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UNIVERSITY POLICIES: Committees and Councils

Appointive Authorities

1.0 Unless otherwise stipulated, authorities for appointments to committees, councils, and the like shall be as follows: (a) faculty by the Senate Committee on Committees and Elections, (b) administrators by the university administration, (c) staff by the Staff Affairs Committee, and (d) students by the Associated Students.

2.0 Unless otherwise stipulated:
   2.1 Appointments shall be made by procedures of each appointive authority.
   2.2 Appointed members, including ex officio members, shall have votes.
   2.3 Chairs shall be appointed by the Senate Committee on Committees and Elections and ratified by the Senate.

3.0 Appointments to Senate-appointed committees, councils, and the like shall be ratified by the Senate.

4.0 Committees, councils, and the like may establish subcommittees, to which they may appoint nonmembers.

Bookstore Advisory Committee

1.0 Membership (14): eight faculty, one from each college and the SDSU-IV Campus; one Aztec Shops Board representative, the Aztec Shops General Manager, the Book Department Manager, the Senate representative to Aztec Shops; one staff member; one student.

2.0 Functions
   2.1 The Committee shall improve the relationship between the faculty and Aztec Shops Bookstore by reviewing Bookstore policies, textbook requisitions, sales data, and custom course packets.
   2.2 The Committee shall be especially sensitive to specific problems and to written complaints.
   2.3 The Committee may recommend to the Aztec Shops Board changes in policy or procedures and shall report to the Aztec Shops Board and the Senate at least once a year, no later than the April meeting.

Campus Development Committee

1.0 Campus development shall comprise the following: (a) site development; (b) the construction of new buildings and modification of existing buildings; (c) roads, landscaping, and parking; (d) the naming of rooms and buildings; (e) the location of monuments, works of art, and signage; and (e) related matters.

2.0 Membership (13): seven faculty, including one senator; one staff member; Director of Physical Facilities, Vice President for Business and Financial Affairs or designee, SDSU Research Foundation Director of Facilities, two students to include the President of Associated Students.

3.0 Functions
   3.1 The Committee shall represent the university community in deliberations and decisions regarding major aspects of campus development. It shall review the Campus Master Plan and Five-Year Capital Outlay Program at least annually and shall report to the Senate on these items in September.
   3.2 The Committee shall be informed in a timely fashion of proposed major changes in campus development so that it may review these changes and report to the Senate.
   3.3 The Committee may also propose changes and shall report to the Senate such recommendations.

Copyrights and Patents Committee

1.0 The Committee shall report to the University Research Council on the effectiveness of the Copyrights, Trademarks, and Trade Secrets policy and of the Patents policy.
2.0 Membership (9+): at least four faculty: three from Senate appointees to the Research Council, one of whom shall chair; at least one other faculty member, one member-at-large, Chief Executive Officer of the SDSU Research Foundation or designee, Vice President for Research or designee, Vice President for Business and Financial Affairs or designee, Director of the San Diego State University Research Foundation Technology Transfer Office (nonvoting). Members shall be appointed to one-year renewable terms by the Vice President for Research.

3.0 Functions: The Committee (a) shall submit for approval to the Vice President for Research and to the University Research Council (URC) guidelines for the implementation of the provisions of the Copyrights, Trademarks, and Trade Secrets policy, (b) shall ascertain the extent of institutional support involved in the completion of intellectual properties and shall recommend to the Vice President for Research assignment of ownership rights and division of royalties, and (c) shall advise the Vice President for Research on other matters of intellectual property.

Disability Access and Compliance Committee

1.0 Membership (15): President, or designee; Provost or designee; Vice President for Business and Financial Affairs or designee (co-chair); Vice President for Student Affairs or designee; Director, Center for Human Resources or designee; Associate Vice President for Facilities Planning & Operations or designee; Chief Information Officer or designee; Chief of Police or designee; Director, Office of Employee Relations & Compliance; Director, Contract and Procurement Management; Director, Student Disability Services (co-chair); one faculty member selected by the University Senate; two students (one graduate, one undergraduate), selected by Associated Students, one staff member, selected by the Staff Affairs Committee with concurrence of the University Senate.

2.0 Functions: The committee shall discuss, monitor, and evaluate campus-specific issues relating to compliance with Executive Order 926, or its successors, and applicable federal and state laws and regulations.

