

**SAN JOSE STATE UNIVERSITY ACADEMIC SENATE**

2019/2020

Agenda

December 16, 2019, 2:00 pm – 5:00 pm

Engineering 285/287

- I. Call to Order and Roll Call:
  
- II. Approval of Minutes:
  - Senate Minutes of November 18, 2019
  
- III. Communications and Questions:
  - A. From the Chair of the Senate
  - B. From the President of the University
  
- IV. Executive Committee Report:
  - A. Minutes of the Executive Committee –
    - EC Minutes of November 4, 2019
    - EC Minutes of December 2, 2019
  
  - B. , Celebrating 20  
Years of Service Learning at San José State University  
(Final Reading)
  
- V. Unfinished Business:
  
- VI. Policy Committee and University Library Board Act ion Items (In rotation)

AS 1755, Policy Recommendation, Updating and Changing  
Titles Associated with Faculty Affairs (Final Reading)

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

E. University Library Board (ULB):

VII.



recommended implementation of an ethnic studies system requirement. Once it is finalized and cleaned up Chair Mathur or one of the CSU Statewide Senators will distribute to the Senate.

There is a lot of opportunity to provide input for the search for our new Chancellor. Senator Curry sent a message to the Senate as did Chair Mathur. Checkout the Chancellor's recruitment website.

The President and the Senior AVP of University Personnel sent out a campus message today about Staff Awards. Please consider nominating a valued staff member by December 13, 2019.

The President's Office has also sent an email inviting Senators to the senate holiday party on December 12, 2019 at 6:30 pm at her house.

The President had a scheduling conflict today and could not attend today's meeting.

Chair Mathur noted that AS 1758 from the C&R Committee is being withdrawn from today's meeting.

B. From the President of the University– Not present

#### IV.

##### Executive Committee Report:

###### A. Minutes of the Executive Committee:

Executive Committee Minutes of October 14, 2019-

Senator Khan asked about page 4 where it indicates PS is working on a lecturer policy, and asked if Chair Peter could elaborate?

Senator Peter explained this is the lecturer policy that PS has been working on since 2010. The Senate discussed aspects of it last year. The Provost met with PS to give his feedback on it. Some of the changes have to do with changes from the Collective Bargaining Agreement.

Executive Committee Minutes of October 21, 2019 No questions

###### B. Consent Calendar:

There was no dissent to the Consent Calendar of November 18, 2019 as amended by Senator Marachi.

###### C. Executive Committee Action Items:

#### VI. Unfinished Business:

#### VII. Policy Committee and University Library Board Action Items (In rotation) :

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

Senator Sullivan Green presented AS 1752, Policy Recommendation, University Governance Awards for Students; Student Service (First Reading)



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

Senator Shifflett presented AS 1735, Amendment A to University Policy 1B,15 Updating the Board of General Studies Membership, Charge and Responsibilities (Final Reading).

Senator White presented an amendment that was friendly to the body to line 48 to include representatives from the Curriculum and Research Committee," before "Program Planning Committee. Senator White presented an amendment to line 46 to replace "five" with "seven" before years" The amendment was seconded. Senator Frazier presented an amendment to the White Amendment to change it to the latest every seven" before years". The Senate voted and the Frazier amendment to the White Amendment failed. The Senate voted and the White amendment passed with 1 Abstention. Senator Jackson presented a motion to postpone this resolution until February 2020 or later. The motion was seconded. Senator Shifflett called the question. The Senate voted on the Shifflett motion and the motion failed. Debate resumed. Senator Shifflett presented an amendment that was friendly to the body to line 275 after "for a recommendation to add" to reject the proposal and strike "not to approve." Senator Chin presented an amendment to line 269 to change, "No vote to recommend rejection of a proposal shall..." to read, "No vote to recommend rejection, including a 50/50 split vote of proposal...". Senator Chin withdrew her amendment. Senator Shifflett presented an amendment to line 269 to change, "No vote to recommend rejection shall be forwarded until departmental representatives have been...". Senator Van Selst presented an amendment to the Shifflett amendment to change it to read, "No committee recommendation for rejection shall be forwarded until departmental representatives have been...". The Van Selst amendment was seconded. The Van Selst amendment passed. The Senate voted and the Van Selst/Shifflett amendment failed (-20-12). Senator Peter presented an amendment to delete, "as needed" on line 278. The Peter amendment passed with 3 Nays. Senator Shifflett presented an amendment to line 46 to read, "...at least every seven years in concert with GEAC's program planning process." The Shifflett amendment was friendly to the body. The Senate voted and AS 1735 passed as amended with 5 Nays and 2 Abstentions

