

**SAN JOSE STATE UNIVERSITY ACADEMIC SENATE**

2015/2016

Agenda

November 2, 2015, 2:00pm – 5:00pm

Engineering 285/287

- I. Call to Order and Roll Call –
- II. Approval of Minutes –  
Senate Minutes of October 5, 2015
- III. Communications and Questions
  - A. From the Chair of the Senate
  - B. From the President of the University
- IV. State of the University Announcements:
  - A. Statewide Academic Senators
  - B. Provost
  - C. Vice President for Administration and Finance
  - D. Vice President for Student Affairs
  - E. Associated Students President
  - F. Vice President for University Advancement
- V. Executive Committee Report
  - A. Minutes of the Executive Committee –  
Exec. Minutes of September 28, 2015  
Exec. Minutes of October 12, 2015
  - B. Consent Calendar –
  - C. Executive Committee Action Items –
- VI. Unfinished Business –
- VII. Policy Committee and University Library Board Action Items (In rotation):
  - A. Curriculum and Research Committee (C&R):
  - B. Instruction and Student Affairs Committee (I&SA):  
AS1582, Policy Recommendation, Academic Integrity (Final Reading)  
  
AS1589, Policy Recommendation, Attendance and Participation (First Reading)
  - C. Professional Standards Committee (PS):

D. Organization and Government Committee (O&G):

AS1591, Senate Management Resolution, Amend Senate Standing Rule: Senate Meeting Agenda (Final Reading)

AS1592, Senate Management Resolution, Modification of Graduate Studies and Research Committee Membership (Final Reading)

AS1586, Policy Recommendation, Modification of the Human Subjects Institutional Review Board Membership (Final Reading)

AS1587, Senate Management Resolution, Dissolving the Heritage, Resolution, Membership Management (emen(em6)eP0 Tc <0 Heritage, Ân• Íâu irst

Engineering 285/287  
Academic Senate

SAN JOSE STATE UNIVERSITY

2 p.m. – 5 p.m.

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The review committee for AVP Maureen Schaefer's five-year review will be selected by the Executive Committee on Monday, October 12, 2015. Chair Kimbarow thanked everyone that nominated themselves. The deadline for nominations is Wednesday, October 7, 2015, close of business.

Kell Fujimoto recently resigned as a representative from the General Unit. Despite numerous emails to the General Unit and General Unit Senators, we were unable to get anyone to run for the seat in the recent special election.





A motion was made and seconded ~~to~~ approve the consent calendar The Senate voted  
and the consent calendar of October 5, 2015 was approved (43-0-0)

C. Executive Committee Action Items:

A motion was made and seconded ~~to~~ approve the Election Calendar of 2016 The  
Senate voted and the Election Calendar for 2016 was approved (43-0-0).

VI. Unfinished Business -None

VII. Policy Committee and University Librar





Q: Line 67 says "Section moved here during 9/21/15 meeting."

A: That is an error. A section should have been moved and will be fixed for the final reading.

Q: Has the committee considered that the structure of BOGS may not be well suited to the change in its mission where American Institutions (AI) is being added to its charge? Namely, the AI courses in U.S. Government and U.S. History are not general education courses, they are highly specialized. Normally one would expect people trained in those disciplines to evaluate those courses. If AI is going to be added to BOGS charge there needs to be some structural change to BOGS.

A: O&G will consider this.

Q: Lines 188-193 talk about how BOGS will develop and implement values for the evaluation of core competencies, information literacy, written communication, oral communication, critical thinking and quantitative reasoning. Those are not necessarily aligned with any specific GE category other than written and oral communication, so can you tell us how BOGS will implement strategy and whether those core competencies are a critical part of GE or GE and upper division courses?

A: The discussion goes like this, where do we place the responsibility for developing and proposing information strategies? These are core competencies and are built into our GE program at lower and upper division levels. BOGS is a logical place to put this charge. Now, what are they going to do? When talked to the Director of Assessment and the AVP of Graduate and Undergraduate Programs and the Chair of BOGS, they were willing to get information for us about how we might do this. We already have some things in place and WASC gave us a thumbs up for doing such a good job on information literacy. This will take time.

Q: My understanding is that to keep within the 120 units some areas had to give and AI

campus activity designed to serve educational purposes by offering experience in a service-learning business, non-profit, or government setting. C&R consulted widely on this policy and has worked on it for the past year.

Questions:

Q: There was one dissenting vote, can you tell me why?