Environment and Safety, Committee

1.0 The campus environment shall include (a) sidewalks, walkways, and pedestrian malls; (b) classrooms, laboratories, and work areas; and (c) restrooms, stairwells, elevators, hallways.

2.0 Membership (13): five faculty, including one senator, one of whom shall chair; two staff members, Vice President for Business and Financial Affairs or Director of Administrative Services, Director of Health Services or designee, Director of Physical Plant or designee, a member of local Unit 3 collective bargaining agency, and two students.

3.0 Functions

3.1 The Committee shall study, advise, and report to the Senate and administration on the safety, health, and learning conditions in the campus environment.

3.2 The Committee shall investigate problems such as health, hazardous materials and waste, safety, emergency preparedness, matters of excessive noise or traffic, and other matters that detrimentally affect the campus environment and learning conditions.

3.3 The Committee shall recommend policy and procedures on the health, safety, and learning conditions of the campus environment.

Expanded Senate Executive Committee

1.0 Membership (43): members of the Senate Executive Committee, members of the Academic Deans Conference, members of the Presidential Budget Advisory Committee (formerly the Cabinet Budget Committee). The Senate Chair shall chair.

2.0 Function: The Committee shall meet to consider crises of profound or wide-ranging impact on the university and shall report to the Senate Executive Committee.
Extended Studies Advisory Council

1.0 Membership (13): eight faculty, one from each college and the SDSU-IV Campus; Academic Affairs representative, Student Affairs representative, Undergraduate Studies representative, Graduate Affairs representative, Senate representative.

2.0 Functions: The Council (a) shall assist in the development of policies, procedures, and directions for extended education programs, including university-wide special sessions; (b) shall review and recommend proposed noncredit certificate programs with the Dean of Extended Studies and make recommendations to the Provost; (c) shall review and recommend external degree programs that parallel those offered on campus; (d) shall assist in identifying extended educational needs of the university’s service area; (e) shall communicate the purpose and functions of extended service programs to faculty and the general community; and (f) shall assist in analyzing problems regarding self-support and recommend alternatives in continuing education.

Faculty Honors and Awards Committee

1.0 Membership (4+) four faculty, with one student selected by Associated Students joining the Committee for the Excellence in Teaching Award, two former recipients and one alumnus joining the Committee for the Chief Diversity Officer, and a past recipient of the award, all with full voting privileges.

2.0 Functions: The Committee shall nominate faculty to the following honors and awards: (a) Emeritus status, (b) SDSU Senate Excellence in Teaching Award, (c) Alumni Award for Outstanding Faculty Contribution to the University (d) San Diego State University Diversity Excellence Award, and (e) such other honors and awards as the Senate shall designate.

Fee Advisory Committee, Campus

(San Diego Campus)

1.0 Membership (13): Senate Chair or designee and one faculty member, Provost or designee, Vice President for Student Affairs or designee, Vice President for Business and Financial Affairs or designee, one staff member; seven students, including the Associated Students President or designee. Student members shall constitute a majority.

2.0 Functions

2.1 The Committee shall ensure that campus fees are established or adjusted in accordance with California State Fee Policy Executive Order 1102 and Trustees’ policy.

2.2 The Committee shall advise the President on the establishment and adjustment of Category II and III fees.

2.3 The Committee shall advise the President on the reasonableness of Category II and III fee proposals, whether the deletion, adjustment, or reclassification of current fees or the creation of new fees.

Freedom of Expression, Committee on

1.0 Membership (15-17). Provost or designee, Vice President for Student Affairs or designee, Vice President for Business and Financial Affairs or designee, Dean, SDSU-IV Campus, or designee, AS President or designee, five faculty, at least one of whom must be a Senator, four students, and one staff member. One of the faculty members of the committee shall function as chair. If not appointed to a voting position, the coordinator for noncommercial speech and expressive activities and the coordinator for commercial activities shall serve as ex-officio, non-voting, members.

2.0 Functions. The function of the Committee on Freedom of Expression is to provide advice regarding the regulation and management of campus activities that fall under the university’s freedom of expression policy and to receive, evaluate, and advise the President on complaints regarding freedom of expression activities.

