SENATE AGENDA

September 2, 2025 | 2:00 to 4:30 pm

In-Person: Conrad Prebys Aztec Student Union - Theatre

1. CALL TO ORDER

1.1. Land Acknowledgement (Adé)

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*

1.2. [SDSU University Senate Resolution on Principles of Shared Governance, April 9, 2019](#)

WHEREAS: Shared governance is a system of partnership, equity, accountability, and ownership that forms a culturally sensitive, inclusive, and empowering framework for developing and implementing sustainable and accountability-based decisions in service to all members of our campus and broader communities; and…

WHEREAS: Shared governance is an ongoing process in which faculty, staff, students, and administrators actively engage to share responsibility for 1) identifying and pursuing an aligned set of mission-driven sustainable outcomes and priorities and 2) active monitoring and evaluating of shared governance successes and pitfalls in service to continual improvement and the embodiment of a learning organization; and…

WHEREAS: A shared practice of, and shared commitment to, respect, communication, and responsibility will promote and support the growth and sustainment of trustworthiness within our University community…

1.3. Welcome (Schellenberg)

2. APPROVAL OF AGENDA (Curtis)

3. APPROVAL OF SENATE MEETING MINUTES (Curtis)

3.1. SENATE meeting Minutes for [5/6/2025 & 5/8/2025](#)

4. ACTION ITEMS

4.1. Staff Affairs Committee (SAC) (Cartmill)

4.2. Undergraduate Council (UGC) (Brooks)

4.3. International Affairs Council (IAC) (Alfaro)

5. INFORMATION ITEMS

5.1. Committee on Constitution & ByLaws (CBL) (Baljon)

5.2. Staff Affairs Committee (SAC) (Cartmill)

5.3. Undergraduate Curriculum Committee (UCC) (LaChance)

5.4. University Relations and Development (URAD) (Vargas)

5.5. California Faculty Association (CFA) (Rhodes)

5.6. Senate Vice Chair Report (Adé)

5.7. Senate Treasurer Report (Seshagiri)

6. REPORTS

6.1. SEC Report (Schellenberg)

6.2. President's Report (de la Torre)
[TIME CERTAIN 3:00PM]

6.3. Provost Report (Tong)
[TIME CERTAIN 3:30PM]

6.4. Associated Students President Report (AS) (Holstrom)

7. ADJOURN

To: SEC/Senate
From: Briana Cartmill, Chair, Staff Affairs Committee
Date: August 12, 2025
Subject: ACTION: Staff Affairs Committee Charter Revision

ACTION: The Staff Affair Committee moves that the following revisions to the committee charter be approved.

Existing Policy File Language

3.12 Staff Affairs Committee

3.12.1. ~~Membership (30): The Staff Affairs Committee shall consist of sixteen (16) ex officio members and fourteen (14) appointed members.~~

3.12.1.1. ~~Ex officio: Staff representatives to the following Senate and Senate Appointed Committees (a) University Resources and Planning, (b) Constitution and Bylaws, (c) Diversity, Equity & Inclusion, (d) Senate Executive), (e) Associated Students Facilities, (f) Bookstore Advisory, (g) Campus Development, (h) Campus Fee Advisory, (i) Disability Access and Compliance, (j) Environment and Safety, (k) Freedom of Expression, (l) Instructional and Information Technology, (m) Intercollegiate Athletic Council, (n) Student Grievance, (o) Student Media Advisory, (p) Sustainability.~~

3.12.1.2 ~~Appointed: eleven staff members from throughout the university, to include as ex officio voting, the staff senator who serves on the Senate Executive Committee. The eleven staff membership positions will be open to all staff employment units. The committee will also have two faculty members (tenure-line or lecturer), one of whom 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 eleven staff members on the committee.~~

3.12.1.3 ~~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.~~

3.12.1. Membership (15): 14 open seats for permanent ~~SDSU~~ Non–Management Personnel Plan (non-MPP) staff from across the institution, 1 open seat for an auxiliary organization Staff Senator as defined in Bylaws 1.2.2.

3.12.1.1 At least four (4) members of the committee shall be current Staff Senators.

3.12.1.2. Membership shall serve staggered three-year terms and may immediately succeed themselves for one term. Nominations shall originate as open calls to all permanent non-MPP staff.

3.12.1.3. A chair shall be elected by members in March each year to serve for the next academic year. When possible, the chair shall be a current or former Senator. The chair may be re-elected for a total of three consecutive terms.

3.12.1.4. The chair (or designee) shall serve as ex officio voting member of the Senate Executive Committee and report committee business to the Senate Executive Committee and the University Senate.

3.12.1.5. Staff representatives on Senate Core Committees, Senate Committees, Senate Affiliated Campus Committees and staff senators are invited to present relevant committee information at the Staff Affairs Committee.

3.12.2. Functions. The Committee (a) shall appoint staff to fill vacancies to Senate committees by making recommendations to the Senate Committee on Committees and Elections in accordance with the 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 annually announce vacancies campus wide and elect by simple majority of the Committee staff appointments; (c) shall temporarily fill vacancies due to resignation; (d) shall maintain ranked list of staff Senator election results to fill staff Senator positions upon vacancies related to resignations; (d) shall consider only those matters related to the Senate; and (e) shall consider other issues at the direction of the Senate Chair, Senate Executive Committee or by the Senate.

3.12.2.1. Search Committees: The Staff Affairs Committee shall coordinate filling any search committee vacancy with the University Senate. Vacancies for various search committees shall be publicly announced. The announcement shall explain the duties of the Search Committee and ask for nominations for each vacancy. All permanent non-MPP staff employees within the division (i.e., individual colleges, Academic Affairs, Student Affairs and Campus Diversity, etc.) in which the search is conducted shall be eligible to serve; all non-MPP staff shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second campus-wide voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.2.2. Auxiliary Review Panels: The Staff Affairs Committee shall coordinate filling any review panel vacancy with the University Senate. Vacancies for various auxiliary review panels shall be publicly announced. The announcement shall explain the duties of the Review Panel and ask for nominations for each vacancy. All permanent non-MPP staff employees are eligible to nominate. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each

nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, the Staff Affairs Committee shall review nominations and select the most qualified candidate for each position, giving preference to those with a working relationship to the auxiliary being reviewed.

3.12.2.3. Academic Administrator Review Panels: The Staff Affairs Committee shall coordinate filling any review panel vacancy with the University Senate. Vacancies for various academic administrator review panels shall be publicly announced. The announcement shall explain the duties of the Review Panel and ask for nominations for each vacancy. All permanent non-MPP staff employees are eligible to serve; all non-MPP staff shall be eligible to nominate. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, the Staff Affairs Committee shall review nominations and either a) select the most qualified candidate for each position, giving preference to those with a working relations to the administrator being reviewed or b) forward the designated number of qualified candidates to the appropriate administrator for their selection.

3.12.2.4. The Chair (or designee) shall report the business of the committee to the Senate Executive Committee.

3.12.2. Function: The committee shall:

3.12.2.1. Be the appointive authority for staff representation on committees. As such, the committee will appoint staff to fill vacancies to Senate Core Committees, Senate Committees, and Senate-Affiliated Campus Committees by campuswide announcement for nominations and simple majority vote of the committee.

3.12.2.2. Meet regularly during the academic year to identify, discuss, and organize around university issues that impact the staff constituency.

3.12.2.3. Develop new policy or make recommendations for revisions to existing policy-related to staff affairs.

3.12.2.4. Engage regularly with the staff constituency and advocate for the inclusion of the staff constituency as part of the decision-making and shared governance on campus.

3.12.2.5. Organize the Senate caucus for staff senators.

3.12.2.6. Nominate emeritus staff to the Senate Executive Committee and the University Senate in accordance with the University Policies: Emeritus Employees.

3.12.3. Elect staff seats on ad hoc committees:

3.12.3.1. Search Committees: The Staff Affairs Committee shall coordinate filling any search committee vacancy with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Search Committee and ask for nominations for each vacancy. All permanent non-MPP staff employees within the unit or division (e.g., individual colleges, Academic Affairs, Business and Financial Affairs, Research and Innovation, Information Technology, Student Affairs and Campus Diversity, University Relations and Development, etc.) in which the search is conducted shall be eligible to serve; only non-MPP staff from within the unit or division shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department, and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.3.2. Administrator Review Panels: The Staff Affairs Committee shall coordinate filling any Search committee vacancy with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Administrator Review Panel and ask for nominations for each vacancy. All permanent non-MPP staff employees within the unit or division (e.g., individual colleges, Academic Affairs, Business and Financial Affairs, Research and Innovation, Information Technology, Student Affairs and Campus Diversity, University Relations and Development, etc.) in which the search is conducted shall be eligible to serve; only non-MPP staff from within the unit or division shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.3.3. Auxiliary Review Panels: The Staff Affairs Committee shall coordinate filling any review panel vacancy with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Auxiliary Review Panel and ask for nominations for each vacancy. All permanent non-MPP staff employees within the unit or division (e.g., individual colleges, Academic Affairs, Business and Financial Affairs, Research and Innovation, Information Technology, Student Affairs and Campus Diversity, University Relations and Development, etc.) in which the search is conducted shall be eligible to serve; only non-MPP staff from within the unit or division shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.~~3~~4. Subcommittees

   3.12.~~3~~4.1. Staff Honors and Awards Subcommittee

      3.12.~~3~~4.1.1. Membership (~~9~~12): ~~seven~~ eight permanent staff members selected from bargaining units 1, 2, 4, 5, 6, 7, 8, ~~and 9~~, and one confidential staff; ~~plus~~ one student selected by Associated Students, one Administrator I or II (staff MPP classification), and one Auxiliary organization staff as defined in Bylaws 1.2.2.. In the event that the subcommittee cannot meet these requirements the subcommittee chair may fill vacancies as best as possible. The subcommittee chair shall be a member of the Staff Affairs Committee. The remaining staff members shall be from as many areas of campus (including Imperial Valley) as possible.

      ~~3.12.3.1.2. Functions. The committee shall: (a) on a quarterly basis, compile a list of staff members retiring in good standing, with ten (10) or more years of service to the University and forward to the Senate for formal recognition of their contributions to the mission of the University, and (b) provide recommendations to the University President regarding the Staff Excellence Awards program, and (c) forward nominations for such other honors and awards as the Senate shall designate.~~

         3.12.4.1.1.2. The subcommittee chair shall be identified during the fall semester from among existing Staff Affairs Committee members by majority vote.

         3.12.4.1.1.3. Membership shall be a one-time term from December through August when the awards are announced. Members may be re-elected for a total of three consecutive terms.

         3.12.4.1.1.4. The Staff Affairs Committee shall coordinate filling the subcommittee with the Senate Committee on Committees and Elections. The announcement shall explain the duties of the Staff Honors and Awards Subcommittee and ask for nominations for each vacancy outside of the subcommittee chair (e.g., if the chair is in unit 7 then the announcement will go out to the other membership groups in 3.12.4.1.1.). All permanent non-MPP staff employees, the Administrator I or II, and the Auxiliary staff in which the search is conducted shall be eligible to serve; only the eligible nominee pool shall be eligible to nominate and vote. When nominating someone other than oneself, agreement to serve must be obtained from the nominee prior to the nomination. Each nomination shall include contact information, department, and position name, and a statement of qualifications and interest. The nomination period shall be at least five (5) business days. Once nominations are closed, a

second voting announcement shall be made with the list of nominees (including their statements). Voting shall be open for five (5) business days. Selection shall be determined by the plurality of received votes.

3.12.4.1. Functions: The committee shall provide recommendations to the University President regarding the Staff Excellence Awards program as defined in University Policies: Staff Awards 1.0.

RATIONALE: These revisions better align the Staff Affairs Committee (SAC) with other like-kind Senate Core Committees. In keeping with this alignment, students are not included on the SAC, just as they are not on Lecturer Affairs and Faculty Affairs Committees.

3.12.1 – Membership:
The current Staff Affairs Committee (SAC) membership lists 41 individuals, making it the largest Senate-affiliated committee. This size far exceeds the existing policy file description and is largely due to individuals serving in multiple roles (e.g., as both staff senators and ex officio representatives). This results in challenges establishing quorum and complicates member tracking. The proposed revision limits SAC membership to 15, eliminates role duplication, and ensures a more manageable and inclusive composition reflective of university-wide staff representation. Requiring at least four members to be current staff senators also strengthens the connection between SAC and the broader Senate.

3.12.1.2 – Terms and Nominations:
Clarifying term length (three years, staggered) and nomination procedures aligns SAC with Senate norms and supports committee continuity and representation across units.

3.12.1.3 – Committee Chair:
Electing a chair from within the committee membership streamlines the leadership selection process and allows for internal leadership development. The revised term limit (three consecutive terms) balances continuity with opportunities for new leadership.

3.12.2 – Functions:
The updated language formalizes SAC's role in advocating for staff participation in shared governance, engaging regularly with the staff constituency, and initiating policy development. This aligns SAC's functional scope with other Senate Core Committees (e.g., Faculty Affairs) and reflects current committee practices.

3.12.3 – Ad Hoc Committees:
The revisions standardize SAC's ad hoc committee procedures by clearly defining eligibility, establishing consistent nomination and voting timelines, and requiring transparent communication through public announcements and candidate statements—all aligned with broader Senate election practices.

3.12.4 – Subcommittees (Staff Honors and Awards):
Updating membership definitions, eligibility criteria, and selection processes ensures broader participation across staff groups and operational units. The proposed revisions improve clarity and flexibility in cases where full membership representation is not feasible, while still maintaining a transparent and representative process. Clarifying the subcommittee's role and its reporting line also supports operational efficiency.

To: SEC/Senate
From: Briana Cartmill, Chair, Staff Affairs Committee
Date: August 13, 2025
Subject: ACTION: Staff Emeritus Nominations

ACTION: The Staff Affairs Committee moves that the Senate confer Staff Emeritus Status to the following retired employees:

Name	Division/College	Department	Jobcode Name	Years of Service
Lemp,Monika Susanne	IT	IT Instructional Technology	Graphic Designer 12 Mo	16.7
Addison,Douglas R	BUS FINAN	Mail Services	Property Clerk II	11.0
Aguilar,Norma A	SACD	SACD IVC	SSP III	18.9
Lester,Michael P	AA ENGR	Dept of Mechanical Engineering	Equip Tech III, Electro-Mechnl	20.6
Meyer,Patricia L	AA LIBRARY	University Library	Library Services Spec III	20.0
Park,Janet M	AA HLTHSRV	Speech, Lang & Hearing Sci	Admin Support Coord 12 Mo	20.1
Mccready,Daniel A	AA LIBRARY	University Library	Library Services Spec II	35.4
Osborn,Diana Lee	IT	IT Colleges & Divisions	Operating Sys Analyst 12 Mo	37.8
Salvanera,Alvin Y	BUS FINAN	Custodial Services	Custodian	29.4
Little,Tina Desiree	SACD	Student Disability Services	SSP III	10.2
Nichols,Karin Gertrude	AA HLTHSRV	School of Exercise & Nutrition	Admin Support Coord 12 Mo	21.0

RATIONALE: The above named staff have retired with more than 10 years of service to the university per the University Policies included in the Policy File (p199).

To: SEC/Senate
From: Joanna Brooks, Chair, Undergraduate Council
Date: June 15, 2025
Subject: ACTION: 2026 2027 Academic Calendar

ACTION: Undergraduate Council moves that the Senate approves the 2026-2027 Academic Calendar.

SAN DIEGO STATE UNIVERSITY
ACADEMIC AFFAIRS 2026/27 ACADEMIC CALENDAR DRAFT

2026	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
			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				
MAY																										H	X[0][1]	x	x	x					4	4
			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				
JUN			X	X	X	X	X			X	X	X	X	X			X	X	X	X	H			X	X	X	X	X			X	X			21	21
			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				
JUL			X	X	H			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X			21	21
		F	S	S	M	TH	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				
AUG		X			X	X	X	X	X			X	X	X	X[2][3]	x			X	x	X[4]														13	10
																																	Total Academic Days for Summer 2026			59	56

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.

