

SAN JOSÉ STATE UNIVERSITY ACADEMIC SENATE

2021/2022

Agenda

February 7, 2022, 2:00 pm – 5:00 pm

via Zoom: <https://sjsu.zoom.us/j/89893302927>

If you would like to attend this meeting, please contact the Chair (Karthika.Sasikumar@sjsu.edu) or the Senate Administrator (Eva.Joice@sjsu.edu) for the password.

- I. Call to Order and Roll Call:
- II. Land Acknowledgement:
- III. Approval of Minutes:

inclusion, educational equity and engaged service with students and in the surrounding and broader communities (Final Reading).

- B. Curriculum and Research Committee (C&R):
AS 1825, Policy Recommendation: Establishment, Reporting, Continuation and Termination of Campus Centers and

SAN JOSÉ STATE UO
Present: Van Selst, Curry, Rodan, McKee, Kur
Absent: None

	CHHS Representatives: Present: Sen, Smith, Schultz, John , Baur Absent: None
Administrative Representatives: Present: Day, Del Casino, Papazian, Ng(Lau) , Faas Absent: None	COB Representatives: Present: Rao Tian Absent: None
Deans / AVPs: Present: Lattimer, Ehrman, d'Alarcao, Shillington Absent: None	COED Representatives: Present: Mathur, Muñoz-Muñoz Absent: None
Students: Present: Chuang, Cramer, Walker Sandoval-Rios, Allen, Absent: Kumar	ENGR Representatives: Present: Sullivan-Green, Saldamli, Kao Absent: None
Alumni Representative: Absent: Walters	H&A Representatives: Present: Khan

IV. Communications and Questions –

A. From the Chair of the Senate:

Chair McKee announced the meeting would be recorded for the purpose of preparing the minutes. Only the Senate Chair and Senate Administrator will have access. Please keep yourself muted unless speaking. Only Senators may speak and vote in the Senate meetings. Roll call will be taken by the Senate Administrator using the participant list, so be sure your full name shows. Please type "SL" to speak to a resolution in the chat. If you wish to speak to an amendment please type, "SL Amendment" into the chat. If you have a longer amendment, please type it into the chat and send to AVC Massey. Remember that the chat is visible to all and even the direct chat is visible to the Chair and Senate Administrator in the saved version of the meeting, so be cautious.

B. From the President:

No Report.

V. Executive Committee Report:

A. Minutes of the Executive Committee:

There were no Executive Committee minutes.

B. Consent Calendar:

There was no consent calendar.

C. Executive Committee Action Items: None

VI. Unfinished Business: None

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

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

B. Instruction and Student Affairs Committee (I&SA): No report.

C. Professional Standards Committee (PS):

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our supply chain and overseas students not being able to go overseas and now overseas students are starting to come back to SJSU. The stock market did horribly over the last few years and now has rebounded beyond everyone's expectations. The same thing can be said for the state of California's financials. Everybody thought the state was going to be in pretty bad shape financially for several years, but we got a pretty good budget out of the state through the governor. Our faculty trustee Romey Sabalius did a great job of getting us that money. We are very happy with the position we are in. On top of that we got the CARES funding to help us work our way out of COVID.

The good news is that the state is hearing us as well as the city. Education is extremely important for all the recovery that is going to be happening after COVID. This state and federal government have highlighted this. The federal government has put a trillion dollars in the economy for the state and community colleges.

We continue to have a shortage of adequate housing in the Bay Area. There is not much relief in the short term. That definitely impacts SJSU and other local colleges. One of the positive things that came out of the pandemic is the recognition the state has of the CSU and its importance to the state as well as the recognition the city of San José has of SJSU's importance to the local economy.

The governor provided a budget that is two-fold. First there are monies that are coming from the state legislature and then there are other monies that come from tuition and fees. As a percentage, 35% to 40% of our funding comes from tuition and fees and 60% to 65% comes from the state. The key highlight here is that we had a huge budget cut last year, and that money has now been reinstated. We are also getting some funds for the Graduation Initiative 2025. This is for helping our students graduate at a faster and more timely rate.

What does this mean to SJSU? Our budget is about 50%-50% when it comes to tuition and fees vs state money. Of this, we got \$19 million reinstated. However, the Board of Trustees took away \$8 million for CSU system-wide priorities. We added about \$22 million to the SJSU budget as far as our general fund goes.

Last year we had a \$92 million problem. Last year I told you about all our concerns and how we were going to have hiring freezes and there was the threat of layoffs and furloughs. Obviously, that didn't occur here. As a matter of fact, we continued to hire faculty while other campuses had layoffs. We did that with a 20% budget cut last year.

The Higher Education Emergency Relief Fund (HEERF) money coming from the federal government under the CARES Act amounted to \$168 million. Those funds must be spent by March of 2022. However, we have to actually spend the

money and then get reimbursed for it. It is kind of a unique way of budgeting to spend the money before you get it.

There are various perceptions of what our surpluses are. Our chancellor has said the state investment in the CSU was the best ever. We've seen the California Faculty Association (CFA) talk about massive levels of reserves. While the state was very generous, it fell significantly short of what our needs actually are. We are very thankful for what we got, but we still need a little bit more. Last year was a dip and not the canyon we thought it might be in terms of the budget — "dip" meaning it was one year vs the canyon meaning two, three, or four years. Last year I talked to you all about the \$161 million we had of reserves. The chart you are looking at is a chart you can pull off the Chancellor's Office transparency portal. It shows where reserves have been over time for this campus. SJSU shows \$240 million in reserves this year. This amount contains an incorrect inclusion of the ISB Capital Project Fund in the amount of \$52 million. When you look at the bottom of the chart, it should have said \$187 million instead of the \$240 million. What I want to spend some time discussing now is the \$100 million of operating reserves we have on this campus. With the \$187 million in reserves, there is a laundry list of encumbrances. There

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SJSU was designated \$168 million in HEERF funds. About \$70 million was spent on direct payments to students. There were also housing refunds that were sent to students. About 5% went to information technology in support of students such as WiFi and computers. A big chunk of the funding also went to personal protective equipment (PPE) and cleaning. We were also allowed to claim revenue losses such as from parking fees, housing, and operating the dining commons last year. In addition, we had to open up lots of additional course sections and they were left open even with low enrollment. We were also allowed to claim the budget cuts we took last year. As of today we have drawn down about half of the \$168 million. Another ¼ of the \$168 million is in process and we have plans for the rest of the \$168 million. We will make sure all these funds are utilized.

We really focused on basic needs and mental health with the HEERF funding. We made sure this was a priority for everyone. We opened up a CARES Office on the first floor of Clark Hall. If you haven't seen it please visit. We have created mental health programs including suicide prevention, crisis intervention, and therapy.