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Senator Shifflett presented AS 1750, Amendment to Senate Constitution regarding Administrative Representatives (Final Reading).

Senator Shifflett presented a friendly amendment to line 12 to strike, "a staff member." Senator Marachi presented a friendly amendment to line 12 to change, "Senior Director, Faculty Affairs" to "Senior Director of Faculty Affairs." Senator Van Selst made an amendment that was friendly to the body to change "adding" to "specifying" on line 11. Note: Vote needs a majority of total membership of Senate. (38-0-0).

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

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

Senator White presented AS 1757, Amendment A to University Policy F-58



faculty were concerned about the reduction in African Institutions (AI) units from 6 to 3 units. They noted that this reduction is coming at a time when student engagement in our country is needed more than ever. Faculty felt that cutting out first year courses would be detrimental to students. Some faculty liked the reduction in units in the major could be increased, and some felt we should

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- F. Associated Students President: Moved to next meeting.
- G. Vice President for Administration and Finance: Moved to next meeting

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**Executive Committee Minutes**  
**November 4 , 2019**  
**ADM 167, 12:00 p.m. to 1:30 p.m.**

Present: Curry, Faas, Marachi, Shifflett, Wong(Lau), Peter, Sullivan-Green, White, McKee

Absent: Mathur, Del Casino, Papazian, Parent, Frazier, Day

1. The Executive Committee approved the minutes of October 21, 2019 unanimously (7-0-1).
2. The Consent Calendar was approved (8-0-1).
3. The committee discussed the Chair of the Accreditation Review Committee. The Chair must be a faculty member appointed by the Provost. The Provost Office has been contacted, but no chair has been appointed. This may have been because there was one vacant faculty seat. That seat has now been filled. Chair Mathur will reach out to the Provost to finalize a Chair for this Committee.
4. The committee discussed a Sense of the Senate Resolution, "Observing the 20<sup>th</sup> Anniversary of the Center for Community Learning & Leadership and Student Engagement in Service-Learning." Amendments were suggested by Senators Shifflett, Marachi, and Faas.
5. University Updates:
  - a. Vice President for Student Affairs (VPSA): Not Present.
  - b. Chief Diversity Officer (CDO):



I&SA will also be sending a referral on SJSU Cares to GUP.

I&SA will be bringing the University Governance Award, and either the TOEFL or the Student Rights to Timely Feedback proposals to the Senate at the November 18, 2019 meeting.

- c. Professional Standards Committee (PS):  
PS will have four or five resolutions for the Senate on November 18, 2019. Two will rescind old policies. Another resolution will modify a teaching descriptor to the RTP policy and will come as a first reading.

PS may also have a resolution that will allow the Senate Office to change the name of the AVP of Faculty Affairs in existing policies to either Sr. Director of Faculty Affairs or the Provost. PS is working with the Provost to determine which name goes in each policy and will provide a complete list for the Senate and Senate Office. There are over 200 instances where this occurs in Senate policies.

- d. Curriculum and Research Committee (C&R):  
C&R will have between one and three policy amendments for the next Senate meeting including resolutions on the grading policy and post baccalaureate students.

- 7. The meeting adjourned at 1:32 p.m.