2026	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
			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	M		
AUG																				X[0]	X	X				X[1]	X	X	X	X	X				8	5
			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				
SEPT			X	X	X	X			H	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X			21	21
			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				
OCT			X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			22	22
			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				
NOV				X	X	X	X	X			X	X	H	X	X			X	X	X	X	X			X	X	NC	H	H			X		X	19	18
			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				
DEC			X	X	X			X	X	X	X	X[2]	W[3]	W[3]	X[3]	X[3]	X[3]	X[3]	X[3]			X	H	H	H	H			X	X	X	X[4]			20	8
																												Total Academic Days for Fall 2026						90	74

X designates Academic Work day   [0] First day of Fall term.   [3] Final exams December 12 - 18, 2026   Note: Aug and Sept
W designateds Weekend Work day   [1] First day of classes   [4] Grades due at 11:00 pm, end of fall semester.   work days are paid in Sept
H designates Holiday   [2] Last day of classes.
NC designates no class (Campus open)

2027	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
			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			
JAN			H												X[0]	X			H	X[1]	X	X	X			X	X	X	X	X					11	9
			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	W				
FEB			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			M	X			21	21
			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	TH				
MAR				X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			SB	SB	H		19	19
			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				
APR			SB	SB			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			20	20
			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				
MAY				X	X	X	X[2]	X[3]	W[3]	W[3]	X[3]	X[3]	X[3]	X[3][4]	X[5]	[5]	[5]	X	X	X	X	X[6]			H			X	W	TH	F	S	S	M	17	4
																						Total Academic Days for Spring 2027						Total 2026-2027			88	73
																																		178	147

X designates Academic Work day   [0] First day of Spring term.   [3] Final exams   Note: Jan and Feb
W designates Weekend Work day   [1] First day of classes.   [4] IVC Commencement - May 13, 2027   days are paid in Feb
H designates Holiday   [2] Last day of classes.   [5] Commencement Days - May 14, 15, 16, 2027
SB Spring Break   BB NCAA Basketball -No Class (Campus open)   [6] Grades due at 11:00 pm, end of spring semester.
This is not to be construed as an employee work calendar.   DRAFT

SDSU Academic/Holiday Calendar
2026-2027 DRAFT

Summer 2026

Date	Holiday/Activity
Mon, May 25, 2026	Memorial Day (Campus closed)
Tues, May 26, 2026	First day of Summer term
Tues, May 26, 2026	First day of classes
Fri, June 19, 2026	Juneteenth (Campus closed)
Fri, July 3, 2026	* Independence Day (Campus closed)
Thu, August 13, 2026	Last day of classes (Final examinations are the last day of classes for each summer session)
Tues, August 18, 2026	Last day of Summer term, grades due from instructors (11 pm deadline)

Fall 2026

Date	Holiday/Activity
Wed, August 19, 2026	First day of Fall semester
Mon, August 24, 2026	First day of classes
Mon, September 7, 2026	Labor Day (Campus closed)
Wed, November 11, 2026	* Veterans Day (Campus closed)
Wed, November 25, 2026	No Class (Campus open)
Thu, November 26 - Fri, November 27, 2026	Thanksgiving Break: (Campus closed) 11/26 Thanksgiving Day 11/27 * Admission Day
Fri, December 11, 2026	Last day of classes

Sat, December 12 – Fri, December 18, 2026	Final Examinations
Tues, December 22 – Fri, December 25, 2026	Winter Break: (Campus closed)
	12/22 * Columbus Day
	12/23 * Lincoln's Birthday
	12/24 * Washington's Birthday
	12/25 Christmas Day
Thu, December 31, 2026	Last day of Fall semester, grades due from instructors (11 pm Deadline)

Spring 2027

Date	**Holiday/Activity**
Fri, January 1, 2027	New Year's Day (Campus closed)
Thurs, January 14, 2027	First Day of Spring semester
Mon, January 18, 2027	Martin Luther King, Jr. Day (Campus closed)
Tues, January 19, 2027	First day of classes
Mon, March 29 - Fri, April 2, 2027	Spring Break
Wed, March 31, 2027	Cesar Chavez Day (Campus closed)
Wed, May 5, 2027	Last day of classes
Thurs, May 6 -Wed, May 12, 2027	Final Examinations
Thurs, May 13, 2027	IVC Commencement
Thurs, May 13 – Sun, May 16, 2027	Commencement – San Diego Campus
Fri, May 21, 2027	Last day of spring semester, grades due from instructors (11 pm Deadline)
*= Re-scheduled holiday	**= Make up hours asynchronously

To: Senate

From: Cristina Alfaro, AVP, International Affairs

Date: June 26, 2025

Subject: ACTION: Request to review SDSU's first-ever "SDSU Safety and Security Policy for International Travel"

SDSU International Affairs requests Senate review of the [SDSU Safety and Security Policy and Resources Handbook for International Travel](), which is intended to support travelers and serve as a resource for those at SDSU authorizing international travel for business, research, or other university purposes. The goal is to minimize risk and ensure that existing policies are followed.

This handbook compiles, streamlines, and makes cohesive a number of CSU Chancellor's Office and SDSU policies and practices governing international travel by SDSU constituents. It is not intended to create additional steps or processes, but rather, acts as one consolidated resource on existing international travel policies, procedures, and resources.

In accordance with shared governance and after a thorough review by SDSU senior leadership, including the Provost and Interim Vice Provost, the International Affairs Faculty Senate Council, and the International Risk Oversight Committee, International Affairs is presenting the aforementioned handbook to the SEC as an action item for approval. The International Affairs Faculty Senate Counsel voted to move the handbook forward. In the spirit of shared governance, International Affairs solicited the review of our handbook by the leadership of the following units and incorporated all feedback into the same:

1. The International Affairs Senate Council voted on this handbook and returned a majority vote of 'Yes' to indicate their support for it.
2. Office of Emergency Management
3. Environmental Health & Safety and Risk Programs
4. BFA Risk Management (Emergency Services & Risk Management)
5. Student Health Services
6. Center for Student Rights & Responsibilities, Office for Restorative Practices, Title IX, Discrimination/Harassment Investigations

7. Procure to Pay
8. Export Control
9. SDSURF Risk Management
10. Counseling & Psychological Services
11. Student Affairs and Campus Diversity
12. SDSU Global Campus
13. Division of Research & Innovation
14. Information Technology/ Chief Information Officer
15. International Affairs AVP
16. Assistant Director of International Safety, Security and Risk
17. Program Development & Partnerships
18. Global Education Office
19. International Risk Oversight Committee (IROC.)

The IROC is responsible for assessing the risk of SDSU constituent international travel to countries or regions in which significant health or safety concerns are present. The IROC is a resource for the Assistant Director of International Safety, Security and Risk and to other senior administrators who are seeking broader input for decision-making on international travel by university-affiliated individuals. The IROC is chaired by the Assistant Director of International Safety, Security and Risk and is made up of individuals from various SDSU teams across campus (i.e., Office of Emergency Management; BFA Risk Management; Environmental Health, Safety & Risk Programs; Student Health Services; Student Affairs & Campus Diversity; Center for Student Rights & Responsibilities and the Office for Restorative Practices; Procure to Pay; Export Control; SDSU Research Foundation - Risk Management; Counseling & Psychological Services; SDSU Research & Innovation).

The University Senate's deliberation on this handbook as an action item for implementation is appreciated.

/s/ Cristina Alfaro
Cristina Alfaro, Ph.D.
Associate Vice President of International Affairs

/s/ Tyne Truong
Tyne Truong
Assistant Director of International Safety, Security and Risk

San Diego State University (SDSU) Safety and Security Policy and Resource Handbook for International Travel

SDSU follows the current California State University (CSU) Travel Policy as well as its Travel Procedures and Regulations. SDSU Travel Policies, Procedures and Regulations ([link](#)), Foreign Travel ([link](#)).

Date: October 17, 2024

Supersedes: New

Responsible Department: SDSU International Affairs

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I. PURPOSE

This policy outlines requirements to promote the safety, health, and security of SDSU (also referred to as "university") constituents traveling abroad.

In alignment with San Diego State University's core values of academic excellence, global citizenship, inclusion, and the defense of democratic principles, this policy reflects the university's commitment to supporting transformative international experiences that are accessible, responsible, and grounded in equity. SDSU recognizes that international engagement plays a vital role in preparing students, faculty, and staff to thrive in an interconnected world and to contribute meaningfully to global communities.

This policy details the responsibilities of individuals engaged in SDSU-sponsored international travel and establishes processes to help identify and minimize risks associated with the same. This policy was created to encourage consistent travel planning, operation, and response; provide quick and consistent institutional support for university-sponsored travel activities in the event of a crisis; to be prudent stewards of university funds, when applicable; and reduce risks to students, faculty, staff, and the university.

II. PRINCIPLES

SDSU is committed to providing university-approved international activities as a means to develop globally-minded citizens and as an important part of academic scholarship, research, and business unit goals. Such travel presents both opportunities and risks to university travelers. The following protocols allow for the appropriate oversight of such activities:

A. Registering travel in the [SDSU Global Education Portal](#) if one is a student.
B. Submitting Travel Registry if one is:
  1) a student not traveling in an approved SDSU international program in the SDSU Global Education Portal, or
  2) faculty /staff member traveling abroad for SDSU business-related travel as part of the process described in (II.)(B.).
C. Submitting a Concur international travel request or T2 if one is SDSU faculty, staff, employee or volunteer. A complete Travel Registry must be first submitted and approved by International Affairs before a Concur or T2 request is reviewed / approved and before the traveler makes travel arrangements and travels abroad.
D. Purchasing the necessary international travel insurance and familiarizing oneself with the coverage exclusions / inclusions of that respective foreign travel insurance policy.
E. Implementing traveler safety preparation.
F. Providing a framework for international travel risk assessment.

III. SCOPE

This policy applies to all faculty, staff, and employees of SDSU, including students, visiting international scholars, official guests/volunteers, and their travel companions on university-affiliated travel. Generally, if the traveler's primary employer is SDSU, they are bound to this policy

document, i.e., even if an SDSU employee is traveling on San Diego State University Research Foundation (SDSURF) funds, they are bound to this policy document.

IV. DEFINITIONS

*See CSU document **[ICSUAM 03601.01](link)** for definitions of additional relevant terms, as applicable.*

A. Alert Traveler:

An application for iOS and Android devices that utilizes GPS and the itineraries that are already stored in the Terra Dotta (Aztecs Abroad) software to provide travelers with country and city intelligence, safety and security alerts, and an instant check-in option. SDSU is providing the **AlertTraveler** mobile app to help keep travelers safe during international travel. This system will keep travelers informed of critical events that may impact them while abroad, and will allow SDSU risk management administrators to better assist travelers in the event of an emergency. Through this app, travelers will be able to see nearby travel alerts, communicate with SDSU risk management administrators, and have access to worldwide travel risk intelligence. Alert Traveler is a feature of both the Global Education Portal and the Travel Registry.

B. Assistant Director of International Safety, Security and Risk:

The International Affairs leader responsible for all SDSU international safety and security matters, whether involving international travel or activities within a foreign country. The Assistant Director chairs and convenes both the International Risk Oversight Committee (IROC) and the International Emergency Management Team (IEMT). Under the direction of the Associate Vice President of International Affairs and in coordination with university leadership, the Assistant Director also:

1. Final delegated[1] approval authority for all SDSU international travel, including high risk, very high-risk, and California State University Risk Management Authority (CSURMA) [high hazard](link) (not war risk) country travel;

2. Final approver for all travel to Mexico;

3. Analyzes IROC recommendations for proposed university international travel to high-risk destinations;

4. Addresses gaps in planning and risk mitigation for international travel;

5. Prohibits or cancels high-risk travel when the associated risks cannot be adequately mitigated.

C. Global Education Portal:

The SDSU online system contains all approved SDSU international program opportunities

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[1] Per "Travel Authority Delegation-Approval of International Travel Requests Memorandum (E.O. 688)", effective 04-01-2024 (link).

and the application processes for students to participate in international travel. The SDSU Global Education Portal is SDSU's branded Terra Dotta Study Abroad database. The Travel Registry is a separate Terra Dotta software, which tracks SDSU undergraduate and graduate students traveling internationally who are not already participating in an approved SDSU international program in Aztecs Abroad.

D. <u>Auxiliary Organization:</u>

An auxiliary organization at SDSU is a non-profit organization that supports the university's educational mission. Auxiliary organization examples include the SDSU Research Foundation, The Campanile Foundation, Aztec Shops (Bookstore), Mission Valley Development, and KPBS. If SDSU is the primary employer for an individual working at an auxiliary organization, then that individual is bound to this policy document.

E. <u>Crisis</u>:

Interchangeable term for "Emergency."

F. <u>Emergency</u>:

An abnormal event that is ongoing or is expected to lead to an unstable or dangerous situation affecting SDSU-affiliated travelers or objectives. A catastrophic emergency is an incident of immense proportions that has severe consequences, often with loss of life or a large proportion of the organization's assets at stake. Examples: death, evacuation, hostage situation, major natural disaster, disease outbreak, act of war. Responding to an emergency requires escalation and the assistance of multiple SDSU resources.

G. <u>Export Control:</u>

U.S. export regulations govern the shipment, transmission, or transfer of controlled items, information, and software to foreign persons, entities, or countries. U.S. export controls exist to protect the national security and foreign policy interests of the United States. These regulations govern international travel in a variety of ways, including:

1. Taking items on a trip in support of work or conference such as:

   - Research equipment

   - Laptops

   - Encryption products

   - Proprietary, sensitive or controlled data/technology

   - Proprietary, sensitive or controlled blueprints, drawings, schematics

2. Travel to sanctioned/embargoed countries.

3. Doing business with denied/restricted entities or people.

4. Supplying controlled technologies/data at a "closed" conference or meeting (not

open to all technically qualified members of the public, and attendees are not permitted to take notes).

5. Money transactions and the exchange of goods and services in certain countries.

   Depending on what the traveler is taking and the country to which they are traveling, a license could be required from the U.S. Departments of Commerce, State, or Treasury. Another aspect to consider is that a license could also be required if a defense service is being provided by an SDSU traveler to a foreign person.

   Any questions regarding SDSU export control issues related to projects or travel outside the U.S., should be directed to Zena Hovda, SDSU Director of Export Control, at 619-594-0758 or by email at zhovda@sdsu.edu.

H. Foreign Travel Insurance Program (FTIP):

CSURMA's Foreign Travel Insurance Program for SDSU faculty / staff, for which Chubb Insurance is its insurance carrier. Chubb (FTIP) insurance is required for all SDSU faculty/staff/employees traveling abroad on university-related business, programs, or activities associated with their employment.

I. High-Risk Travel:

Travel to destinations that meet any of the following conditions:

1. The U.S. Department of State (DOS) has issued a Travel Advisory Level 3: "Reconsider Travel" for other than an "H" (Health) risk indicator (link) (note: this includes "Do Not Travel" and "Reconsider Travel" advisories for sub-regions within a country, regardless of a country's overall rating; i.e., states in Mexico).

For purposes of the SDSU Travel Abroad Insurance (On Call International), travel to DOS Level 3 location does not exclude the traveler from this insurance coverage.

2. "High hazard" international travel as designated by CSU Systemwide Risk Management and defined as travel to any country on the CSU Risk Management Authority (CSURMA) foreign traveler underwriter's high hazard and war risk country list. For high hazard international travel, all SDSU faculty and staff who travel internationally on SDSU business are required to have the CSURMA Foreign Travel Insurance Program (FTIP) Chubb Insurance, the insurance carrier for CSURMA FTIP, and report their trips as soon as practical in the Travel Registry, and no less than 45 days prior to departure. High hazard international travel destinations are initially reviewed by the Assistant Director of International Safety, Security, and Risk and the IROC, but the CSU Chancellor's Office has final approval authority for war risk international travel, so trips must be reported far enough in advance as possible for this review process. SDSU faculty and staff are advised to check the U.S. State Department Travel Warning List

and [CSU Systemwide Risk Management](link), websites for the most current high hazard international travel warning information. Both lists are subject to change.

3. On Call International, the international emergency assistance provider for the SDSU Travel Abroad Insurance has rated the destination a risk level[2] of "High (4)".

4. Countries listed on the World Health Organization (WHO) health emergencies list (link) detailing the disease outbreaks, disasters, and humanitarian crises where WHO assists countries in responding to and recovering from emergencies with public health consequences.

5. The Assistant Director of International Safety, Security and Risk has determined, based upon information from DOS, the emergency assistance provider, the Centers for Disease Control and Prevention, the World Health Organization, and/or other information sources that (a) the country or region is experiencing a serious and uncontrolled infectious disease outbreak or other serious health hazard or (b) that serious safety or security concerns exist in the country or region that warrant cancellation or suspension of University-approved international travel.

6. The Assistant Director of International Safety, Security and Risk is the delegated final approver of all high-risk and CSURMA high hazard (not war risk) international travel. War-risk country approval is still reviewed and approved by the CSU Chancellor's Office. Prior to approval, all high-risk travel is reviewed by the Assistant Director of International Safety, Security and Risk and the IROC to determine if travel plans:

    a. Address necessary safety planning

    b. Sufficiently mitigate risks likely to be encountered by the traveler(s).

7. International travel requests by SDSU faculty, staff, or students that are not approved by the Assistant Director of International Safety, Security and Risk may be appealed to the IROC (see VI below).

I. <u>Very High-Risk Travel</u>:

SDSU students and faculty/staff are generally prohibited from traveling to Very High-Risk international destinations, which include:

DOS:

- has issued a Level 4 (Do Not Travel) travel advisory;

- has advised U.S. dependents, non-emergency personnel, and/or U.S. citizens to

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[2] Refer to Section X of this document for risk level definitions used by On Call International, the U.S. Department of State and the Centers for Disease Control.

depart the destination;

- advises U.S. citizens against all travel to the destination or recommends the deferral of non-essential travel.

  The SDSU Travel Abroad Insurance (On Call International) will not cover a traveler who decides to travel to a DOS Level 4 location that is not approved by SDSU, unless SDSU has obtained prior approval from On Call International.

On Call International rating of 5 (Critical).

CSURMA War Risk countries. "War risk" international travel as designated by CSURMA and defined as travel to high hazard countries that are at risk of war (a list of countries can be found [here](#)). "War Risk" international travel is prohibited by SDSU. Any petitions to travel to a "War Risk" country will need to be reviewed by the Assistant Director of International Safety, Security and Risk and the IROC prior to the CSU Chancellor's Office review, the Chancellor's Office being the final approving authority for war risk travel.

J. <u>Incident</u>:

A localized event not likely to cause continued and dangerous program disruption, damage to property, or injury to other university-affiliated travelers. Response to an incident may involve all or a combination of home / partner institution, international emergency assistance provider, and related resources to address the situation and should not require convening the home institution's International Emergency Management Team or equivalent. An incident has the potential to escalate into an emergency if a timely and appropriate response is not taken.

K. <u>International Emergency Assistance Provider</u>:

The 24/7 emergency assistance provider with a global network of medical and security professionals who can offer advice, connect travelers with resources, and work with travelers to ensure they receive the care and support needed before and during international travel. These providers are specific to the traveler's international travel insurance enrollment type:

SDSU Travel Abroad Insurance and SDSU Travel Abroad Insurance-Transborder: On Call International is the international emergency assistance provider.
Foreign Travel Insurance Program (FTIP): AXA Assistance is the international emergency assistance provider.

L. <u>International Emergency Management Team (IEMT)</u>.

Should SDSU travelers abroad experience an emergency that:

1. the onsite program/faculty leader cannot manage locally,

2. is on a scale requiring centralized emergency oversight by the IEMT and/or

3. might require recalling or evacuating travelers, the IEMT shall serve as SDSU's

primary coordinating body for dealing with such crises. The IEMT is composed of university stakeholders/business unit representatives who can provide specific assistance and recommendations to assist. In coordination with the SIO and Senior Director of International Affairs, the AD of International Safety, Security and Risk shall chair and convene the IEMT. The IEMT chair will have a designated backup for redundancy.

M. <u>International Risk Oversight Committee (IROC)</u>.

The committee responsible for assessing the risk of SDSU constituent international travel to countries or regions in which significant health or safety concerns are present. The IROC is a resource for the Assistant Director of International Safety, Security and Risk and to other senior administrators who are involved in decision-making on international travel by university-affiliated individuals. The IROC is chaired by the Assistant Director of International Safety, Security and Risk and is made up of leadership from various SDSU business units:

- Office of Emergency Management
- Business & Financial Affairs - Risk Management
- Environmental Health & Safety
- Student Health Services
- Student Affairs and Campus Diversity
- Center for Student Rights & Responsibilities / Office for Restorative Practices / Title IX
- Procure to Pay
- Export Control
- SDSU Research Foundation Risk Management
- Counseling & Psychological Services
- SDSU International Affairs, to include the Senior Director of International Affairs, the Assistant Director, Global Education Office, and the Assistant Director, Program Development and Partnerships
- SDSU Research and Innovation

N. <u>International Travel</u>:

Travel outside of all 50 United States or its territories and possessions.

