines that GUP links to be in policy or is this simply administrative info?

We've found that the proposal will need to be considered by C&R rather than O&G. Since O&G members had done a review, Bethany asked that issues/concerns be sent to her and she will pull them together and include in communication to C&R.

Some issues briefly discussed

In letter from Chair...due towhat are the administrative reasons? None specified.

No statement of pros/cons

Said other CSU departments of hospitality changed, upon review, there was no support for this statement.

Somebody wrongly let them change degree name so that should not be used to then justify changing department name.

That degree name was created when they were part of the HRTM merged department where it made sense. Now that they are separate they don't have the coursework nor accreditation requirements - An administrator wanted combined degree – might have worked in the merged HRTM, does not work as separate department. Recreation has accreditation, hospitality does not.

Status of O&G Items

- 1st reading on 9/26: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
- 1st reading on 9/26: Conversion of College Committee Seats to at-large Seats - modification of bylaw 6.13
- 1st reading on 9/26: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Final reading on 9/26: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- 1st reading on 9/26: Voting rights

Organization & Government
Minutes 10/3/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tijana Rajkovic (recorder)

Members Present: Curry, Bailey, Shifflett, Rajkovic, Higgins, Boekema, Boylan-Ashraf
Members Absent: Grosvenor, Laker, Ormsbee, Hart

Welcome to new members Tabitha Hart, Jaye Bailey, & Peggy Boylan-Ashraf; and Introductions

Approval of Minutes (thank you Julia) from 9/19 meeting.

- Corrections to minutes: “amended” misspelled under Approval of Minutes on the first page.
- Moved by Rajkovic, seconded by Higgins. 5-0-2 vote for minutes as amended.

Hospitality Name Change Update

- Issue: we were asked to review the proposal from Hospitality Management to rename their department. Subsequently it was clarified that the proposal should be reviewed by C&R. Since O&G faculty had already done their ‘homework’ on this, the group decided on 9/26 that they would send their review notes to Bethany who would compile all and send the information to C&R.
- O&G members need to get their notes to Bethany.
 - Email notes in a word format by 5pm Wednesday (10/05/2016).

Update AS 1626: Conversion of College Seats to at-large Seats - Modification of bylaw 6

- O & G discussed the modification of language in part a) suggested by Chair Shifflett. These minor editorial changes were needed before final reading at Senate.
- Moved to approve revisions: Curry, seconded by Higgins. Passed 6-0-1.

Modification of S16-8 (Selection & Review of Administrators)

- Issue: Policy passed in the spring requires student members on all committees. Concern that this might not be a reasonable arrangement for the wide range of admin positions.
- Proposal seeks to provide some flexibility
- Discussion: The current language might not be reasonable for the selection and review of administrators with whom students have no direct involvement. Having a student on the committee could mean one less chair, staff, or administrator position.
- Approval of edits moved by Shifflett, seconded by Curry. Passed 6-0-1.

Departmental Voting Rights - AS 1621

- Discussed & continued editing updated draft of AS 1621 provided by Shifflett
 - Discussed temporary faculty voting on chair nominations. Group decided to share thoughts with Professional Standards.

- Modification made to 2.1.1. to make language stronger “Depending on a department’s structure and size, voting may be conducted in representative committees or entail voting by all regular faculty in a department.”
- Worked through policy recommendation from section 4 to the end as planned.
- Modification made to 4.2. to make language stronger. “Temporary faculty members can participate in votes on departmental matters excluding those relegated to regular faculty.”
- Editorial changes made to 5.2. “Faculty assigned as interim or acting chair for a department outside their department of permanent assignment have full voting rights in the department they are serving in as interim or acting chair. They also retain full voting rights in their permanent department. They can vote on all ‘home’ departmental matters provided they take part in the deliberations preceding the vote as described in 1.1.1.”
- Modification made to 7.3. “Within departmental committees, for matters other than those that require formal votes, regular faculty members can decide what process they will use for decision making (e.g., formal votes, consensus, secret ballots).” Concern: regular faculty can be outvoted in departments with majority temporary faculty.
- Determined that policy is ready for 1st reading in Senate.
- Moved to approve revisions: Curry, seconded by Boylan-Ashraf. Passed 6-0-1
- Discussed edits that might be 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.
 - Assigned to Tijana to read bylaw 1.7. and bring recommended changes to next meeting.
 - If bylaw 1.7 modified, then rescind F07-5? Yes. Even if nothing changes, F07-5 needs rescinding because the new policy will take precedence.
 - S14-8 (selection & Review of Department Chairs) which replaced F10-4 - Do we review and offer suggestions to Professional Standards? Decided: Not beyond what we discussed above.
 - Other?

Term of Senate Chair

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Assigned to Julia to bring draft to next meeting

Overlap in admins with voting rights

- From the review of committee rosters, it appears that administrators often serve on operating and parent policy committees, which creates an inherent conflict of interest.
- The issue will be discussed in the next meeting. Chair Shifflett will identify committees where administrators can naturally be included as ex officio members at both operating and policy committee levels.

Fall Meeting Minutes (recorders)

- 10/17: Silke
- 11/7: Todd
- 11/14: Carolus
- 11/28: Jaye

Status of O&G Items

- **Completed**

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2

- **In Progress**

- 1st reading on 9/26; Final reading 10/24: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
- 1st reading on 9/26; O&G finalize 9/19; Final reading 10/24: Conversion of College Committee Seats to at-large Seats - modification of bylaw 6.13
- 1st reading on 9/26; Final reading 10/24: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- 1st reading on 9/26: Voting rights
- Compilation of input on Hospitality department name change to forward to C&R

Organization & Government
Meeting Minutes 10/17/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Silke Higgins (recorder)

Members Present: Grosvenor, Laker, Curry, Bailey, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran

Welcome to new members Tabitha Hart and Thi Tran; and Introductions

Approval of Minutes (thank you Tijana) from 10/3 meeting:

- Motion to approve as amended (Second bullet point, second sentence of AS1621 amended to read – Group decided to have O&G chair convey feedback with Professional Standards committee chair.
 - Motion approved: 8-0-4

Departmental Voting Rights - Related Issues (Tijana Rajkovic)

Issue: Discussion on edits that might be needed to bylaws or other policies. Need to modify Bylaw 1.7

Present version of bylaw 1.7

- Regular faculty have full permanent voting rights in the department of their primary assignment.
- 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.

Proposed change – to be taken up once AS1621 (voting rights) passes. Tijana Rajkovic reviewed, composed, and brought to the group for proposal modifications to Bylaw 1.7 a) and b) on faculty voting rights.

1.7 (a): Regular faculty have full voting rights in the department of their permanent assignment. Regular faculty with teaching assignments outside their permanent department may request voting rights in that department proportional to their assignment.

1.7 (b): Temporary faculty can participate in voting on matters which are not reserved only for regular faculty (see voting rights policy). Temporary faculty have proportional voting rights in the department(s) in which they serve equal to the percentage of their appointment in the department(s) not to exceed 1.0 in any department.

Discussion

- 1.7a: Concern remains that regular faculty have to ask for voting rights in the department they are on loan to.
- 1.7b: proposal language changed to read “...voting matters **reserved only for** regular faculty.
- Vote on the proposed language as brought to and amended by the group. It was asked that the group vote on 7.1a and 7.1b separately:

- Vote on 7.1a: 8-2-2
- Vote on 7.1b: 12-0-0

Term of Senate Chair (Julia Curry)

Issue: Have had two-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.

Discussion and vote:

- Julia Curry drafted language for *Policy Recommendation Modification of Bylaw 2.2 Pertaining to the Term Length for Senate Chair*
- Section 2.2: Leave title, modify entire section to reflect the two-year term
 - With the new language, the internal conflict of 2.21 would be resolved.
 - Group discussed potential difficulties with succession if faculty member at large (every other year) and past chair positions do not get removed from the list. Vice Chair needs to be added.
 - Group decided to make different sections for each position in order to clarify the re-election cycles.
 - Vote to defer to next meeting (Julia will provide updated draft): 12-0-0

Overlap in Administrators with Voting Rights

Issue: From the review of committee rosters, it appears that administrators often serve on operating and parent policy committees, which creates an inherent conflict of interest.

Discussion on whether or not to update the policy recommendations we recently passed for faculty?

- Shifflet realized that some members serving on both the policy or operating committee level are already non-voting members (specifically, Instruction & Student Affairs); however in Curriculum and Research, dual votes are present.
- Group unanimously agrees that voting rights should be given on one level only.
- Question: Can administrators decide on which committee level they want to vote? Group consensus is that the voting right needs to be consistent.
- Group discussed whether admins should have voting right at the policy or operating committee level
- Shifflet suggest that group is not ready to bring this matter to the senate just yet;
- Item will be brought back for further discussion at the next O&G meeting (11.07.2016).

Constitutional Amendment

Issue: Consensus on Executive Committee to seek approval of a constitutional amendment that removes the VP for Advancement from the Senate and ExCom.

Note: This item will not be finished at the senate – senate needs to approve it first then it goes to all faculty for ratification.

From Constitution:

- Article II section 2:

- Administration representatives shall consist of the President, the Provost, the Vice President for Administration and Finance, the Vice President for Advancement, and the Vice President for Student Affairs, ex officio; and four (4) academic deans, at least two of whom shall be deans of colleges, elected by the academic deans for staggered two-year terms.
- Consider any other changes (e.g., Admin membership)?

Process:

- ARTICLE VI -- AMENDMENTS
 - Section 1. Amendments to this Constitution may be proposed for faculty consideration by a majority of the total membership of the Academic Senate or by a petition signed by twenty per cent (20%) of the faculty electorate. Ratification shall require approval by a majority of the votes cast by the faculty electorate, and by the President of the University.

