SM-F99-1

At its meeting of November 1, 1999, the SJSU Academic Senate passed the following Senate Management

Improving Communications of the SJSU Academic Senate

I. *Introduction*

A. Purpose

The need to improve communications of the SJSU Academic Senate stem from two sources:

the items of higher priority. While this document includes several specific suggestions, it is intended to serve as the foundation for a continuing effort to identify ideas for improving communications and to modify ones included in this report as deemed appropriate by the responsible parties. The category "possible costs" refers to additional direct costs and does not refer to indirect costs such as faculty time.

A. General Senate Operations

The focus of this report is on improving communications with various groups and several specific techniques are presented. The Senate can change some of its general operations that should improve communications by raising the profile of the Senate on campus. These suggestions are listed below.

1. *Increased Interaction among Senators*: Under the current meeting arrangement, Senators have very little opportunity to get to know each other. The Fall Senate retreat may be a good opportunity to include an activity to enable senators to meet. The Executive Committee should solicit suggestions additional ideas from the Senate.

Priority:	High
Responsible person(s):	Senate Vice-Chair
Timing:	Fall 1999 Retreat
Possible costs:	none

2. *Introduction to the Senate*: An "Introduction to the Senate" workshop should be held each semester to explain the senate structure and procedures, its purpose, the role of Senators, the importance of communicating with their college or unit about senate agenda items, etc. This workshop should be open to the entire campus community. The Senate Chair should strive to have new senators attend, as well as possible visitors to the Senate.

Priority:	High
Responsible person(s):	Senate Chair and Vice-Chair
Timing:	Started Fall 1999
Possible costs:	none

3. *Increased Profile of the Senate and Senators*: To help members of the campus community meet
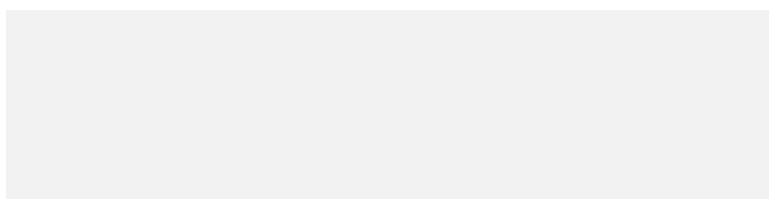
Priority:	High
Responsible person(s):	Senate Chair and Chairs of Policy Committees
Timing:	Fall 1999
Possible costs:	Duplication and distribution costs

B. Faculty

1. *Support Communications by Senators with Their Colleges, Departments, or Units*: Senators should be encouraged to make brief presentations to colleagues at college and department meetings. The Senate Chair can assist by providing Senators with a brief "script" that notes Senate actions of the past few months, upcoming agenda items, open committee assignments, and information on how to communicate with the Senate. Ideally, deans, associate deans and chairs would initiate regular scheduled time for the college senators at all college meetings.

Priority:	High
Responsible person(s):	Senate Chair
Timing:	Started Fall 1999
Possible costs:	none

2. *Encourage Use of the Senate Web Site by Faculty*:
   a. The Senate Web page should be set up such that it is easy to find all policies, information on open seats and how to obtain one, the current Senate agenda, the referral form and how to submit it, and e-mail links to policy and operating committee chairs. New or revised policies for the Academic Year should be listed with a brief explanation and the link to the full text. Some of this information already exists on the Web site.
   b. The Senate Web page of policies should be reorganized to better tie to the four policy committees. Resolutions should be listed as well and categorized. This will also help faculty and students interested in participating on a committee to understand that committee's work. The chronological listing of policies should be retained and a search engine feature added. The chairs of the policy committees should be given the responsibility to ensure that their policies are included in the appropriate places on the Web site.

   c. The Senate Chair should periodically (once a semester) send an e-mail to all faculty with a note about an item of potential interest that also reminds them to visit the Web page.

   d. To better coordinate the above suggestions, as well as to ensure that the Senate Web page is most useful to the campus community, a task force should be formed for AY 1999/2000 to review the current Web page and make recommendations on how to improve the effectiveness of the page, within limited resources. The committee should consist of one member from each Policy Committee, someone from Public Affairs, and volunteers. Volunteers should be found by adding a link to the Web page asking users if they are interested in working to improve the usefulness of the site. The Executive Committee should appoint members to the task force if volunteers do not represent the campus community (staff, students, administrations, emeritus faculty, etc.).

Priority:	High
Responsible person(s):	Senate Chair, Policy Chairs
Timing:	Work on in AY 99/00
Possible costs:	Need assistance in Senate Office, logistical issues of forming and scheduling the Web 870.i2.8g.Tf-0.0011 Tc 0S Chair, Po

be promised for most inquiries. Categories of questions could be added to the hotline so that the e-mail can be sent to the proper policy committee chair or Senate office. A page of frequently asked questions can be added to the Senate Web site to list questions and replies, as appropriate.

Priority:	Medium
Responsible person(s):	Senate Chair, Policy Chairs
Timing:	Work on in Fall 1999

Priority: High
Responsible person(s): Senate Chair

C. Administration

1. *Seek Assistance with Communications*: The Executive Committee should work more closely with the President on the issues we are bringing to the attention of the Trustees. For example, the Senate should have worked more closely with President Caret to communicate the Senate resolutions dealing with the salary gap and cost-of-living concerns.