2.1 The Committee shall work with campus administrators and organizations to insure that the Freedom of Expression Policy is being followed, both in campus regulations and in management practices. The Committee shall, on a biannual basis, review existing campus and auxiliary...
organization policies that might affect freedom of expression and make suggestions, as needed, for revision of those policies to reflect the intent of the SDSU policy on freedom of expression.

2.2 The Committee shall review campus activities covered under the SDSU Freedom of Expression Policy and advise the President whether those activities were managed in a manner consistent with the principles expressed in the policy.

2.3 The Committee shall serve as a forum for complaints regarding activities covered under the SDSU Freedom of Expression Policy and shall advise the President as it deems to be appropriate.

2.4 The Committee shall recommend to the University Senate any changes to the SDSU policy necessary to insure that freedom of expression on campus is protected.

General Education Curriculum and Assessment Committee

1.0 Membership (13): 9 faculty, one from the College of Arts and Letters, Sciences, and Professional Studies and Fine Arts, Business Administration, Health and Human Services, Education, and Engineering, and one from the SDSU-IV Campus and the Library; Associate Vice President for Academic Affairs - Student Achievement or designee, Associate Vice President for Academic Affairs - Enrollment or designee, and two undergraduate students.

2.0 Functions

2.1 The Committee shall review and evaluate current and proposed courses for General Education.

2.2 The Committee shall review and evaluate student learning outcomes assessment in General Education courses.

2.3 The Committee shall report to the Senate, to the Undergraduate Curriculum Committee and to the Undergraduate Council.

Graduate Council

1.0 Representing the interests of the university in graduate affairs, the Graduate Council shall be responsible to the university administration, the Dean of Graduate Affairs, the Senate, academic units, faculty members, and students. The university-wide jurisdiction of the Council shall derive from the President, the Senate, and the faculty.

2.0 Membership (22): 15 full-time faculty, two from each college and one from the SDSU-IV Campus; Dean of Graduate Affairs or designee, who shall chair; Provost, Associate and Assistant Deans of Graduate Affairs, Dean of the Library and Information Access, two classified graduate students in good standing.

2.1 Faculty members shall be active in graduate programs of their colleges and schools or departments. They shall serve staggered three-year terms and may immediately succeed themselves for one term. Nominations shall originate in colleges, and the Committee on Committees and Elections shall consult with the Dean of Graduate Affairs before recommending nominees to the Senate.

2.2 Student members shall be appointed for a one-year term by the Associated Students in consultation with the Dean of Graduate Affairs. They shall not succeed themselves. The Graduate Dean shall submit nominations from graduate advisers to the Associated Students, who shall appoint two graduate students, at least one of whom shall represent a doctoral program.

3.0 Functions: The Council shall be responsible for the development of policy on (a) graduate programs, (b) graduate student affairs, (c) graduate research and scholarship, and (d) faculty participation in graduate programs.

3.1 Actions of the Council shall ordinarily take effect after the meeting of the Senate Executive Committee at which the Council minutes have been presented as information. However, if the Executive Committee asks the Council to reconsider an action, the action shall be implemented after the regular Senate Executive Committee meeting at which it is no longer questioned.

3.2 Graduate Programs
3.21 The Council shall encourage colleges, schools, and departments to develop criteria and procedures to ensure the quality of their programs and to provide guidance and oversight in developing new programs.

3.22 The Council shall review these criteria and procedures, approve new graduate programs, review and approve new graduate curricula and changes in existing curricula, and review existing graduate programs.

3.23 Both the Council and the University Curriculum Committee shall review courses that will become available to both undergraduate and graduate programs.

3.24 The Council shall distribute its minutes concerning curricula and programs simultaneously to members of the Senate and the Council. Ordinarily, approval by the Graduate Council shall be the final step at the local level to include a graduate curriculum item in the University Catalog or the Graduate Bulletin.

3.3 Graduate Student Affairs

3.31 The Council shall recommend university-wide academic policies and standards for the admission and retention of graduate students and for assistantship, scholarship, and fellowship programs.

3.32 The Council shall develop policy to assist schools and departments in ensuring an equitable resolution of differences and issues that may arise between graduate students and the faculty.

3.33 The Council shall ensure opportunities for participation by graduate students in the development of policy concerning graduate student issues by providing for such membership on its pertinent standing committees.

3.4 Faculty: The Council shall encourage departments, schools, and programs to develop criteria and standards for participation in their graduate programs. It shall ensure that department, school, and program standards accord with university policy.