Discussion:

- Discussion started last year with previous President, carried over to this year.
 - Advancement position has evolved over time to focus on engagement in off-campus fund raising activities. Meeting with the Senate every week, as currently stated in the policy, takes away a sizable amount of work hours that could be spent on raising funds.
 - The above points are enumerated in the rationale of the amendments brought to the group by Shifflett.

Discussion, Part 2:

- Shifflett proposed to place Chief Diversity Officer on the Senate.
 - Group responded favorably to Shifflett's proposal
 - Group decided to add to Article II, Section 2, the position of Chief Diversity Officer
 - Vote to remove VP for Advancement and add Chief Diversity Officer Article II, Section 2
 - 12-0-0

Updates

- Name change information related to Hospitality Management & Business Analytics
 - Went to C&R over the past weekend
- Items planned for 10/24 Senate agenda as 1st readings:
 - AS 1621: Departmental Voting Rights
 - Modification of S16-8 (Selection & Review of Administrators)
- Items on 10/24 Senate agenda as final readings
 - AS 1626: Conversion of College Seats to at-large Seats - Modification of bylaw 6
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents

Fall Meeting Minutes (recorders)

11/7: Todd

11/14: Carolus

11/28: Jaye

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R

In Progress

- Items on 10/24 Senate agenda as 1st readings:
 - AS 1621: Departmental Voting Rights
 - Modification of S16-8 (Selection & Review of Administrators)
 - Constitutional Amendment related to Senate Administrative members
- Items on 10/24 Senate agenda as final readings
 - AS 1626: Conversion of College Seats to at-large Seats - Modification of bylaw 6
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Continue work at next O&G meeting
 - AS 1629: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11

Organization & Government
Minutes 11/7/16
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Todd Ormsbee (recorder)

Members Present: Grosvenor, Laker, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran, Bailey
Absent: Curry

Approval of Minutes (thank you Silke) from 10/3 meeting.

Minutes approved as amended: removed Gleixner from members present list (Silke)
9-0-0 approved

AS1621 – Departmental Voting Rights

Reviewed edits proposed by Shifflett following input from Senate at the 1st reading and subsequently from others.

1.1 rationale at the beginning, that faculty vote on matters pertaining to their roles and responsibilities [Bethany]

1.3 definition/clarification of “formal vote” per feedback; no discussion/accepted by assent

2.1 no discussion/accepted by assent

2.2 departmental guidelines/bylaws that specify when Lectures would vote
Should we change to “policy” to be consistent? [Todd]

Discussion/Comment/Questions/Suggestions

[Jason] Voice of lectures being discussion on Board of Academic Freedom currently. Lectures should have a voice, but without further exploiting them. After listening to feedback, curriculum is the one area where people disagree about Lecturer vote, specifically if the lecturer vote in a department would outweigh the full time faculty vote. Could we mitigate potential problems with additional language, perhaps a trigger?

[Tabitha] If 2.2 leaves it up to the department, why make a separate policy for the whole university? Is a general rule necessary if our policy is that the department sets the policy?

[Jason] It leaves open the possibility of harm/shenanigans at the “local” level of the department; general language might prevent or mitigate such nefarious behavior

[Silke] must acknowledge resistance in the full senate and work toward a compromise that addresses as best possible issues raised.. Where/when did the issue originate?

[Bethany] Framing of the issue [1.1] dates to Spring 2016 to guide decisions on the division of rights/responsibilities between TT & Lecturer faculty

[Silke] Senators who spoke up in the full senate [at first reading] said basically what we have in the revision here: Let departments decide the voting role of lecturers.

Proposal:

[Bethany] Let's do a second "first" reading on 11/28 rather than a second/voting reading, to allow for further revision

Discussion:

[BJ] reasonable as suggested; sometimes the loudest voice in the room represents a small number, so how big is the actual concern here? Do we need to legislate to the .01% or can we legislate to the higher natures and allow the process to intervene when there is bad behavior?

[Tabitha] What would happen if we adopted this policy, and lecturers were excluded [from voting]? Would they have some kind of recourse?

[Jason] This issue [lecturer voting] triggers a lot of pain from the past years of dysfunction in the university. Need to be sensitive to people's discomfort and account for the human experience of being faculty at SJSU over the past 10 years as we make these policies.

[Silke] What language would you [Jason] add to that end?

Proposal:

[Todd] Add a subordinate clause at the beginning of 2.2 that explains *why* we have created this policy, "In order to..." [Bethany made note to herself to draft language]

2.2.1 goal: recognize the differences among departments

Discussion:

[Tabitha] add 'and relevant qualifications' to allow for various fields

[Jay] Who writes the department policy? [references 2.1 discussion] we can't legislate for pettiness and bad behavior, so let's legislate to our ideals

Proposal

[Carolus]: There are too many problems; let's send it back to the senate for another "read" [echoes Bethany's proposal in 2.1]

[Silke asks Carolus] What major problems do you see here? But agrees that it would be good

[Thi] What is the ratio of TT to Lecturer faculty?

[Bethany] About 60/40 now

[Todd] But important to also consider the ratio of courses taught by TT/Lecturer, which is a much larger disparity. These are structural inequalities that we will not heal through proportional voting rights.

Proposal

[Jason] Distribute this language well in advance of the 11/28 meeting

[Bethany] All are welcome to do so to whoever would be interested once we have a final draft; will also be distributed to Chairs and Deans

2.2.2 When lecturers are granted voting rights by department policy, when do they go into effect? New language specifies: Next semester, to forestall shenanigans and vote manipulation.

[Jay] The language that it remains in effect until the lecturer leaves is a problem because the departmental policies might change during a lecturer's tenure.

[Bethany] until rescinded is more accurate – language modified.

Proposal:

[Todd] [suggested language change] - take effect at the beginning of the next semester (fall or spring) and remain in effect until department policy is modified. When modified the changes go into effect at the beginning of the next semester.

accepted by assent

2.3 accepted by assent

2.4 curriculum changes require TT faculty vote; but lecturer vote is up to department policy [new language clarifies this]

Discussion

[Jay] Why is this (2.4) necessary?

[Bethany] Because there are some situations (e.g., curriculum) that we have designated as requiring that faculty vote.

Departmental Voting Rights - related issue (Tijana)

- Revise edits that might be needed to bylaws in light of changes to AS 1621
 - Current Bylaw 1.7
 - 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.
 - Changes proposed at last meeting
 - 1.7 (a): Regular faculty have full voting rights in the department of their permanent assignment. Regular faculty with teaching assignments outside their permanent department may request voting rights in that department proportional to their assignment.
 - 1.7 (b): Temporary faculty can participate in voting on matters which are not reserved only for regular faculty (see voting rights policy). Temporary faculty have proportional voting rights in the department(s) in which they serve equal to the percentage of their appointment in the department(s) not to exceed 1.0 in any department.

Proposal

[Bethany] This needs to synch up with our final version of AS1621.

[Jason] Register objection for the record to allowing suspended professors from retaining their right to vote

[Bethany][asks Tijana to continue her work to tweak the language as necessary for a later reading/vote in the senate]

Tijana agreed

AS1628 – Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents

Issue: After 1st reading, edit needed to clarify that final approval rests with the President.

Discuss edit & Vote

Discussion

[Bethany] Review of issue, making small editorial changes to senate bills that have already passed; addressing Pres. Papazian's concerns during first reading in section c. New language gives the

President a final review; if either disagree, it goes back to the appropriate policy committee for subsequent presentation to the full senate for a vote on the change.

[Jason] move to vote

[Thi] seconds

11-0-0 passes

Term of Senate Chair (Julia)

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official. Can provide for greater stability in leadership that could facilitate longer term planning.
- Discuss and vote on draft proposal

[skipped because Julia could not attend]

AS 1635, Amendment A to University Policy S16-8, Selection and Review of Administrators

Issue: Feedback from Senate negative on the compromise language proposed by us.

Options:

Revise

Drop the effort and leave current language in place

1.3 Committees shall be large enough to allow for sufficiently broad representation, yet small enough so as not to be unwieldy. When feasible, an odd number of voting members will be appointed to eliminate the possibility of tied votes. **Faculty, students, staff and administrators shall be represented. ~~Students should be represented as appropriate depending on the administrative position.~~** Consideration should be given to representation of the diversity of the campus. Regular (tenured and tenure-track) faculty shall comprise a majority on all search committees for administrators in the academic affairs division and at least one-third of other committees. If appropriate, alumni and community representatives may serve on search committees.

Discussion

[Bethany] student representation on committees; should we just leave it as it is? [existing language is underlined above; abandon the language struck out above]

[Thi] are there committees where students should not be represented?

[Bethany] In some cases (e.g., faculty affairs) the connection to students can be remote. For the academic division, we can expect there to always be student representation

[Karl] Approves of the custom of having three voting parties: students, faculty, administration

[Thi] Move to drop the action

[Tabitha] Second

10-0-1 passes

Review of S16-8 – Policy on Selection & Review of Administrators

Issue: Referral (brought by lecturers in Dept. of Humanities) to reconsider the exclusion of lecturers from selection & review committees

Discuss

Discussion

[Tabitha] Does this ask lecturers to do extra, uncompensated work?

[Jason] Serving on these committees would make a temporary faculty vulnerable to retribution

[Todd] context from Humanities Department: Lecturers feel unrepresented in the review of the dean

[Jason] has seen retaliation on committee review members at SJSU

[Bethany] lecturers do have a voice in the 360 review, which is a separate process from the committee that reviews the 360 review

[Jason] maybe something procedural could be added/modified

[Tabitha] renews objection, that we can't *require* lecturers to do work for which they are not compensated; it would put undue pressure on them to accept, as it would seem their jobs depended on it

[Jason] gives examples of bad behavior he's witnessed

[Silke] When lecturers given the chance, would they say no to the opportunity to serve on the committee? Or is it just part of doing their job?