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a steep rate. That rate has gone down some. I think that is more of a statement of how much money is in the pool so therefore it isn't growing as fast.

Q: You mentioned that SJSU is roughly at the midpoint when it comes to spending on Athletics?

A: [VP Faas] No, in some sports it is at the mid-point, but for most sports it is below the mid-point.

Q: Spending is only half the equation. The other half is revenue that is being brought in. I'm curious as to how we compare in terms of revenue Athletics is bringing in with other campuses?

A: [VP Faas] We continue to be weaker than I would like on our ticket and sponsorship sales. This year is our year to renegotiate ticketing, apparel and sponsorship media rights. This is a good year coming off our Mountain West football championship last year, and significantly increasing attendance this year. This will allow us to have a much better negotiated deal going forward. Our peers in San Diego and Fresno have had a longer tradition of winning and attendance. We are starting to get back to that with our attendance this year. By the way, the increase in salaries is \$1.2 million. Just so we are clear on the size of the increase.

Q: How long do you think it will be before the Athletics program brings in as much as it costs?

A: [VP Faas] I don't know if we ever get to the point where it brings in as much as it costs. I can probably count on one hand the number of programs across the country that are money makers. I just don't see that happening here. We will try to make it happen. However, Athletics provides an entrance into the university from which other donations come. For instance, Chuck Davidson wouldn't be naming the College of Engineering without his support for SJSU football.

Q: I have a question about the payments we must make as a result of the sexual abuse cases investigated by the Department of Justice. How will this be paid? Have any provisions been made for the possibility of future cases and additional payments that haven't been settled yet?

A: [VP Faas] I think most of that is addressed on the website. Most of that is covered on the insurance side and is not directly impacting our budget. I can't comment on where future stuff is going to go. I can tell you we try to be prudent and I keep my eyes on it. That is the best answer I can give you right now.

Q: On the breakdown on HEERF there is a line item that says "state apportionment". I have no idea what that is. Can you tell me?

A: [VP Faas] Yes, it is the money we got from the state. This year we got \$19.3 million from the state. Last year they took away money from us, so this is what we got from the federal government for the money taken from us by the state. This is one of the allowable items on the HEERF list.

C: [VP Faas] I would like to give a shout out to the members of the Budget Advisory Committee (BAC). They helped me prepare for this meeting.

Q: You mentioned there were funds available for chair leadership development. Can you provide a little bit of context and background as to how the funds were spent to support chair development?

A: [VP Faas] I will let Provost Del Casino touch on that in his Academic Affairs budget presentation next.

Q:

A:

This next slide gives you a sense of where the COVID response dollars went. That is the \$4 million plus the \$700,000 from the system. A lot of those funds went into structural design technology. This included various requests from departments for things like lab kits and various activities. There were some capital infrastructure improvements that were made to classrooms. There were some hybrid classroom technology investments. We were asked for some hybrid flex classrooms as well. Then there was e-campus support of instructional design investment. Finally we have the training program we talked about that included the summer and winter training programs for faculty to help continue to adjust their pedagogy. To answer Senator Schultz-Krohn's question, the chairs and directors professional development money hasn't been spent. It was set aside to have a conversation with chairs and directors about the long-term strategy to support chairs. This was a designated pot of money to support chairs. We haven't spent that money yet. We also put some money into teacher assistants' training. Some of these investments while one-time, have long-term permanent effects. Some of these things are software investments and some things can be used in the future like mobile lab kits, and then capital improvements in labs and classrooms.

The next slide shows the overall budget. The PACE dollars flow differently, but this gives you a sense of the breakdown of where we are. This is PACE dollars plus one-time dollars plus roll forward. The lottery typically g.7 (l)-0.-17.3 (y)10.7pse-17.3 (yh5

This next slide gives you a sense of the distribution of the overall change in enrollment targets that were handed out to the various colleges. You get a sense of the change in surplus to goal. Over-enrollment is going to be curtailed by the system. Back in the day we were held to 5% above or below. We are currently at 109% of enrollment. The system has said we have to stay within 105%. This is the last year of over-enrollment. When you look at the goal numbers that in theory could decrease unless our target from the system is increased.

This next slide shows the enrollment trends. I just want to point out how we get the money. The first line is the budgeted target. As a division we get \$5,100 per FTES for that. The reason we don't get as much for the other students is that we don't get state support for them. We get \$2,800 per FTES, so you can see the difference and that comes to us as one-time dollars into the instructional budget. Then we have the actual enrollment. VP Faas and his office recalculate in the spring and give us more one-time dollars to cover that difference. You can see the dip in one-time last year.

The next slide shows the overall student headcount. We don't see it in the budget per se. We get paid neutrally for every student, so it's \$5,100 and \$2,800. However, as a university we have been impacted in international enrollment. We were down by 800 international students during that time frame. What has made up for some of this is residential enrollment which has grown significantly and some non-resident out-of-state increase. We had a bump of about 100 out-of-state students. We don't necessarily see a budget improvement, but we are seeing the same sorts of dollars. Overall, we had a pretty large bump in instructional expenditures in 2018-2019, probably tied to some of the RSCA investments we made. We've basically just grown with the students. We are projecting a tiny increase overall in the FTE instructional money coming. This includes everything.

This next slide is about staff. Between 2018 and 2021, the investment in support staff positions increased the number of staff from 401 to 439. We have added 20 academic advisor positions in the last four years. Where we have flattened is in the filled rate and where we have increased is in the vacancy rate. This is the hiring chill that everyone is feeling. On the positive note right now, we have 36 approved staff positions in the division that are under consideration. In any given year, we always have lines that are not filled. We also have quite a few vacant advisor positions. One of the things we are looking at is as we go back and invest, what are the targeted strategic positions to make sure we have so everyone feels supported? I'm not saying we shouldn't get more to invest in this area and I am advocating for more, but this is the picture and clearly you can feel the hiring chill. What I said is that we are searching for 36 positions. These are positions that are in the budget already. I'd like to turn this over now to Vice Provost Magdalena Barrera to speak about faculty and faculty hiring.

Q: The Senate is on record as asking that our tenure density rate be increased. We passed that resolution years ago. We were hiring more than a lot of universities and our tenure density did not change a bit, so I didn't hear anything in the presentation today that said whether we made any progress in the area of tenure density. Can you elaborate?

A: [Provost Del Casino] I don't think we have and here is why. We've grown as a campus in students. We've added over 100 tenure-track faculty. When President Papazian came on board the tenure/tenure-track faculty were in the low

little risk in

C. Vice President for Administration and Finance (VPAF): None

D. Vice President of Student Affairs (VPSA): None

2021-2022 Academic Senate Minutes
December 6, 2021

I. The meeting was called to order at 2:00 p.m. and roll call was taken by the Senate Administrator. Fifty Senators were present.