A: That person wanted to wait two additional days and do an online vote in order to get more feedback from his/her college.

Q: In the second Resolved, I get the impression the departments will be able to setup their own participation guidelines. Am I reading this correctly?

A: Yes.

Q: Is there a difference for paid and unpaid internships in the requirements?

A: If the internship is required for the course, then EO 1064 applies to it.

Q: Will an attempt be made to actually calculate the financial impact?

A: C&R can try but there are a number of variables it depends on, so it would be difficult to put a dollar amount in there.

Q: Would the university consider purchasing liability insurance for smaller companies so that they are not forced out of student internships? Given that there is already an UOA and no policy, what is the purpose of a policy?

A: EO 1064 requires us to have a policy that provides protection for the student from being sued by the company.

Q: There is a sentence in the UOA that specifies the general liability insurance of \$1 million to \$2 million dollars and some companies would not like this aspect of the UOA.



Questions:

Q: What about courses that are lab-based that don't have lab fees any longer? How are

Q: I am using last year's budget of \$24 million fo

Executive Committee Meeting Minutes  
ADM 167, Noon to 1:30 p.m.  
September 28, 2015

Present: Kimbarow, Peter, Martin, Frazier, Lanning, Shifflett, Heiden, Kaufman,  
Larochelle, Blaylock (12:11), Amante (12:20), Mathur, Lee, Backer

Absent: Feinstein

1. A motion was made and seconded to approve the Executive Committee minutes of September 21, 2015 as amended. The committee voted and the minutes were approved (13-0-1).
2. A motion was made and seconded to approve the consent calendar as amended. The committee voted and the consent calendar was approved (14-0-0).
3. A motion was made and seconded to approve the Election Calendar for 2016 as amended. The committee voted and the Election Calendar was approved (14-0-0).
4. Trustee Rebecca Eisen was on campus and met with faculty, students, and administrators to discuss what qualities the campus would like to see in a new president.

select up to two nominees. The President asked for suggestions on the number of faculty that should serve on the committee.

The old process called for consultation between the President and the Executive Committee. The new procedure does not include the Executive Committee. Several committee members expressed concern that there should be consultation with individuals that have historical knowledge of the campus and community during the selection process. Chair Kimbarow and President Martin will discuss this further and bring back suggestions to the next Executive Committee meeting on October 12, 2015.

b. From the Provost: No report.

c. From the Vice President for Student Affairs (VPSA):

VP Blaylock announced there will be a Family and Community Conference on October 24, 2015 from 8 a.m. to 1:30 p.m. in the Student Union Ballroom.

SJSU will be open for Fall 2016 Admissions on October 1, 2015. The first person to apply will receive a special letter and a free sweatshirt.

d. From the Vice President for Administration and Finance (VPAF): No report.

e. From the Vice President for University Advancement (VPUA):

The university will have two naming opportunities in the near future.

f. From the University Library Board (ULB):

Past Chair Heiden announced the Heritage, Preservation and Public History Committee wants to disband. O&G will be bringing a resolution to the Senate in the near future.

g. From the Associated Students President (AS):

The Peace Pole will be unveiled sometime between October 12<sup>th</sup> and October 16<sup>th</sup>.

AS President Amante and President Martin will be dishing out ice cream to students on October 5, 2015 from 12:30 p.m. to 1:30 p.m.

Student Trustee Kelsey Brewer will be on campus on October 14, 2015 for a Town Hall meeting.

AS has been heavily involved in lobbying for an extension to the federal Perkins loan. AS will know if the proposed extension is passed by September 30, 2015.

10. The meeting adjourned at 1:32 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on September 28, 2015. They were edited by Chair Kimbarow on September 30, 2015. The minutes were approved by the Executive Committee on October 12, 2015.

Executive Committee Meeting Minutes  
ADM 167, Noon to 2:30 p.m.  
October 12, 2015



c. From the Vice President for Student Affairs (VPSA):

VP Blaylock announced the Student Services Center (SSC) open house will be held on October 15, 2015 from 2 p.m. to 4 p.m. in the SSC.

The pilot “take a professor to coffee” program begins next week. Emails will be sent to sophomores encouraging them to apply for one of the 250 \$12 VIP Gold Cards to take a professor to coffee/lunch. Sophomores can go to the Center for Faculty Development to register for the program and receive their card. Student Affairs hopes to eventually expand the program to 100 VIP Gold Cards per college.

