2022-2023 End Committee Report Form

Committee: Committee on Committees

Chair: Reiko Kataoka	Chair-Elect for 2023-2024: Reiko Kataoka
Number of Meeting held: 4 08/22/2022; 08/29/2022; 09/19/2022; 04/10/2023. After the first hree meetings, norma operations were carried out bygular and needbased email comunications	Phone: 408-92 4 -712 Zip: 0092 Email: <u>reiko.kataoka@sjsu.e</u> du I

Items of Business Completed 2022/2023

Committee on Committees

5. Previewed upcoming items for this semester

5.1. Analyzed sample committee policies - as compiled in the committee descriptions

- 1. We looked into the three committee descriptions in <u>committee descriptions</u>.
 - Executive Committee
 - Professional Standards Committee
 - Athletics Board
- 2. We annotate the policy for the following:
 - What do you notice?

Committee on Committees Meeting Minutes (Summary) 8-29-2022, by Zoom (2-4 pm)

Present: Luis Arabit, Alerie Flandez, Eva Joice, Katy Kao (scribe), Reiko Kataoka (chair), Evan Palmer, Xiao Rose Wang

Absent: Jennifer Bechkoff, Marcella McCollum

1. Introduction

- 1. Members introduced themselves
- 2. Eva Joice is a non-voting member

2. Approval of agenda and minutes

- 1. Meeting Minutes of 08/22 approved (6-0-0)
- 2. Agenda of today's meeting approved (6-0-0)

3. Overview of Academic Senate

3.1. Function

To advise the University President on new policies or changes to current policies at SJSU

3.2. Membership and Election

- 1. Members:
 - Faculty (from 7 different colleges)
 - Staff representing General Unit
 - Students appointed by the Associated Students Board
 - Honorary senators: non-voting members, have institutional knowledge
- 2. Elections (based on bylaws and constitution)
 - Senate elections procedures explained
 - Special elections explained
- 3. List of Senators

3.3. Senate Committees

- 1. Types of Committees
- 2. Membership and appointment
 - Student members are recommended by AS
 - Some Faculty are appointed
 - Default ConC procedures explained *Note: ConC members are requested to inform and encourage colleagues to apply for the vacancies.

4. New Appointments

- 1. Review the current vacancies
- 2. Review the current consent calendar
- 3. Review current Applications in ConC folder

5. Discussion

5.1. Procedures for Revising Policies

• Overview of creating and revising university policies

- SM-S19-1, Senate Management Resolution, Charge and Membership of Senate Policy Committees
- Sample Referral Form
- Discussion on terms

"Full-time faculty" could be interpreted as a lecturer who is working full time, or it could be interpreted as a tenured/tenure-track faculty member.

Some terms might be better (re-)defined

5.2. Discussion on work of ConC in AY2022-23

• Committee applicants will be accepted on a "first-

Committee on Committees Meeting Minutes 9-19-2022, by Zoo20

Committee on Committees Meeting Minutes 4-10-2023, by Zoom (3-4 pm)

Present: Luis Arabit, Jennifer Bechkoff, Alerie Flandez, Katy Kao, Reiko Kataoka, Ariana Lacson, Evan Palmer

Absent: Eva Joice, Marcella McCollum, Xiao Rose Wang

During the meeting, the procedures for making the Committee on Committees recommendations for the vacancies were discussed as summarized below.

- 1. Preparation
 - Know your college/unit's Senators: see List of Senators by Classification
 - Know which policy committee each of your Senators serves currently: see <u>Assignments</u> page
 - Review the applicants. Take note if an applicant is a Senator for AY 2023-24
 - Verify the statement of interest for each applicant
- 2. Committee with a preference statement:
 - If there are multiple applicants for a committee and the committee has a preference, then preferred qualification should be considered.
 - List of committees with a preference:
 - o Professional Standards Committee Tenured faculty
 - IRB faculty with a CITI certification
 - o SERB familiarity with survey research and/or statistical analysis
 - Alcohol & Drug Abuse Prevention from a health-related discipline
- 3. Policy Committees
 - Assign each Senator for a Policy Committee
 - Fill the remaining seats with non-Senator applicants.
 - Confirm that the person is not in any of the Operating Committees that report to that policy committee. (If so, jot down at the bottom of this document that the person needs to be removed from that Operating Committee.)
 - List of Policy Committees and their reporting committees
 - 0
- 4. Operating and other Committees
 - Assign a committee member based on the First-come, first-served basis unless the committee has a preference statement.
- 5. Record the results in the Consent Calendar, in the "by college/unit" tab
- 6. Record the applications for Faculty-at-Large seats of the following committees:
 - Advisory Committee
 - Accreditation Review Committee
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- Athletics Board recommended by the Executive Committee
- University Sustainability Board recommended by the Executive Committee

7. Record members who need to be removed from operating and other committees, based on the new appointment on a policy committee.

8. Record the applicants who do not receive any committee assignments at this time for further communication. (Note: some applicants are applying for a "Faculty-at-Large" seat after the seat conversion in August.)