Ex Officio:

Present: Van Selst, Curry, Rodan, McKee, Kaur
 Absent: None

	<p>COB Representatives: Present: Rao, Tian Absent: None</p>
<p>Deans / AVPs: Present: Lattimer, Ehrman, d'Alarcao, Shillington Absent: None</p>	<p>COED Representatives: Present: Mathur, Muñoz-Muñoz Absent: None</p>
<p>Students: Present: Chuang, Cramer, Walker Sandoval-Rios, Allen, Kumar Absent: None</p>	<p>ENGR Representatives: Present: Sullivan-Green, Saldamli, Kao Absent: None</p>
<p>Alumni Representative: Absent: Walters</p>	<p>H&A Representatives: Present: Khan, Frazier, Han, Massey, Kataoka Absent: Hsu</p>
<p>Emeritus Representative: Present: Jochim</p>	<p>COS Representatives: Present: French, White, Switz Absent: None</p>
<p>Honorary Representative: Present: Peter, Lessow-Hurley Absent: None</p>	<p>COSS Representatives: Present: Hart, Sasikumar, Wilson, Raman, Haverfield Absent: None</p>
<p>General Unit Representatives: Present: Higgins, Masegian, Yang, Lee Absent: Monday</p>	

II. Land Acknowledgement: The land acknowledgement is a formal statement that recognizes the history and legacy of colonialism that has impacted our Indigenous peoples, their traditional territories, and their practices. It is a simple and powerful way of showing respect and a step towards correcting the stories and practices that have erased our Indigenous people's history and culture and it is a step towards inviting and honoring the truth. Senator Frazier read the Land Acknowledgement.

III. Approval of Academic Senate Minutes–
 The Senate approved the Senate Minutes of November 8, 2021 (36-0-4).

IV. Communications and Questions –

A. From the Chair of the Senate:

Chair McKee announced the meeting would be recorded for the purpose of preparing the minutes. Only the Senate Chair and Senate Administrator will have access. Please keep yourself muted unless speaking. Only Senators may speak and vote in the Senate meetings. Roll call will be taken by the Senate Administrator using the participant list, so be sure your full name shows. Please type "SL" to speak to a resolution in the chat. If you wish to speak to an amendment please type, "SL Amendment" into the chat. If you have a longer amendment, please type it into the chat and send to AVC Massey. Remember that the chat is visible to all and even the direct chat is visible to the Chair and Senate Administrator in the saved version of the meeting, so be cautious.

Chair McKee announced that Senator Sullivan-Green would be on sabbatical for Spring 2022 and that the Senate needs to elect a new Chair of the Instruction and Student Affairs Committee. Please contact Chair McKee if you are interested.

President Papazian will host her annual holiday celebration for the Senate on Thursday, December 9, 2021 from 12:00 p.m. to 1:30 p.m. in the Student Union, Room 1.

Spring 2022 Senate meetings will continue to be via zoom.

A Save-the-Date notice will be coming out shortly for the Annual Senate Retreat on Friday, February 18, 2022. This is under the purview of the Senate Vice Chair Karthika Sasikumar and will be a virtual event.

A goal of the Academic Senate is to be a safe place for shared governance among many diverse voices, not just those voices that are frequently heard.

The president acknowledged the commitment to shared governance at SJSU and stated that it was critical to the university's operations. She has enjoyed working with the Senate and each and every Senator.

The Community, Safety and Policing Report is being wrapped up. This is a complicated issue particularly for an urban campus. The president commended the taskforce on their work. The report will be released tomorrow. There are many recommendations. Much of this is about systemic change, and ensuring we have an environment where everyone here feels valued and safe.

The president has sent a message to the campus that we are really paying attention to COVID variants and right now it's Omnicron. The president encouraged everyone to get the booster shot, continue to wear their masks and to implement safety measures.

We have extended the application deadline to December 15, 2021. Enrollment is robust and applications are up for Spring. We are the only campus in the North with this positive enrollment numbers for Spring 2021. We will compare numbers against the Enrollment Management Plan and that will guide the decisions going forward. Kudos to the faculty and staff for creating the kinds of academic programs that draw students and the kind of environment that has made us a highly desired university.

The APIDA Center has put an offer out for a director. We have also announced that we will be launching the Native and Indigenous

C: [Chair McKee] Lisa Millora is not a member of the Senate, so Chair McKee will work with her on a process for updating the Senate.

Q: There is a concern that with the recent student's account being hacked and the threat the campus received of a mass shooting that faculty were not given enough information as to whether they should cancel class, or go on with it. Can you comment on that?

A: [President Papazian] Sure, and then I'll turn it over to VP Faas who oversees that. It was deemed by the University Police Department (UPD) not to be credible very early. There is a pretty detailed and robust process that they use and it involves other agencies as well. [VP Faas] During the Thanksgiving holiday, a hacker actually physically in Illinois that had done this same thing a number of times to other institutions, hacked a student's account and made a threat. We sent out a message early on that we were aware of the threat, but that we did not believe it was credible. Honestly, from that point on it was deemed not credible and we announced that business as usual should continue. We did increase the number of police on the campus that day. There was nothing unusual that day. A few people reported miscellaneous packages being left out that we responded to and were able to determine they weren't a threat,

Q: What does “approachable policing” mean on page 8? Does it mean they will be walking around or visible in their cars? Will they be carrying guns?

A: Our officers are sworn police officers and they must carry their weapons on them at all times. If they did not that would be putting them at risk. What we are looking for in approachable policing is security policing. It is finding the opportunity for our police officers to meet with faculty, staff, and students in a non-confrontational setting. This is something like a coffee with a cop, or a donut with a cop, or just meeting on the corner to discuss something. We want our officers to walk or bike around the campus, but to also stop and interact with the campus community. Too often, the only time people interact with police is when there is an incident. We want there to be times when all of us interact with our officers that isn’t “in the moment.”

B. Consent Calendar:

There was no dissent to the Consent Calendar of December 6, 2021.

C. Executive Committee Action Items:

VI. Unfinished Business: None

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

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

Senator White presented *AS 1807, Adoption of Guidelines for General Education (GE), American Institutions (AI), and the Graduation Writing Assessment Requirement (GWAR) (First Reading) (Attachment – GE Guidelines)*.