Service Day is October 13, 2015 and volunteers from the university will be helping throughout the local community.

There are a number of upcoming Homecoming Week events including the Fire on the Fountain on October 15, 2015 from 4 p.m. to 9 p.m. on Tower Lawn.

“Sammy’s Bash” will be held on October 16, 2015 from 5 p.m. to 9 p.m. in San Pedro Square.

The Tailgate Takeover II will be held from 5 p.m. – 7 p.m. on October 17, 2015 at Spartan Stadium followed by the Homecoming game against San Diego State University at 7:30 p.m.

d. From the Vice President for Administration and Finance (VPAF):

Students were allowed to sign one of the construction beams being used for the new Campus Village Phase 2 and it was a wonderful event (Topping Off Ceremony).

The VPAF hopes to have the link to the University Budget Report available for Senators next Monday, so that they may review the report prior to the Senate meeting on November 2, 2015.

Campus Safety is continued concern. Several instances have been reported

- e. From the Vice President for University Advancement (VPUA):

The Superbowl 50 Champion Tour will include a display of the superbowl trophies that bay area teams have received in the past. The display will be on the east side of the field from 3:00 p.m. to 7:30 p.m. before the homecoming game.

The VPUA recently attended the VP of Advancements' Council at the CSU.

7. Chair Kimbarow reported that at the recent Senate Chairs' meeting in Long Beach, there was a push for CSU system-wide open presidential searches. The Faculty Trustee opined that the Chancellor and Board of Trustees would more likely be receptive to

Consent Calendar 2015-2016  
November 2, 2015

Academic Senate Seats  
Senate Seat

NAME  
Walt Jacobs

UNIT  
Deans

TERM  
2016

Policy Committees  
COMMITTEE

NAME

UNIT

TERM NOTES

Operating Committees  
COMMITTEE

NAME

UNIT  
Staff Member (Non r  
Management)  
Student

TERM

Student Fairness  
Student Fairness

Maggie Morales  
Lana Najib

2017  
2016

Other Committees  
COMMITTEE

NAME

UNIT

TERM

Campus Planning

1 San Jose State University  
2 Academic Senate  
3 Organization and Government Committee  
4 November 2, 2015  
5 Final Reading  
6

AS 1579

7 Policy Recommendation  
8 Budget Advisory Committee  
9

10 Legislative History: Rescinds SM-S03-1 (which placed the Budget Advisory Committee  
11 in rotation with policy committees on the Senate agenda); Modifies S09-6 (to remove  
12 content related to a budget advisory committee from our current strategic planning  
13 policy); Amends Senate Bylaw 10.1 which provides a listing of special agencies.  
14

15 A coded memo from the Chancellor in 1987, provides the directive behind the guidance  
16 and establishment of Campus Budget Advisory Committees. Historically, S05-10  
17 abolished the existing Budget Advisory Committee and replaced it with a Resource  
18 Planning Board. S07-3 then established a Resource Review Board noting that “In  
19 practice it was found that the role for the Resource Planning Board envisioned by S05-  
20 10 has proved to be unworkable due to budget timelines and the composition of the  
21 board. This proposal, if adopted, abolishes the Resource Planning Board and creates a  
22 new special agency, the Resource Review Board”. Subsequently S09-6 (Strategic  
23 Planning Policy) rescinded S07-3 and established a Strategic Planning Board which  
24 would serve as the budget advisory committee. SM-S11-1 then temporarily assigned  
25 responsibilities of the Budget Advisory Committee to the Senate Executive Committee  
26 (plus 3 additional members) noting that “the SPB has had limited meetings, due to  
27 management transitions and considerable uncertainty in the CSU budget. Those same  
28 budget uncertainties, however, make it all the more important that the Senate and the  
29 campus remain connected to the budget advisory role.” Finally, F14-1 revoked the  
30 temporary assignment of Budget Advisory Committee responsibilities and returned  
31 responsibilities to the Strategic Planning Board.  
32

33 Whereas: S09-6, which defined the Strategic Planning Board as the body to serve in  
34 the role of a Budget Advisory Committee, is under reconsideration this fall,  
35 and

36 Whereas: The SJSU statement on shared governance notes that effective shared  
37 governance depends on judicious use of fully collaborative and  
38 consultative decision making, and

39 Whereas: The campus has not had an active budget advisory committee as called  
40 for in the 1987 coded memo from the Chancellor (BA 87-14) in recent  
41 years, therefore be it

42 Resolved: That until such time as S09-6 is updated, provisions in that policy related  
43 to a budget advisory committee be removed, and be it further

44 Resolved: That Senate bylaw 10.1 be amended to add the Budget Advisory  
45 Committee to the list of special agencies, and be it further

46 Resolved: That effective with the approval of this policy recommendation a special  
47 agency titled 'Budget Advisory Committee' be established in accordance  
48 with the structure, membership, and charge detailed below.