These minutes were taken by the Senate Administrator on November 4, 2019. The minutes were transcribed by the Senate Administrator on November 13, 2019. The minutes were reviewed by Chair Mathur and Vice Chair McKee on November 13, 2019. The minutes were approved by the Executive Committee on December 2, 2019.

Executive Committee Minutes  
December 2 , 2019  
ADM 167, 12:00 p.m. to 1:30 p.m.

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

Absent: Faas

1. The Executive Committee approved the minutes of November 4, 2019 as amended by Senators Shifflett and Peter (11-0-2).
2. The committee discussed and selected by Jones for the Accreditation Review. Students want to know it is safe.  
C: The census reports have disappeared from the community data online and this is very alarming and we need to be aware of this issue.  
C: We need to keep reporting that San José is the 10

th largest city as one of the key reasons that we should participate in the census, and we need to put information about this and the percentage of under-represented minorities here at SJSU on the SJSU website.

Q: Can you comment on the Campus Safety Plan?

A: We are still in the process

Firearms Policy and other safety issues. Part of the work is going to be with the city. We also need to look into details about what to do in areas like student housing.

President Papazian commented that this was a very personal issue for her that she takes very seriously.

C: Safety and housing also affects the ability to recruit faculty and students. President Papazian hopes affordable housing will help with recruitment down the road.

8. The meeting adjourned at 1:31 p.m.

These minutes were taken by the Senate Administrator on December 2, 2019. The minutes were transcribed by the Senate Administrator on December 3, 2019. The minutes were reviewed by Chair Mathur on December 5, 2019. The minutes were approved by the Executive Committee on December 9, 2019.



Consent Calendar  
SJSU Academic Senate Meeting  
December 16<sup>th</sup>, 2019

Add to Committee	Last/First Name	Zip	Term	Phone	Seat/College
Faculty Diversity Committee	Friendly, Rayna	0075	2020	43718	Seat E – Education
Accreditation Review Committee	Frazier, Stefan	0093	2022	44443	Seat K – Department Chair



1 SAN JOSE STATE UNIVERSITY  
2 Academic Senate  
3 Curriculum and Research Committee  
4 December 16, 2019  
5 First Reading

AS 1760

## 6 POLICY RECOMMENDATION

### 7 Undergraduate Students Earning Graduate Credit

8 Whereas, University Policy S89-2 was developed to provide guidance on how  
9 undergraduate students may earn graduate credit while still an undergraduate student,  
10 and

11 Whereas, University Policy S89-2 unnecessarily restricts SJSU undergraduate students  
12 from earning the number of graduate units permissible by Title 5 Section 40510 for  
13 transfer into a graduate program, therefore be it

14 Resolved, that S89-2 be rescinded effectively immediately and the new policy described  
15 below be approved.

16 Undergraduate students earning graduate credit

- 17 1. Students shall petition through their major advisor to take graduate level courses.
- 18 2. Students will have applied to graduate from their baccalaureate degree program
- 19 prior to enrolling in graduate level courses.

b.

41 units of the master's degree and must be approved by the appropriate program  
42 authority.

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44 Approved: 12/2/2019

45 Vote: 9-0-0

46 Present: Thalia Anagnos, Marc d'Alarcao, Tabitha Hart, Anoop Kaur, Paul  
47 Lombardi, Cara Maffini, Anand Ramasubramanian, Winifred  
48 Schultz-Krohn, and Brandon White

49 Absent: Susana Khavul, Kelly Masegian, Raquel Coehlo, and Pam Stacks

50 Workload Impact: None anticipated

51 Financial Impact: None anticipated

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1 San José State University  
2 Academic Senate  
3 Instruction and Student Affairs  
4 December 16, 2019  
5 First Reading

AS 1759

6  
7 **Policy Recommendation**

8 **Students' Rights to Timely Feedback on Class Assignments**

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10 Rescinds and Replaces: F13-1 Students' Rights to Timely Feedback on Class  
11 Assignments

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13 Effective Date:

14  
15 Legislative History: F13-1 was adopted in Fall 2013 in response to concerns that  
16 grading policies were fragmented and did not include expectations for feedback to  
17 students on assignments. The policy was meant to be temporary until a comprehensive  
18 grading policy was created. In Fall 2018, the Academic Senate approved F18-5, which  
19 incorporated a majority of grading policies related to final course grades; however, F18-  
20 5 did not include language relating to student feedback.

