

**1. CALL TO ORDER**

**1.1. Land Acknowledgement**

We stand upon a land that carries the footsteps of millennia of Kumeyaay people. They are a people whose traditional lifeways intertwine with a worldview of earth and sky in a community of living beings. This land is part of a relationship that has nourished, healed, protected and embraced the Kumeyaay people to the present day. It is part of a world view founded in the harmony of the cycles of the sky and balance in the forces of life. For the Kumeyaay, red and black represent the balance of those forces that provide for harmony within our bodies as well as the world around us.

As students, faculty, staff and alumni of San Diego State University we acknowledge this legacy from the Kumeyaay. We promote this balance in life as we pursue our goals of knowledge and understanding. We find inspiration in the Kumeyaay spirit to open our minds and hearts. It is the legacy of the red and black. It is the land of the Kumeyaay.

Eyay e'Hunn My heart is good.

—*Michael Miskwish, Kumeyaay Nation*

**1.1. Principles of Shared Governance**

Trust is recognized as a fundamental ingredient that is essential for effective shared governance. Without trust, the practices of partnership, inclusion, open communication, ownership, and accountability are likely to break down. SDSU community members have identified three key principles for shared governance at SDSU that all rely on the fundamental ingredient of TRUST: Respect, Communication, Responsibility.

**1.2. Welcome (Butler-Byrd)**

**2. APPROVAL OF AGENDA (Fuller)**

**3. APPROVAL OF SEC MEETING MINUTES (Fuller)**

**3.1.** SEC meeting Minutes for 3/21/2023: [https://senate.sdsu.edu/\\_pages\\_sec](https://senate.sdsu.edu/_pages_sec)

## **4. ACTION ITEMS**

### **4.1. Academic Policy and Planning Committee (Lach)**

4.1.1. Emeritus Policy (Referral 21/22\_17).....Page 04

### **4.2. Constitution and ByLaws (Baljon)**

4.2.1. Substitutes - Second Reading.....Page 10

### **4.3. Staff Affairs Committee (Rehfuss)**

4.3.1. Staff Emeritus Status.....Page 12

### **4.4. Undergraduate Council (Brooks)**

4.4.1. SDSU Academic/Holiday Calendar 2024-2025.....Page 13

4.4.2. Grid Calendar 2024-2025.....Page 15

### **4.5. Committee on Committee and Elections (Marx)**

4.5.1. Senate Elections

### **4.6. Faculty Emeritus Status (Welsh)**

4.6.1. Emeritus Status

### **4.7. Approval of Graduate Candidates (Lieu)**

## **5. REPORTS**

### **5.1. SEC Report (Butler-Byrd)**

5.1.1. R2 to R1 [Town Hall](#)

5.1.2. Cozen O'Connor Title IX/DHR Meetings

### **5.2. Senate Vice Chair Report (Vasquez)**

5.2.1. Referral Chart.....Page 16

### **5.3. Senate Treasurer Report (Sharma)**

5.3.1. Senate Expenditures & Assigned Time Audit.....Page 17

### **5.4. Senior Associate Vice President, Administration (Rentto)**

5.4.1. 4-5-23 Action Memo regarding Tenure-Track Planning Policy Amendment 3.0  
**[TIME CERTAIN 3:30PM]**

**5.5. Provost Report (Ochoa)**

- 5.5.1. Admissions Update
- 5.5.2. Summer School Update
- 5.5.3. Retention Tenure and Promotion Evaluations Update
- 5.5.4. 2023/24 Faculty Hiring
- 5.5.5. Course Registration Waiting List
- 5.5.6. Telework–HR Update

**5.6. Associated Students President Report (Moore)**

**6. INFORMATION ITEMS**

**6.1. Academic Policy and Planning Committee (Lach)**

- 6.1.1. AY 22-23 Annual Report.....Page 18

**6.2. Undergraduate Council (Brooks)**

- 6.2.1. Undergraduate Council Report.....Page 22
- 6.2.2. AY 22-23 Annual Report.....Page 23

**6.3. Tenure Track Planning Committee**

- 6.3.1. Committee Report.....Page 25

**6.4. International Affairs Council**

- 6.4.1. Annual Report.....Page 28

**6.5. Graduate Council (Love)**

- 6.5.1. Graduate Programs.....Page 30

**6.6. University Research Council (Madanat)**

- 6.6.1. AY 22-23 Annual Report.....Page 31

**6.7. University Relations and Development (Vargas)**

- 6.7.1. Philanthropy Report.....Page 33

**7. EXECUTIVE SESSION (Voting SEC Members Only)**

- 7.1. University Relations and Development (Vargas)[TIME CERTAIN 3:45PM]

**8. ADJOURN**

To: SEC / Senate  
From: Pamela Lach, Chair, Academic Policy and Planning Committee (AP&P)  
Date: April 10, 2023  
Subject: ACTION: Emeritus Policy (Referral 21/22\_17)

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The Academic Policy and Planning Committee (AP&P) moves that the Senate adopt the following changes to UNIVERSITY POLICIES: Emeritus Employees. We recommend this as a new section of the policy file, combining and updating emeritus faculty and staff policies. Note that the language in Bylaw 1.3.1.3. (voting privileges for professor emeritus) may need to be updated accordingly.

### **UNIVERSITY POLICIES: Emeritus Employees**

Emeritus status is a right extended to all eligible faculty and staff. Emeritus status brings with it continued affiliation with the institution and specific benefits (listed in 4.0). Emeritus status, and its accompanying benefits, have associated responsibilities. In order for emeritus status and/or benefits to continue, an emeritus employee must remain in good standing with the University.

**1.0 Eligibility:** Faculty and staff employees shall have served 10 or more full-time years, or the part-time equivalent, either continuously or at different times at SDSU or elsewhere in the California State University (CSU) system. In addition to the length of service, either at SDSU or elsewhere within the CSU, employees must be eligible to activate their annuities from the CSU system.

1.1. Faculty: Emeritus status is granted at a campus, and may be conferred at more than one campus or university system. All faculty, as defined by 1.1 in the Bylaws, are eligible for emeritus status. Full-time appointments may be 10- or 12-month, as specified in Bylaw 1.1.1.

1.2. Administrators: Emeritus administrator status shall be granted by and at the pleasure of the President of the university.

**2.0 Nomination:** At least once a semester, a list of employees who have announced their intention to retire and meet the eligibility requirements shall be distributed by the appropriate office to the Senate Office for inclusion on an upcoming SEC/Senate agenda. The Center for Human Resources shall compile the list of retiring eligible staff, and the President's Office (or designee) shall compile the list of retiring faculty.

2.1. The Senate shall vote on these lists no later than the final meeting of that semester.

2.2. If eligible persons are omitted from emeritus status, they may request from the Chair of the Senate conferral of emeritus status. This includes currently retired employees who are newly eligible for emeritus status under these changed rules.

**3.0 Conferral:** Emeritus status shall be granted by formal vote of the Senate.

- 3.1. Upon approval, Senate officers shall include the full list of emeritus employees in their Action Memo to the President. A copy of that memo shall be sent by the Senate Office to the following individuals and offices to ensure the continuation of access and timely conferral of benefits: Senior HR Director, Director of IT User Services, University Library Circulation Department Head, Director of Parking and Transportation Services, Provost, and the employee's supervisor (department chair, school director, college dean, MPP, etc.).
- 3.2. The names of emeritus faculty and administrators shall be listed in the back of the General Catalog and with department and school faculty in the body of the Catalog.
- 3.3. The names of emeritus staff shall be listed on the Senate, Staff Affairs Committee, and departmental, school and/or college websites.

**4.0 Benefits:** Emeritus employees in good standing shall receive the following benefits as available and following normal procedures for allocation: (a) library privileges accorded to all employees, (b) free annual parking permits, (c) email continuation, (d) access to site licensed software suites when licensing agreements allow, and (d) identification cards indicating emeritus status. Emeritus benefits are managed by the appropriate service unit.

- 4.1. When available, emeritus employees may be granted office space and/or computer access upon the recommendation of the appropriate departmental unit (school, department, college).
- 4.2. Emeritus employees are eligible to serve on Senate appointed and campus ad hoc committees as appropriate.