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51 Rationale: A budget advisory committee is critically important in the areas of education,

92 1.1 Charge

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94 The Budget Advisory Committee is charged with providing input and recommendations  
95 to the President throughout the planning, implementation and subsequent review of  
96 budget expenditures including advice on key campus priorities. The Budget Advisory  
97 Committee will assist with identifying challenges, serve as an advisory resource to the  
98 campus community, and provide a mechanism to communicate financial issues across  
99 the campus in a timely fashion. In addition, this committee will serve as a resource to  
100 enhance the campus community's understanding of university-wide budgeting  
101 processes; develop a broad and deep understanding of budget issues at all levels in  
102 order to identify and analyze problem areas and propose solutions; and provide advice  
103 concerning the planning, development, and implementation of materials to communicate  
104 budget-related information to the campus community.

105

106 1.2 Membership

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108 Senate Vice Chair (Co-chair)

109 VP Administration & Finance/CFO (Co-chair)

110 AVP Academic Budgets & Planning (EXO)

111 1 Dean

112 1 Department Chair

113 2 Faculty Senators

114 2 Faculty-at-large

115 AS President or Designee

116 Academic Affairs Staff Member (finance/budget responsibilities)

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119 1.2.1 Recruitment and Appointment of Members

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121 Members (other than ex-officio) serve a 3-year term which is renewable for one  
122 additional 3-year term. When filling initial appointments, the Chair of the Committee on  
123 Committees will stagger the terms of non ex-officio seats. The student member serves  
124 a 1-year term and can be re-appointed. Solicitation of applications to serve on the  
125 Budget Advisory Committee will be made through the normal Committee on  
126 Committees process for the seats designated for faculty, staff, dean, and student  
127 members. When multiple applications are submitted for a seat, the Executive  
128 Committee of the Academic Senate will select individuals to serve. In considering  
129 applicants, attention should focus on the person's expertise in areas related to the  
130 planning and allocation of budget resources and the need for continuity over time in  
131 membership for a portion of the seats. In addition, to expand engagement in shared  
132 governance, efforts would be made to keep membership on the Budget Advisory  
133 Committee separate from that on the Strategic Planning Steering Committee.

134

135 1.2.2 Interim Appointments.

136

137 When a seat will be vacant for no more than 1 semester (e.g., sabbatical) an interim  
138 appointment can be made following normal Committee on Committee processes. Any  
139 seat that will be vacant for a year or more will require a replacement for the remainder  
140 of the term associated with that seat.

141

### 142 1.2.3 Replacing Members

143

144 If a member is absent from three regularly scheduled committee meetings in an  
145 academic year, the chairs of the Budget Advisory Committee may request that the  
146 Associate Vice Chair of the Senate initiate action to recruit a replacement. If a member  
repeatedly does not perform assigned committee duties, the chairs of the Budget 137



182 1.3.8 Receive reports related to enrollment targets and yield and contribute to  
183 discussions on proposed budget allocations.  
184

185 1.3.9 Review, analyze, and advise the President regarding significant budget actions  
186 external to the campus that could impact the University's Operating Fund; e.g., the initial  
187 CSU budget proposal and the Governor's May Revise.  
188

189 1.3.10 Provide information to the Strategic Planning Committee regarding the  
190 alignment of campus resources with the strategic plan.  
191

192 At the conclusion of each academic year the Vice Chair of the Senate will complete the  
193 summary report required of all special agencies and communicate, at an appropriate  
194 level of detail, information related to the Budget Advisory Committee's work directly to  
195 the Senate.  
196

197 2. Considerations for the Budget Advisory Committee  
198

199 Information and input from multiple sources and perspectives should be  
200 examined whenever possible. Information reported out to the campus  
201 community should be in a format that is readily understood and facilitates  
202 productive dialogue. The tenor and nature of communication with all individuals  
203 and groups providing and receiving budget-related information should be  
204 constructive, inclusive, and transparent.  
205

206 The Budget Advisory Committee may access as needed all documents related to  
207 the campus annual budget as well as expenditures. Committee members would  
208 receive the training needed to access available data.  
209