O. <u>Itinerant Programs</u>:

International programs that travel from place to place without returning to a central program location.

P. <u>Low-Risk Travel</u>:

Any travel that does not fall into the High-Risk or Very High-Risk Travel categories, including travel to destinations that meet any of the following conditions:

1. The U.S. Department of State (DOS) has issued a Travel Advisory "Level 1: Exercise normal precautions" or "Level 2: Exercise increased caution" (link); or

2. The CDC has issued a Travel Health Notice "Watch Level 1: Practice Usual Precautions" or "Alert Level 2: Practice Enhanced Precautions" (link); or

3. The CDC has issued a Travel Health Notice "Level Unknown" through "Level 2" (link).

4. The country has 40% or more of its population fully vaccinated against the WHO-declared pandemic disease.

5. The destination's overall risk is not high risk, as prescribed in (IV)(L).

For overall Low-Risk destination countries, the Assistant Director of International Safety, Security, and Risk shall have final authority to approve this category of travel.

Q. On Call International Insurance (aka SDSU Travel Abroad Insurance):

Generally, this is the insurance policy purchased by students for study abroad programs and transborder travel. On Call is currently provided via insurance broker Gallagher Student Health and Special Risk ("Gallagher"). On Call is a 24/7 emergency assistance provider with an international network of medical and security professionals available any time to assist travelers. They can offer advice, connect travelers with resources, and work with travelers to make sure they receive the care and support they need both before and during University-sponsored international travel.

On Call is also the claims administrator for all benefits that correlate with their services and all services and benefits are administered by On Call.

R. SDSU Travel Abroad Insurance:

This insurance and its variant, SDSU Travel Abroad Insurance-Transborder for transborder travel, are the insurance policies administered by On Call International Insurance.

S. Transborder Travel:

Travel from San Diego or Imperial Counties to the contiguous northern regions of Mexico near the U.S.-Mexico border, generally within the Mexico state of Baja California. Transborder programs can be regular SDSU courses that include one or more days of travel to Mexico. Transborder travelers on an SDSU-approved trip are required to register their travel in the Travel Registry as soon as practicable / as soon as they confirm their itinerary, or no less than 45 days prior to the start of travel, and purchase the appropriate international travel insurance (i.e., SDSU Travel Abroad Insurance-Transborder versus FTIP). The Assistant Director of International Safety, Security, and Risk shall review and approve all transborder travel.

T. Travel Companions:

A travel companion is a program leader's minor dependent, spouse/domestic partner, or immediate family member that resides in the same household.

U. Travel Registry:

An online module that allows SDSU to capture student, faculty, staff, and independent traveler itineraries to international destinations and monitor and communicate with affected travelers in the case of a health and safety emergency. Travel Registry is a separate Terra Dotta software that tracks travelers going abroad who are not already participating in an approved SDSU international program in Aztecs Abroad.

Travel Registry should be completed as soon as the traveler confirms they are going to travel abroad, preferably no less than 45 days prior to departure. The requested travel will be reviewed by the International Safety Unit and faculty will be notified if the trip is approved. Upon approval, travelers will receive next steps and instructions.

V. Travel Types:

1. SDSU Students Traveling on SDSU-Approved Programs

If an SDSU student plans on participating in one of the program categories listed below, they must coordinate their international travel with the SDSU Global Education Office (GEO). This coordination assists students with getting started and ensures they fulfill pre-departure requirements, to include purchasing the SDSU Travel Abroad Insurance (On Call International), ensuring passports and visas are valid, etc.

● *Faculty-led Programs:*
    - Global Seminars
    - Course-Embedded Programs
● *Exchange Programs:*
    - SDSU Exchange & California State University International Programs (CSUIP) Exchange
    - International Student Exchange Program (ISEP)
● *Direct Programs:*
    - Partner Programs, ISEP Direct, and Direct Enroll
● *International Internships*

● *Transborder Programs*

2. SDSU Faculty/Staff University-Approved International Travel:

SDSU faculty/staff, when travel is supported by the SDSU employee's supervisor and has been submitted and approved via the SDSU Concur and SDSU Travel Registry process. Approved international travel must be for university business and conducted within one's capacity as an SDSU employee or representative. This travel includes all research-related travel, including SDSU employees traveling with funding from external grants or contracts.

International activities supported by the university must adhere to the policies outlined in this policy document. Such activities include, but are not limited to:

- Travel with an approved program through the Global Education Office (GEO),
- Travel created, managed, organized, and/or supported through an SDSU college or department (academic or other), including programs that involve an application process and participant selection,
- Travel that expends state funds, to include grants, SDSU Research Foundation (SDSURF) funds[3], scholarships, informal financial awards and/or financial aid,
- Travel as a representative of SDSU in any capacity (credit or non-credit),
- Travel that is necessary to achieve a degree requirement,
- Travel as a component of experiential learning as a degree requirement,
- Travel that fulfills SDSU contractual agreements,
- Travel for academic credit (direct or to be transferred),
- Travel for research, practica, internship/externships, field work, or conference that contribute to an individual's SDSU degree or the traveler's professional activities,
- Travel for service learning organized by SDSU,
- Travel under the aegis of SDSU for performances, humanitarian efforts, competitions (athletic, arts, etc.), teaching and instruction,
- Travel to an SDSU center abroad,
- Travel by university student club/organizations and university student life programs,
- Travel for research leave abroad. Faculty (and approved travel companions) on research leave abroad not related to SDSU (i.e., NOT using SDSU funds, NOT representing SDSU, etc.) have the option to enroll in the SDSU Travel Abroad Insurance (OnCall International).

3. Non-SDSU International Travel:

- Participating in any study abroad program or international internship that is not approved by SDSU (i.e., not listed in the SDSU Global Education Portal), whether the experience is credit-bearing or not.
- Participating in any other type of experience abroad (e.g. independent international volunteer project), that is not approved by SDSU (i.e. not listed in the SDSU Global Education Portal) and does not fit into another Travel Registry category (i.e., not run by an SDSU department or student organization).
- Student or SDSU employee is not traveling on university business or on an SDSU-affiliated program and is not receiving any funding from SDSU or an SDSU academic department.

V.   POLICY, INCLUDING ROLES, RESPONSIBILITIES, AND PROCEDURES

A. Authorization to Approve International Travel

Based on international safety, security and risk, the Assistant Director of International

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[3] SDSURF requires travel pre-approval for all international travel, regardless of the traveler's employer.

Safety, Security and Risk has delegated approval authority[4] from the SDSU President to authorize, suspend, or prohibit international travel.

B. <u>Pre-Departure</u>

All international travel by SDSU constituents, regardless of risk level, must be reviewed by the SDSU International Safety Unit (ISU) and approval granted in writing prior to the trip. The traveler's category, i.e., faculty / staff versus student or non-employee along with funding source, determines the administrative workflow (Concur vs. T2 form) for submitting their international travel request for approval. However, if the traveler is an SDSU employee and they are requesting international travel, the requirement that the Travel Registry be first completed and approved applies, regardless of funding source for the trip. These workflows will route the traveler's requested international itinerary to ISU and the Assistant Director of International Safety, Security and Risk, who will review and make a final approval / denial determination. It is incumbent upon the traveler to coordinate with their management, academic advisor, etc. to correctly identify their category in order to ensure they use the correct administrative workflow when submitting their international travel request.

As described in this document, University-approved international travel must take into consideration minimum levels of logistical planning, risk assessment, and threat mitigation. All travelers should become familiar with and avail themselves to the resources provided in this policy document and SDSU International Affairs Safety and Security webpages ([link](#)), attend pre-departure international safety and security orientation sessions and webinars, and review applicable On Call International orientation videos for students ([link](#)) or faculty/staff ([link](#)).

Travel to any Office of Foreign Assets Control (OFAC)-sanctioned countries must be reviewed and approved by the SDSU Office of Export Control at least 45 days prior to travel date. The most comprehensive sanctions include Cuba, Iran, North Korea, Syria and specific regions of Ukraine (Crimea, Donetsk and Luhansk). For the most recent list of sanctions programs and country information, refer to this [OFAC website](#). <u>No SDSU or SDSURF owned equipment may be taken to an OFAC sanctioned country without an applicable license or approval in place prior to departure</u>. All travel with SDSU / SDSURF owned equipment must be reviewed and approved by the SDSU Office of Export Control at least 30 days prior to the travel date. All questions regarding said equipment and requests for the applicable license / approvals should be directed to the Office of Export Control Director, Zena Hovda, at zhovda@sdsu.edu.

Additionally, prior to departure, all University-approved international travel, regardless of risk level, must be registered. The process for registration is as follows:

Students:

1. Travel Registry: All student travelers not otherwise accepted for an approved study abroad program in the SDSU Global Education Portal

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[4] Per "Travel Authority Delegation-Approval of International Travel Requests Memorandum (E.O. 688)", effective 04-01-2024 ([link](#)).

must ensure that they register their travel as soon as they know they are going to travel abroad, preferably no less than 45 days prior to departure, by entering it into the Travel Registry site. All Travel Registry applicants, except those on non-SDSU travel, are required to enroll in the SDSU Travel Abroad Insurance provided by On Call International. Instructions to enroll in this insurance are included in the Travel Registry process.

2. SDSU Travel Abroad Insurance

   a. Students must purchase the On Call SDSU Travel Abroad Insurance coverage through SDSU's contract international insurance broker, Gallagher (link). In the Gallagher portal, enter "San Diego State University" in the "Search by school name" field, select the appropriate insurance type (SDSU Travel Abroad Insurance) via the dropdown menu, and select "View My School Portal" to complete enrollment. During the enrollment process, travelers provide their travel destination, contact information, dates of coverage, and pay for the insurance program, at which point, student travelers are enrolled in coverage and have access to On Call International emergency assistance services for the dates of travel they have purchased. There is no further registration required with On Call International.

   b. Once processed, the traveler will receive an email containing links to an ID card, plan summary, plan description, and Portal Group ID code to access the On Call International "Travel Health and Safety" portal. Travelers should always have on their person both a digital and paper copy of the ID card in the event of an incident or emergency requiring assistance. Additionally, travelers should review the On Call International 'Resources Hub'.

Faculty, Staff, Employee:

1. Based on the faculty / staff / employee's employment category:

   a. SDSU Travel Registry: Most faculty/staff traveling internationally will complete the Concur international travel request through their academic department, though some personnel will still use the T2 process. The Travel Registry now contains information that precludes the need to have to fill out a separate FTIP form and Travel Registry assists with the binding of the FTIP insurance (for both Concur and T2 users upon the approval of the Travel Registry and Concur or T2). As soon as faculty/staff have confirmed their international travel will occur, they must first submit a travel request via the SDSU Travel Registry and receive confirmation that their travel has been approved by the International Safety Unit (ISU) BEFORE they submit a Concur or T2 request and before they make travel arrangements or travel. If the traveler is an SDSU employee and they are requesting international travel, the requirement that the Travel Registry be first completed and

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approved applies, regardless of the funding source for the trip. SDSU faculty and staff planning to travel internationally and who are required to complete a Concur travel request must do so via the Travel Section of the Procure to Pay website (link). See the July 3, 2024 campuswide *"SAP Concur Travel and Expense: Go Live Announcement"* email message.

b. Travel Registry: All travelers who are required to submit a Travel Registry must do so as soon as they know that they are going to travel abroad, no less than 45 days prior to departure. As noted above, the Travel Registry now contains information that precludes the need to have to fill out a separate FTIP form, so it is important that travelers complete all sections of the Travel Registry in detail, to include any personal trips they plan to take as part of the business-related travel so that BFA Risk Management can appropriately bind the FTIP insurance for the entire time the traveler is abroad. ISU will first review the Travel Registry submission and it must be approved before the Concur or T2 foreign travel request is further processed. All Travel Registry sections noted with an exclamation mark, asterisks, alert message, or otherwise appearing as incomplete must be completed for it to be approved.[5]

c. See Resources & Support for campus travel policy, procedures and forms.

2. As noted above, at least 45 days is recommended for processing of travel and insurance documents. ISU reviews the proposed itinerary when the Travel Registry is submitted for international travel to determine whether the destination / international activity is low-risk versus high-risk. If the destination is deemed high-risk via various sources of information (DOS travel advisories, international emergency assistance provider, etc.), the requested travel will be forwarded to the IROC who will review it and make recommendations to the AD of International Safety, Security and Risk, who has delegated approval authority from the SDSU President to approve ALL international travel (except war risk countries), including CSURMA high hazard travel. If the location in question is a war risk country on the CSU High Hazardous / War Risk Country List, the CSU Chancellor's Office must approve the travel.

3. If the requested international travel is approved, this will be noted in the Travel Registry and Concur systems, the traveler will be notified, and BFA Risk Management will bind the FTIP (Chubb Insurance) and provide them with an ID card, plan summary, and plan description for said insurance. Travelers should always have on their person both a digital and paper copy of the ID card in the event of an incident or emergency requiring assistance from AXA Assistance, Chubb Insurance's contracted international emergency assistance provider.

4. If the travel is to an OFAC-sanctioned country on the CSU High Hazardous / War Risk Country List, a travel certification / OFAC affidavit must be obtained from

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[5] If world events dictate the necessity to cancel international travel, the Assistant Director of International Safety, Security and Risk may suspend or prohibit international travel.

sdsuriskmanagement@sdsu.edu, signed by the traveler, and emailed back to the referenced Risk Management email at least 45 days prior to the start of travel. Any travel to an OFAC-sanctioned country must be approved by the SDSU Office of Export Control as referenced in Section V(A). Travelers bringing SDSU/SDSURF owned equipment to non-sanctioned countries must also obtain approval from the SDSU Office of Export Control as referenced in Section V(A). Requests for review, approval and questions should be directed to the Director of Export Control, Zena Hovda, at zhovda@sdsu.edu.

5. Generally, during business-related international travel, travel companions are authorized to accompany faculty/staff who are NOT traveling in the role of faculty leaders so long as they do not adversely affect the faculty/staff's ability to conduct the university business underlying the travel. See section (V.)(B.) below.

6. Failure to register travel in the Travel Registry may result in the following:

   a. Delays or forfeiture of reimbursement of travel expenses.

   b. Delays in processing a Concur or T2 international travel request. If 10 days goes by starting from when ISU receives the Concur international travel request and the corresponding Travel Registry for the trip has not been submitted and approved, then the traveler may be required to resubmit their international travel request in Concur.

   c. Delays in the ability of SDSU or the international emergency services provider to provide support in the event of an emergency.

C. Faculty / Staff Leading Students on International Travel:

Faculty and staff seeking to travel internationally with SDSU students must adhere to the following SDSU Policies and Expectations for Program Leaders (link):

Per CSU policy, all SDSU faculty or staff wishing to travel with SDSU students and/or facilitating international travel or global education experiences must first seek approval from International Affairs via the following two ways:

1. **Program Leader for Custom Program:** Faculty and staff may propose a program to serve as a Program Leader on an approved SDSU custom program. All custom programs must be proposed through the ***International Affairs Program Proposal Process*** which takes place every year. Program proposals are submitted here.

2. **Academic-related Travel:** Faculty and staff may travel with SDSU students for Academic-related Travel that is not credit-bearing, for example travel related to research, fieldwork, conference attendance, or theatrical performances, etc. Requests should be submitted via the SDSU Travel Registry no later than 45 days before international travel is set to take place. Submissions are reviewed on a rolling basis.

Faculty may be approved to travel with students on the following program types:

- **Global Seminars**: short-term programs abroad where students earn SDSU

resident credit while taking one or more courses taught by an SDSU faculty member.

- **Course-embedded travel**: a regular session course that has an integrated international experience.
- **Transborder experiences**: SDSU courses that include one or more days of travel to Mexico. These experiences can fall into both the Course-Embedded and Academic-Related Travel categories.
- **Other academically-related travel**: generally a non-credit experience related to an academic program or international experience requirement. As examples, these trips can be for research, fieldwork, conference or theatrical performance attendance.

As the Faculty/Program/On-site Leader, they are also responsible for the activity and must act within the course and scope of their employment and follow the *Responsibilities and Preventative Measures* provided to them by International Affairs prior to departure. Through the official application process listed above, faculty and staff will need to agree to and sign a program-specific **Program Leader Agreement**. This agreement acknowledges all responsibilities and expectations that faculty and staff must commit to when traveling with SDSU students, to include:

1. Program leader training provided by International Affairs,
2. Providing a program-specific pre-departure orientation for students,
3. Acknowledging leader responsibilities while abroad.

Click on each of the program types below to review the Program Leader Agreement language:

- [Global Seminar](#)
- [Course-embedded Program](#)
- [Transborder](#)

Travel Companions on Faculty-Led Programs

The health, safety and security of students, faculty, and staff is a central feature of the planning and operation of international programs. The program leader's chief responsibility lies with the program participants. To ensure this commitment is not compromised, SDSU does not allow program leaders to travel with companions during the program dates as these program leaders are focused on educational experiences, program logistics, and overall program health and safety.

In rare circumstances, a travel companion may be approved to accompany a faculty member if it can be determined that program health and safety considerations are not adversely affected. This determination will be made on a case-by-case basis and is only considered for members of the program leader's immediate household.