[Tabitha] It is extra, uncompensated work

[Bethany] We have to be careful not to create a culture where uncompensated extra work is rewarded culturally; we already do significantly more with less (CSU wide) even as TT faculty. We have to be careful not to place burdens on each other that we cannot meet.

[Karl] Is this a concern of lecturers across the university or just the Dept. of Humanities?

[Bethany] There are only three faculty positions on the committee; if we open it up for any faculty, TT or lecturer, might we end up with no TT faculty representation on the committee.

[Jason] Maybe we could limit the Lecturer to one of the three.

[Silke] Can we increase the size of the committee to accommodate a lecturer?

[Bethany] should be kept at 9; discussed thoroughly last spring when S16-8 reviewed then passed by the Senate . Also, larger can be problematic

Proposal

[Bethany] Defer until next meeting—each of us should explore in our colleges if there is broader desire for lecturers to be included in the Dean selection and review committees.

[accepted by assent]

Proposal

[Bethany] someone to take lead on preparing language if we proceed

Tabitha accepts

Adding a seat to the Student Success Committee

Issue: Interest in adding a faculty member from the Department of English's writing program

Discussion

[Jay] What is the relationship between the SSC and the new Center for Student and Faculty Success?

[extended conversation about the new organizational structure]

[the massive unweildy membership of the SSC is discussed; many admins; every college; plus students.]

Proposal

[Bethany] Homework to discover the structure of SSC and its charge; relationship to Center for S&FS. Jaye will bring information back to O&G's next meeting

Will send to the O&G Committee the charges, memberships, and structures as far as we can figure them out.

[Jay] we need to clarify the operational structure of the university in this regard

[BJ] why are we taking this up? It seems like English doesn't know the new structure?

[Karl] agrees

[Bethany] We have been charged with a job by the chair of the senate which is reasonable, to decide whether to add a new representative to the SSC. Repeats proposal, above.

[Peggy] agrees to take charge of developing language after the research into the structure is clarified

[Todd] How do we even find out what that structure is, to answer BJ's and Karl's objections and to clarify our charge on the matter?

[Bethany] It's not really written down, you have to ask around. We have effectively broadened our charge from the one we were given by the Senate Chair to clarify these organizational structures and consider in a larger context what the membership of the student success committee should be

[committee agrees by assent to leave it there until we have more information]

Constitutional Amendment – no changes needed; will go back to Senate for 2nd reading 11/21.

- Volunteer needed to craft a statement/rationale that will go out to campus for vote on proposed change.

Discussion

[Jay] will write 2-3 sentences to introduce and explain the amendment for the faculty-wide ballot

Bylaw amendment to add chief diversity officer to ExCom and remove VP Advancement

4.1 The Executive Committee shall be composed of all Senate officers (as defined in bylaw 2), the President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, the ~~Vice President for Advancement~~, the Chief Diversity Officer, and the President of the Associated Students. For purposes of these bylaws, the elected members of the Executive Committee are the Senate officers.

Discussion

Bethany will bring a bylaw amendment to the next O&G meeting for review/vote.

Deferred to next O&G Meeting

Overlap in admins with voting rights

- Issue: from the review of committee rosters, it appears that administrators often serve on operating and parent policy committees, which creates an inherent conflict of interest.
- Discuss update to policy we passed in O&G previously on concurrent membership
- Vote

Return to AS1621

2.4.1.1 review

Discussion

[Jason] clarification of who exactly votes

[Bethany] TT faculty in this case

3.1 TT faculty entrusted

edits made in response to full Senate accepted by assent
global change of “regular faculty” to “tenure and tenure-track faculty”; global change of “temporary faculty” to “lecturers” to address concerns expressed after the 1st reading

3.5 FERP

edits made in response to full Senate accepted by assent

3.6 suspended faculty voting rights

[Todd] starting to have real reservations about suspended faculty retaining voting rights. We have Elna’s interpretation of the CBA. Can we get a legal reading of the CBA to be sure that we must grant suspended faculty voting rights?

[Jason] suspended faculty have their duties suspended; it is the right and ethical thing to do to bar them from voting during the suspension

[Bethany] objects that there are several different kinds of suspension in the CBA (articles 17 and 19) and that sometimes people are suspended pending investigation and are not “guilty” of anything

[Silke] wants to know what those multiple categories of suspension are and proposes subsection language for each kind in the voting rights policy to cover both those who have been accused by not found guilty and those who are being punished

[Jay] will consult with Elna and do some research herself and report back to us next week

[Jason] we should distinguish between what is *allowed* and what we *should* do ethically

4.2

edits made in response to full Senate accepted by assent

Information for O&G

Fall Meeting Minutes (recorders)

- 11/14: Carolus
- 11/28: Jaye

Status of O&G Items

Completed

- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R

In Progress

- Items potentially for 11/21 Senate agenda as 1st readings:
 - Adding a seat to the Student Success Committee
 - Update to Policy on Selection & Review of Administrators
 - AS 1629: Concurrent Membership on Operating & Policy Committees - modification of bylaw 6.11
 - Bylaw amendment to add chief diversity officer to ExCom and remove VP Advancement
- Modification of S16-8 (Selection & Review of Administrators)
- Items planned for 11/21 Senate agenda as final readings
 - AS 1621: Departmental Voting Rights
 - AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
 - AS1634: Modification of Senate Constitution Related to membership

Organization & Government

Minutes 11/14/16

Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Carolus Boekema (recorder)

Members Present: Laker, Curry, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Boylan-Ashraf, Tran, Bailey

Absent: Grosvenor

Approval of Minutes (thank you Todd): 11/7 meeting minutes approved: 9-0-0.

AS1621 – Departmental Voting Rights; continue & finish

Discussion: policy vs guidelines vs bylaws; descriptor depends on department

Section 2.5 “Purview” of Dept Chair: changed to Responsibilities; tasks etc;” noted that what these are could/should be in a appointment letter.

Section 3.6 retained, with modification to reference articles from CBA; Bailey still needs to contact Green - discussion including the impact of articles 17 & 19 of contract & likely continues at all levels ...

Section 4.5 somewhat different treatment than 3.6 – see draft

AS1621 approved for first reading (3rd time) 10-0-1

Bylaw 1.7 (Tijana et al)

Should be in accordance with policy on Dept. Voting Rights.

Bylaw 1.7 approved after discussion 11-0-0

Bylaw 4.1 amendment to add Chief Diversity Officer to ExCom and remove VP Advancement

Bylaw 4.1 approved for 1st reading 11-0-0

AS1628 – Editorial Changes to Policy and Management Resolutions

Final signature authority is with University President ...

AS1628 approved 11-0-0

AS1629 - Concurrent Membership on Operating & Policy Committees

Operating vs *Policy* committees discussion; this separation may not be needed?

historical example (cb)

AS 1629 as amended approved 10-0-1

Review of S16-8 – Policy on Selection & Review of Administrators (Tabitha et al)

- Issue: Referral (brought by Lecturers in Dept. of Humanities) to reconsider the exclusion of Lecturers from selection & review committees
- Central to the discussion “lecturers: we do unpaid work, we want a voice”
- change “three tenured faculty” to “ three faculty with at least two of them are tenured”
- vote by email.

Adding a seat to the Student Success Committee (Peggy)

- Issue: Interest in adding a Faculty member from the Department of English’s writing program
- Hold & no action (yet)
- Peggy will contact Chair Stacey for update etc...

Term of Senate Chair – Bylaw 2.2

- Issue: Have had 2-term chairs consistently for 20 years. Time to make it official.
- Can provide for greater stability in leadership that could facilitate longer term planning.
- Discussion Chair vs Vice Chair, when elected or just automatically serve ...
- Changes to Bylaw 2.2 approved 10-0-0

Notes for O&G Members

Committee materials are available on our shared google drive:

https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Fall Meeting Minutes (recorder)

- 11/28: Jaye

Status of O&G Items

Completed

- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13:
Conversion of College Seats to at-large Seats (Final Reading)
- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership -
Modification of SM-F15-2
- Forward of department name change materials to C&R
- AS1635, Modification of S16-8 (Selection & Review of Administrators).
O&G decided to leave current policy language in place regarding representation
of students on committees for the selection and review of administrators.

In Progress

- *Items for 11/21 Senate agenda as 1st readings:*
- AS 1621: Departmental Voting Rights
- Update to Policy on Selection & Review of Administrators (Lecturers on search/review committees)
- Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
- Bylaw amendment (2.2) – make length of term for Senate Chair 2 years
- *Items planned for 11/21 Senate agenda as final readings:*
- AS1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents

- AS1634: Modification of Senate Constitution Related to membership
- AS1629: Concurrent Membership on Operating & Policy Committees

Item *for 12/12* Senate meeting

- Update of bylaw 1.7 (Department voting rights)

Item *on hold*

- Adding a seat to the Student Success Committee: O&G gathering information related to recent structural changes (e.g., new unit: Faculty & Student Success) to better determine what changes might be needed to the membership of the student success committee (if any).

ORGANIZATION AND GOVERNMENT
Minutes 11/28/16

Alumni Room – Clark Hall
2pm – 4 pm

Members present: Laker, Curry, Rajkovic, Higgins, Boekema, Boylan-Ashraf, Grosvenor, Hart, Ormsbee, Tran, Shifflett, Bailey

I. Approval of minutes – 11/14 minutes approved

II. AS 1621

- Discussion of formal vote provisions – delete the formal vote definition and delete the “eg” throughout.