**~~UNIVERSITY POLICIES: Administration~~**

**~~Emeritus Administrator Status~~**

~~Emeritus administrator status shall be granted by and at the pleasure of the President of the university. The privileges of emeritus administrator status shall be those of faculty emeritus status upon recommendation of the President of the University.~~

**UNIVERSITY POLICIES: Facilities**

**Library Privileges**

**2.0 Emeritus ~~Employees~~ Faculty:** Privileges shall be as in sec. 1.0.

**~~UNIVERSITY POLICIES: Faculty~~**

## **Retirement and Emeritus Status**

### **1.0 — Emeritus Status**

- 1.1. — Conferral of emeritus status represents an honor bestowed by the university in recognition of significant and distinguished service to the university by faculty from San Diego State University who may seek to continue their affiliation with and service to the institution.
- 1.2. — Privileges: The privileges of emeritus status, as available and following normal procedures for allocation, shall include (a) library privileges accorded all regular faculty members, (b) computer access upon recommendation of the appropriate departmental unit (school, department, college), and (c) available office space upon the recommendation of the department or school.
- 1.3. — Eligibility: Emeritus status is granted at a campus, and may be conferred at more than one campus or university system. Years of service at the campus or system level, either continuously or at different times, may be considered as evidence of merit. Emeritus status may be conferred only upon faculty who have: (a) provided significant or sustained contribution in promoting the mission of the university, or (b) held employment with the California State University (CSU) system and who are eligible to activate their annuities from the CSU system. Exceptional cases of non-service retirements, those who resigned from SDSU, or lecturers, may be considered for recommendation to the Senate based on merit.
- 1.4. — Nomination: The Faculty Honors and Awards Committee shall recommend to the Senate faculty members eligible for emeritus status.
  - 1.4.1. — Each semester, the Committee shall receive from the President's Office (a) a list of tenured faculty members who have informed the President of their intention to retire, (b) their anticipated dates of retirement, and (c) their status with respect to service retirement.
  - 1.4.2. — Nominations for emeritus status shall be submitted by the Dean of the college or head of major academic unit to the Faculty Honors and Awards Committee. Nominations for exceptional cases must be accompanied by a rationale for conferral of emeritus status.
  - 1.4.3. — If eligible persons are omitted from emeritus status, they may within three years of the date of prior decision request of the Chair of the Senate consideration for emeritus status.
- 1.5. — Emeritus status shall be granted by formal action of the Senate, viva voce, to a tenured member of the faculty upon service retirement. Emeritus status shall be granted under other conditions to recognize extraordinary service to the university by a majority vote of the Senate taken viva voce.
- 1.6. — The names of emeritus faculty shall be listed in the back of the General Catalog and with department and school faculty in the body of the Catalog.

## **UNIVERSITY POLICIES: Staff**

### **6.0 — Staff Emeritus Status**

- 6.1. — ~~Conferral of emeritus status represents an honor bestowed by the university in recognition of significant and distinguished service to the university by staff from San Diego State University who may seek to continue their affiliation with and service to the institution.~~
- 6.2. — ~~Privileges: The privileges of emeritus status, as available and following normal procedures for allocation, shall include (a) library privileges accorded all regular staff members, (b) email access, (c) ability to serve on Senate appointed and campus ad hoc committees as appropriate, (d) Identification cards indicating emeritus status and, (e) any other privileges as deemed appropriate.~~
- 6.3. — ~~Eligibility: Emeritus status is granted at the campus level. Years of service at the campus, either continuously or at different times, may be considered as evidence of merit. Emeritus status may be conferred only upon staff employees who have: (a) provided significant or sustained contribution in promoting the mission of the university and who are eligible to activate their annuities from the CSU system. Exceptional cases may be considered for recommendation to the Senate based on merit.~~
- 6.4. — ~~Nomination: The Staff Honors and Awards Committee shall recommend to the Senate staff members eligible for emeritus status.~~
- 6.4.1. — ~~Each quarter, the committee shall receive from Human Resources (a) a list of staff employees with 10 or more full time years (or the part time equivalent of 10 or more years) of service to the university and have informed the university of their intention to retire, (b) their anticipated dates of retirement, and (c) their status with respect to service retirement.~~
- 6.4.2. — ~~Nominations for emeritus status shall be submitted to the Senate for conferral by the Staff Honors and Awards Committee. Nominations for exceptional cases must be accompanied by a rationale for conferral of emeritus status~~
- 6.4.3. — ~~If eligible persons are omitted from emeritus status, they may within three years of the date of prior decision request of the Chair of the Senate consideration for emeritus status.~~
- 6.5. — ~~Emeritus status shall be granted by formal action of the Senate, viva voce, to a member of the staff upon service retirement. Emeritus status shall be granted under other 8 conditions to recognize extraordinary service to the university by a majority vote of the Senate taken viva voce.~~
- 6.6. — ~~The names of emeritus staff shall be listed on the Senate, Staff Affairs Committee, and departmental, school and/or College websites.~~

**Rationale:**

AP&P was asked to review and rectify emeritus status policies for tenure-track, lecturers and staff (Referral 21/22\_17). Our initial investigation into emeritus policies, which included conferring with the AY 21-22 chair of the Faculty Honors and Awards Committee (FHAC), found that policies and processes were inconsistent across employee classifications, and that implementation of these policies was uneven. Moreover, the Senate Policy File lacks clear criteria for demonstrating and determining “significant or distinguished service” to the university; indeed, there are no criteria required of tenure-track/tenured faculty. Currently, the names of permanent retiring faculty are forwarded to FHAC for approval without any supporting documentation beyond their years of service. In contrast, contingent faculty must be nominated by their deans, who must provide supporting documentation to FHAC for consideration. In recent years, only a few colleges have nominated retiring lecturers for emeritus conferral. By contrast, conferral of emeritus status for staff is based solely on years of service.

AP&P reviewed the faculty collective bargaining agreement and found no mention of emeritus status. It is our understanding that staff CBAs likewise do not mention emeritus, but that discussions were held with staff unions to establish support for emeritus staff conferral. Since emeritus status cannot be considered a contractual obligation, AP&P weighed whether such status was a privilege or a right. If the former, specific criteria would need to be established for determining if an employee is eligible for emeritus status. If the latter, merit-based status would need to be eliminated, and all retiring employees must be eligible for emeritus status.

AP&P concluded that emeritus status should be a right available to all who meet a minimum threshold of eligibility. We therefore removed language related to merit-based conferral and applied the established threshold for staff to all employees: an individual with 10 years of full-time service (or the part-time equivalent) and the minimum age the CSU approves for retirement. In so doing, we strive to make the conferral of emeritus status—and its associated benefits—**consistent, transparent, and equitable** across all classifications of faculty and staff.

The proposed language, which incorporates recommendations from the Staff Affairs Committee, creates a coherent policy for all eligible employees. It streamlines and clarifies the conferral process. And it applies consistent benefits to all emeritus employees. We solicited and incorporated feedback from the chairs of the Faculty Affairs Committee, Faculty Honors and Awards Committee, Senate Secretary Amanda Fuller (on behalf of the newly-approved Lecturers Committee), and the Staff Affairs Committee.

To clarify the benefits listed in 4.0, we consulted with IT, HR, and Parking and Transportation Services. We did not share the proposed policy with the Library since there were no significant changes related to library benefits (as determined by a preliminary conversation with Access Services staff). While most current software licensing does not extend access to emeritus employees, we included the possibility of future access should software licensing agreements permit at a later date (4.0.d). Parking and Transportation Services recommended limiting free parking—which is not currently listed in our policy file but has been a practice at SDSU—to those emeritus providing continued service to the university (such as research, lab work, student support/mentoring, or other volunteer service) based on their interpretation of Title 5 (5 CCR §



42201). However, AP&P maintains that Title 5 does not prohibit a CSU from providing free parking to emeritus employees. The committee [researched the parking policies](#) of all other CSUs, and found that 19 campuses provide either free short-term, semester-long, annual, or lifetime passes. We therefore rejected the recommendations of Parking and Transportation Services, and advocate for free annual parking permits for all emeritus employees.

To: SEC / Senate  
From: Arlette Baljon, Chair, Constitution and Bylaws Committee  
Date: 4/11/2023  
Subject: SUBSTITUTES

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The CBL moves that the Senate adopt the following changes to Senate policy file (Bylaws) [for a 2<sup>nd</sup> reading. \(2/3 vote needed\)](#)

## 5.0 Substitutes (Bylaws)

~~5.1 Each senator when elected shall provide the Secretary with the names of two substitutes from his or her constituency who are eligible for election to the Senate, either one of whom may attend Senate meetings and vote in the absence of the appointing senator.~~

~~5.2 A senator may appoint an eligible substitute from his or her constituency other than the two originally named, but before that substitute may attend Senate meetings and vote, the appointing senator shall in writing notify the Secretary of the Senate.~~

5.1 Senators and members of Senate and Senate-appointed committees may appoint a substitute if they cannot attend a meeting, unless specified otherwise.