3.5 Research Council: The Council shall maintain liaison on policy matters of research. With the Research Council it shall encourage the development of innovative and interdisciplinary research programs and scholarly activities.

3.6 The Dean of Graduate Affairs shall develop agenda items, coordinate the activities of the Council, expedite policy and procedures, and provide for the exchange of information between the Council and the administration. The Dean shall consult with and develop consensus among the faculty, the university administration, the college deans, and school directors and department chairs. The Dean shall not make policy unilaterally but shall act, interpret, and implement policy only after deliberations of the Council.

Graduation and Retention Subcommittee (Undergraduate Council)

1.0 This shall be a permanent subcommittee of the Undergraduate Council.

2.0 Membership (20): all members of the Undergraduate Council; the Vice President of Student Affairs or designee; the Executive Director for Leadership Initiatives and Campus Life or designee; the Director of Institutional Research or designee, the Director of Testing, Assessment, and Research; and two additional, at-large faculty members appointed by the Senate.

3.0 Functions: The Subcommittee

3.1 Shall oversee a systematic approach to the retention and timely graduation of undergraduates;

3.2 Shall recommend to the Undergraduate Council policy changes that promote the timely progress of undergraduate students to graduation;

3.3 Shall produce an annual report on retention and graduation during the fall semester.
Honorary Degrees, Advisory Committee on

1.0 Membership (9): Provost, who shall chair; Vice President for Research/Dean of Graduate Affairs, Vice President for University Advancement, Associate Vice President for Academic Affairs - Student Achievement; Chair, Vice Chair, and immediate past Chair of the Senate; President of the San Diego State University Alumni Association, President of the Associated Students.

2.0 Functions

2.1 The Committee shall review nominations for honorary degrees forwarded from the President’s office that have been received from the campus community and the Chancellor’s office. It shall evaluate the specific contribution made to San Diego State University according to the general criteria established by the Board of Trustees.

2.2 The Committee may include others to participate in its review. By Trustees’ policy, Committee business shall be held in confidence.

2.3 Having assembled documentation, the Committee shall recommend to the President persons deemed worthy of this honor, and it shall identify a supporting college or academic unit. It may also defer consideration until it has additional information for evaluation. Its recommendations shall also be sent to the Senate Executive Committee for its executive session consideration and its separate recommendation to the President before candidates are proposed to the Trustees.

Instructional and Information Technology Committee

1.0 Membership (16): nine faculty, one from each college, the SDSU-IV Campus and the Library; one staff member; one student; Director of Instructional Technology Services or Designee; Chief Information Officer or designee; Academic Affairs Information Technology Coordinator or Designee; Information Technology Security Office Designee appointed by the Associate Vice President for Financial Operations; representative selected by and from the Information Technology Managers Group.

2.0 Functions

2.1 The Committee shall advise the administration and the Senate on instructional and information technologies.

2.2 The Committee shall assist the Directors of Instructional Technology Services, the Library, the Academic Affairs Information Technology Coordinator, and other campus Instructional / Information Technology offices, with developing long-range master plans and shall review and make recommendations on the mission and services of ITS, the Library and Academic Affairs on instructional and information technologies.

2.3 The Committee shall consider any matter referred by the Senate or by the administration of the University (and may consider, at its own discretion, other matters relating to instructional and information technologies at the campus and CSU system-wide levels.) The committee shall review and provide feedback on campus information technology initiatives as related to instruction, research and operational needs.

Intercollegiate Athletics Council

1.0 Jurisdiction: The Intercollegiate Athletics Council (IAC) shall be an all-university advisory body to the President on varsity intercollegiate athletics. The IAC shall be responsible for recommendations to the President about the entire intercollegiate athletic program as offered by the San Diego State University Department of Athletics. The IAC shall represent the segments of the university community interested in athletics at San Diego State University. The Chair of the IAC shall make periodic reports to the Senate.

2.0 Duration: The IAC shall function with periodic review by the President.

3.0 Membership (18 voting)

3.1 Nine faculty, five appointed by the Senate, and four appointed by the President (which includes the Faculty Athletic Representative and may include up to one college dean with faculty retreat rights); Vice President for Business and Financial Affairs; Vice President for Student Affairs or designee; Vice President for University Relations and Development or designee; two students, one
appointed by the President of Associated Students and one appointed by the Student-Athlete Advisory Council; President of the Aztec Athletic Foundation or designee; one alumnus appointed by the Director of the Alumni Association; one community member appointed by the President; one staff member nominated by the Staff Affairs Committee confirmed by the Senate).