21  
22 Whereas: F13-1 was meant to be a temporary policy until such time as an omnibus  
revision of grading policies and procedures was passed

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29 Whereas: Faculty have a responsibility to provide timely feedback to students  
30 regarding their work, therefore be it

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32 Resolved: That F13-1 be rescinded and be replaced with the following.

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34 Approved: December 9, 2019

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36 Vote: 15-0-0

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38 Present: Delgadillo, Haight, Hill, Johnson, Khan, Kitajima, Muller, Paren  
39 Rollerson, Roque, Sen, Sorkhabi, Sullivan-Green, Trang, Walt  
40 Wilson, Yao

41

42 Absent: Honda, Wolcott

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44 Financial Impact: Small amount of work to the faculty to adjust their assignment  
45 schedules.

46 Workload Impact: None.

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49 Students' Right to Timely Feedback on Class Assignments

50 Feedback on an assignment is a student's right. Timely feedback enables a student to

51 successfully progress and complete a course; therefore, faculty should provide

52 feedback in a timely manner. When assigning student work, faculty should indicate the

53 expected timeframe when feedback will be provided, and if a delay occurs, students

54 should be notified of the new expected timeframe. When feedback on an assignment

55 affects performance on subsequent assignment(s), the due date for the subsequent

56 assignment(s) should enable students to maximize their performance on the

57 assignment(s).

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8 **POLICY**  
9 **RECOMMENDATION**  
10 **Amendment B to University Policy S15- 8**  
11 **Retention, Tenure and Promotion for Regular Faculty**  
12 **Employees: Criteria and Standards**  
13  
14

15 Resolved: That S15-8 be amended as shown in the ~~strikeout~~ and underline of the  
16 excerpted policy.

17  
18 Rationale: Professional Standards has become aware of several limitations in the  
19 “baseline” teaching descriptor of our RTP policy. This descriptor sets the  
minimum standards in ~~of~~ Teaching

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25 Effectiveness surveys (SOTES.)  
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27 First, our revised language seeks to correct a problem with the way the current  
28 language discusses the “norms” of our SOTES. As one example of the  
29 problem, it is sometimes the case that a SOTE evaluation of 4.0 is “below the  
30 norm” as set by the Student Evaluation Review Board, even though the SOTE  
31 instrument states that a “4” means that the student agrees that the instructor is  
32 “effective.” Thus, faculty who are judged to be “effective” by their students are  
33 sometimes judged to be “below the norm” with important negative  
34 consequences for their professional advancement. Our proposed language  
35 corrects this problem by providing needed flexibility, indicating that the survey  
36 results can be “either within appropriate norms or otherwise offer a  
37 preponderance of evidence of teaching competence and effectiveness  
that haemiralso

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39 The committee also inserted a reference to “course syllabi and other teaching  
40 materials.” These materials are already commonly present in dossiers, but the  
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- 49 Approved: December 10, 2019.
- 50 Vote: 10-0-0
- 51 Present: He, Cargill, Peter, Monday, Kumar, Mahendra, Kemnitz, Birrer, Chin, Riley.
- 52 Absent: none.
- 53 Financial Impact: No direct impacts
- 54 Workload Impact: No direct impact



55 POLICY RECOMMENDATION  
56 Amendment B to University Policy S15 -8  
57 Retention, Tenure and Promotion for Regular Faculty Employees:  
58 Criteria and Standards