In recognition that on occasion, and with pre-approval by SDSU International Affairs, a travel companion may accompany a program leader during the program dates, the following policies apply for the program types listed below (based on the type of travel being requested when traveling with students, the faculty/staff member will be required to

review and sign different travel companion agreements. Different criteria apply to different travel scenarios and faculty/staff will need to sign agreements appropriate to these various travel types):

Global Seminars & Course-Embedded Programs

1. Program Leaders leading an SDSU-approved custom program must first receive permission from International Affairs to include a travel companion, before any arrangements are made, by submitting the [Travel Companion Request Form](#).
2. Once the aforementioned form is completed, the Assistant Director of International Safety, Security and Risk shall review the exemption form and shall recommend approval or denial of the travel companion request to the Senior International Officer (SIO), who will then review the application and make a final decision. The Assistant Director of International Safety, Security and Risk shall notify the faculty leader of the exemption decision and further instructions regarding international travel insurance.
3. Travel companions are **not** permitted on itinerant programs that travel to different locations without a central program location. Programs that travel to different locations without a central program location present logistical challenges that would distract from the program leader's ability to manage a program, as well as their ability to focus on the academic requirements of the program to maximize student learning and safety.
4. Program leaders must participate in all activities listed on the program itinerary. They may not opt out of cultural tours or events to spend time with a travel companion.
5. Travel companions shall not interfere with the program leader's responsibilities to the program or availability to the students. Program leaders are on-call, 24/7, for student needs and companions must not detract from any program responsibilities.
6. Travel companions are not program participants; they may not participate in any portion of the activities listed in the itinerary including on-site transportation, course activities, meals, excursions, etc.
7. Travel companion contact with students, if any, should be informal and incidental.
8. Travel companions may not act in any administrative role or be responsible for program logistics. They may not represent themselves as employees of SDSU.
9. Per their contract with SDSU, in-country study abroad program providers are not permitted to make logistical arrangements for individuals other than program participants and program leaders. The program leader or their travel companion, not the in-country provider, must make the logistical arrangements for travel companions.
10. Travel companions must pay for their own travel and related expenses. For example, travel companions must pay for the cost difference between a single and double room.
11. Unless pre-approved by International Affairs, travel companions cannot be minors (under 18 years of age).
12. Depending on the program type, program leaders are either covered by CSU FTIP or the SDSU Travel Abroad Insurance plan when traveling abroad on SDSU

business. For global seminars, course embedded, and Travel Registry, faculty/staff have the option to purchase the SDSU Travel Abroad Insurance (On Call International) and have the option to purchase this insurance for their travel companions if said companions have been pre-approved to accompany that faculty/staff member. If travel companions are approved to travel with the faculty leader, the program leader is responsible for purchasing the same SDSU Travel Abroad Insurance for their approved family member.

**Failure to comply with this Travel Companion policy will adversely impact the future approval of a faculty or staff member to lead programs.

Transborder Programs - Travel companions are **not** permitted on transborder programs.

D. Travel Registry

Who Must Complete Travel Registry:

1. Students: Travel Registry is required for San Diego State University (SDSU) undergraduate and graduate students traveling internationally, unless they have already applied to participate in an *approved*[6] SDSU international program in the SDSU Global Education Portal**.**

2. Faculty & Staff: All SDSU faculty and staff must complete the Travel Registry when planning to travel internationally for SDSU business-related travel, i.e., conferences. Similar to students traveling on SDSU faculty-led programs, faculty leading approved SDSU custom programs abroad (that are already listed within the Global Education Portal) are not required to submit a Travel Registry as SDSU is already aware that they will be traveling on university business.

3. Travelers on "Non-SDSU International Travel", as defined in section (IV.)(V.)(3.) above. Faculty/staff personal travel that is taken as part of the official SDSU business trip must be noted in the 'FTIP Insurance' section of the Travel Registry, to include specifying the specific travel location(s) and dates and whether the faculty/staff is requesting FTIP coverage for immediate family members traveling with them. If requesting FTIP coverage for immediate family members, the faculty/staff will be responsible for the FTIP payment for the additional traveler(s). SDSU faculty/staff traveling with students will be prompted to review and sign the 'Travel Companion Acknowledgement' document that requires faculty/staff to first request permission to travel with a travel companion; once the travel companion is approved, SDSU Business & Financial Affairs Risk Management can enroll the travel companion in FTIP insurance.

4. Travel Registry is not to be submitted for personal (vacation) travel unaffiliated with any SDSU official business trips.

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[6] *Approved SDSU international programs (e.g. SDSU exchange programs, SDSU partner programs and internships, SDSU faculty-led study abroad programs) do not require Travel Registry. Students on these programs apply via the **SDSU Global Education Portal**, and complete all requirements within this portal.*

Travel Registry Reasons for Travel:

1. Student - SDSU Student Club and Organization International Travel
2. Student - Other SDSU International Travel (Research, Conferences, Grant-funded Travel)
3. Student - Non-SDSU International Travel
4. Faculty/Staff - Traveling Abroad WITH SDSU Students
5. Faculty/Staff - Traveling Abroad without SDSU Students on University-Related Business (including research-related activities)

Travel Registry Timelines:

If a traveler is required to complete a Travel Registry, it should be submitted by a traveler at least 45 days prior to the trip start date, or as soon as the traveler has confirmed their trip will occur. All SDSU faculty, staff, and employees who plan to submit a Concur international travel request must complete a Travel Registry and the Travel Registry must be approved by the International Safety Unit before making travel arrangements, regardless of the funding source for the trip.

After Travel Registry Approval by International Affairs:

1. Update the Travel Registry if the itinerary (i.e., dates, locations) changes, as the foreign travel insurance, i.e., Foreign Travel Insurance Program (FTIP) coverage (faculty, staff, employee) depends upon the accurate reporting of the trip dates in Travel Registry, to include any personal travel dates tied to the underlying business trip dates. Also notify SDSU Risk Management of the itinerary change at jvictorio@sdsu.edu and specify the itinerary changes (dates, trip locations, removal/addition of family member travelers, etc.).
2. Adhere to the instructions and guidance on these web pages (link) for international travel safety resources and instructions.
3. It is strongly recommended that travelers download the Department of State (DOS) Smart Traveler Enrollment Program (STEP) app (link) and activate / register their account to get real time updates about safety and security in the country and to help the embassy/consulate contact the traveler if there's an emergency (i.e., natural disaster, civil unrest, family emergency).
4. It is strongly recommended that travelers download the AlertTraveler app (link) and activate / register their account to help keep them safe during their international travels.

Travel Registry and Concur:

If 10 days elapse starting from when the International Safety Unit (ISU) receives a Concur international travel request and the corresponding Travel Registry for the trip has not been submitted and approved by ISU, then the traveler may be required to resubmit their international travel request in Concur. Please refer to the July 3, 2024 campus wide communication from Procure-to-Pay regarding the SAP Concur implementation for SDSU employees.

E. **While Traveling - All Travelers**:

In addition to the requirements detailed in the pre-departure section, all international travelers are required to:

1. Review, understand, and adhere to this policy document in its entirety, including all embedded web links, references, related authorities/policies, and resources and implement the requirements and recommendations contained herein.

2. Carry on their person, at all times, the applicable emergency assistance provider's (On Call International for students, AXA Assistance USA, Inc. for faculty/staff [FTIP]) identification card that lists 24-hour-a-day/7 days a week contact phone numbers and resources in the event of an emergency.

3. Depending on the emergency situation, understand that the international emergency assistance provider is not a first responder, know how to call the country's local equivalent of "9-1-1" for immediate first responder help, and know how to ask for help in that country's language.

4. Assess and mitigate health, safety, and security risks when engaging in University-approved international travel.

5. Travelers must abide by all CSU and SDSU rules governing international travel (see XIII.A. and XIII.B.), as well as any applicable United States and destination/transit countries' laws and regulations governing international travel to, and conduct within, their respective countries.

6. Know the entry and exit requirements of the destination country, and make timely arrangements for passports, visas, vaccinations, and other requirements as necessary.

7. Abide by country-specific vaccination requirements prior to, and well in advance of making official travel arrangements. If medical or religious exemptions will be petitioned for in order to preclude vaccination requirements, it is the traveler's responsibility to ensure adherence to the current SDSU immunization exemption policy/procedure and to understand that certain SDSU international activities and program types may require that students and staff are up to date with vaccines, have a physical exam, and/or medical provider approved clearance forms as a condition of that study abroad program.

8. Abide by CDC recommendations for health testing requirements or recommendations:

   a. Check CDC destination-specific Travel Health Notices for information about health testing requirements or recommendations (i.e., COVID-19) in the destination or host country.

   b. Comply accordingly for SDSU international activities and program types that may require that students and staff are up to date with required

vaccines as a condition of that study abroad program. SDSU strongly encourages students to:

- Get up to date with their vaccines before traveling.
- Follow CDC guidance for international travel (link).
- Follow general public health considerations such as handwashing.

9. Before departing from, or returning to the United States by air, travelers may be required to show a negative test result or documentation of recovery from a particular disease (i.e., COVID-19) before boarding, and should monitor the specific country's entry/exit requirements.

10. Conduct research and scientific activity only after appropriate permits and approvals have been obtained from the applicable legal authority and in a manner consistent with local laws and SDSU policies and regulations.

11. Abide by United States Export Control requirements and work with the appropriate SDSU export control officer/unit to identify any restrictions or licensing requirements for intended activities within particular countries. All travelers must not travel to U.S.-sanctioned countries or have business interaction with sanctioned entities without prior approval from the U.S. Government and the SIO, International Affairs.

12. Exercise information technology (SDSU software, data, hardware) security best practices during international travel. Refer to SDSU (link) and U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency (link) resources.

13. SDSU also strongly encourages all international travelers to:

    a. Have a mobile phone or similar cellular device with the appropriate international plan that provides sufficient minute and data usage to enable international cellular communication and functionality.

    b. Adhere to guidelines set forth by the Office of the Director of National Intelligence "Travel Tips" and the Federal Communication Commission's "Cybersecurity Tips for International Travelers" as related to the security of mobile devices during travel abroad.

    c. Enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP), a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

    d. Download and activate the SDSU Global Education Portal's "Alert Traveler" application on your mobile device. Alert Traveler has the following functionalities: access to country intelligence; allowing administrators to send check-in requests and verify traveler safety; receiving real-time alerts; and a help-request button for travelers.

e. Enable the Global Positioning System (GPS) geo-location tracking feature on the traveler's cellular/smart devices and Alert Traveler application, 24 hours a day, 7 days a week to allow safety and security notifications to be pushed to the traveler and to allow local, contracted, SDSU, or emergency assistance providers to locate the traveler in the event of an emergency.

VI.   TRAVEL TO HIGH-RISK OR VERY HIGH-RISK DESTINATIONS

All international travel requests to High-Risk or Very High-Risk destinations require review by the IROC and approval by the Assistant Director of International Safety, Security and Risk. Based on the IROC's recommendations, the AD of International Safety, Security and Risk, in consultation with the SIO, shall make a final decision to approve or deny the high risk international travel. In the rare instance that the IROC concurs with travel to a CSURMA War Risk country, the CSU Chancellor's Office has the final approval/disapproval authority for this travel. If the AD of International Safety, Security and Risk does not approve travel to a particular location and the traveler would like to appeal that decision, the traveler can do so by submitting in writing their reasons supporting the appeal to the AD of International Safety, Security and Risk, who will review and submit the appeal to the IROC for a final evaluation. Based on the merits contained in the appeal, the IROC will make a final recommendation to the AD of International Safety, Security and Risk, who will render a final decision on travel to the high-risk destination and communicate this result to the traveler.

For travel to high-risk, very high-risk, or CSURMA high hazardous international destinations approved by the AD of International Safety, Security and Risk, the traveler should be aware of the international travel insurance (SDSU Travel Abroad Insurance, FTIP) coverage exclusions triggered by travel to these locations. For example, the SDSU Travel Abroad Insurance (On Call Insurance) has coverage exclusions to locations where the U.S. government has placed a DOS Level 4 (Do Not Travel) warning on a location. On Call Insurance will not cover a traveler who decides to travel to a DOS Level 4 location that is not approved by SDSU, unless SDSU has obtained prior approval from On Call International. As such, a traveler should not presume that because the AD of International Safety, Security and Risk has approved their travel to a DOS Level 4 location that SDSU has sought pre-approval from On Call International for this high-risk travel to be covered by insurance. If the traveler is seeking to be covered by the SDSU Travel Abroad Insurance (On Call International) for DOS Level 4 travel, upon being notified that SDSU has approved their travel, the traveler must contact the AD of International Safety, Security and Risk to arrange pre-approval of On Call International foreign travel insurance coverage for the DOS Level 4 travel.

VII.   EVACUATIONS AND THE ROLE OF INTERNATIONAL AFFAIRS / SDSU

Should SDSU travelers abroad experience an emergency (i.e., pandemic, natural disaster, political upheaval) that: 1) is on a scale requiring centralized emergency oversight by the SDSU International Emergency Management Team (IEMT)[7] and/or 2) might require recalling or evacuating travelers,

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[7] International Emergency Management Team (IEMT) membership is composed of members of the International Risk Oversight Committee (IROC). Backups have been designated for primary IROC and IEMT members for redundancy.

SDSU International Affairs can contact the appropriate international emergency assistance provider, i.e., On Call International Security Team (security@oncallinternational.com) for students or AXA Assistance (medassist-usa@axa-assistance.us) for faculty/staff/employees, to initiate assistance. The On Call International Security Team's email line is actively monitored 24/7 and is the best way to initiate requests for assistance and contact any member of the team. On Call International Security will immediately move to assist the IEMT by providing intelligence to inform decision-making and outlining options to provide direct assistance as needed. This assistance could come in the form of health and well-being checks, delivery of essential supplies, securing ground transport, and full evacuation from the country. On Call International Security will leverage its resources (operations, medical) as needed to best assist the IEMT and will coordinate any direct assistance services that SDSU elects to move forward with. If direct assistance services are required, On Call International Security will establish and maintain direct contact with both SDSU travelers and the IEMT throughout the entire duration of an evacuation operation.

If an emergency evacuation is needed, the international emergency assistance provider, i.e., On Call International, will have primary responsibility to do so for SDSU student travelers participating in an SDSU faculty-led program and SDSU bilateral exchange program. For SDSU study abroad partner programs, students will be evacuated by either that program's internal emergency assistance/risk management apparatus or On Call International. In an international emergency scenario requiring evacuation of SDSU faculty/staff/employees traveling via FTIP, AXA Assistance has primary responsibility for evacuation of these travelers.

VIII. **POLICY ON PROGRAMS RUN BY SDSU-APPROVED INTERNATIONAL EDUCATION ORGANIZATIONS**

A number of universities, including SDSU, allow students to participate in certain programs administered and operated by third parties, which have been vetted and approved as "Partner Programs" by SDSU. SDSU's Global Education Office provides students interested in such programs with support, including assistance with program selection and application, transfer of academic credit, maintaining enrollment at the home institution, approval of the organization's international travel insurance, and the ability to apply some financial aid and scholarships toward the cost of the experience. When such third-party programs are located in a country in which the IROC has suspended the university's own programs, students are not permitted to participate in programs to those same locations and SDSU will not provide support, including advising, scholarships, academic credit, pre-departure orientations, etc. . For this reason, SDSU shall not provide any support to students who wish to participate in IEO Partner programs located in countries in which the university has suspended its own programs, either due to a State Department travel warning or other High-Risk Travel indicators.[8]

FURTHER INFORMATION

   A. For additional international safety, security and risk information, contact the SDSU

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[8] This highlighted section is a best practice by the National Association of State Universities and Land-Grant Colleges when they formed an Ad Hoc Task Force on Safety and Security in Study Abroad in 2008.

International Safety Unit at internationalsafety@sdsu.edu, (619) 594-6402.

B. The definitions and list of high-risk overseas destinations are available in Section X below, and in the associated webpage links therein.

C. International travel safety, security and health resources are listed below and in the following link.

IX. RISK LEVELS DEFINED

U.S. Department of State (DOS)

DOS issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety. To see a complete list of Travel Advisories for every country in the world, see travel.state.gov/traveladvisories. Click on the color-coded world map at travelmaps.state.gov for a global view.

Levels 1-4

The Travel Advisory appears at the top of each country page, with a color corresponding to each level:

Level 1 - Exercise normal precautions

Level 2 - Exercise increased caution

Level 3 - Reconsider Travel

Level 4 - Do not travel

Varying Levels of Risk

The DOS issues an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, DOS may advise U.S. citizens to "Exercise increased caution" (Level 2) in a country, but to "Reconsider travel" (Level 3) or "Do not travel" (Level 4) to a particular area within the country.

Risk Indicators

Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

C – Crime: Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.

T – Terrorism: Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.

U – Civil Unrest: Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

H – Health: Health risks are present, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure. The issuance of a Centers for Disease Control Travel Notice may also be a factor.

N - Natural Disaster: A natural disaster, or its aftermath, poses danger.

E - Time-limited Event: Short-term events, such as elections, sporting events, or other incidents that may pose safety risks.

O – Other: There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

K – Kidnapping or Hostage Taking: Criminal or terrorist individuals or groups have threatened to and/or have seized or detained and threatened to kill, injure or continue to detain individuals in order to compel a third party (including a governmental organization) to do or abstain from doing something as a condition of release.

- **On Call International**

  Minimal (1): Negligible countrywide security risks with stable political environment, low crime rates, adequate infrastructure, and minimal threats posed by health risks and/or environmental hazards.

  Low (2): Some degree of risk posed by national political environment, criminal threats that may vary by location, the presence of potentially impactful public health threats and/or environmental hazards, and/or limited infrastructure in some areas. Threats may be highly localized and not common to the country at large.

  Medium (3): Serious security threats exist in the country due to sensitive political environment, heightened criminality, lack of adequate infrastructure, and/or environmental hazards and/or public health risks. A heightened security posture and/or protocols may be advisable.

  High (4): The national security environment has deteriorated due to political unrest, severe criminality, degraded infrastructure, and/or the prevalence of major public health and environmental hazards.

  Critical (5): The national security environment is characterized by extreme threats due to armed conflict, rampant violent crime, the absence of infrastructure, and/or severe environmental and public health hazards.

- **Centers for Disease Control (CDC)**

  Travel Health Notices (General):

Watch Level 1 (Green) - Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the destination page. This includes being up-to-date on all recommended vaccines and practicing appropriate mosquito avoidance.

Alert Level 2 (Yellow) - Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added or defines a specific at-risk population.

Warning Level 3 (Red) - Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

X.   INTERNATIONAL INSURANCE & EMERGENCY ASSISTANCE PROVIDERS

In the event of an emergency, travelers should immediately get out of harm's way and go to a place of safety. The below-listed international emergency assistance providers associated with the SDSU Travel Abroad Insurance (students) and FTIP (faculty, staff, employees) are <u>NOT</u> first responders. Travelers should know how to call the country's local equivalent of "9-1-1" and know how to ask for first responder help, to include providing their location, in that country's language. Travelers should also know where the nearest police station and medical facilities are located prior to and/or upon their arrival in the country.