Questions:

Q: Thank you and C&R for all the work put into this policy for two years. I have two questions. On the fourth Resolved clause it says, “the GE, AI, and GWAR Guidelines shall undergo a full university review.” Do you mean to also include the program itself will also undergo a full university review? Is that something that C&R considered? Then in general with the guidelines, C&R is the ultimate responsible party for the guidelines and yet there is nothing in here that says that was that overlooked?

A: You are correct. GE as we are now considering it is that we are going to treat it as a program and all programs on the campus undergo program planning and review. I will definitely take this back to the committee and we can clean this up, but in essence when a program undergoes review, it would be initiated by the GE adviser and then they would come up with a program plan and that program plan would then undergo external evaluation and review with recommendations coming from the Program Planning Committee. You are correct the GE Guidelines are under the purview of C&R, but C&R does not make major changes to the GE Guidelines without undergoing more review. This is why we do have the resolved clause about minor changes. We will bring this back with

feel that all that is needed is GEAC approval and are the other processes just steps to get it into the catalog or what process would that be?

A: I was not aware that for Category A there were other steps involved, so C&R will have to investigate this. My understanding was that all Category A required was approval by GEAC. I will have to reach out and find out exactly what those steps are. I would agree with you that according to the current guidelines, only GEAC approval is needed.

C: It could be that the other steps are just to get it into the catalog, but C&R should investigate to be sure.

Q: Can only areas C and D overlay with American Institutions (AI)?

A: Yes, you are correct that only areas C and D can overlay with AI.

Q: On the bottom of page 7, do the minimal qualifications for an instructor

A: That language came from the University Writing Committee. I can certainly ask them those questions and get clarification.

Q: This is about AI overlay, I would like to encourage the committee to remove the restric (m)-3 (i)6 (t)2stihmet D (m)0-3 (i)ask oborese q-3 (i) assod Iriik tun ee

Senator Kaur presented an amendment to the last line of the Resolved clause to change, "AS Board Member" to "AS Board Member or graduate student." The amendment was seconded. The Senate voted and the Kaur amendment passed (37-2-4). **The Senate voted and AS 1821 passed as amended (39-0-2).**

Senator Hart presented ***AS 1819, Amendment D to University Policy F15-9, Budget Advisory Committee (Final Reading).*** **The Senate voted and AS 1819 passed as written (41-0-0).**

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

D. Instruction and Student Affairs Committee (I&SA): No report.

E. Professional Standards Committee (PS):

Senator Schultz-Krohn presented ***AS 1824, Amendment F to University Policy S15-8, Retention, Tenure and Promotion for Regular Faculty Employees: Criteria and Standards: To include within the category of Service, activities that specifically enhance inclusion, educational equity and engaged service with students and in the surrounding and broader communities (First Reading).***

Questions:

None

VIII. Special Committee Reports: None

IX. New Business: None

X. State of the University Announcements:

A. CSU Statewide Academic Senators:

The second day of the plenary, we had a 2-hour anti-bias training session. This included videos and breakout groups to discuss difficult conversations about race and racism and receiving and giving critical comments. There were some issues that arose about the events that happened during the breakout groups. There will be further discussion and assessment to follow about what the usefulness is of these types of sessions to address anti bias. A permanent committee is being formed to address these issues within the ASCSU.

Five resolutions were approved and will be posted with live links for you. The links are included in the email I sent out to you right before the meeting. We are again requesting your feedback regarding these issues.

Lastly, I'd like to express my gratitude to Senator Reiko Kataoka, Chair of the Lecturer's Council, and the Lecturer's Council for providing feedback on two of the resolutions. One of these resolutions was passed and the other has been retained.

Questions:

Q: Thank you for the report and thank you for sharing the executive summary of resolutions and asking for our feedback. The lecturers really appreciated it. I have two questions. Since the peer evaluation resolution passed can you tell us what to expect in terms of implementation, because this is the end of the first semester and the annual achievement summary and lecturer evaluation cycle are coming up very soon? Would you also briefly be able to share what the point of contention is regarding the academic freedom resolution?

A: What generally happens with a resolution is that the chancellor gives a response, and then the resolution gets forwarded to all campuses and they often generate their own resolution based on the ASCSU resolution. It was very clear that the ASCSU supported the continued element. There was one issue brought up and that was that peer observations are not actually a requirement of the Collective Bargaining Agreement (CBA). That is one thing that I wish to investigate further and that we might want to discuss as well.

C: [Senator Van Selst, SJSU CSU Statewide Senator] There is a challenge in terms of how best to communicate. When we look at the second resolution as passed, we have summaries of them. However, the final format of the resolutions is not available and that is a timing issue for us. We do report on the first reading items themselves. We have the full context of those and can provide that to anyone that wants it. Most of the senate resolutions are advisory at the ASCSU level. I would like to draw your attention in particular to the Academic Preparation and Academic Affairs co-sponsored resolution on perpetually establishing competencies for the golden four. There is a lot of legislative action around higher education right now and I think you will see a lot more legislative interaction in Senator Curry's expanded report later on.

Q: During the California State Student Association (CSSA) meeting, the ASCSU representative mentioned a suspension of mandatory peer observations of instruction and student evaluations for AY 2021-2022. I was wondering if there was any discussion on the parallel of allowing for flexibility with students whether that be something like credit/no credit or withdrawals, or something like that?

A: The resolutions that we pass at the ASCSU are as Senator Van Selst said, advisory. Students should have the opportunity to evaluate their instructors. As mentioned earlier, while peer observations may not be required, student observations are. We would like to hear feedback from you and the other students on how you would like us to proceed.

C: [Senator Rodan, SJSU CSU Statewide Senator] We had a very interesting presentation from AVC Ryan Storm on the budget that will be going forward for this year. It is a very robust request and I thought that was particularly interesting. I'd also like to piggyback on what Senator Van Selst mentioned at our last senate meeting. Assembly Bill (AB) 928 is going to cause changes to pathways from the community colleges, but it is also going to caasm-6 (p6 (s)4oi)5E Tc -0E Tc -0E Tc a,ttim iard h9 (l)6.1t (t)12 (hat)2 6 (t)2asa

The chancellor came to campus last week. The chancellor set up meetings with particular constituents of his choice. We are hoping to hear something soon regarding the presidential transition, maybe as soon as this week.

We have a gift from Adobe for \$1 million. We were

Curriculum & Research as a minor program, but the opportunity to launch and build a cohort around some of the core themes that have been developed is

AS is working on its 5-year financial report.

AS is also working on improving shared governance.

The AS Board is working on extending the donation drive for relief efforts in Haiti and Afghanistan.

AS is working with the Instruction and Student Affairs (I&SA) Committee on two referrals. One referral is to amend university policy S14-7 to add accommodations for cultural holidays for students. Another referral is to S04-2 to add flexibility to the add/drop without a "W."