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61 ~~3.3.1.3.2 Baseline. The candidate has taught assigned courses that are well crafted and~~  
62 ~~appropriate for the catalog description. The candidate has taken measures to~~  
63 ~~correct any problems identified earlier in either direct observations or prior~~  
64 ~~performance evaluations. Recent direct observations are supportive. Student~~  
65 ~~evaluations, taking into account the nature, subject, and level of classes taught,~~  
66 ~~generally within the norms by the end of the review period, particularly for classes~~  
67 ~~within the candidate's primary focus and any curriculum specifically identified in the~~  
68 ~~appointment letter.—~~

69  
70 3.3.1.3.2 Baseline. The candidate has documented effectiveness and competence in  
71 teaching, particularly for classes within the candidate's primary focus and any  
curriculum specifically identified in the appointment letter. Assigned courses are

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10 **POLICY  
RECOMMENDATION**

11 **Updating and Changing Titles Associated with Faculty Affairs**

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Resolved: Bylaw 15a shall be used to editorially correct university policies that contain obsolete references to the Academic Vice President for Faculty Affairs (AVP FA), to the Office of Faculty Affairs, or to other obsolete variations of those titles; be it further

Resolved: The title replacing the various versions of the AVPFA will be either the “Senior Director, Faculty Affairs” (SDFA) or “Provost or designee” depending upon whether the policy reference concerns primarily the implementation of policy (SDFA) or whether it concerns primarily the creation of policy or occasions when academic judgment is required (Provost or designee), respectively; be it further

Resolved: The Professional Standards Committee shall collaborate with representatives of the Provost and UP Faculty Affairs to recommend a list of titles that should be changed to the “Provost or designee.” Upon approval of this list by the Provost and the Senior Associate Vice President for University Personnel, bylaw 15a shall be invoked and the titles on the list changed to “Provost or designee,” with all other AVPFA references changed to “Senior Director, Faculty Affairs;” be it further

Resolved: References to title of the office (e.g., “Office of Faculty Affairs”) will be handled in the same manner as references to titles of the officer.

Resolved: This policy will expire immediately after the title changes referred to above are complete.

Rationale for the Recommendation:

The reorganization of the Office of Faculty Affairs from the Academic

46 than 200 references to the titles and offices in policy that were made obsolete by the  
47 reorganization. Editing policies to conform to the new titles is possible under our existing  
48 bylaw 15a. However, there are a few functions of the old AVPFA that need to be under  
49 control of the Provost, according to the division of labor between policy matters (Provost)  
50 and implementation matters (SDFA) as we understand it. For example, "Provost or  
51 designee" should be used where academic judgment is required. So while use of bylaw  
52 15a is desirable, care must be taken to be sure the old responsibilities get distributed to  
53 the appropriate new officers. This recommendation seems to us the most efficient way  
54 to take care of the problem.

- 1 San José State University
- 2 Academic Senate

AS 1741

38                   Governing the English Language Examination  
39                   (<https://www.calstate.edu/eo/EO-975.html>), therefore be it

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41   Resolved:     That University Policy F75-6 be rescinded and replaced with the following.

42   Approved:     December 2, 2019

43   Vote:           9-0-0

44   Present:       Delgadillo, Haight (non-voting), Honda (non-voting), Kitajima, Parent,

51 University Policy

52 English Language Proficiency Requirement for SJSU applicants

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54 Undergraduate Students:

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56 The following undergraduate applicants (including transfer applicants) are required to  
57 submit a score of 500 or above on the Test of English as a Foreign Language (TOEFL)  
58 to the Office of Undergraduate Admissions:

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60 x Who have graduated from a secondary or high school in a country where English  
61 is not the primary language and

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63 x Who have not attended school at the secondary level or above for at least 3  
64 years full time where English is the principal language of instruction

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3. The applicant has studied full-time at a U.S. college or university for at least three years.

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4. The department graduate admissions representative requests that a waiver be granted after consultation with the College of Graduate Studies to assess English language proficiency.