5.1.1. A substitute serves for a single meeting.

5.1.2. The substitute may attend the meeting and shall have the same speaking and voting privileges as the member.

## 5.2 Eligibility

### 5.2.1. General eligibility

5.2.1.1. Appointed and elected members may appoint someone from their same constituency, unless otherwise stated in the policy file.

5.2.1.2. Ex officio members may appoint someone from their same administrative area, unless otherwise stated in the policy file.

5.2.1. Senate Executive Committee: Ex officio members that chair a Senate standing committee may only appoint as substitute a committee member that is eligible to chair that committee.

5.2.2. Senate Officer: Substitutes shall only be allowed for Senate Officers while serving as ex officio on Senate or Senate-appointed committees. An officer may appoint another officer as a substitute.

5.2.3 ASCSU: The two runners-up from the last regular yearly election of the

ASCSU senator are considered “Alternates” and are qualified to serve as a substitute for an ASCSU Senator. If an “Alternate” is not available to serve as substitute, the Chair of the Senate shall appoint a substitute. Any appointed substitute must meet the eligibility requirements in Bylaws 4.5.2.

### 5.3. Notification

5.3.1. Senators appointing substitutes for a Senate meeting shall notify the Senate Officers in writing via established procedure as soon as is reasonably possible.

5.3.2. Committee members appointing substitutes for a committee meeting shall notify the committee chair in writing as soon as is reasonably possible.

5.3.3. ASCSU Academic Senators appointing “Alternates”-shall notify the appropriate member of the Academic Senate. Academic Senators appointing a substitute for a Senate Executive Committee or Senate meeting shall notify the Senate Officers in writing via the established procedure as soon as is reasonably possible. ASCSU Academic Senators appointing a substitute for an Senate Executive Committee or Senate meeting shall notify the Senate Officers in writing via established procedure as soon as is reasonably possible.

Rationale: the above language specifies rules on substitutes currently in place. By including this in the policy file it clarifies it for everyone. Note that naming substitutes at the beginning of the year is not practical.

Regarding ASCSU substitutes, this rule is in agreement with the ASCSU policy file. “In the event that an elected representative is unable to attend a meeting of the Academic Senate, the senate of that campus may name a substitute who shall have the right to attend and vote at that meeting” (ASCSU Constitution Section 7)

**6.1. Regular Meetings.** The Senate shall regularly meet at least seven times during the academic year

6.1.1. A regular meeting shall be a scheduled meeting and may continue beyond one day.

6.1.2. The agenda of each regular meeting shall be distributed to the members of the Senate at least four working days before the meeting.

6.1.3. A senator present for a portion of a meeting shall be recorded as present for the entire meeting.

# MEMO

Report of Staff Affairs Committee

Senators,

During the Quarter ending March 31, 2023, nine Staff members retired with more than 10 years of service and are recommended for the conferring of Staff Emeritus Status by the Full Senate.

<b>Retiree- Staff Affairs Comm</b>	<b>14</b>		
<b>Name</b>	<b>Department</b>	<b>Jobcode Name</b>	<b>Yrs of Serv-Original Hire Dt</b>
<b>Calderon,Jocelyn S</b>	<b>Enrollment Services</b>	<b>Admin Support Coord 12 Mo</b>	<b>22.5</b>
<b>Cross,Paula A</b>	<b>SA Financial Aid &amp; Schlrshps</b>	<b>SSP II</b>	<b>26.9</b>
<b>Garay,Marielos</b>	<b>IT User Services</b>	<b>Analyst/Programmer 12 Mo</b>	<b>30.9</b>
<b>Gramlich,Constance C</b>	<b>Department of Biology</b>	<b>Instructional Support Tech III</b>	<b>32.3</b>
<b>Kirson,Donald Allen</b>	<b>Student Ability Success Center</b>	<b>SSP IV</b>	<b>10.9</b>
<b>Marin,Diane</b>	<b>SA Career Services</b>	<b>Admin Analyst/Spclst 12 Mo</b>	<b>17.4</b>
<b>Mascardo,Luciano P</b>	<b>Custodial Services</b>	<b>Custodian</b>	<b>26.0</b>
<b>Norton,Charles Scott</b>	<b>KPBS</b>	<b>Broadcast Engineer 12 Mo</b>	<b>37.9</b>
<b>Woods,Linda Lee</b>	<b>Instructional Technology Serv</b>	<b>Info Tech Consultant 12 Mo</b>	<b>11.5</b>

Thanks

Todd Rehfuss, Chair  
Staff Affairs Committee

**SDSU Academic/Holiday Calendar  
2024-2025**

***Summer 2024***

<u><b>Date</b></u>	<u><b>Holiday/Activity</b></u>
Mon, May 20, 2024	First day of Summer term
Mon, May 20, 2024	First day of classes
Mon, May 27, 2024	Memorial Day (Campus closed)
Wed, June 19, 2024	** Juneteenth (Campus closed)
Thurs, July 4, 2024	Independence Day (Campus closed)
Mon, August 12, 2024	Last day of classes (Final examinations are the last day of classes for each summer session)
Wed, August 14, 2024	Last day of Summer term, grades due from instructors (11 pm deadline)

***Fall 2024***

<u><b>Date</b></u>	<u><b>Holiday/Activity</b></u>
Mon, August 19, 2024	First day of Fall semester
Mon, August 26, 2024	First day of classes
Mon, September 2, 2024	Labor Day (Campus closed)
Mon, November 11, 2024	Veterans Day (Campus closed)
Wed, November 27, 2024	No Class (Campus open)
Thu, November 28 - Fri, November 29, 2024	Thanksgiving Break: (Campus closed) 11/28 Thanksgiving Day 11/29 * Admission Day
Wed, December 11, 2024	Last day of classes

Thurs, December 12 – Wed, December 18, 2024	Final Examinations
Mon, December 23 – Thurs, December 26, 2024	Winter Break: (Campus closed)
	12/24 * Lincoln’s Birthday
	12/25 Christmas Day
	12/26 *Washington’s Birthday
	12/27 * Columbus Day
Tues, December 31, 2024	Last day of Fall semester, grades due from instructors (11 pm Deadline)

### **Spring 2025**

<u>Date</u>	<u>Holiday/Activity</u>
Wed, January 1, 2025	New Year’s Day (Campus closed)
Thurs, January 16, 2025	First Day of Spring semester
Mon, January 20, 2025	Martin Luther King, Jr. Day (Campus closed)
Tues, January 21, 2025	First day of classes
Mon, March 31, 2025	Cesar Chavez Day (Campus closed)
Mon, March 31 - Fri, April 4, 2025	Spring Break
Thurs, May 8, 2025	Last day of classes
Fri, May 9 -Thurs, May 15, 2025	Final Examinations
Thurs, May 15, 2025	IVC Commencement
Fri, May 16 – Sun, May 18, 2025	Commencement – San Diego Campus
Thurs, May 22, 2025	Last day of spring semester, grades due from instructors (11 pm Deadline)
*= Re-scheduled holiday	**= Make up hours asynchronously

**SAN DIEGO STATE UNIVERSITY**  
**ACADEMIC AFFAIRS 2024/25 ACADEMIC CALENDAR DRAFT**

2024	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	DAYS	Instructional Days
MAY			W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH			8	8
JUN		F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S			20	20
JUL			M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T			21	21
AUG		W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH			11	9	
Total Academic Days for Summer 2024																												60	58							

X designates Academic Work day [0] First day of Summer term. [3] (\* Final examinations are the last day of classes for each summer session)  
H designates Holiday [1] First day of classes. [4] Grades due at 11:00 pm, end of summer term  
[2] Last day of classes.

2024	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	DAYS	Instructional Days	
AUG		W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH			9	4		
SEPT		F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S			21	21	
OCT			T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W			22	22	
NOV		TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S			19	18	
DEC			S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T			20	8
Total Academic Days for Fall 2024																												91	73								

X designates Academic Work day [0] First day of Fall term. [3] Final exams Note: Aug and Sept work days are paid in Sept  
W designates Weekend Work day [1] First day of classes. [4] Grades due at 11:00 pm, end of fall semester.  
H designates Holiday [2] Last day of classes.

2025	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	DAYS	Instructional Days	
JAN			W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH			10	8	
FEB		F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S			21	21	
MAR			S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M			20	20
APR			T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W			18	18	
MAY			TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S			18	6
Total Academic Days for Spring 2024																												87	73								
Total 2024-2025																												178	146								

X designates Academic Work day [0] First day of Spring term. [3] Final exams Note: Jan and Feb days are paid in Feb  
W designates Weekend Work day [1] First day of classes. [4] IVC Commencement - May 15, 2025  
H designates Holiday [2] Last day of classes. [5] Commencement Days - May 16, 17, 18, 2025  
SB Spring Break [6] Grades due at 11:00 pm, end of spring semester.