Students / Other Eligible Enrollees

A. **On Call International** is the travel abroad insurance and associated international emergency assistance provider for student travelers. **SDSU Policy Number is INT06899**. The plan ID card with the below-listed 24/7 emergency contact information is provided to the student upon their enrollment in the On Call foreign travel insurance. If you need medical, security, or travel assistance, regardless of the nature or severity of your situation, contact On Call 24 hours a day:

   1. +1 603-328-1344 (Call collect from anywhere in the world).
   2. 1-855-464-8975 (Call toll-free from US or Canada).
   3. 603-945-0103 (Text only number).
   4. www.oncallinternational.com/chat/direct (24/7 Live Chat).
   5. mail@oncallinternational.com (Email).
   6. On Call International Travel Risk Management Resources. Free information requiring email registration to download resources.
   7. Orientation videos for students (link) and faculty/staff (link).

Faculty, Staff, Employees:

B. **AXA Assistance** is the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program's (FTIP) international emergency assistance provider that partners with Chubb Insurance, the insurance carrier for CSURMA FTIP. Chubb (FTIP) insurance is required for all SDSU faculty/staff/employees traveling abroad on university business associated with their

employment. Access Chubb's Travel Assistance Website via http://www.acetravelassistance.net and enter your username and password (shown on your Travel Assistance ID card). The Chubb Insurance policy number is **GLMN04950872R**.

If you need medical, security, or travel assistance, regardless of the nature or severity of your situation, contact AXA 24 hours a day.

1. +1 630-694-9764 (Call collect from anywhere in the world).
2. 1-855-327-1414 (Call toll-free from US or Canada).
3. medassist-usa@axa-assistance.us (Email).

*The On Call International orientation video is available to faculty/staff.

XI. INTERNATIONAL TRAVEL SAFETY, SECURITY, AND RISK MITIGATION RESOURCES

U.S. Department of State

A. International Travel Homepage. Individuals can access international travel-related resources from this page, including:
   1. Travel Advisories and Warnings. As a first step in planning any trip abroad, check the Travel Advisories for your intended destination. Note that conditions can change rapidly in a country at any time.
   2. Foreign emergency contact numbers. Not every country uses "911" as its emergency contact number. You'll need to know how to contact the police, ambulance or fire department in that country's language.
   3. Studying Abroad.
   4. International Travel Safety Information for U.S. Students Abroad.
   5. Country Information: This page offers individuals considering international travel information about the safety and security situation in a specific country, including entry and exit requirements, local laws and customs, health conditions, etc.
   6. Smart Traveler Enrollment Program (STEP): This program is a free service that allows travelers to provide their travel information to the nearest U.S. embassy or consulate to help them locate the traveler in an emergency. Travelers, and future travelers, can also sign up to receive safety and security information via email regarding specific destinations abroad.
   7. American Citizens Services in Mexico, Contact Form.
   8. Websites of U.S. Embassies, Consulates, Diplomatic Missions, Offices Providing Consular Services.
   9. Emergency Assistance to American Citizens Abroad. Call +1-202-501-4444 (overseas) or 1-888-407-4747 (U.S./Canada) or contact the nearest embassy: travel.state.gov.
   10. Medical Information for Americans Abroad.
   11. Road Safety Overseas.
   12. Travel Resources.
   13. Traveler's Checklist: Steps to take before traveling abroad are provided in this

checklist, including reading country information, getting the right documents, enrolling in STEP, and having international travel insurance.

14. Assistance for U.S. Citizen Victims of Crime Abroad.

B. Overseas Security Advisory Council (OSAC). OSAC produces analysis on security incidents as they unfold around the world. Add OSAC to your emergency checklist to monitor global developments affecting safety and security.

1. Traveler Toolkit.
2. Understanding the Consular Travel Advisory System.
3. Understanding Mexico's Travel Advisory.

On Call International

"My OnCall Portal" login and the "Destination Intelligence" information contained therein require input of the "Group ID" code (100126CPPD21) referenced on their international emergency card that is provided upon the traveler's international travel insurance registration.

Health Information

A. Centers for Disease Control (CDC) - Main home page

1. Travelers' Health Web Page. The page provides current health information by destination and travel health notices and allows users to register via email to receive the latest updates from CDC's travelers' health.
2. Travel Health Tips for Students Studying Abroad.
3. Travel Health Kits.
4. Country-Specific Travel Health Notices.Yellow Book section, Study Abroad and Other International Student Travel. CDC Yellow Book 2020: Health Information for International Travel is published every two years as a resource for health professionals providing care to international travelers. The fully revised and updated CDC Yellow Book 2020 compiles the US government's most current travel health guidelines, including pre-travel vaccine recommendations, destination-specific health advice, and easy-to-reference maps, tables, and charts.

B. The Center for the Prevention of Harassment and Discrimination (CPHD) at SDSU is responsible for addressing concerns relating to Sexual Misconduct, Dating/Domestic Violence, and Stalking, as well as Discrimination, Harassment, and Retaliation under the CSU Nondiscrimination Policy. CPHD works with students to address concerns, provide supportive measures, and coordinate with external agencies, such as Sexual Assault Support and Help for Americans Abroad (SASHAA) (below). Students studying abroad are encouraged to contact CPHD should any concerns arise, by emailing cphd@sdsu.edu or calling 619-594-6464.

Additionally, any Employee who knows or has reason to know of incidents that may violate the CSU Nondiscrimination Policy is considered a Responsible Employee, and has a duty to promptly report to the Title IX Coordinator/DHR Administrator. They are required to disclose all information available, including the names of the Parties involved, even where the person has requested anonymity. For more information on

reporting duties, including links to the Title IX and DHR reporting forms, please [click here](#).

[Sexual Assault Support and Help for Americans Abroad (SASHAA)](#). 1-866-US WOMEN (879-6636) or http://sashaa.org/. SASHAA was created to ensure Americans victimized in a foreign country have immediate access to services no matter where they are in the world. SASHAA case managers provide an informed, compassionate response, as well as advocacy and assistance in navigating medical, law enforcement, and legal options. The program can be reached 24 hours a day, 7 days a week from overseas by calling their toll-free hotline. SASHAA provides sexual assault prevention and response regardless of age, race, gender, sexual orientation, or location worldwide.

C. [Vaccines.gov](#). Helps you find clinics, pharmacies, and other locations that offer contagious disease and flu vaccines in the United States.

D. [World Health Organization (WHO)](#). This page lists current global health emergencies.

E. [SDSU Student Health Services](#). For information on how SDSU is responding to coronavirus (COVID-19), visit the [SDSU Coronavirus page](#).

F. [HealthMap](#). Collects raw data from different agencies to provide a comprehensive view of worldwide health risks. May serve as an early alert system for disease outbreaks before they get reported by traditional news outlets.

G. [Johns Hopkins COVID Dashboard](#). Provides real-time information on the state of the pandemic worldwide.

Destination Intelligence (For Itinerary Threat Assessment)

A. [The U.S. Department of State](#), see above sections.

B. Local News, Topics, and Trends. Global news outlets and other large broadcasters, i.e., BBC, CNN, may not report on community events that allow detailed, local knowledge of a remote location. The following tools and techniques may provide 'on-the-ground' insights:

   1. [Reddit](#). Most cities have a dedicated Reddit forum, called a '[subreddit](#)'. During emergencies, Reddit users often report breaking news faster than traditional media outlets, and these posts are often accompanied by photos, videos, and other commentaries.
   2. [Google Trends](#). Allows users to see common search queries in a given region that can uncover facts on the ground that may not be made public through news articles or social media posts.
   3. [Snap Map](#). Allows users to share geolocated content and serves as a way to get a sense of what's going on in a particular place or learn more about unfolding events.
   4. [Newspaper Map](#). free online application that plots the location of over 10,000 newspapers worldwide. Use this tool to identify local media outlets in unfamiliar areas.
   5. [IBM Watson News Explorer](#). An information network of breaking stories in

real-time.

C. [Travel Safe - Abroad](), Find the Safest Places for Your Travel.

D. [CrisisWatch - Tracking Conflict Worldwide](), International Crisis Group.

E. [Global Conflict Tracker](), Council on Foreign Relations.

F. [Disputed Territories](). Provides worldwide maps of contested regions between countries.

G. [Free Map Tools](). Allows users to measure, search, and overlay mark-up elements on maps.

H. [USA.gov](). Explore some of the top issues for U.S. Citizens when traveling outside of the country.

I. [Traveling Overseas with Mobile Phones, Laptops, PDAs, and Other Electronic Devices](), National Counterintelligence and Security Center.

J. [Business Travel Tips While Abroad](), FBI Office of Private Sector.

K. [Association for Safe International Road Travel (ASIRT)](). A non-profit, humanitarian organization that promotes road travel safety through education and advocacy.

L. [The CIA World Factbook](). Provides basic intelligence on the history, people, government, economy, energy, geography, environment, communications, transportation, military, terrorism, and transnational issues for 266 world entities.

M. [U.S. Army Europe and Africa (USAREUR) "Stay Safe"](). Consider following the USAREUR Antiterrorism Stay Safe Facebook page ([https://www.facebook.com/StaySafeAntiterrorism]()).

Situational Awareness

A. Emergency Medical Services (EMS). Local EMS organizations (i.e., police and fire departments) have social media accounts. Travelers should follow these pages or feeds that report local events hours before stories reach mainstream media outlets.

B. [FlightRadar24](). Provides real-time flight data on thousands of aircraft worldwide and can assist with monitoring the impact of weather events on global transportation.

C. [Live Universal Awareness Map](). Presents important on-the-ground events and plots them on a map interface, so users can go back and review incidents that happened in the past.

D. [Global Disaster Alert and Coordination System (GDACS)](). GDACS is a cooperation framework between the United Nations, the European Commission and disaster managers worldwide to improve alerts, information exchange and coordination in the first phase after major sudden-onset disasters.

E. [Baja California, Mexico](). This site provides updated Baja, California information, to

include road conditions, weather, and a city/region guide.

    F.   [Travel and Re-Entry into the U.S.](#)

Threats

    A.   [GeoSure](#). Provides safety and security data on popular destinations worldwide.

    B.   [Global Terrorism Database](#). Provides unclassified terrorist attacks worldwide.

    C.   [Numbeo](#). [This site's crime section](#) reviews informal surveys provided by residents as to how they perceive the risk of theft, violence, and corruption in their city.

Institutes of Higher Education

    A.   U.S. Department of Education Office of Safe and Supportive Schools, Readiness and Emergency Management for Schools ([REMS](#)) Technical Assistance Center Resources on Study Abroad Safety for Institutions of Higher Education (IHE):

        1.   [Preparing for Study Abroad Emergencies for Higher Ed and K-12 Populations Webinar](#). The REMS TA Center, in collaboration with the U.S. Department of Education's Office of Safe and Healthy Students, hosted a Webinar on how institutions of higher education and K-12 schools—both public and nonpublic—can better plan and prepare for emergencies that students and staff may encounter when studying abroad. Presenters described the process for addressing emergencies abroad in planning efforts, shared case studies, and highlighted resources and support available when preparing for these incidents.

        2.   [Preparing for Study Abroad Emergencies for Higher Ed and K-12 Populations Resource List](#). Lists resources for preparing for study abroad emergencies for higher ed and K-12 populations, including planning for emergencies, notifications and support, and safety tips.

        3.   [Preparing for Study Abroad Emergencies for Higher Ed and K-12 Populations Fact Sheet](#). Provides information on how higher ed and K-12 populations can prepare for study abroad emergencies. Key topics include integrating international travel into emergency planning and key resources.

    B.   Federal Partner Resources on Study Abroad Safety for IHEs

        1.   [Study Abroad Safety Webinar](#) and [Presentation Slides](#). The International and Foreign Language Education Office of the U.S. Department of Education presents a webinar on study abroad safety.

        2.   [SAFETI (Safety Abroad First-Educational Travel Information) Website](#). The SAFETI Clearinghouse Project creates and disseminates resources to support study abroad program development and implementation, emphasizing health and safety issues.

XII.   REFERENCES AND RELATED AUTHORITIES

    A.   California State University Systemwide:

        1.   [Travel and Business Expense Reimbursements Policy](#), ICSUAM 03601.01.

2. [Exchange Programs and Campus Activities Abroad](#), EO 1081 (3/10/2021).
3. [International Agreements](#), EO 1080 (3/10/2021).
4. [International Students](#), EO 1082 (3/10/2021).
5. [Student Travel Policy](#), Executive Order (EO) 1041.
6. [Student Travel Accident](#), Policy Number NHH000314.
7. [International Travel Resources](#).
8. [High Hazard International Travel Approval Process and Requirement to Purchase Insurance](#), RM 2014-01.
9. [CSU Risk Management Authority's (CSURMA) Foreign Traveler Underwriter's High Hazardous and War Risk Countries List](#).
10. [Memorandum Confirming Delegation of Authority to Campus Presidents, or Their Designees, to Approve High Hazard International Travel for Faculty, Staff, or Students Traveling on CSU Business](#), RM 2014-01.
11. [Independent International Travel](#); Students, RM 2011-02.
12. [Risk Management and Public Safety](#), EO 1069.
13. [Delegation of Authority; Approval of Travel Requests](#), EO 688.
14. [Provisions for Extension and Summer Session Independent Study Programs Involving Foreign Travel](#), EO 0181.
15. [Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")](#), EO 1107.
16. [Field Trip Policy and Procedures](#), EO 1062.
17. [CSU Foreign Travel Insurance Program (FTIP) 2023/2024 Policy No. GLMN04966648R](#).

B. <u>San Diego State University:</u>

1. [Employee International Travel](#) - ([Procure-to-Pay [P2P] Department](#))
2. [Travel Authority Delegation - Approval of International Travel Requests (E.O. 688)](#)
3. [SDSU Study Abroad Policies & Procedures](#).
4. [Travel Policy, Procedures, and Regulations](#).
5. [Foreign Travel and FTIP](#).
6. [COVID-19 Travel Policies Fall 2021](#).
7. [International Travel Security, Information Security.](#)

XIII. QUESTIONS AND FEEDBACK

Please direct any feedback or questions about this document to Tyne Truong, Assistant Director of International Safety, Security and Risk at ttruong7@sdsu.edu.

TO: SEC/Senate
FROM: Arlette Baljon, Chair, Constitution and Bylaws Committee
DATE: 8/18/2025
Subject: Annual Agenda

CBL Annual Agenda 2025-26

CBL plans to handle the following referrals:

- 22/23_19 and 23/24_15: Bylaws 2 updated (move language from CCE charter and "Appointive Authority". CBL started this work in 24/25 in collaboration with CCE.
- 23/24_16: Union Representation on SEC. In 24/25 CBL members have monitored attendance of union reps at Senate which is very low. Some other ex-officio senators almost never attend as well. We will include this matter when handling this referral.

In addition, CBL plans to:

- Propose new language for Constitution 5 and Bylaws 7 (Senate Officers). The policy update did not pass in 24/25 and the matter needs clarification.
- Form a working group to evaluate the Senate committee structure. Some committees do not interact with the Senate (no reports, info, or action items), what is their role? Some committees could maybe be combined. Some committees strongly overlap with President-affiliated Campus Committees (the latter are created through alternative shared-governance structures such as Strategic Planning and president task forces). CBL plans to present recommendations for changes at the April Senate meeting.

Collaborate with other Committees:

- APP: 24/25_05 Creation of a General Policy Regarding Votes of Confidence/No Confidence for Senior Leaders and Other Administrators.
- CCE: 23/24_02: Senate Elections: Methodologies for Voting
- CCE: update CCE charter in Bylaws 3 after some of the language is moved to Bylaws 2

CBL will try to handle new referrals, although anticipates it might not get to some of them till the 2026-2027 calendar year.

Staff Affairs Committee 2024/2025 Annual Report

Committee Roster:

Pat Walls (Chair), Briana Cartmill (Chair-Elect), Suzanne Finch, Stephanie Smith, Brenda Wills, Nikole Carter-Curtis, Joann Davison, Robert Yslas, Scott Thompson, Cyndi Chie, Alana Ritchison, Bann Attiq, Randy Ketchum, Tonya Berry, Bart Chafe, Craig Winton, Vanessa Fennell, Roberto Guzman, Kathryn Edgerton-Tarpley, Anne Dodge-Schwanz, Terri Linman, Guadalupe Murguia, Donovan Geiger, Todd Rehfuss, Esmeralda Sanchez, Patricia Castillo, Alex Rodriguez, Carlos Sanche, Jonathan Becerra, Norah Stuart

Key Activities and Discussions:

Policy and Charter Revisions

The committee led the drafting and submission of two major policy proposals: an updated Staff Affairs Committee Charter and a revised Presidential Staff Excellence Awards policy. These documents were developed to improve transparency, streamline operations, and align SAC with the structure of other Senate Core Committees. Final versions were submitted to the Senate Executive Committee in March 2025 for review and Senate reading.

Committee Operations and Leadership

SAC initiated a reorganization plan to limit membership to 15, implement staggered three-year terms, and clarify election procedures. Briana Cartmill was elected as Chair for AY 2025–26. The committee maintained a current roster and tracked seat assignments to ensure proper representation across university units.

Appointments and Representation

SAC fulfilled its charge as the appointive authority for staff by soliciting nominations and appointing representatives to Senate and affiliated committees. The committee addressed multiple open seats, including appointments to AP&P, Environmental Health & Safety, Sustainability, and the Library Committee. SAC also supported election processes for ad hoc committees and the Staff Honors and Awards Subcommittee.

Staff Emeritus and Recognition

Monthly Staff Emeritus nominations were reviewed and approved, and SAC coordinated retiree recognitions for inclusion in formal Senate action. The committee oversaw the Staff Honors and Awards Subcommittee and supported its transition to new leadership.

Campus Engagement and Governance

SAC engaged with emerging issues including CSU systemwide shared services, centralization proposals, R1 classification implications, and legal considerations surrounding DEI practices. Members brought forward updates from their liaison roles on

key committees including University Resources and Planning, Freedom of Expression, Instructional and Information Technology, and Intercollegiate Athletics.

Staff Support and Development

SAC heard updates on professional development initiatives and discussed the need for better staff-facing support structures, especially in interactions with students navigating mental health challenges. The committee also reviewed campus policies related to parking operations and enforcement practices following significant constituent concerns.