3.2 Chair or designee of the Committee on Academic Resources and Planning to sit on the IAC Budget Subcommittee.

3.3 The President or the Chair of the IAC may invite others with special expertise to sit as non-voting ex-officio members.

3.4 The Chair of the IAC shall be named by the President from the faculty members selected to the IAC.

3.5 Faculty (excluding the Faculty Athletics Representative) and staff members appointed by the President, Senate and Staff Affairs Committee shall serve three-year terms. These members shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation. So far as feasible, faculty seats shall be arranged to serve staggered terms.

3.6 Student members shall serve one-year terms.

3.7 Alumni, and community members shall serve three-year terms. These members shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.

3.8 Membership as defined in sections 3.1 and 3.2 for the conduction of committee business shall not include substitutes, absentees, or proxy representation.

3.9 In the event of a vacancy, the jurisdiction represented by the position shall be responsible for filling that position.

4.0 Duties and Responsibilities

4.1 The IAC shall be the primary advisory body to the President on varsity intercollegiate athletics. Subject to approval by the President, it shall develop policies governing intercollegiate athletics that shall guide the administration of the intercollegiate athletics program by the Director of Intercollegiate Athletics. The IAC shall have no administrative or executive capacity.

4.2 More specifically, the IAC shall consider and recommend to the President policy on such matters as (a) income and expenditures budgets, (b) the schedules for seasonal and postseason play in relation to the effect upon student-athlete welfare, (c) grants and other financial aid to student-athletes, (d) eligibility of student-athletes, (e) student-athlete grievance procedures on sportsmanship and other non-scholarship policies, (f) awards to student-athletes, (g) ticket distribution policies, and (h) public and campus relations of the athletics program. Issues of student-athlete welfare shall be within the purview of the IAC.

International Programs Council

1.0 Membership (24): 14 faculty; seven administrators or staff to include the Chief Executive Officer of the SDSU Research Foundation and the Director of International Programs, who shall serve as Chair; one staff member, one undergraduate and one graduate student who have studied in a foreign country.

2.0 Functions: The Committee (a) shall recommend policies and procedures to enhance the university’s international activities, (b) shall identify existing involvement in international activities and related resource commitments, (c) shall report on funding programs and opportunities for external support of international activities, (d) shall identify needs for improvement and development, and (e) shall report annually to the Senate and administration.
Liberal Studies Committee

1.0 Membership (10): four faculty who have taught in the Program for Liberal Studies, one each from English and speech, mathematics and natural sciences, fine arts and humanities, and social and behavioral sciences; Coordinator of Liberal Studies who shall chair; Dean of the College of Education; Director of the School of Teacher Education; Chair of Dual Language and English Learner Education; Director of the University Advising Center; one student major in Liberal Studies.

2.0 Functions

2.1 The Committee shall develop policy, program, and curricular proposals for recommendation to the Senate and shall review other policy and curriculum proposals that affect the Program in Liberal Studies.

2.2 The Committee shall consult with deans of colleges and with other Senate committees and shall consider their recommendations in preparing its proposals.

2.3 The Committee shall have primary responsibility for recommending policy and program changes in Liberal Studies and may request the assistance of external specialists.

Library Committee

1.0 Membership (19): 15 faculty, two from each college and one from the SDSU-IV Campus; Dean of the Library and Information Access, one nonprofessional Library staff member appointed thereby, two students.

2.0 Functions

2.1 The Committee shall advise the administration and the Senate on the allocation of book and periodical funds and on Library policies and programs, and it may consider other matters relating to Library policy and planning.

2.2 The Committee shall regularly report to the Senate and shall forward to the Senate requests from the Dean of the Library and Information Access.

Press Editorial Board, San Diego State University

1.0 Membership (17): six faculty, Director of the SDSU Press, one academic dean, Dean of Graduate Affairs, eight external members.

2.0 Function: The Editorial Board shall represent the interests of the university community for scholarly publication.

Promotions and Tenure Review Panel

1.0 Membership (8): eight full professors, one from each college and the SDSU-IV Campus. The Chair shall be chosen by the Panel.