This is not to be construed as an employee work calendar.

Printed  
4/10/2023

Color Legend	
Red:	Two years ago
Yellow:	Last year
Green:	Current year

List Name	Card Name	Labels
<b>STANDING COMMITTEES:</b>		
Academic Policy & Planning (AP&P)	20/21_06: ASCSU Resolution: FACULTY EMERITUS/EMERITA STATUS: REVOCATION AND APPEAL	In Committee (purple)
Academic Policy & Planning (AP&P)	20/21_09: Policy Reviews for Programs Offered through Global and Main Campuses	In Committee (purple)
Academic Policy & Planning (AP&P)	21/22_04: Five-Year Review of Academic Administrators + Search Committees for University Administrators Bylaws	In Committee (purple)
Academic Policy & Planning (AP&P)	21/22_17: Review and Rectify Emeritus Status Policies for Tenure-Track, Lectures and Staff	In Committee (purple)
University Resources & Planning (URP)	22/23_17: Add Dean CGS to URP	In Committee (purple)
Committee on Committees & Elections (CCE)	22/23_03: Academic Affairs Search Committee & URTP	In Committee (purple)
Committee on Committees & Elections (CCE)	22/23_09: Review & Update Policies Related to Senator Committee Assignments	In Committee (purple)
Constitution & Bylaws (CBL)	21/22_15: ASCSU Senate Representation	SEC/Senate Processing (orange)
Constitution & Bylaws (CBL)	21/22_23: Update Committee Chair Policies	In Committee (purple)
Constitution & Bylaws (CBL)	21/22_24: Ensure Shared Governance on Committees & Task Forces	In Committee (purple)
Constitution & Bylaws (CBL)	22/23_13: Update Constitution 5.0	In Committee (purple)
Constitution & Bylaws (CBL)	22/23_14: Revision to ByLaws 5.0 & 6.0++	In Committee (purple)
Constitution & Bylaws (CBL)	22/23_15: Revision to Bylaws 7.1	In Committee (purple)
Constitution & Bylaws (CBL)	22/23_16: Add Secretary to CCE and Chair to APP	In Committee (purple)
Constitution & Bylaws (CBL)	22/23_18: Bylaws 11.0 and 13.0 Updates	In Committee (purple)
Constitution & Bylaws (CBL)	22/23_19: Update Policy Language related to Committees	In Committee (purple)
Diversity, Equity & Inclusion (DEI)	21/22_06: Policy File Review re 4.0 Diversity--regarding Global Campus & Nondiscrimination & Equality Opportunity Bylaws	In Committee (purple)
Diversity, Equity & Inclusion (DEI)	21/22_16: Senate Diversity Plan	In Committee (purple)
Diversity, Equity & Inclusion (DEI)	21/22_22: Condemning Hostile Teaching Environments	In Committee (purple)
Diversity, Equity & Inclusion (DEI)	22/23_08: Create ad hoc committee to draft University Senate DEI plan	In Committee (purple)
Faculty Affairs Committee (FAC)	20/21_02: Professors of Practice: Implications?	In Committee (purple)
Faculty Affairs Committee (FAC)	20/21_07: Faculty Responsibilities to Create a Diverse, Equitable Inclusive Classroom Environment.	In Committee (purple)
Faculty Affairs Committee (FAC)	21/22_20: Course Syllabi Policy File Revisions	In Committee (purple)
Faculty Affairs Committee (FAC)	22/23_05: Develop Guidelines for the Management of the Sabbatical Application & Review Process	In Committee (purple)
Undergraduate Curriculum Committee (UCC)	21/22_19: Recommendation on elimination of the Writing Proficiency Exam (WPA) & Policy Adjustments Related to Upper Division Writing Require	In Committee (purple)
<b>OTHER COMMITTEES &amp; COUNCILS</b>		
Campus Development Committee	21/22_09: Naming Policies under the auspices of the Campus Development Committee	In Committee (purple)
Environment and Safety	20/21_03: Update Environmental & Safety Committee Charter.	In Committee (purple)
Environment and Safety	21/22_10: Smoking and Smudging Policy Bylaws and Updates	In Committee (purple)
Faculty Honors and Awards	20/21_04: Review Faculty Honors and Awards policies, with particular attention to the Senate Excellence in Teaching Award.	In Committee (purple)
Faculty Honors and Awards	22/23_10: Update Committee Charge and Clarify Responsibilities	In Committee (purple)
Freedom of Expression	20/21_01: Update policy on the use of shared SDSU digital resources.	In Committee (purple)
Freedom of Expression	21/22_11: Academic Freedom Policy Review.	In Committee (purple)
Graduate Council	21/22_07: Integrity in Research and Scholarship Bylaws Review	In Committee (purple)
International Affairs Council	22/23_01: ACIP Representative & Meeting Payment	In Committee (purple)
International Affairs Council	22/23_02: Tracking Undergraduate, Masters, Doctoral Proposals for Impacts on International Students	In Committee (purple)
Instructional and Information Technology	21/22_08: Instructional and Information Technology Committee Bylaw Review and Update.	In Committee (purple)
Library	22/23_04: Review & Update Policies Regarding Material Gifts Valued at over \$20,000	In Committee (purple)
Staff Affairs	22/23_07: Charter a New "Staff Planning Committee"	In Committee (purple)
Student Media Advisory	21/22_13: Student Affairs & Student Media Advisory Committees Reviews and Updates	In Committee (purple)
Bookstore Advisory	22/23_12: Add Librarian to Bookstore Advisory	In Committee (purple)
Teacher Preparation Advisory Council	21/22_25: Teacher Preparation Advisory Council Bylaw Review and Update	In Committee (purple)
Tenure Track Planning (TTPC)	21/22_26: Tenure Track Planning Committee Bylaw Review & Implementation recommendations	In Committee (purple)
Undergraduate Council	21/22_14: Undergraduate Council Bylaw Review and Update	In Committee (purple)
Honorary Degree	22/23_20: Update Honorary Degrees Policy	In Committee (purple)



<b>Date</b>	<b>Amount</b>	<b>Payee</b>	<b>Payment Type</b> <small>(e.g., credit card, transfer, purchase order)</small>	<b>Expense Type</b> <small>(e.g. stipend, supplies, equipment, travel)</small>	<b>Purpose / Justification / Notes</b>
2/27/2023	\$10,000.00	SETA Awardee	Transfer	Award	\$10k transfer for awardee of the Senate in Excellence Teaching Award
1/30/2023	\$408.37	SDSU Catering	iPCC	Food and Catering	Catering for Senate in Excellence Teaching Award
1/3/2023	\$130.61	Awards by Navajo	iPCC	Services	Plaque for Cezar Ornatowski's 20.5yrs service for the Senate (Revised) Pending FAH Approval
12/2/2022	\$130.61	Awards by Navajo	iPCC	Services	Plaque for Cezar Ornatowski's 20.5yrs service for the Senate. Pending FAH Approval
12/9/2022	\$4,500.00	SDSU IT	Transfer	Services	IT Support Contract for all Senate Meetings
10/1/2022	\$43.50	SDSU IT	-	Services	IT INFRA TELECOM RECURRING Oct 2022
9/26/2022	\$78.12	Which Wich	iPCC	Food and Catering	Senate Retreat - Lunch hours
9/26/2022	\$12.39	Which Wich	iPCC	Food and Catering	Senate Retreat - Lunch hours
9/6/2022	\$719.94	TRELLO	iPCC	Services	Senate Referral Chart Annual web-hoting fees
9/1/2022	\$43.50	SDSU IT	-	Services	IT INFRA TELECOM RECURRING Sep 2022
8/25/2022	\$196.44	Amazon	iPCC	Supplies	Robert's Rules of Order (QTY12)
8/1/2022	\$43.50	SDSU IT	-	Services	IT INFRA TELECOM RECURRING Aug 2022
8/1/2022	\$43.50	SDSU IT	-	Services	IT INFRA TELECOM RECURRING Jul 2022
8/1/2022	\$43.50	SDSU IT	-	Services	IT INFRA TELECOM RECURRING Jun 2022

To: Senate Officers, SEC, Senate  
From: Pamella Lach, Chair, Academic Policy and Planning Committee (AP&P)  
Date: April 10, 2023  
Subject: AY 22-23 Annual Report

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During the 2022-2023 academic year, the Academic Policy & Planning Committee (AP&P) undertook the work of our established annual agenda, which included receiving and addressing referrals from the Senate; reviewing proposals for new programs, program elevations, and program deactivations; and engaging in work related to enrollment, retention, and graduation (ERG). We continue to make progress on several referrals related to emeritus status, search committees for university administrators, and administrative review.