Information Items and Action Items Sent to the University Senate:

- Action Item: Staff Affairs Committee Charter Revision Proposal 2.0

- Action Item: Presidential Staff Excellence Awards Revision Proposal 2.0

- Information Items: Staff Emeritus nominations (monthly)

- Action Item: SAC Roster update for AY 2025–26

To: Senate Officers, SEC, Senate
From: Marie-Eve Lachance, Undergraduate Curriculum Committee (UCC) Chair
Date: April 28, 2025
Subject: AY 2024-2025 Annual Report

Work during the 2024-2025 academic year

During the 2024-2025 academic year, the Undergraduate Curriculum Committee (UCC) met weekly in the Fall semester and monthly in the Spring semester.

The committee reviewed curriculum proposals submitted through the Modern Campus Curriculum platform and subject to UCC review (per Senate Policy 5.2.2, some minor modifications bypass UCC review). Proposals approved by UCC were regularly published as action or information items in the Senate agenda. In summary, UCC approved:

One new pilot B.S. program:
- Artificial Intelligence and Human Responsibility B.S.

Three B.A. program elevations:
- Art History B.A.
- Interior and Architectural Design B.A.
- Integrated Design B.A.

Two new undergraduate program emphases:
- Astronomy B.S., Emphasis in Data Science
- Child and Family Development B.S., Early Childhood Development Emphasis

Two new minors:
- Data Science
- Special Education

One new certificate:
- Embodied Education and Somatics

Sixteen undergraduate program/emphasis deactivations:
- Seven deactivations associated with the redesign of the Comparative International Studies B.A. (European Studies B.A., French B.A., German B.A., German B.A. Emphasis in German Studies, Russian and Central European Studies B.A., Russian B.A., Russian B.A. in preparation for the Single Subject Teaching Credential in Foreign Languages).
- Geological Sciences has six emphases, and three were removed in a streamlining of the program (Engineering Geology, Hydrogeology, and Paleontology).
- Two deactivations related to an elevation (Art B.A., Emphases in Graphic Design and Multimedia).
- One B.A./B.S duplication deactivation (Microbiology B.A.).
- Three low degree-conferring programs (Physical Science B.A.; Chemical Physics B.S.; Social Work, Specialization in Environmental Social Work and Community Engagement B.A.).

Seventy undergraduate program modifications

Sixty-two new undergraduate courses

Eight substantial course modifications

Seven course deactivations

Work in progress

As of April 28, 2025, there are three remaining proposals for new programs in Modern Campus Curriculum: one is at UCC's level (Artificial Intelligence and Human Responsibility Minor) and the other two are awaiting URP's approval (Social Equity and Governance B.A. and ASL Studies Minor). These could be completed in May or continue in AY 2025-2026.

Referrals

UCC had no new referrals during 2024-2025. The following outdated referral was removed from Trello:

> 2022-21/22_19: Recommendation on elimination of the Writing Proficiency Exam (WPA) & Policy Adjustments Related to Upper Division Writing Requirement

Draft roster for 2025-2026

At its meeting on March 28, 2025, the Undergraduate Curriculum Committee re-elected Marie-Eve Lachance as Chair for 2025-2026. The draft roster for 2025-2026 is as follows:

CAL: Clark Lundberg
FCOB: Marie-Eve Lachance (Chair)
EDU: TBD
ENG: Yusuf Ozturk
HHS: Zohir Chowdhury
PSFA: Jennifer Gee
SCI: Carmelo Interlando
IV: TBD
Library: Sarah Tribelhorn
Provost: William Tong
AVP CAA: Madhavi McCall
Two students: TBD

Items for the 2025-2026 agenda

- Updates on the implementation of new degree roadmaps.
- Revision and update of the UCC charter.
- Discussion regarding the new AI syllabus requirement.

TO: SEC/University Senate

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

DATE: August 14, 2025

RE: Information: Scholarship Report & Events Team Year in Review

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See report on following page.

Academic Year 2024-2025
Scholarship Impact Report

You Provide Opportunity

"Your considerate gift allows me to further enhance my career path and continue working hard as a student with the motivation to become a CPA."

HONEY C.
JUNIOR, ACCOUNTING MAJOR
Catherine M. Stiefel Scholarship

"I am truly thankful for this recognition and confident that the financial support will empower me to achieve my goals and make a meaningful impact in our communities."

MATTHEW H.
FRESHMAN, CIVIL ENGINEERING MAJOR
Sinegal Veterans Scholarship

"My history, my challenges, and what I have accomplished gives me deep appreciation and gratitude to continue to grow and learn."

ANNE M.
GRADUATE STUDENT, NURSE PRACTITIONER AND CLINICAL NURSE SPECIALIST PROGRAM
Emma Lora Johnson Memorial Scholarship

"This award is more than just financial support; it is a vote of confidence in my abilities and potential to make a difference in the lives of others in the near future."

MILANARAFA A.
JUNIOR, BIOLOGY MAJOR
Jewel Tisdale Hovey Tribute Endowed Scholarship; Lipinsky Family Scholarship

"As an Imperial Valley native, I am proud of my roots and am committed to becoming an effective changemaker in my community."

FREDERICO M.
SENIOR, PUBLIC ADMINISTRATION MAJOR
Douglas and Barbel Patino Scholarship Fund; Jack McGrory Scholarship for Public Affairs at SDSU Imperial Valley

56

Aztec Scholarships

Your scholarship support empowers students, providing peace of mind and the opportunity to flourish on campus and beyond. Thank you for allowing students to fully participate in the Aztec experience and envision a brighter future.

Academic Year 2024-25

Scholarships ease educational costs and encourage students to explore internships, research projects, extracurricular activities, and make meaningful strides toward academic and professional goals. You help students discover their talents and prepare for future careers in the community.

$6.5M
TOTAL AMOUNT AWARDED

2,647
TOTAL AWARDS

$2,459
AVERAGE AWARD VALUE

705
TOTAL SCHOLARSHIP FUNDS AWARDED

601
ENDOWED SCHOLARSHIP FUNDS AWARDED

104
NON-ENDOWED SCHOLARSHIP FUNDS AWARDED

Cost of Attendance - Basic Tuition & Fees

$8,728
FOR FULL-TIME, IN-STATE, UNDERGRADUATE STUDENTS

$23,328
FOR FULL-TIME, NON-RESIDENT, UNDERGRADUATE STUDENTS*

$10,252
FOR IN-STATE, GRADUATE STUDENTS**

Housing, food, transportation, books and supplies are additional. First-year housing rates in 2024-25 start at $19,653 (includes meal plan); sophomore and upper-division housing rates start at $10,253 (without meal plan).

*Includes non-resident undergraduate tuition based on 15 units each semester at $420 per unit and $1,000 per semester non-resident campus fee.

**Select graduate programs have different tuition and fees. Non-resident graduate tuition: add $420 per unit and $1,000 per semester non-resident campus fee to the basic tuition and fees listed above.

More than 6,000 donors supported SDSU scholarships in Academic Year 2024-25. This collective kindness spreads joy across campus and impacts countless lives. THANK YOU for helping our SDSU community thrive.

"I am highly grateful for this scholarship and will put it toward the future of my education and the future of others."

DORIAN M.
SOPHOMORE, GEOGRAPHY MAJOR
Dr. Kurt & Julie Bohnsack Memorial Endowed Scholarship; SDSU Retirement Association Endowed Scholarship

SDSU

Special Events
Measurements of Success
Year-in-Review
July 1, 2024 – June 30, 2025

From July 1, 2024 through June 30, 2025, Special Events created and executed approximately 100 events, engaging with approximately 5,300 donors, prospects, campus and community leaders, faculty, staff, students, elected officials and members of The Campanile Foundation and CSU Board of Trustees.

Seven annual stewardship events were created for our most loyal donors to San Diego State.

Tower Society – July 29, 2024
- The goal of this annual event is to steward Tower Society members. Tower Society consists of lifetime members who have donated more than $50,000 to San Diego State.
- We hosted a reception at Snapdragon Stadium at the end of July and featured remarks by Sean Lewis, the new SDSU Men's Football Coach.
    - Attendee giving since: $5,114,724.69 (as of 5/27/25); 316 contributions from 82 households; gifts to Athletics: $781,485.36 (as of 5/27/25); 145 contributions from 36 households

Evening Celebrating Philanthropy – Oct. 21, 2024
- The goal of the event is to steward donors with cumulative giving of $1M+. The collective support in commitments and cash from this group of donors is over $800M. Donors who have reached this milestone are honored and presented with a presidential medallion.
- This was the 13th year for this event and 200 presidential medallions have been presented to individuals, foundations and corporations since the event's conception.
- Select students and faculty members were invited to attend and are strategically seated with donors based upon their areas of giving and interest (six faculty members and 33 students attended the event).
- The inaugural *Fowler Impact Award* was introduced and Ron Fowler was honored. This award was created so we could officially recognize and honor individuals who have made an extraordinary impact through philanthropic contributions and service that align with the university's core values, goals, and mission. It will be presented annually to a donor who has created a positive impact and demonstrated loyalty to the institution and its mission of educating the next generation of leaders. To commemorate the award, a permanent plaque has been installed in the Student Services Courtyard and the names of awardees will be added each year.
    - Attendee giving since: $5,477,954.96 (as of 5/27/25); 64 contributions from 27 households

Heritage & Legacy Society – Dec. 9, 2024
- The purpose of this event is to steward Legacy Society (donor advised funds), Heritage Society (estate gifts), and donors who have left San Diego State in their estates.
- This year's event was held at the University Club atop Symphony Hall and featured a holiday tea

and the new MFA Class of 2026.

Discover SDSU – February 5, 2025
- This signature event stewards members of our Annual Giving Circle—donors who contribute between $1,000 and just under $50,000 in cumulative giving each fiscal year. At the time of the event, more than 1,100 individuals contributed nearly $4 million in total.
- This year's event featuring Housing and Residential Education was among the most well-attended events in the series.

Scholarship Donor Appreciation Event – February 24, 2025
- The goal for this event is to steward donors who contribute to student scholarships (endowed scholarship stewardees), all donors of named, annual scholarships (non-endowed) and contributors to endowed and non-endowed scholarships with a determined cumulative giving of $2K within the past two FYs.
- This was the 14th year for the Scholarship Donor Appreciation Luncheon.
- Three scholarship recipients were part of the program, representing the Fowler College of Business and the College of Sciences.
    o Attendee giving since: $328,975.76 (as of 5/27/25); 119 contributions from 54 households

SDSU Loyals – April 8, 2025
- The SDSU Loyal program encourages consistent giving and recognizes donors who have made gifts of any amount in each of the last two years for their total years of giving. Members are recognized for their total years of giving at the following tiers: 2+, 5+, 10+, 15+, 20+, 25+, 30+, 40+, and 50+. The event recognizes those who have given for 20+ years.
- The program featured a student-athlete from men's golf and two *Quest for the Best* student leaders.
- After reviewing the guest list, we identified five donors who have been Loyal for 40+ years and one donor for 50 years, Nancy Carmichael Stewart. We worked closely with our communications team to create a feature story on Nancy.

Evening of Distinction – April 21, 2025
- The goal of this annual event is to honor Tower Society donors for their lifetime giving of $500,000 to $999,999 to San Diego State University.
- This was the ninth year of this event and was the result of the deans' request to create an annual stewardship event that they could host for their donors.
- Awardees are honored with a one-of-a-kind award that was specifically designed by a local artist for these donors. The award is a mosaic of Hepner Hall, which uses mixed mediums.
- This year, we honored 24 past recipients and there were 7 new awardees (representing 4 households).
- In the past eight years, 56 awards have been presented representing 80 individuals and 8 organizations.
- The student speaker was a veteran and active with the Glazer Center for Student Leadership.
    o Attendee giving since: $1,175.00 (as of 5/27/25); 5 contributions from 4 households

Three ribbon-cutting dedications took place during FY24-25 in collaboration with Student Affairs + Campus Diversity. All three dedications were philanthropically supported by generous donors and each event was customized based on donor preference:
- Cal Coast Financial Center Dedication included an all-university dedication and a private reception with President de la Torre and Cal Coast leadership prior to the ribbon-cutting (August 21; approximate attendance was 200).
- Gus and Emma Thompson Black Resource Center Dedication included a dedication for BRC donors, campus leadership, students and the Dong family members. A private dinner at the University House followed the dedication. Strong media presence. (Sept. 16; approximate attendance was 150)
- Jessica P. Sarowitz Center for Guardian Scholars Dedication included a private ribbon-cutting ceremony for Jessica and her personal guests, GS staff and students and campus leadership. Guests attended the annual Guardian Scholars Thanksgiving dinner after the dedication. (Nov. 19; approximate attendance was 50)

Several events were executed on behalf of the Office of the President, including:

All University Convocation (August 22, 2024)
- At the annual All-University Convocation on August 22, 2024, President de la Torre addressed approximately 1,000 faculty, staff, student leaders, alumni and community
- members during the program. Directly following the program, guests were treated to a "grab and go" lunch.
- A separate reception for the SDSU Alumni Distinguished Faculty Award and Presidential Staff Excellence Award recipients was held in conjunction with the All-University Convocation where they were recognized during the program.

Commencement 2025 (May 15-18)
- There were 9 ceremonies at Viejas Arena—seven undergraduate and two graduate. The Class of 2025 marked the largest graduating class in university history, with more than 12,000 students eligible and nearly 10,000 participating across both San Diego and Imperial Valley campuses. We also welcomed over 54,000 guests across the 10 ceremonies over four days.
- Two honorary doctorate conferrals took place in Fowler College of Business and the College of Health and Human Services.
- Special Events managed all graduate-facing communications, collaborating with StratComm on distribution, and oversaw the development and maintenance of the commencement website. Ten digital programs were produced and made available online, with options for purchase as commemorative keepsake editions.
- To elevate the overall production value of the ceremonies, new jumbotron graphics were introduced at the beginning, middle, and conclusion of each event, accompanied by "hype music" to enhance the atmosphere. Lot 13 featured additional enhancements including music and a live emcee to engage and energize graduates prior to the processional.
- In addition to the main commencement events, advisory and logistical support was provided for the inaugural VISTA graduation ceremonies at Centinela Prison on May 15, which recognized 27 graduates across two ceremonies. Continued support was also provided for the Transborder Graduation Ceremony held in Tijuana on May 2, which honored 42 graduates and welcomed 215 guests.

CSU Board of Trustee Campus Visits
- During the first half of the year, three members of the California State University (CSU) Board of Trustees visited the SDSU campus during two scheduled visits:
    o A joint visit was held with Student Trustee Jazmin Guajardo and Trustee Jean Firstenberg (November 15, 2024).
    o Trustee Sam Nejabat visited campus on December 6, 2024, following a rescheduling from the originally planned visit on October 25.
- These visits provided valuable opportunities for engagement between university leadership and CSU trustees, while also serving to highlight key academic and student success initiatives as per the trustees' personal interests.

Welcome Receptions for New Deans (October 9 and November 14, 2024)
- Special Events planned two dean welcome receptions in collaboration with the Provost's Office, President's Office, College of Arts and Letters (Todd Butler) and College of Health and Human Services (Amy Bonomi).
- These events are designed to introduce and celebrate the appointments of new academic leadership within the university community and the donors affiliated with their colleges.

Donor hosting took place during both men's football and basketball:

Football
- There are two suites within Snapdragon Stadium that are dedicated to hosting donors and prospects – the President's Suite and the URAD/TCF Suite.
    o In the President's Suite, 250 external guests were hosted over six home games.
    o In the URAD Suite, colleges hosted approximately 100 guests over six home games. The colleges that hosted guests were College of Health and Human Services, Fowler College of Business, College of Sciences, College of Arts and Letters, College of Education and College of Engineering.

Basketball:
- Nearly 170 external guests were hosted in the President's Section over 16 home games this season. Areas and colleges that hosted included Community Relations, Innovation District, SDSU Retirement Association, Principal Gifts, Heritage & Legacy Societies, College of Professional Studies and Fine Arts, College of Engineering, College of Education, College of Health and Human Services, Fowler College of Business, College of Arts and Letters and College of Sciences.
- President de la Torre and Vice President Adrienne Vargas also hosted three basketball pre-game receptions at the Parma Payne Goodall Alumni Center, welcoming approximately over 500 external guests across the three events. Development staff strategically invited donors and prospects, prioritizing basketball season ticket holders for each reception. Highlighted student athletes and Steve Fisher during two of the programs. Special Events partnered with SDSU Alumni to host the Rising Aztecs reception in conjunction with one of the basketball pre-game receptions. Special Events confirmed the event logistics and managed the guest list.

Numerous stewardship opportunities took place for members of The Campanile Foundation:
- Special Events worked collaboratively with TCF/VP office and affiliated departments and colleges (PSFA/Arts, Athletics, Government and Community Relations).

- Three board meetings were held this fiscal year (December 5, March 6 and June 5). The TCF and SDSU Alumni boards held a joint meeting on September 12.
- Of the eight TCF subcommittees, Special Events coordinated the logistics for six of the committees (Arts, Athletics, Executive, Nominating & Governance, Government & Community Relations and Stewardship). Over the course of the year, we hosted 18 meetings on behalf of these committees.
- A member of the Special Events team serves as the staff liaison for the TCF Stewardship Committee. Responsibilities include creating and securing timely speakers and presentations, as well as creating and disseminating committee minutes. Two new members were added to the committee and one member was excused.
- A gathering for the incoming chair and past TCF chairs was held for the first time this year and took place at the La Jolla Country Club on Jan. 15. This was well attended and received positive feedback from the attendees and moving forward this will be an annual event. Hosting will rotate among the group with next year's lunch being hosted by Ron Fowler. The President and Adrienne are in attendance.

Cultivation and stewardship events were hosted at the University House throughout the year.
- We hosted eight donor stewardship events with President de la Torre, Adrienne, and various college deans at the University House between September 2024 and March 2025. The (1) lunch and (7) dinners included hosting 45 donors and guests who support various areas including Mission Valley River Park, PSFA, Athletics, Sciences, CAL, Fowler College of Business, and others.
- Special Events is responsible for maintaining event documentation for all events hosted at the University House (including the Office of the President events) for audit purposes.
- A member of the Special Events team serves on the University House committee as a voting member, which meets typically three times each year.

Division of University Relations & Development Hosting:
- Three URAD division meetings were held throughout the year. These meetings have an average participation of 72 (the number of employees in our division is approximately 90).

Miscellaneous events were planned and executed:
- Celebration of Life for President Emeritus Stephen L. Weber on September 27
- Kit and Karen Sickels Endowed Chair in University Heritage and Community Engagement celebration and announcement of the inaugural chair (December 9).