2.0 Function: The Panel shall review recommendations from departments and schools, department chairs, and school directors, colleges, and deans regarding reappointment, promotion, and tenure and shall present its recommendations to the President.

Research Council

1.0 Membership: At least 16 faculty, one to three from each college, the Library, and the SDSU-IV Campus; Vice President for Research/Dean of Graduate Affairs who shall chair; (or designee), and Associate Vice President for Academic Affairs - Student Achievement (or designee).

2.0 Functions: The Council shall promote, encourage, and publicize the research activities necessary to carry out the educational mission and improve the instructional programs of the university. The Council shall carry out these responsibilities after appropriate deliberations and consultations with other interested segments of the university.

These responsibilities shall include but not be limited to the following:

a. To recommend the needs for research resources,
b. To recommend policies for the creation of interdisciplinary research bureaus and institutes and to review their activities,
c. To develop and recommend university policies on patents and copyrights,
d. To develop fellowship and grant-in-aid programs for faculty research and to recommend the allocation of dedicated funds;
e. To encourage the development of interdisciplinary research facilities and activities,
f. To promote university-wide research lectureships on topics of general interest,
g. To publicize and recognize research accomplishments of the faculty and to promote publication of the results,
h. To assist faculty in obtaining fellowships and grants from appropriate sources;
i. To establish policies to protect the rights of parties concerned in experiments involving human subjects,
j. To establish policies for the care and use of laboratory animals,
k. To review procedures for the administration of research proposals and grants,
l. To report annually to the Senate and the administration.

Scholarships Committee

1.0 Membership (12): six faculty, three administrators, one Campanile Foundation member, two students.
2.0 Functions
   2.1 The Committee (a) shall develop and periodically review the scholarships program policy, and (b) shall receive and consider applications for scholarships and grants-in-aid.
   2.2 The University Scholarships Officer shall administer the scholarships program according to these policies.

Staff Affairs Committee

1.0 Membership (14): 11 staff members from throughout the university, to include as ex-officio voting, the staff senator who serves on the Senate Executive Committee. The 11 staff membership positions will be open to all staff employment units. The committee will also have two faculty members, one of which shall be a senator, and a student representative appointed by Associated Students. The committee chair will be nominated for approval by the Senate in the month of April from among the 11 staff members on the committee.
2.0 The Staff Affairs Committee encourages the participation of permanent SDSU/CSU employees in all related and appropriate matters concerning the interest of staff as part of the shared governance philosophy of the SDSU campus community. The Committee shall promote the participation of staff on committees to attend scheduled meetings and participate in campus committee work. The Committee will inform supervisors of staff appointments to Senate and Senate Appointed Committees and Councils. Staff senators may serve on no more than two Senate or Senate Appointed Committees and the University Senate.
3.0 Functions: The Committee (a) shall appoint staff to fill vacancies to Senate committees by making recommendations to the Senate Committee on Committees in accordance with Senate Policy File; and shall appoint staff to fill vacancies to non Senate committees by campus-wide announcement and simple majority vote of the committee; (b) shall announce campus wide and elect by simple majority of the Committee staff appointments to staff Senator positions upon vacancies related to resignations; (c) shall consider only those matters related to the Senate; and (d) shall consider other issues at the direction of the Senate Chair, Senate Executive Committee or by the Senate.
4.0 The Chair (or designee) shall report the business of the committee to the Senate Executive Committee.
5.0 Staff Honors and Awards Subcommittee
5.1 Membership (9) seven staff members selected from bargaining units 1, 2, 4, 5, 6, 7, 8, and 9 plus one student selected by Associated Students and one administrator (MPP Classification). The committee chair shall be a member of the Staff Affairs Committee. The remaining staff members shall be from as many areas of campus (including Imperial Valley) as possible.

5.2 Functions: The committee shall: (a) on a quarterly basis, compile a list of staff members retiring in good standing, with 10 or more years of service to the University and forward to the Senate for formal recognition of their contributions to the mission of the University, and (b) provide recommendations to the University President regarding the Staff Excellence Awards program, and (c) forward nominations for such other honors and awards as the Senate shall designate.