### **Roster**

In January, AP&P re-elected Chair Lach to serve as chair for AY 23-24, with a one-year extension on her committee term.

We struggled to complete our roster this year, with several short-term vacancies and substitutes due to sabbaticals and departures from the University. Our anticipated roster for AY 23-24 is:

1. **Arts and Letters:** Paula De Vos (2021-2023) - renewing for a second term (2023-2026)
2. **Fowler College of Business:** Lin Wang (2021-2024)
3. **Education:** Nick Johnson\* (2021-2024)
4. **Engineering:** Khaled Morsi\* (2018-2024)
5. **Health and Human Services:** Changqi Liu\* (2022-2025)
6. **Library:** Pamella Lach, Chair\* (2017-2024; term to be completed in May 2023 with a one-year extension granted through AY 23-24)
7. **Professional Studies and Fine Arts:** Dani Bedau\* (2022-2025)
8. **Sciences:** Vadim Ponomarenko\* (2021-2024)
9. **SDSU Imperial Valley:** vacant (vacant during AY 22-23)
10. **Staff representative:** awaiting results of Staff Affairs Committee vote/appointment; Leviticus Johnson joined in March 2023 to finish Annie Foral's term
11. **Associated Students:** appointment to be made in Fall 2023
12. **Associated Students:** appointment to be made in Fall 2023
13. **Provost (ex officio):** Hector Ochoa\* (no term limit)
14. **AVP FASS (ex officio):** Joanna Brooks\* (no term limit)
15. **Dean of Graduate Studies or designee (ex officio):** Tracy Love or Andy Bohonak\* (no term limit)

\* denotes a Senator

## Annual Summary of Action and Work

### Status of Referrals

#### **20/21\_06: ASCSU Resolution: Faculty Emeritus/Emerita Status: Revocation and Appeal.**

We began exploring this issue but realized we needed to first update policy related to emeritus conferral (status and procedure) and benefits before we could address revocation. AP&P will work on this in AY 23-24 after we finish referral 21/22\_17.

*Status: In process*

**20/21\_08: Clarify PBAC Members & Election Process.** AP&P completed its work on adding faculty and staff members to PBAC in 2019-2020. Chair Lach conferred with Senate officers to make sure the newly proposed language aligned with AP&P's previous work.

*Status: Completed*

**20/21\_09: Policy Reviews for Programs Offered through Global and Main Campuses.** Chair Lach reached out to the Interim Dean of Global Campus in Fall 2022 to resume our work on this referral, which was a carryover from the previous year. We are still waiting to hear back, and will approach the new Dean when that individual arrives on campus.

*Status: On hold*

**21/22\_04: Five-Year Review of Academic Administrators + Search Committees for University Administrators Bylaws.** We focused our efforts on updating the policy for Search Committees for University Administrators. We drafted updated language recommending a uniform core membership for all committees, with the possibility of adding additional members as needed. We will be circulating this language with relevant offices for comment over the summer and anticipate completing this referral sometime in AY 23-24. We were asked to wait until the current five-year review cycle is complete before addressing the rest of the referral. At the request of AP&P, this referral was split into two. **21/22\_28** was created on April 11: Review & Update Search Committees for University Admin Bylaws.

*Status: In process*

**21/22\_17: Review and Rectify Emeritus Status Policies for Tenure-Track, Lectures and Staff.** AP&P drafted new language related to emeritus conferral and benefits for all employees. We circulated the suggestions to the Faculty Affairs Committee, Faculty Honors and Awards Committee, Amanda Fuller (on behalf of the newly-approved Lecturers Committee), and the Staff Affairs Committee for feedback. Chair Lach conferred with HR, IT and Parking and Transportation Services regarding emeritus benefits and procedures. We submitted the updated language for the May Senate meeting.

*Status: In process/anticipated to be completed by the end of AY 22-23*

### **Action items**

In addition to our ongoing progress on our referrals, we sent the following action items to Senate this year:

**Curriculum Approval Process policy changes:** Updated policy that 1) ensures alignment between policy and process, 2) ensures that our policy aligns with broad CSU policy, 3) streamlines the approval process via concurrent levels of review in Curriculog, and 4) adds language describing each process (previously visualized in charts) to create redundancies to safeguard against future potential errors. *Approved at the October Senate meeting.*

**Graduation Writing Assessment Requirement (GWAR) Policy Changes:** Addresses new CSU policy that permanently eliminates the writing proficiency examination (WPA) and requires that all students satisfy the graduation writing assessment requirement with a 3-semester unit upper division course or courses. Provides options for high-unit (120+) majors with several options. *Approved with editorial changes at the October Senate meeting.*

**Minor Course Modifications to Existing Undergraduate Courses:** Introduces an abbreviated review process for undergraduate courses requiring minor modifications, which will help reduce the backlog of course proposals in Curriculog. *Approved with editorial changes at the November Senate meeting.*

**Religious Holiday Accommodations:** Removes the two-week timeframe for students to notify instructors of anticipated absences due to religious holidays in alignment with the California Ed Code. Encourages students to provide reasonable advance notice and encourages faculty to be as flexible as possible. *Approved without editorial changes at the February Senate meeting.*

**Course Prerequisites:** Ensures that SDSU complies with Title 5 by honoring students' catalog rights. *Approved at the March Senate meeting.*

**Catalog Rights for Transfer Students:** Ensures the protection of transfer students' catalog rights per Title 5. *Approved at the March Senate meeting.*

**Courses Not Offered in Two Years, Undergraduate:** Updates the process for removing undergraduate courses not offered in two years to reflect new technical processes in Curriculog. *Approved at the March Senate meeting.*

**SDSU Imperial Valley: Curriculum and Academic Policy:** Streamlines curriculum approval processes for mirrored programs at Imperial Valley. *Approved at the March Senate meeting.*

**Updates to the Curriculum Guide for Service Learning (SL) and Community Engagement (CE) Course Designations and Approval of New SL/CE Courses:** Introduces a new course designation for Community Engagement courses and reflect updates in the Curriculum Guide. *Approved at the March Senate meeting.*

**Assistant Deans:** Reflects the day-to-day work of Assistant Deans, clarifies the different Assistant Dean roles across campus, and differentiates between the roles for undergraduate and graduate student processes. **Approved at the April Senate meeting.**

AP&P will be discussing several potential action items at our final committee meeting of the year on April 25:

- Credit for prior learning - updated policy per the Chancellor's Office
- Registration-related policy updates: permission numbers, faculty drops for attendance, and drops for prerequisites

Depending on the urgency of these items, some may be submitted for the May Senate meeting via a late add request.

Additionally, we co-signed an action item from the Faculty Affairs Committee at the beginning of the academic year. Implementation of a Diversity Statement in RTP Files was approved with changes at the September Senate meeting.

### **Information items**

AP&P submitted two information items as part of our charge to annually review, discuss, and report on enrollment, retention, and graduation (ERG) data and enrollment management policies and outcomes:

- Math readiness and precarity / Math equity gaps: Submitted for the November Senate meeting.
- Enrollment Cliff and "15 to Finish: Submitted for the April Senate meeting (will carry over to the May Senate meeting).

### **Work to continue in AY 23-24**

In addition to continuing our work on our current referrals (listed above), AP&P will continue exploring questions related to summer course funding, which was a topic we added to our committee's annual agenda but did not complete this year.

Memorandum

April 10, 2023

To: Senate Executive Committee/University Senate

From: Joanna Brooks, Chair, Undergraduate Council

RE: Information item- Undergraduate Council

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The Council met on Friday, April 7. Members in attendance were Brooks, Kim, Koch, Huang, Preciado, Timm, Pruitt-Lord, Hyman.

Lacking quorum, the Council agreed to vote on the proposed [Academic Notice](#) policy file change by electronic ballot (Kim moved; Hyman second; no dissent).

The Council continued its discussion of the [Campuswide Coordinated Plan for Student Success 23 - 24](#) focusing on the need for campus awareness about the value of taking 30 units / year for timely graduation and the need for summer scheduling to support students who use summer to catch up. Each additional year to graduate comes with actual and opportunity costs to students and their families totaling \$70,000. The Council also discussed the opportunity to restart conversations with faculty (potentially via CTL) about attendance policies post-COVID, as multiple sources are reporting increased student absence rates, with impacts to student success. The Plan has been broadly circulated in the advising community, among assistant and associate deans, and other cross-divisional stakeholders. Additional updates are expected in the campuswide plan for transfer students before it is provided to Deans and academic leadership for finalization.

