



SAN DIEGO STATE
UNIVERSITY

UNIVERSITY SENATE

POLICY FILE

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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.

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.

- 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

- 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.