Student Affairs Committee

1.0 Membership (15): five faculty, one to chair; Vice President of Student Affairs or designee, Associate Vice President for Academic Affairs - Student Achievement or designee, Dean of Graduate Affairs or designee, Director of Financial Aid or designee, Associated Students President or designee, one staff member, four students.

2.0 Functions: The Committee

a. Shall set an agenda for the academic year and report regularly to the University Senate.

b. Shall review student services related issues of interest to the campus community.

c. Shall recommend to the Vice President for Student Affairs when administrative responsibilities for a program or policy lie with Student Affairs.

d. Shall recommend to the Associate Vice President for Academic Affairs - Student Achievement or to the Dean of Graduate Affairs when administrative responsibilities for a program or policy lie with Academic Affairs.

e. Shall recommend policies and procedures for the administration of financial aid programs and to ensure that policies conform to legal requirements of agencies granting financial aid.

f. Shall advise the Director of Financial Aid regarding students whose situations warrant special consideration;

g. Shall promote university-wide understanding of and assistance with the financial aid program, particularly through the assistant deans for student affairs.

Student Grievance Committee

1.0 Membership (12 + 8): five students and three alternates; three full-time faculty and two alternates; two full-time administrators and two alternates; one full-time staff representative and one alternate; Ombudsman (nonvoting).

2.0 Functions: The Committee shall hear and seek redress of student grievances concerning members of the faculty, administration, or staff, and to recommend concerning disciplinary actions. (See Codes: Student Grievance Procedure.)

3.0 The chair of the Student Grievance Committee shall present an annual written report to the President and the Senate Executive Committee of the number of grade appeal cases heard and the disposition of those cases.

Student Learning Outcomes and Program Assessment Committee (SLOPAC)

1.0 Membership (13): 9 faculty, one from each College, the University Library, and the SDSU-IV Campus; Asst. V.P. for Academic Affairs - Student Achievement (Educational Effectiveness); Assoc. V.P. Student Affairs (or designee); Instructional Technology Services representative (ex officio); Center for Teaching and Learning representative (ex officio); two undergraduate students.

2.0 Functions
2.1 The Committee shall provide oversight for the program assessment of Degree Learning Outcomes, and shall evaluate assessment plans and progress for all degrees and programs, including those programs accredited by external agencies.

2.2 The Committee shall assess reports for each degree on a regular basis and provide feedback to the respective programs.

2.3 The Committee shall provide the Senate, and, when relevant, the Graduate Council, with an annual report on the state of program assessment across the university, including programs accredited by external agencies.

**Student Media Advisory Committee**

1.0 Membership (17): Associated Students President or designee, Associated Students Vice President for Finance or designee, Associated Students Executive Director or designee (nonvoting), Daily Aztec Editor (nonvoting), Daily Aztec General Manager (nonvoting), KCR Radio General Manager (nonvoting), University President designee, Student Affairs designee, University Relations and Development designee, Business and Financial Affairs designee, three faculty members, one from the faculty in Journalism; one staff member; four students.

2.0 Functions: The Student Media Advisory Committee shall be an advisory body to the University President on student-run media.

**Sustainability, Committee on**

1.0 Sustainability refers to practices designed to meet the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses teaching, research, and practice in a variety of areas including but not limited to policy development, building design and construction, waste management and recycling, energy production and use, water use, and transportation.

2.0 Membership (15): five faculty, with no more than two from any one college; one staff member; Vice President for Student Affairs or designee; Associate Vice President for Academic Affairs - Student Achievement or designee; Director of Facilities Planning, Design & Construction or designee; Associate Vice President for Business Operations or designee; SDSU Research Foundation Director of Facilities or designee; General Manager, KPBS or designee; CEO of Aztec Shops or designee; two students.

Functions. The Committee shall

3.0

3.1 study, track and review sustainability issues related to the campus and make recommendations to improve sustainable practices,

3.2 coordinate with campus units and the community to ensure that sustainability is taken into consideration,

3.3 communicate with the Committee on Environment and Safety and the Campus Development Committee to ensure that sustainability is taken into consideration in the deliberations of those bodies,

3.4 receive copies of Executive Orders or other instructions to the campus dealing with sustainability and report on them to the Senate,

3.5 serve as a resource to faculty, staff and students wishing to undertake research, or propose curricular changes, or pursue sustainable practices,

3.6 communicate these activities and outcomes to the Senate, campus, and the broader community.