TO: Senate Executive Committee/Senate

FROM: Gloria Rhodes, CFA-SDSU Chapter President, on behalf of the CFA-SDSU Executive Board

DATE: August 19, 2025

Subject: Information Item

Welcome to the San Diego State University, 2025-2026 Academic School Year. I am Gloria Rhodes, the Chapter President of the California Faculty Association (CFA), our faculty union. I am also a librarian and have worked here at SDSU for 23 years, and have been an active member of our union for much of my time with California State University. By coming together as tenure-line faculty and lecturers, counselors, librarians, and coaches, we work to protect faculty rights, foster safe and secure workplaces, promote student learning, negotiate fair compensation, and promote access to health insurance and retirement benefits. Together, we can champion racial and social justice, making a significant impact on all.

On behalf of our CFA-SDSU Executive Board, if you are not a paying member, we encourage you to join the California Faculty Association as we embark on a challenging year on the national level and as members of the higher education community. Your involvement is crucial to our collective success, and we enthusiastically invite you to join us on this journey! All California State University faculty enjoy the rights and protections of the contract negotiated by CFA. But we are stronger and able to win on multiple levels, including our contract, when we stand together as union members.

Not a member? **Join Your Union, Become a CFA Member Today!**
https://www.calfac.org/join-cfa/

The CFA-SDSU Executive Board will meet monthly during the Academic Year, and I will send out an update once we have secured meeting dates. We will also have opportunities to meet with you during open office hours to be determined. You are welcome to contribute to our discussions as we work together to ensure your concerns will be addressed in a timely manner.

Again, to our new colleagues, welcome to San Diego State University, and to our returning members, welcome, and we look forward to working with you!

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

List Name	Card Name
*Academic Policy & Planning (AP&P)	20/21_06: ASCSU Resolution: FACULTY EMERITUS/EMERITA STATUS: REVOCATION AND APPEAL
*Academic Policy & Planning (AP&P)	21/22_04: Five-Year Review of Academic Administrators
*Academic Policy & Planning (AP&P)	21/22_28: Review & Update Search Committees for University Admin Bylaws
*Academic Policy & Planning (AP&P)	23/24_08_Updating Definition of Faculty in Constitution
*Academic Policy & Planning (AP&P)	24/25_05 Creation of a General Policy Regarding Votes of Confidence/No Confidence for Senior Leaders and Other Administrators (Referral 2024/25_5)
*Academic Policy & Planning (AP&P)	24/25_6: Review of CO-Mandated Minimum Course Enrollments and Related Policies
*Committee on Committees & Elections (CCE)	22/23_09: Review & Update Policies Related to Senator Committee Assignments
*Committee on Committees & Elections (CCE)	23/24_02: Senate Elections: Methodologies for Voting
*Constitution & Bylaws (CBL)	22/23_19: Update Policy Language related to Committees
*Constitution & Bylaws (CBL)	22/23_18: Bylaws 11.0 and 13.0 Updates
*Constitution & Bylaws (CBL)	23/24_15: Review Process for Filling Vacancies
*Constitution & Bylaws (CBL)	23/24_16: Union Representation on Senate Executive Committee
*Diversity, Equity & Inclusion (DEI)	21/22_16: Senate Diversity Plan
*Diversity, Equity & Inclusion (DEI)	21/22_06: Policy File Review re 4.0 Diversity--regarding Global Campus & Nondiscrimination & Equality Opportunity Bylaws
*Diversity, Equity & Inclusion (DEI)	21/22_22: Condemning Hostile Teaching Environments
*Diversity, Equity & Inclusion (DEI)	23/24_14: Senate Principles of Shared Governance
*Diversity, Equity & Inclusion (DEI)	24/25_02 Examination of Time, Place, and Manner Policy and Development of Alternative Actions
*Diversity, Equity & Inclusion (DEI)	24/25_03: Recognition and Celebration of Major Hindu Religious Festivals on Campus
*Faculty Affairs Committee (FAC)	20/21_02: Professors of Practice: Implications?
*Faculty Affairs Committee (FAC)	23/24_11: State of Student Course Evaluations
*Faculty Affairs Committee (FAC)	24/25_12: Support and Compensation for Faculty Serving as Dissertation Chairs
*Staff Affairs Committee (SAC)	22/23_07: Charter a New "Staff Planning Committee"
*University Resources & Planning (URP)	23/24_03: Alcohol Products Co-Branding at SDSU
*University Resources & Planning (URP)	23/24_13: Contextualizing the Fiscal Cost/Benefit of Athletics
*University Resources & Planning (URP)	24/25_04: Examination of Self-Support Strategies and Practices in the CSU
*Undergraduate Council (UGC)	21/22_14: Undergraduate Council Bylaw Review and Update
*Undergraduate Curriculum Committee (UCC)	21/22_19: Recommendation on elimination of the Writing Proficiency Exam (WPA) & Policy Adjustments Related to Upper Division Writing Requirement.
Environment and Safety	20/21_03: Update Environmental & Safety Committee Charter.
Environment and Safety	21/22_10: Smoking and Smudging Policy Bylaws and Updates
Environment and Safety	24/25_01: Addressing Faculty Concerns Regarding Non-Students/Non-Guests as a Safety Problem
Faculty Honors and Awards	20/21_04: Review Faculty Honors and Awards policies, with particular attention to the Senate Excellence in Teaching Award.
Faculty Honors and Awards	22/23_10: Update Committee Charge and Clarify Responsibilities
Faculty Honors and Awards	24/25_11: Addressing the Inequity in University-Wide Awards for Contingent Faculty
Freedom of Expression	20/21_01: Review Freedom of Expression policy and bring it up-to-date with digital age.
Freedom of Expression	21/22_11: Academic Freedom Policy Review.
International Affairs Council	22/23_01: ACIP Representative & Meeting Payment
International Affairs Council	22/23_02: Tracking Undergraduate, Masters, Doctoral Proposals for Impacts on International Students
Instructional and Information Technology	22/23_21: Provide Report on Impact of AI
Instructional and Information Technology	23/24_10_Anti-Doxxing Policy
Instructional and Information Technology	24/25_7: Development of a Campus-Wide Classroom Recording Policy
Instructional and Information Technology	24/25_8: Assessment of the Need for a Campus-Wide AI Policy Referral
Instructional and Information Technology	24/25_10: Concerns Regarding University's Transition to VoIP/Zoom Phones
Library	22/23_04: Review & Update Policies Regarding Material Gifts Valued at over $20,000
Research Council	21/22_07: Integrity in Research and Scholarship Policy Review
Student Media Advisory	21/22_13: Student Affairs & Student Media Advisory Committees Reviews and Updates
Bookstore Advisory	22/23_12: Add Librarian to Bookstore Advisory
Bookstore Advisory	23/24_09_Removing Bookstore Advertising Items Not Approved by Faculty
Teacher Preparation Advisory Council	21/22_32: Teacher Preparation Advisory Council Bylaw Review and Update
Honorary Degree	22/23_20: Update Honorary Degrees Policy
Campus Fee Advisory Committee	23/24_07: Assessment and Report of Student Success Fee Proposals Funded

AY2025-26

Posted Date	$999.95	Payee	Purpose / Justification / Notes
8/13/2025	$400.00	AS - Union Programs & Services	Senate meeting reservation - September 2, 2025
8/10/2025	$599.95	Trello	Management software for: Senate Referral Chart

WSCUC
Reaffirmation of Accreditation
2025-26

SDSU Since Last Reaffirmation

Table 1: SDSU Overview

Enrollment & Applications	Fall 2015	Fall 2025	% Increase
Applications	92,383	122,414	32.5%
Fall Enrollment (SDSU Mesa Campus)	33,230	38,396	15.5%
Fall Enrollment (SDSU-IV)	1,054	1,232	16.9%
Fall URM (CO) Enrollment (Mesa & IV)	11,456	15,635	36.5%
Fall Non-URM (CO) Enrollment (Mesa & IV)	22,798	23,738	4.1%
First-time Freshmen Class	5,142	5,695	10.8%
First-year Freshmen Avg HS GPA	3.69	3.84	4.1%

Continuation & Graduation			% Increase
FTF % Continued after Yr 1 (FA16 & FA23)	89.4%	90.6%	1.2%
Transfer % Continued after Yr 1 (FA16 & FA23)	91.4%	92.3%	0.9%
FTF 4-year Grad Rates (FA16 & FA20 Cohorts)	53.5%	60.9%	7.4%
African American	47.7%	49.2%	1.5%
Hispanic, Latino	47.2%	52.5%	5.3%
Native American	29.4%	62.5%	33.1%
FTF 6-year Grad Rates (FA14 & FA18 Cohorts)	77.8%	76.4%	-1.4%
Transfer 2-year Grad Rates (FA18 & FA22 Cohorts)	60.1%	62.0%	1.9%
Transfer 3-year Grad Rates (FA17 & FA21 Cohorts)	82.8%	84.1%	1.3%

Research & Scholarly Activities	2015-16	2024-25	% Increase
Research Funding (second # is 2023-24)	$130M	$229.8M	76.80%
Number of Masters Programs	78	115	47.4%
Number of Masters Degrees Conferred	1,758	1,703	-3.1%
Number of Doctoral Programs	22	25	13.6%
Number of Doctoral Degrees Conferred	142	179	26.1%

Philanthropy	2015-16	2024-25	% Increase
Fundraising (second # is 2023-24)	$107M	$132M	23.4%
Endowment Amount	$205M	$495M	141.5%
Total Scholarships Awarded	2,366	2,647	11.9%
Percentage of Scholarships Distributed	65%	99.96%	35.0%
Total Scholarship Dollars Awarded	$4,405,720	$6,508,231	47.7%

SDSU

SDSU Nationally - R1 Universities: 187*

American University
Arizona State University Campus Immersion
Auburn University
Baylor College of Medicine
Baylor University
Binghamton University
Boston College
Boston University
Brandeis University
Brigham Young University
Brown University
California Institute of Technology
Carnegie Mellon University
Case Western Reserve University
Clemson University
Colorado School of Mines
Colorado State University-Fort Collins
Columbia University in the City of New York
Cornell University
CUNY Graduate School and University Center
Dartmouth College
Drexel University
Duke University
East Carolina University
Emory University
Florida Atlantic University
Florida International University
Florida State University
George Mason University
George Washington University
Georgetown University
Georgia Institute of Technology-Main Campus
Georgia State University
Harvard University
Howard University
Indiana University-Bloomington

Indiana University-Purdue University-Indianapolis
Iowa State University
Johns Hopkins University
Kansas State University
Kent State University at Kent
Lehigh University
Louisiana State University and Agricultural & Mechanical College
Loyola University Chicago
Massachusetts Institute of Technology
Medical University of South Carolina
Michigan State University
Michigan Technological University
Mississippi State University
Missouri University of Science and Technology
Montana State University
New Jersey Institute of Technology
New Mexico State University-Main Campus
New York University
North Carolina State University at Raleigh
North Dakota State University-Main Campus
Northeastern University
Northern Arizona University
Northwestern University
Nova Southeastern University
Ohio State University-Main Campus
Ohio University-Main Campus
Oklahoma State University-Main Campus

Old Dominion University
Oregon State University
Pennsylvania State University-Main Campus
Princeton University
Purdue University-Main Campus
Rensselaer Polytechnic Institute
Rice University
Rutgers University-New Brunswick
Saint Louis University
San Diego State University
Southern Illinois University-Carbondale
Southern Methodist University
Stanford University
Stony Brook University
Syracuse University
Temple University
Texas A & M University-College Station
Texas Tech University
The Catholic University of America
The University of Alabama
The University of Montana
The University of Tennessee Health Science Center
The University of Tennessee-Knoxville
The University of Texas at Arlington
The University of Texas at Austin
The University of Texas at Dallas
The University of Texas at El Paso
The University of Texas at San Antonio
The University of Texas Health Science Center at Houston

The University of Texas Health Science Center at San Antonio
Tufts University
Tulane University of Louisiana
University at Albany
University at Buffalo
University of Alabama at Birmingham
University of Arizona
University of Arkansas
University of California-Berkeley
University of California-Davis
University of California-Irvine
University of California-Los Angeles
University of California-Merced
University of California-Riverside
University of California-San Diego
University of California-San Francisco
University of California-Santa Barbara
University of California-Santa Cruz
University of Central Florida
University of Chicago
University of Cincinnati-Main Campus
University of Colorado Boulder
University of Colorado Denver/Anschutz Medical Campus
University of Connecticut
University of Dayton
University of Delaware
University of Denver
University of Florida
University of Georgia
University of Hawaii at Manoa

University of Houston
University of Idaho
University of Illinois Chicago
University of Illinois Urbana-Champaign
University of Iowa
University of Kansas
University of Kentucky
University of Louisiana at Lafayette
University of Louisville
University of Maine
University of Maryland-Baltimore County
University of Maryland-College Park
University of Maryland, Baltimore
University of Massachusetts-Amherst
University of Massachusetts-Boston
University of Massachusetts-Lowell
University of Memphis
University of Miami
University of Michigan-Ann Arbor
University of Minnesota-Twin Cities
University of Mississippi
University of Missouri-Columbia
University of Missouri-Kansas City
University of Nebraska Medical Center
University of Nebraska-Lincoln
University of Nevada-Las Vegas
University of Nevada-Reno
University of New Hampshire-Main Campus
University of New Mexico-Main Campus
University of North Carolina at Chapel Hill
University of North Carolina at Charlotte
University of North Dakota
University of North Texas
University of Notre Dame

University of Oklahoma-Norman Campus
University of Oregon
University of Pennsylvania
University of Pittsburgh-Pittsburgh Campus
University of Rhode Island
University of Rochester
University of South Carolina-Columbia
University of South Florida
University of Southern California
University of Southern Mississippi
University of Texas Southwestern Medical Center
University of Toledo
University of Utah
University of Vermont
University of Virginia-Main Campus
University of Washington-Seattle Campus
University of Wisconsin-Madison
University of Wisconsin-Milwaukee
University of Wyoming
Utah State University
Vanderbilt University
Virginia Commonwealth University
Virginia Polytechnic Institute and State University
Washington State University
Washington University in St Louis
Wayne State University
Weill Medical College of Cornell University
West Virginia University
William & Mary
Worcester Polytechnic Institute
Yale University

*There are approximately 2,691 four-year colleges and universities in the United States, according to the National Center for Education Statistics (NCES).

SDSU

R1+HSI Universities: 30

Arizona State University Campus Immersion
Florida Atlantic University
Florida International University
Indiana University-Bloomington
New Jersey Institute of Technology
New Mexico State University-Main Campus
Northern Arizona University
Nova Southeastern University
San Diego State University
Texas A & M University-College Station
Texas Tech University
The University of Texas at Arlington
The University of Texas at Austin
The University of Texas at El Paso
The University of Texas at San Antonio
The University of Texas Health Science
  Center at San Antonio

University of Arizona
University of California-Irvine
University of California-Merced
University of California-Riverside
University of California-Santa Barbara
University of California-Santa Cruz
University of Central Florida
University of Colorado Denver/Anschutz
  Medical Campus
University of Connecticut
University of Houston
University of Illinois Chicago
University of Nevada-Las Vegas
University of New Mexico-Main Campus
University of North Texas

R1+HSI+AANAPISI Universities: 16

New Jersey Institute of Technology
Nova Southeastern University
San Diego State University
Texas A & M University-College Station
The University of Texas at Arlington
The University of Texas at Austin
University of California-Irvine
University of California-Merced
University of California-Riverside

University of California-Santa Barbara
University of California-Santa Cruz
University of Colorado Denver/Anschutz
   Medical Campus
University of Connecticut
University of Houston
University of Illinois Chicago
University of Nevada-Las Vegas

SDSU

R1+HSI+AANAPISI+ Community Engagement Universities: 7

Nova Southeastern University
San Diego State University
University of California-Merced
The University of Texas at Austin
University of California-Riverside
University of Connecticut
University of Nevada-Las Vegas

R1+HSI+AANAPISI+ Community Engagement University + Opportunity College: 3

- Nova Southeastern University (cost of $48,870, enrollment of 20k)
- **San Diego State University (cost of $23,236, enrollment of 40k)**
- University of California-Merced (cost of $45,584, enrollment of 8.3k)

Institutions designated as an Opportunity College and Universities provide higher access to students, and graduates earn far higher wages than comparable peers.
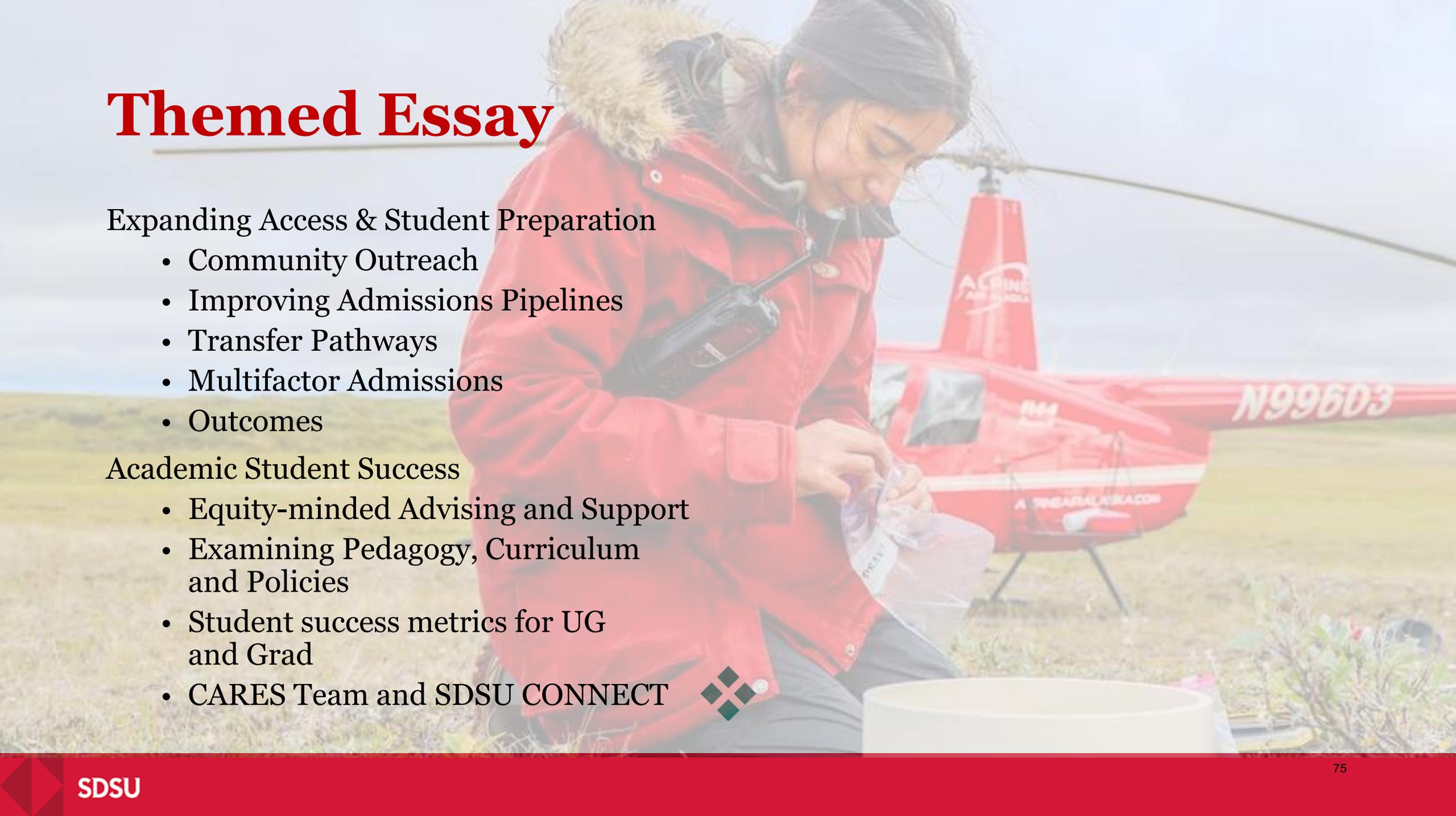
R1+HSI+AANAPISI+ Community Engagement University + Opportunity College with Division 1 Athletics: 1

SDSU is one of *only three* R1/HSI/AANAPISI/Community Engagement/Opportunity institutions and *the only university nationwide* that has earned these Carnegie Classifications while also supporting a Division One athletics program.