Apr 12, 2023

To: Senate Executive Committee/University Senate

From: Joanna Brooks, Chair, Undergraduate Council

RE: Annual Report, Undergraduate Council, 2022 - 2023

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The major focus of the Undergraduate Council continues to be supporting undergraduate student success (retention and timely graduation) by reviewing and supporting campus initiatives described in the [AY 22 - 23 COORDINATED CAMPUSWIDE APPROACH](#), reviewing the draft [Campuswide Coordinated Plan for 23 - 24](#), and considering policy changes necessary to their implementation.

It received regular reports on lower-division advising (Christine Molina), upper-division advising (Michelle Lopez), and the General Studies 100 program (Jose Preciado), and [analysis](#) from ASIR (Erin Jacobs) on retention patterns and outcomes.

It also received reports on and provided input and support for the following Student Success Initiatives:

**MATH EQUITY INITIATIVE:** Received [report](#) (September) on new supports for math-precarious first-year STEM students, including a CO-grant (\$100,000) supported remake of “early start” programs, and a spring semester [update](#) from initiative director Sarah Richards Axford in February.

**30 TO FINISH:** The Council discussed the need for broader student awareness of unit load and its connection to timely graduation. AVP Stefan Hyman presented “[15 to Finish.](#)” The Council expressed its support for moving this conversation in multiple venues across campus.

**TRANSPORTATION:** The Council reviewed a recent governmental [report](#) co-sponsored by SDSU that is attentive to the needs of commuter students and circulated [Community expression of support](#) for Rapid Route 625 to campus stakeholders.

**LEAVES OF ABSENCE:** The Council reviewed current [leaves of Absence policies–slides](#); Senior Assistant Dean Lopez led discussion of ways to ease the process of taking leave and related administrative barriers, including the new CSU “welcome back” application in lieu of reapplying competitively to the university.

## OTHER ITEMS ADDRESSED:

- Following up on a referral from a faculty member of the Undergraduate Council, the Council developed and explored a potential update to the [Student Grievance Procedure](#). AVP Brooks met with AS leaders in December to discuss; the measure was ultimately tabled.
- Reviewed and provided support for [GWAR Update](#) (September; AVP McCall and RWS Chair Glen McClish)
- Voted to approve modification of religious observance policy (October; AVP Jessica Nare)
- Approved [Minimally Modified Courses](#) proposal (AVP McCall).
- Approved [proposed update to curriculum guide language for service learning and community engagement courses](#) (Professor Matt Savage) to support new Office of Academic Community Engagement and new infrastructure for identifying and denominating SL / CE courses.
- Approved [update to the Policy File for the Assistant Dean role](#) (Sr. Asst. Dean Lopez; February)
- Approved proposed change from AVPs Timm, Brooks, and Hyman to change the language the campus uses for students whose GPAs drop below 2.0 from “Academic Probation” to [“Academic Notice.”](#) (April)



**SDSU University Senate  
Tenure-Track Planning Committee Report**

To: SEC/Senate  
From: Nola Butler Byrd, Chair, Tenure Track Planning Committee  
Date: April 14, 2023  
Subject: INFORMATION: Tenure Track Planning Committee AY 2022/23 Report

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This report provides a summary of the work the Tenure Track Planning Committee (TTPC) undertook during Summer 2022 through April 2023.

**TTPC Projects–Summer 2022**

Summer 2022 is included in the report because the Senate and its committees have not typically operated over the summer. However, it was necessary for the committee to meet during summer 2022 because the Provost’s Tenure Track Faculty Hiring Retreat was held at the Academic Deans Council & AA Senior Leaders Meeting on Wednesday, June 15, 2022. Because the committee was operating under the old TTPC policy and this retreat fell during the Senate’s transition period, two standing committee chairs were not available, so their committees selected designees. The following senators served: Nola Butler Byrd, Chair (Senate Chair); Pamella Lach (AP&P Chair), Roberto Hernandez, DEI Chair; Satish Sharma (Senate Treasurer as designee for Faculty Affairs), Wil Weston (UR&P designee). After the retreat, the Tenure Track Planning Committee met again on June 16, 2022 to debrief the 2022 Provost’s Retreat and made recommendations shared in person with the Provost. The committee also reviewed, updated and contextualized the Tenure Track Planning Policy and Processes which was approved by the Senate and President de la Torre on February 27, 2023.

**TTPC Projects AY 2022/23**

In March 2023, the Committee on Committee and Elections recruited members for the expanded new TTPC policy in preparation for the 2023 Provost’s Tenure Track Faculty Hiring Retreat on April 5, 2023 from 8:00 am to 1pm. Committee members included: Nola Butler Byrd, Chair (Senate Chair & COE); Pamella Lach (AP&P Chair & Library), Roberto Hernandez, (DEI Chair & CAL); Alyson Abel-Mills, (Faculty Affairs Chair &

CHHS), Wil Weston (UR&P Chair & Library); Gustaaf Jacobs (ENG); Tingting Tang (IV); David Marx, (SCI); Robert Meffe, (PSFA); Beth Chung, (BUS).

On March 23, 2023, the TTPC met to review the committee's charge and to prepare for the Provost's April 5, 2023 Tenure Track Faculty Hiring Retreat. All committee members attended this meeting and the retreat. The committee met again on April 14th from 3-4pm to debrief the retreat. Below is a summary.

## **TTPC Retreat Debrief**

### **What Went Well?**

Overall, committee members felt that the retreat was more fair than it had been in the past and provided an opportunity for senators, deans and administrators to interact and hear the deans' brief reports about their college shared governance strategies for determining hiring needs and requests for tenure-track searches.

### **What can be improved?**

*Shared governance.* Committee members noted that most, but not all Deans talked about their shared governance processes during their presentations at the Provost's retreat. There was an uneven number of requested positions per college - it was not clear why some colleges submitted more requests than others. Concerns were also raised about how searches aligned with college diversity plans and whether legally mandated searches from 2022 were being used as a rationale to not move a search forward from a department that previously received one. Additionally, there were two cross-college/cluster hire proposals, however no shared governance processes were shared at the retreat about how these proposals were governed.

*Voting.* Committee members felt that the retreat gives the appearance of shared governance versus meaningful shared governance. No checks and balances in the process. The committee noted that there were many more administrators with votes at the 2023 retreat than there had been at previous retreats and questioned whether this was an attempt to water down the TTPC's voting power because the new TTPC policy expanded the committee's membership to include a representative from each college. As senate representatives, TTPC members felt that their votes should be weighted more heavily.

*Voting strategy.* As previously noted at the 2022 retreat, committee members felt that the online tool that was used was not suited for voting for searches (each round was split and if a voter was not prepared for that, it was hard to make sure the voter had the right number of votes for each round of voting). Forced rank order voting is a serious problem. No ability to vote out of rank order. TTPC requested this capability last year. TTPC members observed some errors in rankings (someone/s voted out of rank order) - and questioned how to correct this problem, whether in the moment or later (mathematical impossibility). TTPC suggests that deans/AVPs vote separately from TTPC. In other words, separate the layers of shared governance and then compare results. There is also a need to confirm that the math adds up so that possible voting mistakes can be caught (histogram). TTPC requests to see the final list of searches to assess to what extent shared governance worked in this process. TTPC should also be provided with a rationale for anything the Provost re-ranks. For retirements not yet announced, it was not clear how they fall in the prioritization.

*Other Concerns.* There was an enormous amount of information to process at the retreat, and it was hard to understand impact in areas far from one's own. There were other factors and pressures (e.g. AB 1460 Ethnic Studies, AB 928) that were difficult to ascertain. TTPC members' were very cognizant of the tensions and responsibility to advocate for their own college/department balanced against the holistic needs of the campus (as "Provost for the Day").

**April 14th from 3-4pm TTPC Discussion: April 5, 2023 Signed Action Memo from President de la Torre: Tenure Track Planning Policy and Processes amendment, which was "received", but not approved.** This amendment limiting the hiring of new MPPs when the tenure-track planning goal has not been met or improved was passed by the Senate, but the President did not approve it. Chair Butler-Byrd provided preliminary information she received from administration and her outreach to the SDSU legal. The committee noted that the gap between administrative positions and faculty is growing (i.e. more admin and fewer T/TT) and continued to question how SDSU address this growing gap? Can some MPP positions be sunset? Senators need a better understanding and clarity about different levels of MPP, because the spirit of this amendment seemed to be more focused on MPP 3s and 4s. This discussion will continue at the next meeting.