**Teacher Education Advisory Council**

1.0 Membership (16+): eight faculty, one from each college and the SDSU-IV Campus; Dean of Education, who shall chair, Provost, Dean of Graduate Affairs, Associate Vice President for Academic Affairs - Student Achievement; three representatives from the San Diego area school districts; three others.
2.0 Functions: The Council shall advise the Dean of Education on various programs for the preparation of teachers and other school personnel.

Tenure-Track Planning Committee
1.0 Membership (6): Provost, Chair of the Senate, Chair of Academic Policy and Planning, Chair of Academic Resources and Planning, Chair of Faculty Affairs, Chair of Diversity, Equity and Outreach.
2.0 Function: The Committee shall annually consider programming initiatives and recommend to the Provost the allocation of new and vacated tenure-track faculty positions.

Undergraduate Council
1.0 Membership (16): eight faculty, one from each college, the Library and the SDSU-IV Campus; Associate Vice President for Academic Affairs - Student Achievement or designee, who shall chair; Associate and Assistant Deans of Undergraduate Studies; Vice President of Student Affairs or designee; Director of Enrollment Services; two undergraduate students.
2.0 Functions: The Council
   2.1 Shall oversee an integrated approach to undergraduate excellence at San Diego State University
   2.2 Shall recommend policy for the Division of Academic Engagement and Student Achievement
   2.3 Shall propose changes in policy for undergraduate programs
   2.4 Shall supervise specific university-wide undergraduate programs such as, but not limited to, the Undergraduate Writing Subcommittee and the Graduation and Retention Subcommittee
   2.5 Shall forward to Senate the annual report on retention and graduation in the fall of each academic year

Undergraduate Topics Subcommittee of Undergraduate Curriculum Committee
1.0 This shall be a permanent subcommittee of the Undergraduate Curriculum Committee
2.0 Membership (5): three faculty who are members of the Undergraduate Curriculum Committee, one of whom shall chair; the Associate Vice President for Academic Affairs - Student Achievement and the Associate Vice President for Academic Affairs - Enrollment or designee.
   Function
3.0
   3.1 The Subcommittee shall review course proposals identified as 296, 496, 580, and 596, and General Studies 250, 350, and 550. Courses numbered 550, 580, and 596 shall be forwarded to the Graduate Council for an additional review. Although the Subcommittee may apply different criteria to these, it shall retain the same standards of regular courses.
   3.2 The Subcommittee shall encourage experimental and interdisciplinary courses.

Undergraduate Writing Subcommittee of Undergraduate Curriculum Committee
1.0 This shall be a permanent subcommittee of the Undergraduate Council.
2.0 Membership (13): the eight faculty members of the Undergraduate Council; the Director of Composition, the Director of the Test Office, the Associate Vice President for Academic Affairs - Student Achievement; two students from the Undergraduate Council.
3.0 Functions
   3.1 The Subcommittee (a) shall encourage the development of courses and programs designed to improve the writing of undergraduate students, (b) shall monitor lower division writing competency and upper division writing proficiency in order to ensure consistent standards, and (c) shall coordinate campus efforts to improve student writing.
   3.2 The Subcommittee shall approve and forward to the Undergraduate Curriculum Committee courses for review.
Writing Subcommittee of General Education Committee

1.0 This shall be a permanent subcommittee of the Committee on General Education and shall comprise two articulation panels, namely, the Composition Panel and the Oral Communication Panel.

2.0 Membership (6+): Members of the Committee on General Education and others thereby appointed to the Composition Panel, which shall include the Director of Composition and one or two representatives from each contributing department or school, and to the Oral Communication Panel, which shall include the Coordinator of Communication 103 and one or two representatives from each contributing department or school.

3.0 Functions

3.1 The Subcommittee shall

a. Coordinate the university Upper Division Writing Proficiency (UDWP) requirement,
b. Monitor the requirement for compliance with CSU system and campus policy,
c. Approve courses that fulfill the requirement,
d. Work with the Test Office to develop, schedule, and evaluate essay examinations that fulfill the requirement, and
e. Monitor student performance to ensure that a single standard of writing proficiency be applied.

The two articulation panels shall establish and coordinate course policies, grading standards, and syllabi in the Communication portion of the General Education program.