AS is also still working on advocacy regarding remote proctoring services and the need to address their problematic use on campus.

As finals approach AS would like to encourage the use of alternative assessment in the place of going against student rights and ensure that communications between students and faculty regarding mutual flexibility and understanding is strong. The AS Board is also looking for ways to provide additional support as we transition to more in-person instruction for Spring 2022.

There was an unfortunate traumatic event in which a student was stopped by a security guard for wearing a kirpan. The Sikh kirpan is a religious artifact. VP Day and I are working on how we use this as an educational opportunity to ensure it never happens again. AS President Kaur is also working with the CSSA, Sikh Student Association, and Chicano movement to do advocacy statewide.

Happy National First Generation Students Day!

D. Vice President for Administration and Finance (VPAF):

Thank you for the questions at the Senate budget meeting on October 25, 2021. The on-campus master plan meeting was nicely attended for one of our first in-person meetings. If you haven't gone online and viewed the Campus Master Plan, please do so.

Questions:

Q: I believe there was some discussion about putting the information on the SJSU building ventilation systems in the SJSU Adapt Plan, so can you tell us if this has been done, or when it might be completed?

A: If it is not there, I will make sure it is added

A: We do at least an annual evaluation, and sometimes more than that. We probably did not do one last year, because everything was shut down. We did do a survey on the dining commons last year. We looked at the cost and menu offerings. One thing that was announced at the end of last week is that you can add \$1 or \$2 to your bill at any register for the SJSU Cares Program. Also, if a student has some meals they are not going to use in the dining commons they can transfer them. One thing we are looking into is allowing students to use some of their dining dollars at some local venues so they don't get dining fatigue. Watch for this.

Q: I was talking more about staff usage of Spartan Eats as opposed to the student element. I was talking about surveying the staff after usage of Spartan Catering. Is that being done?

A: Absolutely, food goes out and there is a survey afterwards. We ask if the food was hot/cold, was it delivered on time, was it what you ordered, and was it of value, etc.

E. Vice President of Student Affairs (VPSA):

Right now our enrollment continues to be strong. We have the largest enrollment at SJSU that we have ever had, 37,009 students at last count.

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Please consider supporting Student Cares. This supports basic needs for our students. The SJSU Cares website has all different sorts of ways you can commit to helping our students. I also want to encourage you to consider donating to our Student Career Center career closet. Some of our students could really use career clothing for interviews like shirts, ties, dresses, etc. The team over there is great.

The Taskforce on Community Safety and Policing Report should be posted the week of Thanksgiving. I will be coming to the Executive Committee to talk about it specifically. I will also be going to other groups to discuss like AS, etc. There (ot)(m)7 (m)-3 (uni)47 (m)6al10 (ns)16 (i)-3 (i)6r t Cdngsidet

classroom? How are we getting the word out to students about not coming back to class until they have been tested? What is our campaign?

A: We provide testing constantly every day. We are not hearing from faculty around this issue. That doesn't mean everything is fine. We just aren't hearing from them. If we are contacted in terms of students that may have been exposed, we offer them the opportunity to get tested, and if they are exposed we tell them how long they must stay out of class, etc. It depends on the specifics of the situation. As we go into winter, we know that mask wearing is diminishing the number of transmittable illnesses. We also know we could have a slight uptick in cases of flu and/or COVID. I'm going to make a note and have this discussion with our wellness team. If you any recommendations or feedback, please send them to me.

Q: My class is great. I think that faculty who haven't been teaching in person are going to need to adjust their thinking about student absences. In the past, I thought every day my students missed was an academic tragedy, but now I don't want my students coming to class if they are ill and don't know how they are ill. I think we need to tell students this so they don't feel obligated to come to class when they are sick.

A: Agreed. The Provost and I will speak about how to get that message out.

Q: At our last meeting there was a discussion about testing and whether it was or wasn't available at the Event Center. Can you comment on this?

A: Yes, students can get tested any time they need testing. It is not open in the same way for faculty and staff as it is for students.

F. Chief Diversity Officer: Not present.

G. CSU Faculty Trustee: Not present.

XI. Adjournment: A motion was made to adjourn the meeting. The motion was seconded. The Senate voted and the meeting was adjourned at 4:40 p.m.

**Executive Committee Minutes
November 15, 2021
via Zoom, 12:00 to 1:00 p.m.**

Present: Alison McKee (Chair), Anoop Kaur, Brandon White, Julia Curry, Karthika Sasikumar, Kimb Massey, Laura Sullivan-Green, Ravisha Mathur, Vincent Del Casino (12:15 p.m.), Winifred Schultz-Krohn, Charlie Faas, Patrick Day, Tabitha Hart, Kathleen Wong(Lau)

Absent: Mary Papazian

Agenda Item 8: Consent Calendar of November 15, 2021

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of November 15, 2021, Consent Calendar of November 15, 2021 as presented by AVC Massey, Executive Committee Minutes of October 4, October 18, and October 25, 2021 (14-0-0).

President of University Advancement, Theresa Davis, and AVP of Student and Campaign Operations, Beth Colbert, presented proposed members for the Honorary Degree Committee. Each year every CSU campus is required to present names to the Chancellor's Office to receive the honorary doctoral degree. The purpose of this committee is to review those names recommended by each campus and make recommendations to the president. The president must approve her nominations to the Chancellor's Office by December 3, 2021. The Chancellor's Office will then review and select recipients at their meeting in January.

Q: How were the proposed honorary doctoral nominees selected? How many nominees are recommended in a number of different ways. To begin with there is always a list of nominees leftover from previous years. Two of the nominees on the Chancellor's list were left over from previous nominees. Also, some nominees are made as recommendations from the Board of Trustees.

A: We took a look at the people that were recommended for the award and the recommended committee members before you are representing people and fields.

C: [VP Day] We live in an age where this is tricky business. I was considering a way to have CDO Kathy Wong(Lau) take a look at potential committee members with an eye towards diversity and make a recommendation.

A: I recommend that the committee find a way of including Kathy's perspective on diversity, equity, and inclusion. [McKee] When Theresa and I were meeting I asked her what policy she was following and how the names came up. We do not have a university policy governing who we might recommend to be on the committee. I checked and some CSU's have a policy and some don't. This is something we might want to consider in the future.

C: [Past Chair Mathur] I sat on this committee when I was Vice Chair of the Senate. When we got the recommended nominee names, we did our due diligence in researching them to see if there was anything in their background that could potentially reflect badly on SJSU and to ensure that they represented the values and the mission of the university. So, there is some investigative work that is done around each nominee, but I also hear VP Day's point. We should think about our diversity initiatives and who would best represent our university; faculty, staff and students.

