

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 three meetings, normal operations were carried out by regular and need-based email communications

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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 committee descriptions.
 - 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

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.)