210 Given the complexity of our decentralized budgeting processes, the Budget  
211 Advisory Committee will need to become knowledgeable with regard to a wide  
212 range of SJSU resources, operations and organizations. These are likely to  
213 include the following:  
214

215 University

- 216 • Operating Fund Budget & Resources
- 217 • University Sources and Uses of Funds
- 218 • Expenditures by Division
- 219 • Comparisons to other CSU Campuses

220

221 Self Support Operations & Funds

- 222 • Continuing Education Reserve Fund
- 223 • Student Health
- 224 • University Housing
- 225 • University Parking
- 226 • Capital Outlay & Deferred Maintenance
- 227 • Intercollegiate Athletics

- 228 • Lottery
- 229 • Student Fees (e.g., Student Success, Excellence, & Technology Fee)
- 230
- 231 Auxiliary Organizations
- 232 • Associated Students
- 233 • Research Foundation
- 234 • Spartan Shops, Inc.
- 235 • Student Union, Inc.
- 236 • Tower Foundation
- 237
- 238
- 239 3.0 Policy Modifications
- 240
- 241 Following implementation, if modifications to this policy appear needed the Vice Chair of
- 242 the Senate will provide the Academic Senate Chair with the Budget Advisory
- 243 Committee's suggestions. The Chair of the Academic Senate will then refer the
- 244 recommendation(s) out to the appropriate policy committees for timely review and
- 245 subsequent action.

1 SAN JOSE STATE UNIVERSITY  
2 Academic Senate  
3 Instruction & Student Affairs Committee  
4 November 2, 2015  
5 Final Reading

AS 1582

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7 Policy Recommendation  
8 Academic Integrity  
9

10 Legislative history: Rescinds S07-2

11

Background: S07-2 laid out the University's Policy on Academic Integrity. Since that



SAN JOSE STATE UNIVERSITY  
POLICY ON ACADEMIC INTEGRITY

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The university emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who rely on the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty



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- 1.1.3 submitting work simultaneously presented in two courses without prior approval of both course instructors or by the departmental policies of both departments;
  - 1.1.4 using or consulting sources, tools, or materials prohibited by the instructor prior to or during an examination;
  - 1.1.5 altering or interfering with the grading process;
  - 1.1.6 sitting for an examination by a surrogate or as a surrogate;
  - 1.1.7 any other act committed by a student in the course of his or her academic work that defrauds or misrepresents, including aiding others in any of the actions defined above.

186 ownership rights of all submitted work shall remain with the work's author and not with  
187 the plagiarism-detection service.

188

189 3.0 SANCTIONS

190

There shall be two major classifications of





allegation. Faculty members should make their best effort to meet with the student in person, but if that is not

310 guaranteed due process, including the right to be informed of  
311 the nature of the evidence supporting the charges and to  
312 the faculty member, SCED, or other decision makers.  
313 statements and evidence on behalf of the student  
314 policy is not intended to deny the right to appeal of  
315 appropriate university channels.

~~317 5.2 Students receiving discipline imposed by a faculty member  
318 on a charge of academic dishonesty shall be given an opportunity  
319 to present their side of the case. The discipline shall be  
320 proportionate to the offense. The student shall be given an opportunity  
321 to appeal the decision. The appeal shall be made in accordance with  
322 the appropriate university channels.~~

5.3 If upon review by SCED, the student





46 Rationale: In the process of working on two separate referrals that impact S02-7, it was

- 92 • Updates policy to accurately reflect current practices in BOGS in alignment with the
- 93 Guidelines.
- 94 • Adds information related to assessment of core competencies to the Board's
- 95 responsibilities.
- 96 • Adds to procedures section, including discipline-specific faculty, as needed, in
- 97 discussions concerning proposals when the board determines additional expertise is
- 98 needed.

99

100 Approved: 10/19/15

101 Vote: 7-0-0

102 Present: Mathur, Shifflett, El-Miaari, Beyersdorf, Gleixner, Becker, Laker

103 Absent: Grosvenor, Curry

104

105 Financial Impact: None expected

106 Workload Impact: No change from current situation

107 Board of General Studies Membership , Charge, and Responsibilities

108

109 1. Board of General Studies

110 Executive order 1100 (which superseded EO 1065) provides guidance on a range of

111 issues including implementation and governance pertaining to CSU General Education

112 Breadth Requirements. Specifically, section 6.2.3 notes that “each campus shall have a

113 broadly representative standing committee, a majority of which shall be instructional

608 faculty, and which shall allrrD 0gmTa.4(1.7.2(ive 2(intnc))Tj 1.34 0 TD -.0002 Tc .0024 Tw m Members





1.3.2 Members are expected to know the current Guidelines for GE, AI, and GWAirt <</MCID 0 >>BD

228 which their course(s) will be discussed. No vote to reject a proposal shall be taken until  
229 departmental representatives have been invited to a discussion of their proposal.