[Beth Colbert] I had my research team put together a background document on the nominees that we are putting forward for consideration, specifically looking for any kind of a red flag or something in their background that could dissuade us from wanting to give them an honorary degree. Theresa and I have been having conversations about putting a specific process in place. There have been occasions that we have been given only two days to prepare nominations for the chancellor's office. We want to be out in front of it. We have a running list of people nominated by the colleges throughout the year and we go through it and look at who rises to the level where an honorary degree would be warranted and those are the names we put forward. We do have an eye on diversity such as in ensuring women and people of color are represented. We are happy to entertain nominees so if faculty have alumni that are distinguished in their career send me an email and we will add them to the list.

[VP Day] We should probably shore up how this list gets developed going forward. What Kathy provides us is the nuance of how things are shifting and how things move over time around these kinds of conversations. That is why I think Kathy can track that lens as to where things are going. I just wanted to make this clear as to why I was recommending Kathy Wong(Lau).

A: Thank you for that VP Day.

C: [CDO Wong(Lau)] I see a noticeable absence of anyone that is Latinx or someone that could look at those candidates for the honorary degree. If we are going to add people, we should look at that.

Q: Do you have a recommendation for someone to fill that role?

A: [CDO Wong(Lau)] CDO Wong(Lau) made several recommendations. The committee discussed and selected one of the recommendations to represent Latinx.

C: VP Davis announced that if there were no objections to the list as amended, she would be forwarding it to the president. There were no objections.

3. The Executive Committee discussed two nominees for one seat on the Athletics Board. The committee selected a nominee to recommend to the president (14-0-0).
4. The Executive Committee discussed the University Governance Awards and the President's Governance Award. The president's office contacted the Senate Administrator and asked for finalist recommendations for the President's Governance Award. The Senate Administrator provided the Executive Committee with a list of the students that were granted the University Governance Award for 2020-2021. Students are eligible for the University Governance Award if they have attended 80% of the meetings of either the Senate, a Senate Committee, the AS Board of Directors, or other AS Committee and are recommended by the committee chair. The Senate Administrator then submits student awardees to the Registrar's Office to have their transcript annotated with the award each year.

The President's University Governance Award does not have specific criteria and/or procedures for the award. The Executive Committee did not feel they could make a recommendation for the award to the president without further information about the students to make a selection. A suggestion was made that statements be collected from the students about what they had learned while serving on their committees along with recommendations from the committee chairs next year. The Executive Committee discussed procedures and it was felt that this should be handled out of the President's Office since the President selects the award winner for the year. Chair McKee will inform the president's office that the Executive Committee was not comfortable recommending finalists at this time

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b. From the Professional Standards Committee (PS):

The PS Committee is still working on amendments to the Retention-Tenure-Promotion (RTP) policy, particularly looking at the service section with an eye on educational equity and inclusion. In addition, we are looking at having amendments to both the Research, Scholarship, and Creative Activity (RSCA) and academic assignment areas early in 2022.

PS is working with Maggie Barrera on creating a website that will contain all the information for departments that want to generate their own RTP guidelines. Right now it's a bit like being on a treasure hunt. We are trying to get this in a one-stop-shop where departments can get all the information they need to first of all make a decision on whether or not they need department guidelines and then
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A: I haven't seen that data.

Q:

question is partially implementation. If we lose that language, we feel like the training won't be done or be done efficiently.

A Provost: Provost oversees all accessibility. We get reports from Faas and IT. We submitted all of our stuff to budget for accessibility training. There is language that the Provost is responsible for accessibility.

Q: Are you suggesting we delete one of the whereas (second one?)Q /P 0.95

Executive Committee Minutes
November 29, 2021
via Zoom, 12:00 to 1:30 p.m.

Present: Alison McKee (Chair), Mary Papazian (President-1:10 p.m.), Anoop Kaur, Brandon White (12:38 p.m.), Julia Curry, Karthika Sasikumar, Kimb Massey, Laura Sullivan-Green, Ravisha Mathur, Vincent Del Casino (12:15 p.m.), Patrick Day, Tabitha Hart, Kathleen Wong(Lau) (12:20 p.m.)

Absent: Charlie Faas, Winifred Schultz-Krohn

Guests: Theresa Davis, Beth Colbert

1. There was no dissent to approval of the consent agenda (Executive Committee Agenda of November 29, 2021, Consent Calendar of November 29, 2021) (14-0-0).

2. Chair McKee announced that the President could not be here today to do the President's Update and this is the last scheduled Executive Committee meeting of the semester. Chair McKee thanked the President for her service to the Executive Committee, the Academic Senate and the University. [Note: President Papazian was able to make the last 20 minutes of the meeting.]

3. Policy Committee Updates:

a. From the Organization and Government Committee (O&G):

O&G will be bringing two policies to the Senate at the December 6, 2021 meeting. Both policies are changes to student seats on the Faculty Diversity and the Budget Advisory Committees. These amendments are a carry-over from last semester and will be brought as final readings.

b. From the Instruction and Student Affairs Committee (I&SA):

Hopefully, we will be finishing up work today on a policy on University Absences. We have been going back and forth with several offices on some information on or policy about was taken out in the last revision. We are noticing that there is a lot of inconsistency across campus as to what faculty do and do not allow for excused absences. Some faculty allow none and others are very flexible. This policy will provide standards to provide some equity for students in the event they need a short-term absence due to limited extenuating circumstances.

Q: Has there been consultation with faculty and students about this?

A: There has been a lot of back and forth with different offices and students about this policy, which is why we have been working on this all semester. The latest consultation had to do with “Personal Instability.” This is what we are calling it and includes things such as when students are having a housing issue, or something SJSU Cares could accommodate. This is the first time there would be a policy on excused absences across the board.

Q: Would you say the results of those conversations has been divergent with multiple points of view?

A: No it’s just about making sure we have the information correct in the policy. We don’t want to open up the door so wide that everything can be considered an excused absence, but on the other hand we want the policy to be functional. We have been working with a lot of offices to make sure the language is appropriate for the circumstances but is also limited. We don’t want students to be able to go to a professor and say, “I’m not going to be in class on such and such date and you need to accommodate me.”

Q: Is there any faculty support for accommodation? For example, about six to seven students have had an emergency in every single class I’ve taught6.7 ()0.6 (don’)-00.6 (ha

A: No, but I will say we know we are walking a fine line including anything related to work. We realize sometimes students have to choose work over their academics, but that is their choice. At some point it is one or the other. This policy is limited to unexpected events and not regular work and it has to be limited to two weeks. The only thing I can think of wouldn't be put in the policy but in faculty guidelines and would advise faculty to make clear to their students what an excused absence is, versus an unexcused absence and what the consequence of an unexcused absence would be. Maybe this could be negotiated in the syllabus or maybe we could provide separate guidelines for faculty. I'm not sure this could go in the policy, but I'll take it back to the committee and we will talk about it.