2.2.2 red lined clarifies from the floor of the senate

2.4 spell out T/TT

2.4.1 request for specificity. Also in 2.4 request to strike “standard texts and materials”

3.6 Questions about Article 19 inclusion. BS, JB, and Elna Green meet with CFA to discuss

4.1 and 4.2 – reverse the order

4.5 capital L

TABLE TO NEXT MEETING PENDING INFORMATION

III. Update By law 1.7 - BS = can drop it. No need for it.

IV. AS 1635 Review of S16-8 - once policy comes up, whole policy is open. So issues regarding diversity arose with regard to composition of search committees. Several ideas to address that. Also policy does not say that the members have to be from 5 different departments.

1.3.1 Selection and review of Deans

Is there a reason to have 5 different departments? Yes, so one department doesn't monopolize the vote.

Discussion of allowing President to add a person: tokenism, when do need expertise?

Also, changes the numbers so could have majority vote issue

Could make it non-voting member

There might be something in one of the other policies that could help figure out a way to ensure the diversity of the committee.

The one person who is selected isn't going to represent everyone. And might not represent you at all.

Also the nature of allies is to stand up for the ideals of diversity etc.

Is the underlined important to minority committee members?

Members comments: If had a good applicant pool, and still resulted in all white candidates then it becomes more important. If the culture changes, can result in changes in hiring; if you require the committees to be diverse instead of "consideration should be given".

Maybe doesn't have to be an entirely elected committee. Could be mix of elected and appointed. Maybe search procedures can play a part.

There are lots of other models out there.

EVERYONE COME BACK WITH LANGUAGE NEXT TIME

1.3.1 BS – there is strong support for keeping it 3 tenured faculty. Strong support for only tenured and even support for full professors. Could just leave it alone for now.

How do want to go? It may be voted down. THINK ABOUT IT

1.3.1 - the non-Chair faculty have to be from 3 different departments. And not have any chairs if it's just a general election. BS attempted with language that required the 3 non-chairs to be from 3 different departments but 2 chairs could be from anywhere

V. Adding seat to Student Success Committee - interested in adding faculty from English writing program.

Peggy: Stacy shared thoughts. Strengthening role and changing composition of the committee. - SG thinks there is no connection between ISA and SSC. Bigger question than putting new faculty member on the committee but rather how well does the committee serve the pillars of student success. Should reward student success somehow. - Composition of the committee - why isn't there someone from Housing? International Studiies? Etc. Also, Director of AARS is only non-voting member presently.

The student success operating committee - want it to be smaller. But it might have to be a special agency due to membership (agencies are smaller than operating committees). Bethany speaking with Stacy and Reggie and ask for rep to meet this week. Will invite others once there is a date.

Adjourned 4:05 pm

Organization & Government
Agenda 1/30/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

BJ Grosvenor (recorder)

Members Present: Grosvenor, Laker, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Tran, Bailey

Chair noted changes in membership (not on committee now): Julia Curry (on sabbatical); Peggy Boylan-Ashraf (has a conflict in time with teaching schedule)

Action Items

Approval of Minutes (thank you Tabitha) from 12/5 meeting

APPROVED - unanimously

AS1621 – Discussed campus forum, UCCD meeting, and schedule - to finish departmental voting rights

- Discussed info from Senate meeting
- Edited message to be distributed to faculty regarding campus fora
- Reviewed dates and times for meetings:
 - Campus forums - MLK 255: wed, 2/15, 1-2pm; thurs, 2/16, 10-11am
 - UCCD meeting 2/8; 10:45; SH 331
- Discussed timing for final reading: To senate for March meeting

Comments from members present

- ✓ Looking forward to the results of the Forums.
- ✓ Important to attend to the differing visions from each person affected by the change - chair, lecturer voice, etc.
- ✓ Believe that feedback from the campus forum sessions will be particularly important/valuable.
- ✓ A singular synopsis of the comments from the Forums, UCCD, and comments received by email will be prepared for review by O&G and subsequently a summary can be distributed with the Senate preparatory materials prior to the meeting. The document will be written in a thematic style combining input from all sources.
- ✓ Question about what was the biggest concern from UCCS. Dr. Shifflett provided some context.
- ✓ Dr. Shifflett will check with IRC to see if they can record the forum meetings in MLK.

AS1635 - Review of S16-8 – Policy on Selection & Review of Administrators

- Continued discussion of changes to language

Comments from members present

- ✓ Dr. Shifflett shared the reasons O & G is putting forth this policy as a “first” reading again.
- ✓ Dr. Shifflett presented to the committee the edits on the policy, post her communications particularly with Cami (provosts office)
- ✓ O & G will put forth a sample ballot and sample counting process for the Senate Office (not part of the policy recommendation)
- ✓ 1.3.1 - Special Procedures for Deans of Academic Colleges – concern related to the “appearance of the lack” of implicitly ensuring broad/inclusive representation of committee members as listed on lines 81-88.

- ✓ Some ideas to address inclusivity issues discussed
 - Review the composition of the candidate pool in advance of the election – the Provost in consultation with . . . the Executive committee might determine . . . that size of pool needs to be increased to diversify
 - Some seats (no chair seats) appointed by the provost to attempt to balance the composition
 - After the election of committee members– if deemed not diverse enough, would trigger adding up to 2 additional members via Provost in consultation with the Senate ExCom. Group size might then change from 9 to 11.
 - Review composition of committee at two (2) stages – after nominations close and before ballots are constructed; and after election completed.
- ✓ In line 87-88 modify to allow for appointment of another admin or a community member – give flexibility here.
- ✓ Line 101 – Each chair is expected to encourage . . . no objections
- ✓ 1.3.1.1 – additional language will go in this section. No comment on the Provost appointing.
- ✓ 1.3.1.2 – staff section – no comment
- ✓ 1.3.1.3 – the administrator or community member shall have expertise in the college
- ✓ 1.3.2 Special Procedures for the Dean of the University – line 131 – no comments in opposition to the language presented in current version.
- ✓ 1.3.3. Special Procedures for the Dean of International & Extended Studies (IES) no comments in opposition to the language presented in current version.
- ✓ 1.4 Recruitment and Selection of Committee Members – cross outs (edits) 131 – no comments in opposition to the language presented in current version.
- ✓ 1.5. Scope and Procedures – line 174 – changed spelling in “breaches” and one other grammatical edit – otherwise, no comments in opposition to the language presented in current version.

AS 1642 - Student Success Committee Membership & Charge

- Update from Bethany on meeting with SSC chair
- Discussed edits and Senate recommendations on membership & vote

Comments from members present

- ✓ Membership – O & G discussed the composition listed and did not make any changes.
- ✓ O & G will pick up the discussion at the following section - Recruitment and Appointment of Members

Items deferred to next meeting since time ran out.

- Repeal S82-10 and F86-7 pertaining to Information Systems & Computing Advisory Board - still listed as current on the website.
- AS 1629 - Concurrent Membership on Operating & Policy Committees

Organization & Government
Minutes 2/6/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tijana Rajkovic (recorder)

Members present: Grosvenor, Laker, Shifflett, Rajkovic, Ormsbee, Boekema, Hart, Tran, Bailey
Members absent: Higgins

Approval of Minutes (thank you BJ) from 1/30 meeting.

- Moved by Ormsbee, seconded by Hart, passed 8-0-0

Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board - still listed as current on the website.

- Appears that the Info systems and computing advisory board was dissolved in 1998: <http://www.sjsu.edu/senate/docs/S98-9.pdf>
- We then abolished the CIO's advisory board in 2000: <http://www.sjsu.edu/senate/docs/S00-5.pdf>
- Now just need to clean up loose ends and repeal S82-10 and F86-7
 - <http://www.sjsu.edu/senate/docs/S82-10.pdf>
 - <http://www.sjsu.edu/senate/docs/F86-7.pdf>
- O&G members discussed rescinding outdated policies. O&G encourages the constitution of a technology advisory board when the CIO is appointed, with senate involvement and faculty input at department and college levels.
- Take to the Senate for a final reading Feb 13th
- Moved by Ormsbee, seconded by Boekema, passed 7-0-1

AS 1629 - Concurrent Membership on Operating & Policy Committees

- Passed by Senate at 11/21 meeting, returned by the President.
- Modifies bylaw 6.1: <http://www.sjsu.edu/senate/docs/handbook/bylaws.pdf>
- Not discussed – no updates since last O&G meeting. Take to the Senate for a final reading Feb 13th.

AS1621 – Meetings

- UCCD meeting 2/8; 10:45; SH 331
 - Bethany, Silke, Tijana
- MLK 255: wed, 2/15, 1-2pm
 - Bethany, Silke, Tabitha, Tijana, Jason, Carolus, BJ, Thi
- MLK 255: thurs, 2/16, 10-11am
 - Bethany, Carolus, Todd, Tijana, BJ
- Todd Ormsbee volunteered to be lead reviewer on AS 1621

AS1635 - Continue Review of changes to S16-8 – Policy on Selection & Review of Administrators

- O&G continued discussion of changes to language - based on input gathered after 1/30 meeting - particularly regarding composition strategies. Group edited updated draft of AS 1635 provided by Chair Shifflett.
- Discussion of 1.3.1:
 - Allowing faculty from other colleges to serve on the search committees for deans suggested as a structural policy that would enable collegiality and assure enough faculty serving on those committees.
 - 1.3.1 should explain the reason for appointing an SJSU administrator (MPP) - the lack of availability of a community member.
- Discussion of 1.3.1.1:
 - Modification made to 1.3.1.1 to make language stronger: "Following the close of nominations and before a ballot is constructed, the Provost will review the pool and consider the extent to which it is a representative group."
 - Suggested that CFA and faculty affairs be asked to review policy recommendation in the context of possible grievance.
 - Focus should be on both symbolic and substantive diversity when improving representativeness
- Discussion of 1.3.1.2:
 - Concern: need clear language about the construction of the ballot and election counting. Who constructs the ballot? What if there is a tie?...
 - Modification made to 1.3.1.2.1 to make language stronger: "The ballot will be constructed by college staff to enable faculty to vote for five faculty including at least two chairs."
- Discussion of 1.4.2:
 - Modification made to 1.4.2 to make language stronger: "The President or Provost shall select the committee chair from the committee membership."
- Take to the Senate in February - first reading.
- Moved to approve as amended by Laker, seconded by Grosvenor, passed 5-1-3
- Discussion followed the vote to clarify that there was complete consensus about taking the item to the senate for it's first reading. However, the abstentions felt it important to get a full hearing of option 3 in front of the senate and the split vote would prompt that. Option 3 pertained to the possibility of intervention to improve the representativeness of groups at two points: after nominations close and before election (option 1), and after the election provide for the addition of up to 2 members when the group elected is not sufficiently representative.
- Need a volunteer to be lead reviewer on AS 1635

AS 1642 - Student Success Committee Membership & Charge

- Picked up where we left off on 1/30 - Discussed changes and voted
- In case of multiple applications, the Executive Committee will select and considerations will include individuals having direct engagement with student success initiatives.