### 1.4.3

1 San José State University  
2 Academic Senate  
3 Organization and Government Committee  
4 November 2, 2015  
5 Final Reading

AS 1586

6  
7 Policy Recommendation  
8 Modification of Human Subjects Institutional Review Board Membership  
9

10 Legislative History: Amends S08-7 - Policy for Protection of Human Research Subjects.  
11 SM-F05-1 created an IRB-HS task force whose work culminated in S08-7. SM-F05-2  
12 added members (CASA, Social Sciences, Education) to the Institutional Review Board -  
13 Human Subjects. SM-S05-3 added to the IRB-HS charge that the Board may also  
14 provide information to the campus on IRB\_HS procedures, compliance, rules and  
15 regulations. SM-S00-1 provided for one faculty member from each Senate  
16 representative unit.

17  
18 Whereas: The Institutional Review Board – Human Subjects (IRB-HS) requested a  
19 referral to the Organization and Governance Committee regarding  
20 membership and voting, and  
21

22 Whereas: Structural changes in Academic Affairs have an impact on titles and  
23 representation on existing committees; and  
24

25 Whereas: There is a clear need for members to have substantial experience and  
26 knowledge in the administration of federal, state, and SJSU regulations  
27 and policies that pertain to research with human subjects; therefore be it  
28

29 Resolved: That University Policy S08-7 be amended to reflect the revisions detailed  
30 below.  
31

32  
33 Rationale: Effective review of IRB protocols requires that the committee members have  
34 significant training in, and knowledge of, federal, state, and SJSU regulations and  
35 policies that pertain to research with human subjects. For that reason, the committee  
36 functions more effectively (i.e., reviews protocols more consistently and more  
37 accurately) when the board includes a substantial number of members who have been  
38 on the committee for a longer period of time. The change to designation of the  
39 physician member to a consultant (as needed) reflects the fact, grounded in experience,  
that this person is not needed for the review

e to deore

47 reviewers designated by the chairperson from among the members of the IRB.” In our  
48 case, that person is the IRB coordinator. The implication is that the member carrying  
49 out the review has voting status because they "can exercise all of the authorities of the  
50 IRB except that the reviewer may not disapprove the research.” (45 CFR 46.110(b))

51  
52

53 Proposed Changes (to section VI.A.4 of S08-7):

54

55 Delete Associate Dean of Graduate Studies

56 Add Associate Dean of Research

57 Make the IRB Coordinator Seat ex officio - voting

58 Modify physician seat to reflect the need for a Kinesiological Consultant with a term of  
59 'as needed'

60 Add a section VI.A.4.e that reads:

61 Recruitment and Appointment of Members.

62

63 (1) Each faculty member serves a 3-year term renewable for one additional 3-  
64 year term. Student and community members serve 1-year terms. Recruitment of  
65 faculty and student members to serve on the IRB-HS will be done through the  
66 normal Committee on Committees process for the seats designated for faculty  
67 and student members.

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69 (2) All applicants will submit a one page written statement describing their  
70 qualifications to serve on the board. It is strongly recommended that applicants  
71 attach their certificate verifying completion of one of the online CITI  
72 (Collaborative Institutional Training Initiative) human subjects research courses  
73 (see <http://www.sjsu.edu/research/irb/irb-researcher-training/index.html>). Upon  
74 appointment members must complete one of the online CITI courses prior to  
75 attending the first scheduled meeting.

76

77 (3) Recommendations for a physician to serve as Kinesiological Consultant will  
78 be solicited from the SJSU Kinesiology Department Chair.

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80 (4) When there are multiple applications for any seat the Executive Committee of  
81 the Academic Senate will select individuals to serve. In considering potential  
82 IRB-HS members attention should focus on the person's research skills and  
83 experience and careful consideration of the balance of new and continuing  
84 members so the board retains experienced members yet also brings on new  
85 members.