Q: Thank you Chair Sullivan-Green for your work on this. This is a tough one and you are not going to be able to make everyone happy. If that happens, you've done it wrong. Just one question. Have you looked at other institutions and what they do that have similar populations to ours?

A: I'm pretty sure the subcommittee has done that work. The people on the subcommittee are very diligent and thorough; however, the work was started in Spring 2020 before COVID hit, so things got delayed. I will ask them for a summary of all the work they did so that if need be we can share that information.

c. From the Professional Standards Committee (PS):

[Chair McKee] Chair Schultz-Krohn could not be here today, but there may be a policy coming to the Academic Senate on December 6, 2021 from PS.

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the campus will take swift action such as closing the campus. Right now we are asking everyone to maintain normal operations. The University Police Department (UPD) is coordinating with a number of law enforcement agencies on this.

5. The Executive Committee moved into a Confidential Executive Session to discuss a

Executive Committee Minutes
January 12, 2022
via Zoom, 11:00 a.m. to 12:30 p.m.

Present: Alison McKee (Chair), Stephen Perez, Anoop Kaur, Brandon White, Julia Curry, Karthika Sasikumar, Kimb Massey (11:26 a.m.), Laura Sullivan-Green, Ravisha Mathur, Vincent Del Casino, Patrick Day, Tabitha Hart, Kathleen Wong(Lau), Winifred Schultz-Krohn, Charlie Faas

Absent: None

1. There was no dissent to approval of the consent agenda (Executive Committee Agenda of January 12, 2022, Executive Committee Minutes of November 15, 2021, Executive Committee Minutes of November 22, 2021, and Executive Committee Minutes of November 29, 2021 (13-0-1).
2. Chair McKee welcomed Interim President Perez and introductions were made to committee members.
3. **Updates from the President:**
Introduction and Personal History:
President Perez gave a brief history of his Senate service at Sacramento State including being a Senator, serving on the Executive Committee, and serving as Vice Chair of the Senate.

The Budget:

The budget the governor proposed for the CSU is a good start. If approved, it establishes a contract between the state and the CSU for budgetary support.

Spring 2022 Semest Questions:

Q: The local community is asking for details about what SJSU is doing with regard to the start of Spring 2022 classes. Can you give more details?

A: [President Perez] It is good the community is asking. We are looking at the first week being totally online with a phase back to face-to-face classes and the published schedule over the next four weeks depending on how things progress with the virus.

Q: How are lab classes going to run, because most are face-to-face?

A: [President Perez] The best defense is for everyone to get vaccinated. There has been no change in the state's physical distancing policy. [Provost Del Casino] We are going to provide departments with flexibility. We will be getting KN95 masks for the campus. One department chair suggested splitting face-to-face labs the first week. We will not micromanage departments. We will let departments decide what works best for them. [VP Faas] Traci Ferdolage and I will be meeting with the county this afternoon and will have additional information after that.

Q: Can we have clients come on campus or should we anticipate postponing this until at least the 4th week of classes?

A: [President Perez] Reach out to the provost in a day or two and we will have worked that out.

Q: Many places require rapid testing, is it available for our students? The tests are selling out everywhere.

A: [VP Faas] All employees are required to be booster vaccinated by February 2022. It is next to impossible to get tests and appointments for tests right now. However, the Event Center will reopen as students come back to campus and everyone on campus can be tested there.

Q: What do we do when a student notifies us they have a positive test result? Faculty need specific guidelines and they need to be very clear about procedures.

A: [VP Faas] We will be sending that information out to the campus. Keep in mind that just because you were in a room with someone that tested positive, it doesn't mean you had close contact. My best advice is to stay home if you don't feel well. [Provost Del Casino] We will be putting together information for the faculty, perhaps in a flowchart. [VP Day] A flowchart could be obsolete in a week. We need a place to update routinely. The information can change in less than 24 hours. I really appreciate the question.

C: What if you get a call late Sunday from a student and can't contact anyone? Having the procedures on a website would be very helpful.

C: [CDO Wong(Lau)] Many of our students live in intergenerational households. I would suggest the advice we give about procedures should include advice for their whole households.

4. Updates from the Senate Chair:

Chair McKee announced that she really regretted having to take a leave of absence for Spring 2022, and appreciated all the emails, texts, etc. Since the next item on the agenda has to do with a Senate bylaw that would pertain to the Senate Chair, Chair McKee announced she would be leaving the meeting to avoid the appearance of any impropriety. Past Chair Ravisha Mathur will take over the meeting during the discussion of the Senate Management Resolution amending Bylaw 2.2.

Past Chair Mathur presented a Senate Management Resolution amending Senate Bylaw 2.2. Senator Hart presented an amendment that was friendly to the body to remove "emergency" from the 1st line, strike "at any point" from the 5th line, and to



SAN JOSÉ STATE UNIVERSITY
Academic Senate
Professional Standards
Committee
February 7, 2022
Final Reading

AS 1824

Amendment F to University Policy S15-8
Retention, Tenure and Promotion for Regular Faculty
Employees: Criteria and Standards: To include within
the category of Service, activities that specifically

category of service for faculty retention, tenure, and promotion decisions. S98-8 explicitly referenced service to students and educational equity activities which is not found in the S15-8 policy. Service to students should be acknowledged as of central importance at our institution and should be explicitly referenced. This amendment corrects this error and restores the definition of service to include educational equity activities. *

Resolved: That S15-8 be amended as indicated by ~~strikeout~~ and underline as appropriate

Resolved: That these changes become effective for AY 2022-2023

Approved: January 31, 2022

Vote: 9-0-0

Present: Magdalena Barrera, Nina Chuang, Funie Hsu, Nyle Monday, Priya Raman, Alaka Rao, Gokay Saldamli, Neil Switz, Winifred Schultz-Krohn (Chair)

Absent: Nidhi Mahendra

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9 **Termination of Campus Centers and Institutes (CCI),**
10 **Formerly Known as Organized Research and**
11 **Training Units**

12 **Rescinds University Policy S05-13**

13 **Whereas:** CSU policy [AA-2014-18](#), Centers and Institutes: Guidelines, “establishes
14 guidelines for campuses and auxiliaries to develop and maintain policies and
15 procedures related to the oversight and reporting of all Campus Centers and
16 Institutes (CCIs),” and charges each CSU campus to “establish a written policy
17 on the managements of CCIs that incorporates the components outlined in this
18 coded memo,” replaces Chancellor’s Executive Order 751, which necessitates
19 an update of University Policy S05-13, and

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21 **Whereas:** AA-2014-18 grants the “naming of CCIs under the purview of each campus,”
22 and

23
24 **Whereas:** annual reports to the University are required and annual list of active CCIs shall
25 be submitted to the Chancellor’s office via the Assistant Vice Chancellor for
26 Research Initiatives and Partnerships to update the system-wide website upon
27 request, and

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29 **Whereas:** the President is “delegated the responsibility for the approval and oversight of
30 CCIs” and whose “authority may be delegated,” and

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32 **Whereas:** the University has created the Division of Research and Innovation; be it
33 therefore

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35 **Resolved:** That S05-13 be rescinded and the following new policy be adopted.