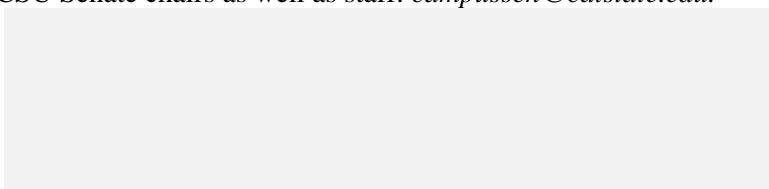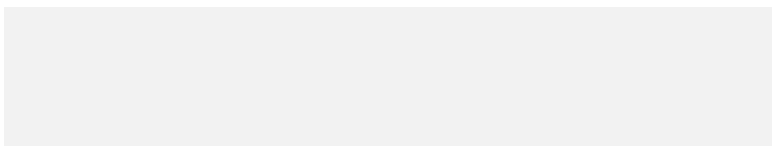| Priority:	Low
Responsible person(s):	Executive Committee
Timing:	As needed.
Possible costs:	none

2. *Review and Planning Meeting in Summer*
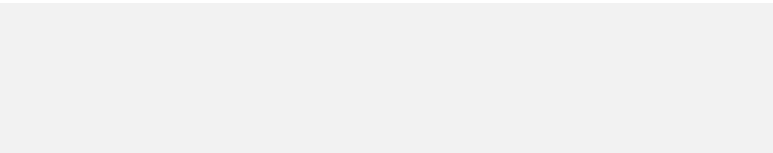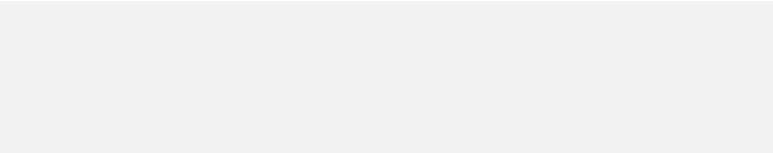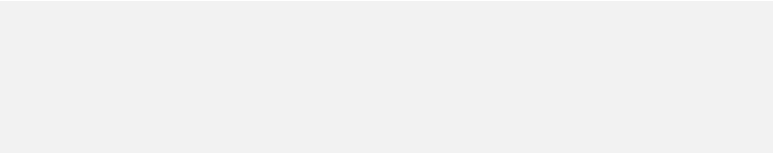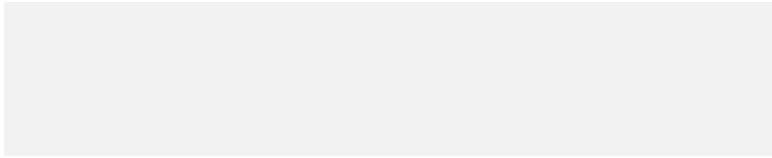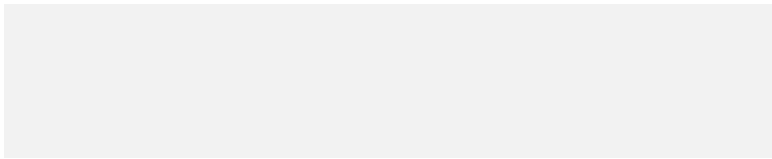
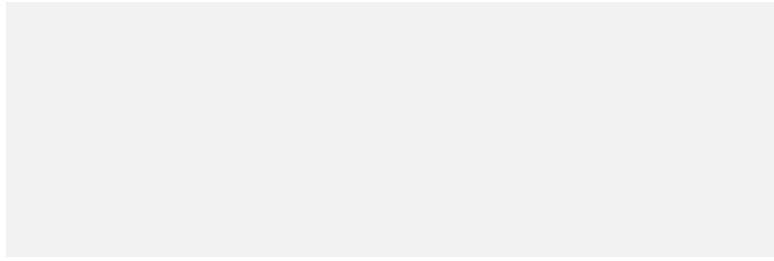| Priority:	Medium
Responsible person(s):	Senate Chair
Timing:	Contact already made in Fall 1999
Possible costs:	none

E. Statewide Academic Senate and other CSU Senates

1. *Notification of Resolutions of Interest*: Any policy or resolution to be distributed to the Statewide Senate or other CSU Senates should be e-mailed as an attachment or its URL noted. The e-mail should also indicate whether it is okay for the recipient to link or post it at their Web site. A brief explanation of the document sent also should be included. Resolutions or policies that may be of interest to the Statewide Senate or the Senates at other CSU campuses can be e-mailed to them via the Statewide Senate listserve. The following e-mail address can be used to reach all CSU Senate chairs as well as staff: *campussen@calstate.edu.*
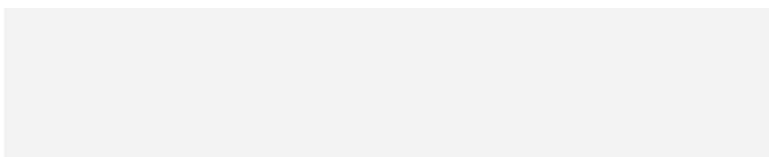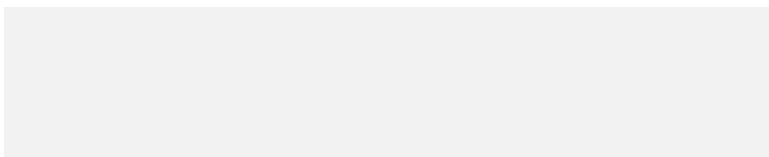
Priority:	Medium
Responsible person(s):	Executive Committee and O&G Committee
Timing:	In Fall 1999, the Executive Committee should work to develop a more specific referral to O&G.
Possible costs:	none

IV. Measurable Objectives

To determine whether the Senate has improved its communications by implementation of the activities described in Section III of this report, the following measurements should be obtained.

1. Add a counter to the main Senate Web page and the chronological list of polic