86

87 Approved: 9/28/15

87 Vote:

93 Workload Impact: No change from current situation  
94  
95  
96 Complete membership list :  
97

1 San José State University  
2 Academic Senate  
3 Organization and Government Committee  
4 November 2, 2015  
5 Final Reading  
6

AS 1587

7 Senate Management Resolution  
8 Dissolving the Heritage, Preservation & Public History Committee  
9

10 Legislative History and Background: S05-5 created the Heritage, Preservation & Public  
11 History Committee with a charge to “advise the Senate and the President and propose  
12 resolutions and policies as appropriate” with regard to preserving buildings, sites,  
13 papers and other items related to SJSU’s history. SM-S09-1 changed the membership  
14 to remove the SJSU History Webmaster. The referral to the O&G committee in March  
15 of 2013 noted that the chair of the Committee on Committees and the chair of the  
Heritage, Preservation & Public History

47 Therefore, at this point in time the Heritage, Preservation & Public History Committee  
48 should be dissolved.

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83	Approved:	9/28/15
84	Vote:	8-0-0
85	Present:	Grosvenor, Mathur, Curry, Shifflett, Elmiaari, Gleixner, Becker,
86		Beyersdorf
87	Absent:	Laker
88	Financial Impact:	None
89	Workload Impact:	None



s SAN JOSE STATE UNIVERSITY  
t Academic Senate  
u Instruction & Student Affairs Committee  
v November 2, 2015  
w First Reading

AS 1589

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y  
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Policy recommendation:  
Attendance and Participation

{ Background: University Policy F69-24 ('Attendance') established that "attendance, per  
s r se, could not be used as a criterion for grading." University policy F06-2 ('Greensheets')  
s s reiterated this and stated that "if you grade on participation (which can be used) some  
s t indication of how participation will be assessed should be included,..." Despite this  
s u clarification, there is still confusion about the distinction between attendance and  
s v participation, and a significant number of cases still come to Student Fairness in which  
s w faculty have not disclosed the manner in which participation shall be included in a course  
s x grade. This replacement for F69-24 further clarifies what is necessary if a faculty  
s y member wants to use participation as part of a course grade.

s z Whereas: Confusion exists among faculty and students about University policy  
s { about grading on attendance and participation

1 San Jose State University  
2 Academic Senate  
3 Organization and Government Committee  
4 November 2, 2015  
5 First Reading

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6  
7 Senate Management Resolution  
8 Remote Attendance at Senate and Committee Meetings  
9

10 Legislative History: New By-law proposals and modification of existing By-law 4.2.

11  
12 Whereas: Requests have been received from members of the Executive Committee  
13 and members of policy and operating committees to participate in  
14 meetings via teleconferencing, and  
15

16 Whereas: Senate by-laws clearly establish expectations and standards for  
17 attendance at Senate and committee meetings but is silent on whether  
18 participating via teleconferencing or web-based conferencing fulfills the  
19 attendance requirements, and  
20

21 Whereas: Guidance is needed on the issue for members and committee chairs, and  
22

23 Whereas: Viewpoints and needs associated with in-person requirements vary, but  
24 equity, access, and participation are shared values, therefore be it  
25

Resolved That additions be made to Senate by

35 Tw (-laws to prmay 0 T



1 San José State University  
2 Academic Senate  
3 Organization and Government Committee  
4 November 2, 2015  
5 Final Reading  
6

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7 Senate Management Resolution  
8 Amend Senate Standing Rule: Senate Meeting Agenda  
9

10 Legislative History: New proposal to amend Standing Rule 7 regarding the Senate  
11 Meeting Agenda.  
12

13 Whereas: The Standing Rules of the Academic Senate, Standing Rule 7a (Form of  
14 Agenda) requires that the agenda item State of the University  
15 Announcements immediately precede the adjournment of the meeting,  
16 and  
17

18 Whereas: Flexibility in the organization of the agenda could facilitate effective  
19 management of senate business, and  
20

21 Whereas: Recent experimentation with modifying the agenda has been found to be  
22 helpful in providing needed time for policy items, and  
23

24 Whereas: Adjusting the Standing Rules of the Academic Senate, Standing Rule 7a  
25 (Form of Agenda) to allow the Executive Committee to determine the  
26 placement of State of the University Announcements would provide the  
27 flexibility needed to accommodate agendas with varying demands  
28 throughout an academic year, therefore be it  
29