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37 **Rationale:** Our current policy is not in alignment with the CSU Chancellor’s Office
38 policy AA-2014-18 to direct the oversight of Campus Centers and
39 Institutes (CCIs) at the University level. Because the changes to the policy
40 were so significant, C&R elected to rescind the old policy and replace it
41 with the new policy rather than showing line by line edits.

42
43 **Approved:** 01/31/2022

87 grants and provide funds and facilities for coordinated programs. Funds may be from
88 contracts, grants, or gifts; but the value of the program to the campus--not the immediate
89 availability of funds--shall be the criterion for establishing or continuing CCIs.
90

91 3. CCIs may be organized and established as either an institute or a center according to
92 these definitions:

93
94 a. Institute. An institute is an agency established primarily for the coordination and
95 promotion, on a continuing basis, of ascertained faculty. CCI Activity needs and interests
96 organized around a broad interdisciplinary subject area. The breadth of the subject will
97 be reflected in CCI Activity projects and programs which cut across college or campus
98 boundaries. An institute, however, may also be proposed when needed by a single
99 department to coordinate broad and varied CCI Activity programs across an
interdisciplinary

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- iv. Enhancing the curriculum by facilitating and supplementing the academic experience of students.
 - v. Other functions as stated in the organizational document, and approved following the process described below.
- b. Faculty and administrators may propose CCIs, but all proposals shall be reviewed and

185 accompanying recommendations. Depending on the outcome of the VPRI's
186 assessment of the revised proposal, he/she will take action as outlined above.

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188 5. A CCI shall be administered by a director who shall be appointed by the administrative
189 dean. The director may be nominated by the faculty members of the CCI for consideration.

190 If a director nomination process is chosen for the CCI, the initial director shall be selected

234 Provost, shall review the modifications. Depending on the outcome of the VPRI's
235 assessment of the modifications, he/she will take approval action as outlined above.
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SAN JOSÉ STATE UNIVERSITY

Further, whereas before there was one Associate Dean of Graduate Studies, now there are two: the Associate Dean of Graduate Programs and the Associate Dean of Inclusive Student Success.

Having consulted with the leadership of CGS and subsequently deliberated on the matter, O&G recommends that CGS's Associate Dean for Inclusive Student Success serve on the Leave-

1 San José State University
2 Academic Senate
3 Committee on Instruction and Student Affairs AS 1826
4 February 28, 2022
5 Final reading
6

7 Policy Recommendation:
8 Student Excused Absences
9

10 Legislative History: no previous policy
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12 Whereas: While faculty and staff have the ability to take an excused absence without
13 penalty during a semester, students currently do not have this option; and
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15 Whereas: Some faculty have denied students the ability to make up work when
16 students have had a family emergency or work problem; and
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18 Whereas: Students can have valid reasons for missing classes and should have the
19 option to make up work as long as the work is submitted in a reasonable
20 time frame; and
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22 Whereas: SJSU is trying to promote student success and timely graduation, so
23 supporting students during times of short-term crisis is one way to help
24 students continue to succeed and graduate on time; therefore be it
25

26 Resolved: That the following become university policy.
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29 Approved: February 21, 2022

30 Vote: 12-0-1

31 Present: Allen, Frazier, French, Jackson (non-voting), Kaur, Lupton,
32 Masegian, Rollerson, Sen, Walker, Wilson, Wolcott, Yang, Yao

33 Absent: Hill, Leisenring (non-voting), Merz, Kumar

34 Financial Impact: None.

35 Workload Impact: Some significance for faculty workload in the case of makeup
36 assignments or exams.

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Excused Student Absences

Students may have valid reasons to miss one or more classes, whether anticipated or unforeseen. Students are responsible for informing their instructor about such absences as soon as possible. Absences may be considered “excused” and may require accommodation.

1. Student responsibilities

If a student is aware of a future absence ahead of time, the student shall notify the instructor within the first two weeks of classes or as soon as the student learns of the need for an absence. If the student must be absent for an unforeseen reason, they shall inform the instructor as soon as circumstances permit.

Absences can happen for any number of reasons. The following list provides examples, but there are many other possibilities not captured among these.

- ROTC or other military duties
- Jury duty
- Death of a family member or friend
- Illness or injury, including physical and mental health-related issues
- University-sanctioned SJSU Athletics competitions
- University-sanctioned leadership conferences
- Academic or research conferences
- Adding a class late (though still during the add period)
- Duties related to elected or appointed Associated Students representatives
- Mandatory work-related activity or travel that temporarily impacts a student’s ability to participate in their academics
- Caregiving duties for family members, including parents, spouses or domestic partners, a minor child, an adult child, a child of a domestic partner, grandparent, grandchild, or sibling¹
- Personal instability in a student’s life that temporarily affects their ability to attend class²
- Religious holidays (see University Policy [S14-7](#))
- Unanticipated emergencies or instabilities

¹ Family often extends beyond those defined herein. Faculty should be considerate of those family members that may not be clearly defined here, but have a familial relationship with the student.

² Personal instability may include housing instability, food insecurity, or other financial crises.

77 2. Faculty responsibilities

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79 Faculty shall treat personal matters of “reasons for absence” with the utmost
80 sensitivity. Students may have reasons included in the list above, or they may
81 have others; they also may be reluctant to mention specifics, and faculty should
82 be understanding when that is the case. Faculty should request documentation
83 only in rare cases. (Faculty members may only require students to provide
84 verification for repeated or successive absences, or absences on the days of
85 tests, presentations, and other graded activities.) Faculty shall reasonably
86 accommodate absences to the extent possible.

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88 Excused absences normally should not exceed two cumulative weeks of class
89 time. The faculty member should make arrangements with the student to address
90 missed learning opportunities, which could include submitting work late,
91 completing different but comparable assignments, or waiving an assignment.

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93 3. Possible considerations following extended absences

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95 The following are situations when an excused absence could become an
incomplete or a course withdrawal. Students should