- Suggested that AVP for Student and Faculty success co-chair the committee with a faculty member. Pros: collaborative committee, shared governance. Cons: creating maybe an unnecessary level of complexity, AVP is the person most fully engaged at the University level.
- Language modified: “The student success committee will be co-chaired by the AVP Student and Faculty Success and a faculty member selected by the committee members.”
 - Important to create more opportunities for leadership and participation. Faculty has leadership role in coordination with AVP, which spreads the work and is useful at the organizational level because of the separation of perspectives.
- Constitute this group as a special agency reporting to the Senate’s Instruction and Student Affairs Policy Committee.
- Take to the Senate for a final reading Feb 13th
- Moved to approve as amended by Hart, seconded by Tran, passed 9-0-0

Organization & Government
Minutes 2/20/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Thi Tran (recorder)

Members: Grosvenor, Laker, Shifflett, Rajkovic, Higgins, Ormsbee, Boekema, Hart, Tran, Bailey

Approved Minutes (thank you Tijana) from 2/6 meeting. Vote: 8-0-0

AS 1629 - Concurrent Membership on Operating & Policy Committees

Edits (Proposed)

1. Date was changed to March.
2. Remove “If concurrent membership is unavailable...”: sentence from “c” in 6.11.

Discussion

1. None

Vote (Reaffirms previous action)

1. Tally is 8-0-0.

AS1621 – Meetings

Edits (Proposed)

1. First “Whereas”: Removed “policies” and replaced it with “Policies/bylaws/guidelines”.
2. Line 99 (i.e. “The ideals of higher education...”): added “**within the United States**” after “higher education”.
4. Line 101: Included “**and**” between the words “academic”, “educational”.
5. 2.2 → Proposed “**shall**” to replace “can” in “...guidelines/bylaws can be established...”.
6. 2.2 → Removed “clarify” and replaced it with “**stipulate**”. Removed “or departmental guidelines/bylaws”.
7. 2.2.1 → Proposed following edit: “In establishing departmental guidelines/bylaws pertaining to lecturers’ **voting rights**, departments **may** take into consideration...”

8. 2.2.3 → Changed to the following: **“Departments may not require lecturers to serve on committees in order to obtain voting rights since appointments for lecturers typically do not include service requirements.”**

9. 2.4.1 → Proposed removing “structure and size” for **“guidelines/bylaws”**. Proposed a new letter c: **“all department faculty (lecturers, tenured, tenured track), faculty when...”**

Discussion

1. **Bethany:** UCCD and lecturers/those at forum were on opposite ends of the spectrum regarding a default position on lecturers voting rights in the area of curriculum. We need to find middle ground.

2. **Tabitha:** Why would a department say we don’t want it for anyone?

Ans: **Todd** → Department chairs want default to be no on curriculum for, lecturers while lecturers prefer the default to be yes..

3. **Bethany:** Reasons... UCCD → (along with tenured and tenured track faculty) point to it being a matter of roles and responsibilities.

4. **Jason:** What if every single academic department must pass a voting rights policy on who has standing to vote? (i.e. their stance)

Ans: **Bethany** → In doing this, it looks like we are ducking the issue. Better to present a proposal and let the debate in the Senate unfold.

5. **Silke:** If we tried to modify this much further, this whole thing is going to implode. Got a sense from reading the reactions.

Ans: **Todd** → Agrees.

Ans: **Bethany** → We cleared a hurdle with UCCD by putting the Default as “No”. An additional note for context: 71% of our lecturers teach less than 0.6.

6. **Todd:** Faculty → Their feeling is that the tenured track job has to mean something.

Vote

1. None; still working.

AS1635 Policy on Selection & Review of Administrators

Edits (Proposed)

1. Composition of Search Committees

a) Used to say “Regular (Tenured and tenured track) faculty shall...”. Proposed to remove and begin with **“Faculty shall compromise...”**.

2. Special Procedures for Deans of Academic Colleges

- a) 1.3.2.2 → “The Senate Office ~~would~~ **will** forward the statements of each...”
- b) 1.3.2.3 → “...the Provost shall ~~designate~~ **appoint** members from among those who applied.”
- c) Community and Dean Representatives: “The Provost **shall** appoint members who...”

3. Special Procedures for the Dean of the University Library

- a) 1.3.2.3 Appointment Procedures
 - i. Student and Department Chair Representatives → Changed to the following: **“By mutual consent with the Senate Executive Committee, the Provost shall appoint members from among those who applied.”**
 - ii. Community and Dean Representatives → Replaced with the following: “The Provost **shall** appoint members who have experience or expertise relevant to our joint library and/or the position of Dean.”
 - iii. Library Faculty/Staff Representative → “...the Provost **shall** appoint those elected who...”

4. Special Procedures for the Dean of International & Extended Studies

- a) 1.3.3.3 Appointment Procedures
 - i. Student and Faculty Representatives → Changed to the following: **“By mutual consent with the Senate Executive Committee, the Provost shall appoint members from among those who applied.”**
 - ii. Dean Representative → Changed from “Appointed by the Provost” to **“The Provost shall appoint this representative.”**
 - iii. IES Staff Representative: Included “shall” in “...Provost **shall** appoint those elected to the search committee.”

Discussion

1. **Tran:** Concerns over how the appointments can be viewed as though the individual did not “earn it”.

Ans: Carolus → Agrees. Feels like the vote would be illegitimated of sorts.

Continue discussion for next time and vote again.

AS 1642 Change in the Membership, Charge, and Category for the Student Success Committee

- Minor edit to title made: AVP Student and Faculty Success

Edits (Proposed)

1. None

Discussion

1. None

Vote (Reaffirms previous action)

1. Tally is 9-0-1.

Vote to adjourn

1. Motion by Todd
2. Second by Carolus
3. Tally: 10-0-0

Organization & Government
Minutes 3/6/17
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Todd Ormsbee (recorder)

Members Present: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran

Approval of Minutes (thank you Thi) from 2/20 meeting.

Approved 8-0-0

Continuation of interim chair for aviation department (Provost Feinstein)

Dean Ping would like to keep current interim chair - Fred Barez (started 5/31/16) as interim chair for another year.

Related Information: <http://www.sjsu.edu/senate/docs/S14-8.pdf>. From S14-8:

Discussion

Provost: Introduction (mostly repeat of policy specifics). Faculty in the Aviation Technology dept agree to the extension. Current interim chair is from Chemical Engineering but has worked in the department frequently over the years. Per university policy S14-8, want to extend his interim appointment through April 2018. Dept. has 4 tenured, 1 tenure track, and 1 FT temporary faculty. Currently searching for three fulltime T/TT positions. They will then be part of the selection process of the new chair next year. There are currently 7 interim chairs on campus.

Carolus: We should change the policy from 6 months, given that the average tenure is 10 months.

Dean of Engineering: current faculty decided to extend the interim chair

Provost: Fred [interim chair] may join the department permanently next year

Dean: Fred used to be with aerospace technology; historically contentious department.

Bethany: extension is a reasonable request, given the circumstances

Jason: We shouldn't lengthen the time of interim chairs until we stand back and look systemically at why most interim chairs need to be extended beyond 6 months and/or why there are so many interim chairs on campus.

Silke: does this set a precedent of any kind?

B: No, it's per university policy, clearly an extension within the bounds

Jay: not a unique action that must be followed in the future; just a procedure within existing rules

Jason: Start date for chair for counselor education incorrect. Further request for information over a longer period of time was made.

B. Will check with faculty affairs.

C: that means the average is actually more than a year

Jason: culture within colleges keeps it at a year; flexibility is fine, but should explore the institutional dynamics

B: Concludes. Committee consents, with the request for an update in January 2018.

Clarification needed on votes for AS 1629 and 1642

As 1629 (concurrent membership on operating and policy committees)

Vote: 8-0-0 (who was missing besides Jaye at the beginning of our 2/20 meeting?)

Todd: BJ was late

AS 1642 (Student Success committee)

Vote: 9-0-1 (what was the concern for the abstention - for reference if asked in Senate)

Carolus abstained from AS1642 – wanted a student co-chair

Additional Miscellany:

Carolus: Will be absent 3/13; wants to give proxy votes to another member of the committee

Jason: Ditto

Bethany: Will check senate rules

AS1621 – Meetings (Todd - lead reviewer)

- Discussed and finished edits to updated draft of AS 1621
- Will be a final reading at Senate March 13th meeting
- Related materials
 - Current policy: <http://www.sjsu.edu/senate/docs/F02-4.pdf>
 - Old voting rights policy: <http://www.sjsu.edu/senate/docs/S98-2.pdf>
 - On leave voting rights: <http://www.sjsu.edu/senate/docs/F66-6.pdf>
 - Faculty assigned to more than one unit: <http://www.sjsu.edu/senate/docs/F07-5.pdf>

Discussion

Bethany: 2.4.1.1 — Do we want to just eliminate this altogether? Is it just complicating things?