30 Resolved: That Standing Rule 7 be modified as described below to allow the Senate  
31 Executive Committee to determine the placement in the agenda for the  
32 State of the University Announcements, and be it further  
33

34 Resolved: That this change become effective with the passage of this Senate  
35 Management Resolution.  
36

37 Rationale: The Academic Senate, in an attempt to efficiently work through all  
38 announcements, policy reviews, and other agenda items, has found it helpful to adjust  
39 the agenda so that State of the University Announcements, with a time limit, follows  
40 Communications and Questions. While this modification can be done at the time of a  
41 meeting with a suspension requiring a two-thirds (2/3) majority vote at every meeting, it  
42 would best serve the Senate to allow the Executive Committee the option of moving  
43 State of the University Announcements as needed on the agenda. Presently standing  
44 rule 7 places the state of the university announcements at the end of the Senate  
45 Agenda.  
46

47  
48 Approved: 10/26/15  
49 Vote: 7-0-0  
50 Present: Grosvenor, Laker, Curry, Shifflett, Gleixner, Becker, Beyersdorf  
51 Absent: Mathur, El-Miaari  
52 Financial Impact: None  
53 Workload Impact: None  
54  
55

56 Amendment to Standing Rule 7:  
57

58 1. Form of agenda:

59 a) Outline of Agenda:

60 I. Call to Order and Roll Call

61 II. Approval of Minutes

62 III. Communications and Questions

63 1. From the Chair of the Senate

64 2. From the President of the University

65 IV. Executive Committee Report

66 1. Minutes of Executive Committee

67 2. Consent Calendar

68 3. Executive Committee Action Items

69 V. Unfinished Business

70 VI. Policy Committee, and University Library Board Action Items. In rotation.

71 (Information items to be submitted in writing or by e-mail and included with  
72 the agenda.)

73 VII. Special Committee Reports

74 VIII. New Business

75 IX. State of the University Announcements. Questions. In rotation. (Detailed  
76 reports, if necessary, to be submitted in writing or by e-mail and included  
77 with the agenda)

78 1. Provost

79 2. Vice President for Administration and Finance

80 3. Vice President for Student Affairs

81 4. Vice President for University Advancement

82 5. CSU Senators

83 6. Associated Students President

84 X. Adjournment  
85

86 b) Ordering of Agenda Items

87 At the discretion of the Executive Committee the order of the agenda with respect to the  
88 State of the University Announcements may be modified and time limits set on the  
89 presentation of information.  
90

91 c) System of Rotation:

92 For purposes of Standing Rule 7.a) VI., “rotation” shall be applied as follows: Committee  
93 order will be rotated for each meeting, so that the committee last in order at one  
94 meeting shall be called on first at the next meeting. For the current academic year,  
95 2015-2016, each committee shall present only one action item at a time. When each  
96 committee has been called on, the chair shall then call again on the committee first in  
97 the day’s order for one additional action item, and so on.  
98

1 San Jose State University  
2 Academic Senate  
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4 November 2, 2015  
5 Final Reading  
6

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7 Senate Management Resolution  
8 Modification of Graduate Studies and Research Committee Membership.  
9

10 Legislative History: Modifies SM-S96-5 which established the membership for the  
11 Graduate Studies and Research Committee. This senate management resolution was  
12 modified by S98-2 and resulted in updates to the charge of the Graduate Studies and  
13 Research Committee. SM-F08-3 then added to the membership of the Graduate  
14 Studies and Research Committee an Ex Officio seat for the Director of Sponsored  
15 Programs, SJSU Research Foundation or designee.  
16

17 Whereas: Administrative changes have resulted in the creation of two new offices  
18 (Office of Graduate & Undergraduate Programs and Office of Research)  
19 from what was the Office of Graduate Studies and Research (GS&R), and  
20

47  
48 Financial Impact: None expected.  
49 Workload Impact: No change from current situation as the Associate Dean, Office of  
50 Research, has been participating as a guest to the GS&R  
51 Committee.  
52  
53 Graduate Studies & Research Committee Membership:  
54  
55 Coordinator, Library Collection (EXO)  
56  
57  
58 Director of Sponsored Programs (or designee) (EXO)  
59 1 faculty member Applied Sciences & Arts  
60 1 faculty member Business  
61 1 faculty member Education  
62 1 faculty member Engineering  
63 1 faculty member General Unit  
64 1 faculty member Humanities & Arts  
65 1 faculty member Science  
66 1 faculty member Social Sciences  
67 2 Graduate Students  
68