**International Affairs University Senate Council**  
*Senate Reporting*

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**Historical Background**

The International Affairs University Senate Council has been active since 2020. Senate Executive Approval [May 26, 2020](#).

**Policy File 2021**

The Co-Chairs of the International Affairs University Senate Council review the Academic Policies related to the university's international activities and related resource commitments.

**1.0 Membership (23): [Active Membership](#)**

Nine faculty; seven administrators, including the Associate Vice President for International Affairs, who shall serve as Co-Chair; three staff members, one undergraduate student and one international student.

**Meeting Information**

Frequency: Monthly

Modality: Online and in person

Location: Hybrid Model

**Functions:**

The Council shall:

- a. 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 identify needs for improvement and development, and
- d. Identify needs for improvement and development, and
- e. Report annually to the Senate and administration.

**Accomplishments 22/23:**

Successful completion of the SDSU Global Strategy, as part of the ACE Internationalization Lab and outlined in [the final ACE Report](#). The key points of this project include:

- Development of a comprehensive plan through a collaborative process involving faculty, staff, and administrators from across campus and the IA Senate Council

- Identification of key priorities and strategies to prepare SDSU students for success in a globalized world
- The SDSU Global Strategy will amplify our institution's global work and impact and will strengthen our globally engaged and inclusive university.

## **2.0 Submit final Information Report(s) and Action Memos**

### **2022 ([membership list](#))**

- January - No Meeting
- February - [Agenda](#) & [Meeting Minutes](#)
- March - [Agenda](#) & [Meeting Minutes](#)
- April - [Agenda](#) & [Meeting Minutes](#)
- May - September - No Meeting
- October - [Agenda](#) & [Meeting Minutes](#)
- November - No Meeting
- December - [Agenda](#) & [Meeting Minutes](#)

### **2023 ([membership list](#))**

- January - [Agenda](#) & [Meeting Minutes](#)
- February - [Agenda](#)- No Meeting Minutes
- March - [Agenda](#) & No Meeting Minutes
- April (4/27) - Agenda & Meeting Minutes (Pending)
- May - No Meeting

## **3.0 Next Academic Year Committee Chairs**

Next Academic Year Committee Co-Chairs will be Dr. Cristina Alfaro, Associate Vice President of International Affairs, and Dr. Erika Larkins, Director of the Center for Brazilian Studies and Associate Professor of Anthropology.

**Note:** Dr. Larkins will be on sabbatical for Fall 2023, we will recruit a substitute for this period.

2023-2024 University Catalog - Information - Graduate Programs TO: SEC/Senate FROM: Tracy Love, Chair, Graduate Council DATE: April 13, 2023							
Title	Information (Revised)	Program Type	Modifications	Major Code	SIMS Code	Proposal Link	Notes
Residency Training in Radiation Therapy Physics Advanced Certificate	x	Advanced Certificate	see memo - link provided			<a href="https://mail.google.com/mail/u/0/?zx=kkx4dj6162uy#inbox/WhctKKXwtmsqpZfZnkGfswSJfNpgZCmfcGbNVDCNsRjzMFGLbbZKtHPZcvTKwzJmWIBcNV?projector=1&amp;messagePartId=0.1">https://mail.google.com/mail/u/0/?zx=kkx4dj6162uy#inbox/WhctKKXwtmsqpZfZnkGfswSJfNpgZCmfcGbNVDCNsRjzMFGLbbZKtHPZcvTKwzJmWIBcNV?projector=1&amp;messagePartId=0.1</a>	
Dual Language and English Learner Education, Critical Literacy and Social Justice Specialization, M.A.	x	Sub-program	Changing modality to online; name of Specialization Electives core updated; Research core updated to ED 795A and ED 795B; Comprehensive Examination core added.	8994	331965	<a href="https://sdsu.curriculog.com/proposal:1937/form">https://sdsu.curriculog.com/proposal:1937/form</a>	

To: SEC, Senate, and Nora Butler-Byrd, Chair

From: Hala Madanat, Vice President for Research and Innovation and Chair University Research Council

Date: April 12, 2023

Re: University Research Council Annual Report

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The University Research Council (URC) met seven times during the 2022-2023 Academic Year (three times in fall and four times in spring). As a committee, we were able to accomplish a number of important goals and tasks during this past academic year. These are described below.

1. Development of policy/guidelines for the development and reporting of SDSU centers and institutes. The guidelines were developed by a sub-committee of the URC and were approved by the full URC at the February 2023 meeting. They will be presented at the May 2023 senate meeting.
2. A research review sub-committee of the URC provided reviews of applications for Team Assigned Time as well as SDSU Grants for Established RSCA programs. This was an important change we made to the reviews of these programs from the last AY.
3. Members of the committee made important contributions to the discussion around research infrastructure needs that was part of the Maximus consultation with SDSU.
4. The roster for next year's committee is attached.

Major Academic Unit	Name (*Senator)	Term ends
VP Research & Innovation	Hala Madanat (chair)	
Dean: College of Graduate Studies	Tracy Love	
Faculty- A&L	Erin Riley	ends May 31, 2026
Faculty- A&L	Li An	ends May 31, 2025
Faculty- FCOB	Mujtaba Ahsan	ends May 31, 2025
Faculty- FCOB	Iana Castro	ends May 31, 2026
Faculty -EDU	Felisha Herrera Villareal	ends May 31, 2026
Faculty- EDU	Kelsey Dickson	ends May 31, 2025
Faculty -ENG	Marta Miletic	ends May 31, 2026
Faculty -ENG	George Youssef	ends May 31, 2025
Faculty- HHS	Katrina Maluf	ends May 31, 2026
Faculty- HHS	Eileen Pitpitan	ends May 31, 2024
Faculty- HHS	Humberto Parada	ends May 31, 2024
Faculty- IV	Miguel Zavala	ends May 31, 2026
Faculty- IV	Huan Qin	ends May 31, 2025
Faculty- LIB	Margaret Henderson	ends May 31, 2026
Faculty- PSFA	Shawn Flannigan	ends May 31, 2025
Faculty- PSFA	Annie Buckley	ends May 31, 2026
Faculty- SCI	Byron Purse*	ends May 31, 2025
Faculty- SCI	Ksenjia Marinkovic	ends May 31, 2026
Chair- IRB	Ramona Perez	
Faculty- SCI/ Chair-IACUC	Susan Brasser	
AVP/CEO- SDSURF	Michele Goetz	
APV Research Operations/ DRI	Mark Reed	
AVP Research Advancement/DRI	John Crockett	
AVP Research Support Services/DRI	Rick Gulizia	
SDSURF	Cody Lee	
Director of Tech Transfer	Tommy Martindate	
SDSURF	Rick Sayen	



TO: SEC/University Senate

FROM: Adrienne D. Vargas, Vice President, University Relations and Development

DATE: April 18th, 2023

RE: Information

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**Philanthropy Report:**

We continue to be so grateful to the many donors who continue to make a meaningful difference on our campus. The following is a list of notable gifts, bequests, pledges and pledge payments at the \$25,000+ level over the last month.

The Estate of an Anonymous Donor has made bequest payments totaling \$393,016 to a Biology Scholarship Endowment in the College of Sciences.

The Associated General Contractors, San Diego Chapter has made a pledge payment of \$62,500 to the AGC Construction Management Endowed Chair in the College of Engineering.

Continuous Composites has provided a gift-in-kind valued at \$425,000 to the College of Engineering and the Division of Research and Innovation.

Alumni Steven and Elizabeth Gex have recommended grants totaling \$55,263 from the Gex Family Charitable Fund at the U.S. Charitable Gift Trust to the Gex Family Endowed Scholarship in the Fowler College of Business.

Alumnus Larry Icerman has made a pledge payment of \$25,000 to the Larry Icerman Seed Fund Endowment in the Fowler College of Business.

Alumnus Rick Keller, Jr. and Anne Keller have made a pledge payment of \$25,000 to the Keller Excellence in Financial Services Endowment in the Fowler College of Business.

Alumna Dr. Jo Ann Lane has made a pledge payment of \$150,015 to the Lane Family Research Support Fund in the College of Sciences.

Alumna Maybelline M. Arevalo Lopez has committed to a bequest expectancy of \$50,000 to the SDSU Latina Network and a pledge of \$2,500 to the Latina Network Endowed Scholarship in the Division of Student Affairs and Campus Diversity.

Alumnus Dr. Jack McGrory has recommended grants totaling \$58,250 from the McGrory Family Fund at the Jewish Community Foundation to the Dr. Jack McGrory School of Public Affairs Excellence Endowment in the College of Professional Studies and Fine Arts and the Stadium Excellence Fund in the Department of Intercollegiate Athletics.