Jay: it seems weird that a dept might give lecturers vote; but then not let them raise this issue

Jason: Propose to change this language so that a dept also has to decide on 2.4.1.1 for lectures when they have a vote on curriculum [set their department guidelines/bylaws]

Tabitha: No time frame specified in this line

Todd: so only new decisions and not existing policies?

Bethany: Correct

Silke: No it seems clear that this is limited in scope

Todd: It seems open ended

Bethany: Should we take it out?

Silke: Keep it, as a possible means for resolving future disputes

Tabitha: Keep it, but last line unclear

Silke: agreed

Bethany: Workload is intense at the committee level, don't want to bring things back multiple times and cause repetition of reviews at next levels

Todd: When I work on curriculum, I'm not really considering the workload of the university committees; thinking about pedagogy

Tabitha: Is there a process policy?

Bethany: There is not.

Jason: Keep the time frame out, because the check is at the vote of other faculty.

Hypothetical to support.

Bethany: Call for vote.

Keep 7-2-0

Bethany: Now to clean up the rest

Jay: Are there people who couldn't vote on a 2.4.1.1?

Jason: clarify to "in curriculum"

Section 3:

Bethany: Moved section 7 up to be section 3, kept all else in previous order.

3.1-3.4: Reviewed line-by-line language

Section 4:

4.1: edited for clarity

4.2: edited for clarity

4.3: approved

4.4: discussion about clarity.

Todd: Specify which department you're talking about

Jason: what if someone is a joint appointment? What if you're assigned outside of your permanent home against your will/by fiat/without choice? Shouldn't you automatically receive a vote?

4.4.1-4.9: approved

Section 5:

5.1-5.2: approved

5.3

Tabitha: Can a department take away or change?

Bethany: Yes

5.3-5.4: Approved

Section 6-Section 8

Approved

Bethany: Call to vote

Approved 7-1-0

AS1635 Policy on Selection & Review of Administrators (Tabitha - lead reviewer)

- Discussed and made edits to updated draft of AS 1635

- Vote; Take to the Senate March 13th - first reading.
- Related materials
- Current policy: <http://www.sjsu.edu/senate/docs/S16-8.pdf>

Line 26 whereas clause:

Jason: Language removed or altered from his draft.

Bethany: Chair's prerogative to move things forward through edits

Jay: add tenure track to extend "diversity"?

Todd: Demographics?

Jason: Social identities? The point of this line is the historical context of SJSU which has not done a good job of increasing certain kinds of social identities within governance and representation on campus. We are watering it down and eliminating the focus on that particular problem SJSU has had up to the present.

Bethany: Call to (informal) vote on whether to list specific kinds of diversity

Fails

Bethany: Call to (informal) vote on "including but not limited to" being added

Fails

Bethany: Call to (informal) vote: revert to first language

Passes

1.3.1

Jason: adopted language to require candidates to speak to how they would treat diversity as a member of the committee

Bethany: Concerned it establishes a litmus test

Jay: We don't want a litmus test here; as a university, if people don't know how to deal with diversity, we want to train them how to do so at the committee level; we don't want to eliminate or exclude people based on their experience

Todd: If that's the case, why not add a diversity training for the committee as it's first order of business after convening?

Bethany: Moved group on, no change to language at this point; have to get through by 16:00; only a first reading; discussions will continue after the 1st reading.

1.3.1.3.1-1.3.1.3.2

Thi: Objection to reorganizing or changing the committee composition after the election

1.3.2-1.3.3

approved

1.4

Tabitha: proposes to add "commitment to abide by" the university's diversity goals Line 268;

Line 262: could be modified to move exceptions into preamble

How do we address a person's committee's statement re: diversity?

1.4-2.2

approved

2.3

for future: review/compare goals criteria of previous review

2.4

for future: review of performance goals for committee

Jay: are performance goals protected under confidentiality?

Bethany: Calls to vote

Approved 5-3-0

2 votes against re: changing committee after the election

1 vote against re: 1.3.1 wants diversity as part of personal statement to run for committee

Meeting adjourned.

Post meeting note: this item (which we did not get to) no longer relevant. C&R has already set up a sub-committee to work on this.

Offer help on development of policy on departmental name changes?

Organization & Government *
Minutes 3/20/17 *
Alumni Room (Clark Hall, 3rd Floor); 2-4pm *

Silke Higgins (recorder) !

- ! Members Present: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran
- ! Members Absent: n/a

Approval of Minutes from 3/6/2017 Meeting (as amended prior to and during the 3/20/2017 meeting):

Moved by Boekema, seconded by Ormsbee, passed 7-0-0

AS1635: Policy on Selection & Review of Administrators

(O&G Goal: Take to the April 10, 2017 Academic Senate meeting for a final reading)

● ! **Introduction of Sample Ballot by Shifflett**

- ! Rationale: Will provide assistance for elections; will be run out of the Provost's office
- ! Any ballot should include instructions to show why some persons might have to be skipped even when/if elected
 - ! Even with detailed instructions, the skipping process is wont to cause problems at some point
 - ! Will the Provost catch errors? It is his job to do so, typical for him to consult policy and carefully check the results – don't expect any problems.
- ! Document will be shared with Deputy Provost/Provost once O&G has completed its consideration

● ! **Feedback Discussion**

- ! Shifflett's sense: Senate was looking at a very long agenda, might have had only a few questions due to AS 1635 having been a first reading.
- ! Discussion how to fix things on the front end versus the backend:
 - ! Diversity statement on the front end might be fixable, without creating a litmus test, but there should also be a mechanism on the backend
 - ! On the backend, there needs to be a trigger that ensures (increased) diversity.
 - ! This needs to be done because even if there is an election with the most willing persons, the election outcome might still not be diverse.

- ! Questions: Could an option of last resort be built in, to help representation to be as inclusive as possible? Could the policy include training on inclusivity? Could it possibly be included in the charge, maybe as an orientation feature?
 - ! The problem is that including something like this takes it from policy to procedure. O&G needs to focus on what it can do as a committee, which is on the policy level.
 - ! Wording could be added along the line of, “committee members must comply with...”
- ! **Edits to Updated AS163 Draft**
 - ! Line 30-31
 - ! Senate has seen this language and did not question it
 - ! Discussion on including in line 30-31 a statement about **SJSU’s commitment** to diversity and inclusion
 - ! Vote on changed version: 7-3-0 passed
 - ! Line 107 onward (1.3.1)
 - ! Suggestion received by via email: Leave the committee member number flexible?
 - ! Majority of O&G opposed to that on the grounds that it could inflate the committee size, could be increased after the fact, other departments could complain about having had a smaller committee, etc.
 - ! Proposal from a (non-o&g) faculty member: Would you consider tightening it to one chair rather than two from any department? (Line 110-111)
 - ! O&G: Encourages a broader representation by more departments, but could also be seen as forcing departments rather than encouraging them.
 - ! Motion to reject the suggestion to keep the flexibility
 - Vote: unanimous
 - ! Proposal: On line 115: Could the word “faculty” be struck here?
 - ! Passed unanimously by O&G
 - ! Line 119-121 (1.3.1.1)
 - Proposal: Can this be handled by the Office of the Provost?
 - ! Shifflett talked to Provost who is fine with the change
 - ! O&G accepts the friendly proposal/amendment
 - ! O&G discussion on wording for “submitting written statements reflecting interests and qualifications for serving on the committee [...]” that speaks to diversity and inclusion

- ! Sentence restructured to the satisfaction of all O&G members
- ! Line 137 onward (1.3.1.2)
 - ! Line 139 changed to Office of the Provost to mirror 1.3.1.1
 - ! Line 148-149, “and the requirement for at least two department” phrasing added for clarity
- ! Line 155 onward (1.3.1.3)
 - ! Suggestion for clarification: add to 1.3.1.3.2 “dean and either a community member or administrator”
- ! Line 170 onward (1.3.1.3.3.1)
 - ! O&G discussion on mirroring the whereas lines 30-31 to establish consistency when addressing inclusion and diversity
- ! Line 177 (1.3.2)
 - ! Struck the word “faculty” as before
- ! Line 204 (1.3.2.1)
 - ! Changed language to “the office of the provost”
 - ! Added language on written statements, including perspectives on inclusion and diversity
- ! Line 214 (1.3.2.2)
 - ! Changed language to “the office of the provost”
- ! Line 226 onward (1.3.2.3)
 - ! Changed language to “dean and community member”
- ! Line 234 onward (1.3.3)
 - ! Struck the word “faculty”
 - ! Changed language to “the office of the provost”
 - ! Added language on written statements, including perspectives on inclusion and diversity
- ! Line 267 onward (1.3.3.2)
 - ! Changed language to “the office of the provost”
- ! Line 289 onward (1.4.1)
 - ! Language changed to “Office of the President or Provost”
- ! Line 295 onward (1.4.1)
 - ! Added language on written statements, including perspectives on inclusion and diversity
- ! Line 419 (2.3)
 - ! O&G discussion: Are prior reviews confidential? If so, they cannot be disclosed.
 - Changed language to include “performance review”

Room for 2017-2018 O&G Meetings Needed

- ! The current location, the Alumni Room (Clark Hall, 3rd floor), will not be available all next academic year; it is already fully booked
- ! The current conference room adjacent to the Alumni Room has been converted to office space.
- ! O&G Meetings for the academic year 2017/18: !

Aug 28	Jan 29 !
Sept 11, 25	Feb 5, 19 !
Oct 2, 16, 30	Mar 5, 19 !
Nov 6, 13, 27	Apr 2, 16, 23 !
Dec 4	May 7 !
- ! Tran suggested the AS Room in the Student Union (2nd floor); Bailey suggested Tower Hall; Higgins is going to look into the Library.
 - ! Members will report back at next meeting

Spring Meeting Minutes (Recorders)

4/3: Jaye Bailey

4/17: Tabitha Hart,

4/24: Carolus Boekema

5/8: Jason Laker

Organization and Government Committee
4/3/17
2:00 pm – Alumni Room Clark Hall
Minutes

Present: Shifflett, , Rajkovic, Laker, Ormsbee, Higgins, Tran, Boekema , Bailey

Absent – Grosvenor, Hart

The meeting was called to order at 2:00 p.m.

(1) Approval of Minutes from 3/6/17 Meeting:

Moved by Ormsbee, Second by Tran

APPROVED: 8-0-0

(2) AS 1635: Policy On Selection And Review Of Administrators

The committee reviewed all edits following the first reading. The goal is to send the policy draft to the Senate on 4/10/17 for final reading. The committee engaged in a robust discussion about additional language in the preamble and language changes throughout the document resulting in further edits.

Specifically, the committee discussed and approved language changes in the preamble to speak directly to the commitment to equity, diversity and inclusion in the policy. The debate included discussion of the need for specific definitions of each.

The committee also discussed and approved language in each of the specific sections concerning Deans and Administrators concerning the election/selection process for committee members in each category.

Approval of Policy with final edits:

Moved by Laker, Second by Ormsbee

APPROVED: 6-1-1

(3) Meeting Room AY 17/18: A meeting room in MLK Library has been secured by Silke Higgins for the next academic year. Many thanks to Silke

Meeting Adjourned at 3:45 p.m.

Respectfully submitted:
Jaye Bailey

Organization & Government
4/17/17 Minutes
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Tabitha Hart (recorder)

Present: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Shifflett, Tran
Absent: Rajkovic

Approval of Minutes as Amended (thank you Jaye) from 3/6 meeting. 7-0-0

Referral regarding a policy for rights/responsibilities of faculty

Over the course of the last 2 years O&G has discussed a range of issues where faculty rights/responsibilities have been part of the picture yet there is no SJSU policy on faculty rights and responsibilities. There is one for students. Do we want to get such a policy moving by making a referral to Professional Standards?

We discussed this and came to the conclusion that no, we do not wish to put forward such a policy. Some key discussion points:

- If we had such a policy, would we need one for administrators as well?
- We have other materials outlining faculty roles and responsibilities (a collective bargaining agreement, RTP guidelines, a collegiality policy, etc.) We have other groups guiding faculty roles and responsibilities (Academic Freedom board). Why create yet another document on this topic?
- Concern that such a policy would be restrictive, and might negatively constrain and limit faculty.
- Yes, we do have a student code outlining rights and responsibilities for students – but this doesn't mean that we must have one for faculty, too (false comparison).
- We are receptive to the idea of having more conversations about our values as a campus, our mission, etc. That's welcome. But we don't support developing more rules attempting to govern/control what faculty do.

As there was not support for this, we moved on (no vote).

Review of all Senate Management Resolutions

Periodically, a review of past policies is needed since, as we've discovered, things are sometimes overlooked. EXAMPLE: our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.

Assignments are listed below. Each member will

1. Read through policy to see if current, has errors, needs follow up, or is in need of update
2. Report back on each assigned policy noting either that (a) it's fine as is or (b) it needs to be updated/corrected.

3. If updates/corrections are needed, send Bethany an explanation of what's needed and which committee the work needs to be referred to. (Policies that need updates or corrections will be sent over to whichever committee originally put forward the policy). You can find this information in each policy document.

Tips:

- Don't worry that you will miss something. Just look over each policy assigned to you and see what you notice.
- As you look at the policies assigned to you, it would probably be helpful to cross-check any additional policies referred to or linked to in that policy.

Four members volunteered to do their "homework" and present their policy reviews next week:

1. Todd
2. Bethany
3. Thi
4. BJ

The remaining 6 members will be asked to report back two weeks from today.

Resources for 'homework':

- Senate Management Resolutions: http://www.sjsu.edu/senate/manag_res/
- Senate Committee membership:
http://www.sjsu.edu/senate/comm_info/committees/index.html
- Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Assignments

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1
(Postponing Date of Vice Presidents' Annual Budget Reports)

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5
(Graduate Studies & Research Committee)

Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1
(Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)

Hart: SM-F97-2 (Modifying Standing Rules 6, 7, 10a, 12, 13, and 17) through SM-S00-3
(General Unit Representation)

Higgins: SM-S00-4 (Special Committee on Academic Information Technology) through SM-F01-3 (Enlarging the Membership of the Academic Innovation Model (AIM) Task Force).

Laker: SM-S02-1 (Amendment of Standing Rule 15 Sponsorship of Events) through SM-S04-2

(Dissolving the Improvement of Instruction Committee and Transferring its Charge to the Student Success and Instruction and Student Affairs Committees)

Ormsbee: SM-F04-1 ([Change in Membership of the All University Teacher Education \(AUTEC\) Committee](#)) through SM-F05-2 (Adding members to the Institutional Review Board (IRB)—Human Subjects)

Rajkovic: SM-S06-1 (Addition to membership of the IRB Task Force) through SM-S08-2 (Creating a Task Force to Investigate Access to Faculty and Student Publications and Make Appropriate Recommendations)

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)

Tran: SM-S13-2 (Suspends Senate By-Law 1.5) through SM-F16-1 (Undergraduate Studies Committee Membership)

Review of Statewide positions on Senate/Assembly Legislation Pending

Review by O&G of ASCSU positions can enable us to keep the SJSU Senate informed.

Link to Summary Information: <http://calstate.edu/acadsen/Records/Resolutions/2016-2017/documents/3288Attachment1.pdf>

Right now the SJSU Academic Senate has no formal process for reviewing what the California State Senate is up to. There is one ASCSU committee (fiscal and government affairs committee) – that tracks legislation out of the California state senate. They check what the CSU positions are, and the student positions, and they bring recommendations to the statewide senate.

In the past, O&G used to review such material as a way to inform the campus senate. Do we (O&G) wish to again take on this process of reviewing the summary spreadsheet from the ASCSU's fiscal and government affairs committee and reporting back to the SJSU AS as needed?

Key points from our discussion:

- Interest in being informed of these important issues.
- Interest in holding discussions in O&G on these issues.
- Disinclination to add to the current workload.
- Disinclination to duplicate work/efforts of others.

Decision: At the chair's discretion, time permitting, each semester we will review this information in one meeting – as an informational item. The discussion will be to simply review the aggregated data and unpack it – no additional workload. The data will be sent out before the meeting occurs, so that members can review it in preparation for the discussion.

Spring Meeting Minutes (recorders)

4/24: Carolus Boekema

5/8: Jason Laker

Organization & Government
4/24/17 Minutes
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Carolus Boekema (recorder)

Present: Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Shifflett, Tran
Absent: Bailey,

Approval of Minutes as Amended (thank you Tabitha) from 3/17 meeting. 6-0-0

Referral regarding workload of policy committees

- Issue: Concern over workload of policy committees - particularly C & R
- BS will draft response letter; more support for research; cb suggest to separate R from C&R ; connection with new position of VP for Research.

Voting Rights Policy

- Issue: President notated policy when signing - 4th resolved
 - With selection-review of chairs policy completed (by PS) we probably need to update the voting rights policy.
- postponed

Selection & Review of Administrators Policy

- Issue: Policy recommendation *rejected* by the President
 - Concern related to friendly amendment added during debate in the Senate
- postponed

Review of all Senate Management Resolutions

- Periodically, a review of past policies is needed since, as we've discovered, things are sometimes overlooked. Recent example, our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.
- Resources:
 - Senate Management Resolutions: http://www.sjsu.edu/senate/manag_res/
 - Senate Committee membership: http://www.sjsu.edu/senate/comm_info/committees/index.html
 - Senate Committee Descriptions: <http://www.sjsu.edu/senate/docs/comdescriptions.pdf>

Members Presenting their Assessment:

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)
For details of discussion & review – see review file by SB to be attached

Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1
(Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)
For details of discussion & review – see review file by BJ to be attached

Ormsbee: SM-F04-1 (Change in Membership of the All University Teacher Education (AUTC) Committee) through SM-F05-2 (Adding members to the Institutional Review Board (IRB)—Human Subjects)
For details of discussion & review – see review file by TO to be attached

Tran: SM-S13-2 (Suspends Senate By-Law 1.5) through SM-F16-1 (Undergraduate Studies Committee Membership) For details of discussion & review – see review file by TT to be attached

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1
(Postponing Date of Vice Presidents' Annual Budget Reports)
presented by SB;
For details of discussion & review – see review file by JB to be attached

Faculty Reporting at 5/8 meeting:

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5
(Graduate Studies & Research Committee)

Hart: SM-F97-2 (Modifying Standing Rules 6, 7, 10a, 12, 13, and 17) through SM-S00-3
(General Unit Representation)

Higgins: SM-S00-4 (Special Committee on Academic Information Technology) through SM-F01-3 (Enlarging the Membership of the Academic Innovation Model (AIM) Task Force).