Richard and Adrienne Reaser have provided gift-in-kinds valued at \$58,855 to the Aztec Club in the Department of Intercollegiate Athletics.

Sandra A. Wawrytko, Ph.D. has made a gift and pledge payment totaling \$100,683 to the Alyce Cioch Wawrytko Endowment for American Indian Studies in the College of Arts and Letters.

Alumnus Mark R. Wills has made a gift of \$25,000 to the Director's Cabinet - Basketball Donations in the Department of Intercollegiate Athletics.

We would also like to share the names of the following generous donors who have made gifts and pledge payments to support important purposes throughout the university at the \$10,000+ level. These include: Apple Community Education Initiative, Alumnus William Brack and Karen Brack, Alumna Deborah Gann Carstens, Dexcom, Alumni Kent and Kimberly Grubaugh, Alumnus Scott McClave and Rosette McClave, Dr. Jerry Sanders and Rana Sampson, Sharp HealthCare, TCF Board Member Dr. Christopher “Kit” Sickels, and Alumni David and Catherine Want.

### **Presidential & Special Events:**

The Charles B. Bell Jr. Pavilion Ribbon-Cutting Ceremony and Dedication took place on Monday, April 3, 2023 (formerly East Commons). The honorary naming, approved by the California State University Board of Trustees last March, is the product of a task force formed by President Adela de la Torre.

A campus-wide invitation for nominations took place in 2021, all with the goal of increasing representation for diverse communities across campus. It was a competitive process with many worthy nominations. The Presidential Task Force was co-chaired by J. Luke Wood, Vice President for Student Affairs and Campus Diversity and Adrienne Vargas, Vice President for University Relations and Development.

Dr. Bell was born in New Orleans in 1928 and passed away in 2010. Records at Xavier University of Louisiana, a historically Black private university, show he was accepted for enrollment at age 14 and graduated with a Bachelor of Science degree at 18. He went on to the University of Notre Dame, becoming the first Black student there to earn both master’s and doctoral degrees, at age 24.

Dr. Bell taught at San Diego State College from 1958 to 1966 and at SDSU from 1981 to 1992 where he retired as a full professor. He was the first Black faculty member to achieve tenure. For hundreds of students in the late 1950s and early 1960s, Charles Bell was the first Black professor they ever saw. His position in the front of the classroom sent a powerful statement to students of all races, and he served as a role model in his career as one of the preeminent Black mathematicians of his time.

He made a name for himself in mathematics in the United States, Europe, Asia and Africa in a teaching career that spanned four decades.

The Charles B. Bell Jr. Pavilion will stand as a symbol of our pride in one of SDSU's most fondly remembered trailblazers.

The dedication was attended by hundreds of guests, including Mrs. Bell and many family members, friends and former colleagues of Dr. Bell. Program speakers included Provost Hector Ochoa; Dr. Tonika Green, Associate Vice President of Campus Community Affairs; Dr. Rachael Stewart, Faculty Scholar and Director of Academic & Career Development Programs and the current Charles Bell Scholar; and, Mrs. Mary Bell. An all-university reception was held after the dedication, followed by a private dinner for the Bell family, friends and colleagues at the University House. Prior to the dedication, the Bell family participated in the Black Excellence Tour.

The honorary dedication of Ellen Ochoa Pavilion (formerly West Commons) will take place on Friday, May 5.

On March 21, 2023, the Senate Executive Committee unanimously approved the naming of the Ruth Ann, Louis F., Dorothy Cable Stage within the Performing Arts District. The naming of the main stage recognizes Dorothy’s extraordinary commitment to San Diego State University. Dorothy has given close to \$4 million in cash, bequests, and commitments to support students in the School of Theatre, Television,

and Film in the College of Professional Studies and Fine Arts at San Diego State University.

**Planned Giving:**

In conjunction with the Retirement Association, Planned Giving is co-hosting the Retirement Association Retirees Celebration Thursday May 4, 5pm - 6pm at Faculty Staff Club.

The department will also host an appreciation event with the Heritage Society for those who have named San Diego State in their estate plans that support university programs and scholarships on Sunday, April 30, at the Main Stage Theatre.

Planned Giving has partnered with Global Campus and the Osher Institute to provide programming of the Basics of Estate Planning with wealth advisor Sandeep Varma.

The “Rightsizing and Retirement” presentation with Ron Greenwald, senior market real estate advisor, is scheduled for April 26 at 11:00am via zoom.

**Donor Relations:**

The Donor Relations team continues to create a stewardship foundation through strategic donor stewardship tactics that express appreciation, impact, and recognition. Recent stewardship activities include:

Day of Giving Thank You Cards:

To acknowledge SDSU Day of Giving donors, the donor relations team sent over 700 specially-designed thank you postcards for gifts made throughout campus in support of colleges, departments, and athletics during the SDSU Day of Giving on March 14th. The cards were from student’s Malia Preisendorf (‘24’) and Mercedes Staples (‘23) SDSU Women’s Basketball student-athlete.

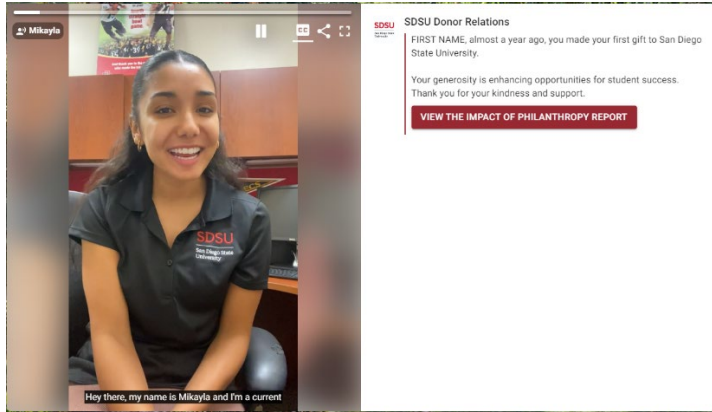
*Card samples are attached.*

First-time donors:

To recognize donors who made their first gift to SDSU:

- Welcomed over 175 first-time SDSU donors who made their first gift in March 2023 with a specialized welcome card.
- Sent a personalized video to 150 donors who made their first gift in May and June 2022





Additional touchpoints:

- Recognized six new and/or upgraded Tower Society members with lifetime giving of \$50K+
- Acknowledged 80 donors who made gifts “in memory of” or “in honor of” loved ones.
- Sent 680 thank-you notes (non-Day of Giving) in appreciation for gifts made throughout campus in support of colleges, departments, and athletics, over 200 were for gifts over \$1,000.

Dear Carl and Marnie,

Your support of San Diego State University Athletics inspires the entire Aztec community. Thanks to donors like you, our students benefit both on and off the field.

Thank you for cheering us on and transforming tomorrow.

With Appreciation,



Caroline Draper  
Assistant Athletic Director,  
Aztec Club



**SDSU Athletics**  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-4313

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# SDSU DAY *of* GIVING



# THANK YOU

Your Gift Made a Difference!

Dear Karol and Joel,

Thank you for joining us for the 2023 SDSU Day of Giving!

Your support of students and programs across campus strengthens our SDSU experience. Donors like you encourage us to succeed in the classroom and prepare for our future careers.

On behalf of all students, thank you again for your generosity. You are making a difference for current Aztecs and generations to come.

Go Aztecs!

Gratefully,

Malia Preisendorf ('24)  
SDSU Student



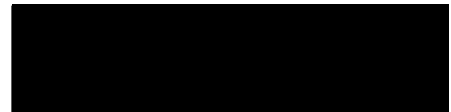
P.S. Please visit [sdsu.edu/dayofgiving](https://sdsu.edu/dayofgiving) to see the 2023 SDSU Day of Giving results and what your gift helped achieve.

# SDSU

San Diego State  
University

Donor Relations  
University Relations and Development  
5500 Campanile Dr.  
San Diego, CA 92182-8030

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# SDSU DAY *of* GIVING



# THANK YOU

Your Gift Made a Difference!



Dear Brendan,

Thank you for supporting SDSU Athletics on Day of Giving 2023!

Donor support is so important for our continued success, both in competition and in the classroom. My SDSU student-athlete experience would not be the same without your generosity. You are impacting success at our incredible university.

On behalf of our student-athletes, thank you for your support.

Go Aztecs!

*M Staples #12*

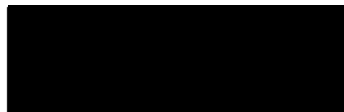
Gratefully,  
Mercedes Staples ('23)  
SDSU Women's Basketball



**SDSU Athletics**

San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-4313

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# Thank You



SAN DIEGO STATE