Laker: SM-S02-1 (Amendment of Standing Rule 15 Sponsorship of Events) through SM-S04-2
(Dissolving the Improvement of Instruction Committee and Transferring its Charge to the Student Success and Instruction and Student Affairs Committees)

Rajkovic: SM-S06-1 (Addition to membership of the IRB Task Force) through SM-S08-2
(Creating a Task Force to Investigate Access to Faculty and Student Publications and Make Appropriate Recommendations)

Spring Meeting Minutes (recorders)

5/8: Jason Laker

Status of O&G Items

Completed

- Passed by Senate at 9/26 meeting: Undergraduate Studies Committee Membership - Modification of SM-F15-2
- Forward of department name change materials to C&R
- Passed by Senate at 10/24 meeting: Modification of Bylaw 6.13: Conversion of College Seats to at-large Seats (Final Reading)
- AS1635(a), Modification of S16-8 (Selection & Review of Administrators). O&G decided to leave current policy language in place regarding representation of students on committees for the selection and review of administrators.
- Passed by Senate at 11/21 meeting: AS 1628: Modification of Bylaw 15 Pertaining to Editorial Changes of Senate Documents
- Passed by Senate at 11/21 meeting: AS1634: Modification of Senate Constitution Related to membership. This now goes to the full faculty for a vote. We sent Senate Chair verbiage to use with call for a vote.
- Update of bylaw 1.7 – dropped since bylaw pertains only to senate elections not department voting.
- Proposal rejected by Senate: AS1638: Senate Chair 2-year Term
- Passed by Senate at 12/12 meeting: AS1639: Bylaw amendment (4.1) to add chief diversity officer to ExCom and remove VP Advancement
- Passed by the Senate: Repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board
- Passed by the Senate at 3/13 meeting: AS 1621: Departmental Voting Rights
- Passed by Senate at 3/13 meeting: AS 1629 Concurrent Membership on Operating & Policy Committees
- Passed by Senate at 3/13 meeting: AS 1642 - Student Success Committee Membership and Charge
- Passed by Senate at 4/10 meeting: AS1635: Update to Policy on Selection & Review of Administrators
- Referral for Professional Standards on faculty rights/responsibilities. Decided not to pursue.

In Progress

- Update of Voting Rights Policy
- Revisit Selection & Review of Administrators Policy to address President's concern
- Review of Senate Management Resolutions
- Referral, workload policy committees, especially C& R.

Committee materials are available on our shared google drive:

https://drive.google.com/a/sjsu.edu/folderview?id=0Bwx-rATDGD5hQkZBX0xYeWpscW8&usp=sharing_eid&ts=57586735

Organization & Government
Minutes of FINAL Spring Meeting 5/8/17
(approved by email vote: 7-0-3; 5/13/17)
Alumni Room (Clark Hall, 3rd Floor); 2-4pm

Jason Laker (recorder)

Members Present: Bailey, Boekema, Grosvenor, Hart, Higgins, Laker, Ormsbee, Rajkovic, Tran
Absent: Shifflett

Action Items

Approval of Minutes as Amended (thank you Carolus) from 4/24/17 meeting. **Approved 7-0-1**

Selection & Review of Administrators Policy (amendments to S16-8)

- Issue: Policy recommendation rejected by the President
 - Concern related to language added during debate in the Senate
- Discuss possibility of substitute language instead of ('ideally faculty') or removal of the language 'ideally faculty' from the policy. At last meeting there was consensus on it being OK to remove but we'd like to first (to respect the senate's vote) see if alternate language was possible.
 - Language located under sections 1.3.1 and 1.3.2 and 1.3.3

Bailey indicates that President Papazian won't sign the policy in its current form, and that the President insists on retaining her discretion on selecting the Chair, particularly since she has little involvement in the population of the committees and would want the authority to balance that by selecting the Chair if she deems it necessary. Bailey noted that Papazian has always selected faculty chairs, but is concerned that this new language added on the Senate floor adds unprecedented policy implications on this topic.

There was much discussion during the meeting regarding the addition of "*ideally faculty*" to the policy verbiage. The deliberation focused on implications of the added language, residual questions of trust and shared governance arising from prior administrations, and differing views on the language and process elements. Member viewpoints varied, and some expressed understanding of the President's concern while others urged understanding from the President about the impact of the difficult politics on campus over the past several years. Bailey noted that the President and other key administrators who had been involved in discussions leading to the final reading were not present at the Senate meeting when the friendly amendment arose and passed. Bailey had attempted to signal to the Chair to pause and recognize her to offer comment about the potential concern by the President, but was unable to offer that perspective before the vote.

Boekema suggested considering the 'as is' option (out of respect for the friendly amendment).

Ultimately, there was a motion to strike "*ideally faculty*" from the policy and place the matter on the Senate agenda for May 15, 2017 for ratification. Moved by Hart, Seconded by Ormsby

Passed at meeting: 7-1-1

Motion by Bailey, seconded by Higgins to accept the policy AS AMENDED (i.e. removal of “ideally faculty”)

Passed at meeting: 7-1-1

Note: Following the meeting, Chair Shifflett circulated a document via email, “Edit to Amendment A to University Policy S16-8: Selection and Review of Administrators” on May 9, 2017, seeking member votes in reply. That final vote count will be recorded in the document that goes to the Senate.

Review of all Senate Management Resolutions

- Issue: Periodically, a review of past policies is needed since, as we’ve discovered, things are sometimes overlooked.
 - Recent example, our proposal (passed by Senate) to repeal S82-10 and F86-7 pertaining to Information systems & computing advisory board.
- **Discuss** what to do about the ‘review file’ Carolus noted in the minutes would be attached for each of the items reviewed on 4/24. Shifflett does not know of any review files. Only the materials presented at the meeting - which do NOT contain any of the notes/edits/decisions made by the committee at the meeting.

Because no notes were taken on the SMR discussions at the last O&G meeting on 4/24, we decided today that each person will be responsible for recording that information themselves. Specifically, for each SMR that requires “cleaning up”, the individual who reviewed that SMR will note it in the template (titled “template_SM_resolutions_review”) that Bethany emailed all of us on May 4, 2017. Only the SMRs needing “clean up” have to be recorded. If an SMR is fine as it stands, there is no need to include it. Please email your completed document to Bethany after our O&G meeting (today, 5/4/17).

- Resources:
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Members who presented their Assessments at the 5/8 meeting:

Boekema: SM-S94-1 (Student Evaluation Review Board) through SM-S96-5 (Graduate Studies & Research Committee)

Hart: SM-F97-2 (Modifying Standing Rules 6, 7, 10a, 12, 13, and 17) through SM-S00-3 (General Unit Representation)

Higgins: SM-S00-4 (Special Committee on Academic Information Technology) through SM-F01-3 (Enlarging the Membership of the Academic Innovation Model (AIM) Task Force).

Laker: SM-S02-1 (Amendment of Standing Rule 15 Sponsorship of Events) through SM-S04-2 (Dissolving the Improvement of Instruction Committee and Transferring its Charge to the Student Success and Instruction and Student Affairs Committees). Laker reminded O & G members that he currently serves Chair of the Senate's Board of Academic Freedom and Professional Responsibility, and reminded the Committee of concerns arising from Administration's deployment of two SJPd officers to the recent Academic Freedom BAFPR. Laker has indicated his recommendation re: Standing Rule, and has recused himself from BAFPR's ongoing discussion and any possible efforts in response to that situation.

Rajkovic: SM-S06-1 (Addition to membership of the IRB Task Force) through SM-S08-2 (Creating a Task Force to Investigate Access to Faculty and Student Publications and Make Appropriate Recommendations)

Members who Presented their Assessments 4/24 meeting:

Done:

Shifflett: SM-S08-3 (Creating a Task Force to Review Current GE Assessment and Certification) through SM-S13-1 (Thanking Senator Peter Buzanski for Many Years of Dedicated Service to the Academic Senate and Appointing Him Honorary Senator)

Follow up needed with Shifflett (questions from last meeting)

Bailey: SM-S90-2 (Instruction & Student Affairs Committee) through SM-F93-1 (Postponing Date of Vice Presidents' Annual Budget Reports)

Ormsbee: SM-F04-1 (Change in Membership of the All University Teacher Education (AUTEC) Committee) through SM-F05-2 (Adding members to the Institutional Review Board (IRB)—Human Subjects)

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Grosvenor: SM-S96-6 (Lottery Funds Committee) through SM-F97-1 (Creating a Special Committee for Drafting Senate Resolutions Regarding the Proposed City/SJSU Joint Library)

Discussion:

Bailey suggested that since Senate seems not to remove SMS on record, that it may be more appropriate and efficient to add "obsolete" or the like on the Senate website.

It was agreed that any among the Committee members who propose rescissions or changes will provide their recommendations in the format of a table provided via email to O & G members.
Please put info into table format and send to Shifflett

Information items

• *Policy Committee Workload*

- Issue: Referral regarding workload of policy committees. Concern over workload of policy committees - particularly C & R
- Resolved:- taken care of by Shifflett sending message to Senate Chair to ask that the issue be discussed by ExCom and consider separation of the Research component from the C&R policy committee to help with workload. O&G discussed the possibility of letting action-oriented item be handled at the operating committee level without additional review with C&R; an alternative would be to add a Research Policy level Committee - O&G would advise not moving this direction until decisions with regard to VP for Research settled and that person on board to be part of the decision/discussion.

• *Voting Rights Policy*

- Issue: President notated policy when signing - 4th resolved. The concern is that the recommendations are forwarded directly to the President from the Dean without the Provost's involvement. President Papazian requests O and G to review that practice and consider whether the Provost should be included in the process.
- Resolved: Shared information with Ken Peter (since PS committee working on the chairs' policy) and information from him regarding delegation of authority shared with Jaye

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- Passed by Senate at 4/10 meeting: AS1635: Update to Policy on Selection & Review of Administrators
- Referral for Professional Standards on faculty rights/responsibilities. Decided not to pursue.
- Update of Voting Rights Policy - Information passed on to Professional Standards for consideration in the chairs' policy they are working on.

In Progress

- Revisit Selection & Review of Administrators Policy to address President's concern
- Review of Senate Management Resolutions

From Chair Shifflett: *That's a wrap! Sincere thanks to everyone for an absolutely great year. I appreciate your thoughtful and deep reflection on all items we took up.*