Themed Essay

Expanding Access & Student Preparation

- Community Outreach
- Improving Admissions Pipelines
- Transfer Pathways
- Multifactor Admissions
- Outcomes

Academic Student Success

- Equity-minded Advising and Support
- Examining Pedagogy, Curriculum and Policies
- Student success metrics for UG and Grad
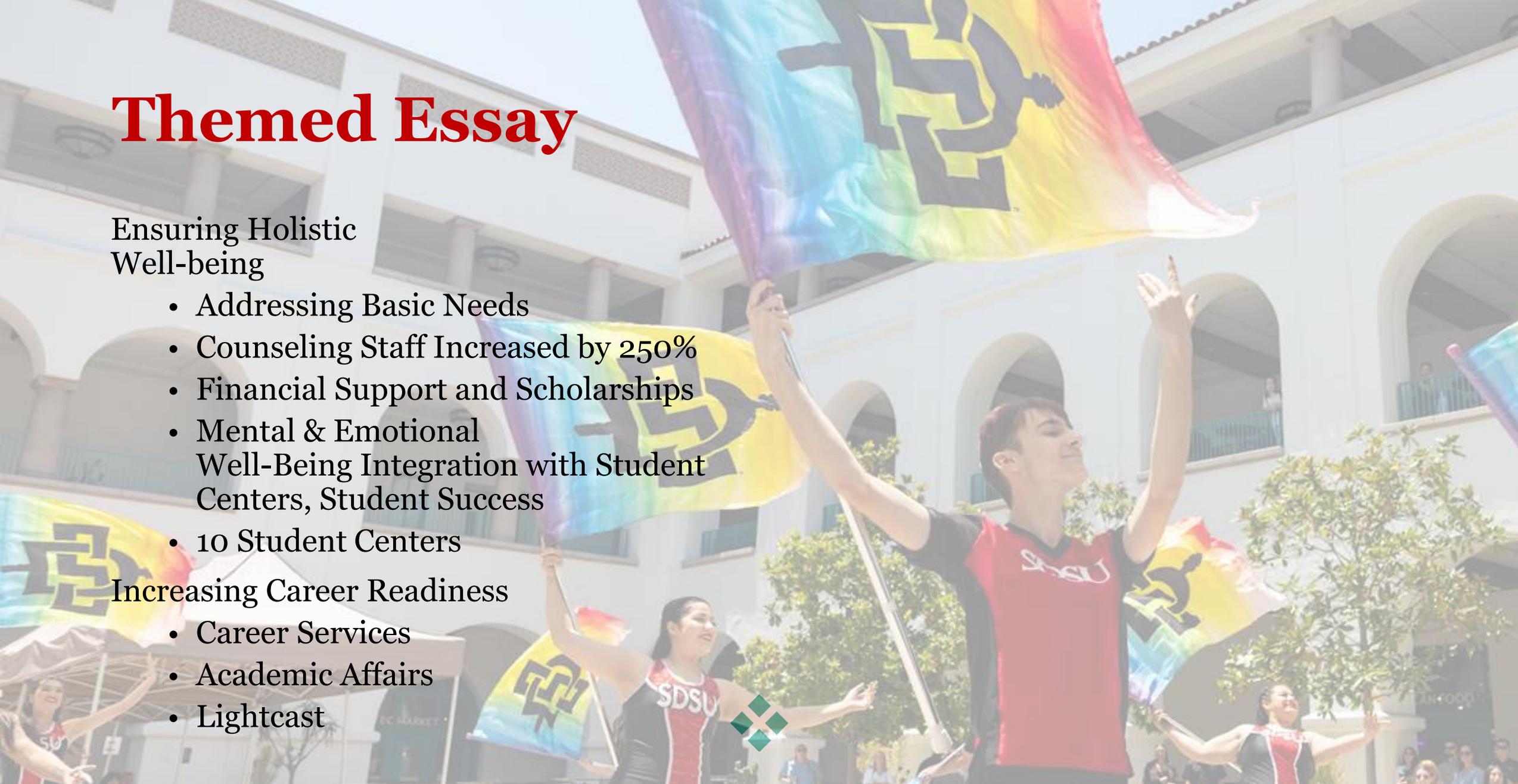- CARES Team and SDSU CONNECT

Themed Essay

Ensuring Holistic Well-being

- Addressing Basic Needs
- Counseling Staff Increased by 250%
- Financial Support and Scholarships
- Mental & Emotional Well-Being Integration with Student Centers, Student Success
- 10 Student Centers

Increasing Career Readiness

- Career Services
- Academic Affairs
- Lightcast

Additional Information about SDSU's WSCUC visit can be found at
https://sdsu.edu/wscuc

Thank you

What is WSCUC?

Western Association of Schools and Colleges: Senior College and University Commission

Formally created in 2012-2013

An accrediting body for colleges and universities recognized by the U.S. Department of Education.

Allows for students to receive federal financial aid

Ensures standards in education are being met

SDSU first accredited with what has become WSCUC in 1949; last reaffirmation was 2015-16

Timeline for Reaccreditation

2022/23 — Initial Committee Convened, theme decided

2023/23 — Writing committee drafted self-study

2024/25 — Edit and finalize self-study

SUMMER/FALL 25 — Accreditation Roadshows

JANUARY 14, 2026 — Self-Study Provided to WSCUC

MARCH 25-27, 2026 — Reviewer Site Visit

JUNE/JULY 2026 — WSCUC action

Thematic Pathway for Reaffirmation (TPR):
What The Self-Study Report Includes

- Introduction: Institutional Context
- Response to Prior Recommendations
  - General Education
  - IT and data management
  - Faculty and Staff positions and professional development
  - Assessment
- Theme Essay: Redefining Inclusive Student Success
- Reflections and Conclusions

Report Focus and Approach

- The emphasis is on creating infrastructure and making non-incremental changes to support improvements

  - Changes motivated by WSCUC recommendations, Strategic Plan, CSU policy (LCD, GI 2025, GE patterns), COVID, and internal assessments (program assessments, program reviews, SACD surveys, lessons learned, and improvements made from less successful efforts, etc.)

  - In both sections – but especially in response to prior commission actions – we've gone with fewer examples and more narrative, leaving bullet point lists for institutional exhibits

Institutional Context

- Basic facts

- Strategic Plan

- Understanding SDSU's unique strengths
  - SDSU's improvements over the last 10 years
  - SDSU's national rankings
  - SDSU's place within the Master Plan relative to UCs/other CSUs

- Budgetary Challenges

Response to Prior Recommendations

- General Education

- Strategic Plan
  - Creation of ILOs
  - Mapping GE & ILOs to DLOs
  - Increased awareness of GE with NSO
  - GE and career readiness (2025 GE Task Force)

- IT
  - CIO – IT Division as opposed to nested within facilities and operations
  - One-IT
  - ASIR improvements

Response to Prior Recommendations

Allocation of Faculty & Staff; Professional Development
- TT Planning Process with new senate policy
- PBAC Process for staff
- Creation of DRI
- Creation of CIE and Staff Development

Assessment
- Adoption of Nuventive
- Creation of CAA/Director/Librarian/PECA/Staff/ Graduate Studies
- Program Review changes to ensure sustainability
- LCD

Strategic Plan

We Rise We Defy: Transcending Borders, Transforming Lives
Guides SDSU's long-term growth in teaching, research, and community engagement.

Background

- Phase I launched in 2019 through institutional research and community input.

- Five strategic priorities with equity and inclusion integrated:
  - Becoming a Premier Public Research University: A New Kind of HSI
  - Resilience. Designed to Thrive
  - We Are SDSU
  - Equity and Inclusion in Everything We Do
  - Students at our core

- 54 key activities implemented over several years.

The Next Phase

- Original plan: 2020–2025
- Priorities continue beyond 2025
- Spring 2024: Community input via sessions and online form

Strategic Plan

Key Themes

Becoming a Premier Public Research University: A New Kind of MSI

- Research infrastructure
- Expand student research
- Expand graduate programs
- Transborder programs and faculty

Equity and Inclusion in Everything We Do

- Centralized support for the disabled community
- Community-building and campus dialogue
- Mentoring
- Staff and leadership development

Students at Our Core

- Professional development
- Improved data tools
- Holistic student success and well-being

Resilience. Designed to Thrive

- Revenue generation
- Expand shared services
- Budgeting
- Communication of efforts
- Sustainability

We Are SDSU

- Cohesive campus-wide communications
- Real-time data for decision-making
- Improve accessibility
- Support for Imperial Valley

Strategic Plan

Looking Ahead

39 specific activities planned for next five years

- One-third are continuations of Phase I
- Majority address:
  - New challenges (e.g., genAI, post-COVID needs)
  - Shifting priorities (e.g., career readiness)

Get Involved

This spring: Sign up to volunteer to serve on implementation committees for the next phase of our strategic plan.

We need your voice as we move from vision to action.

Visit the strategic plan site to learn more, share your input and to sign up to serve.

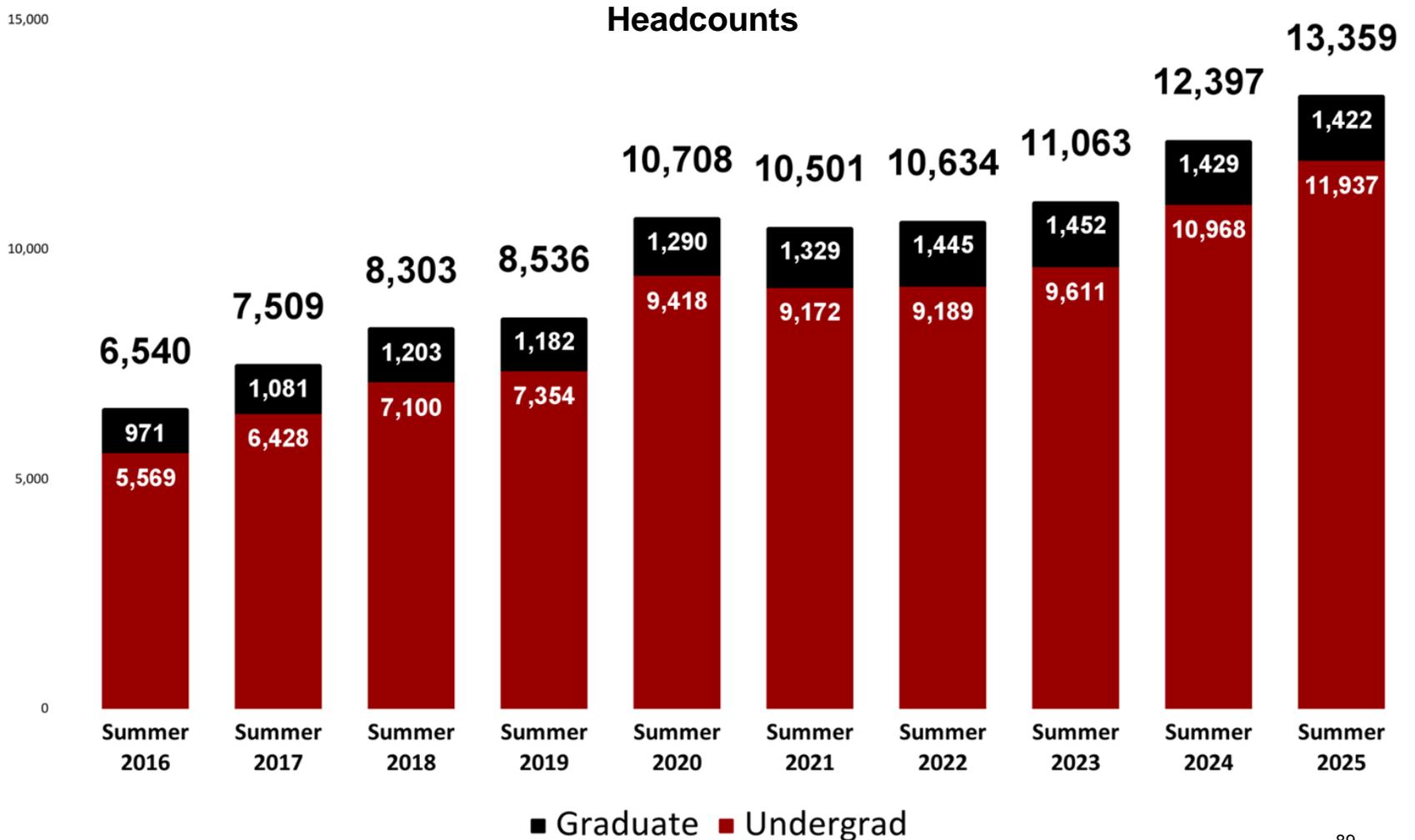**sdsu.edu/strategic-plan**

SDSU

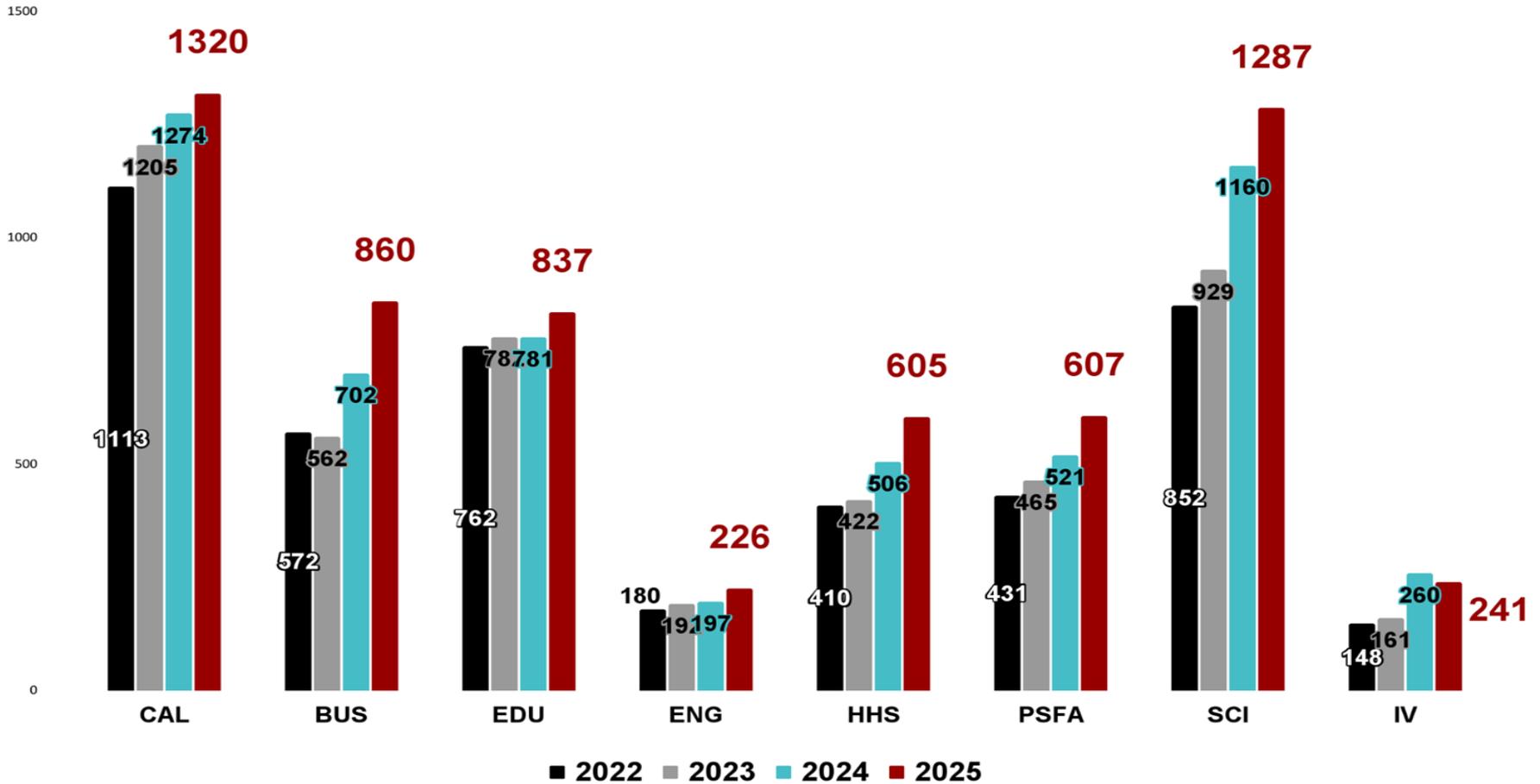**San Diego State University**

ENROLLMENT UPDATES
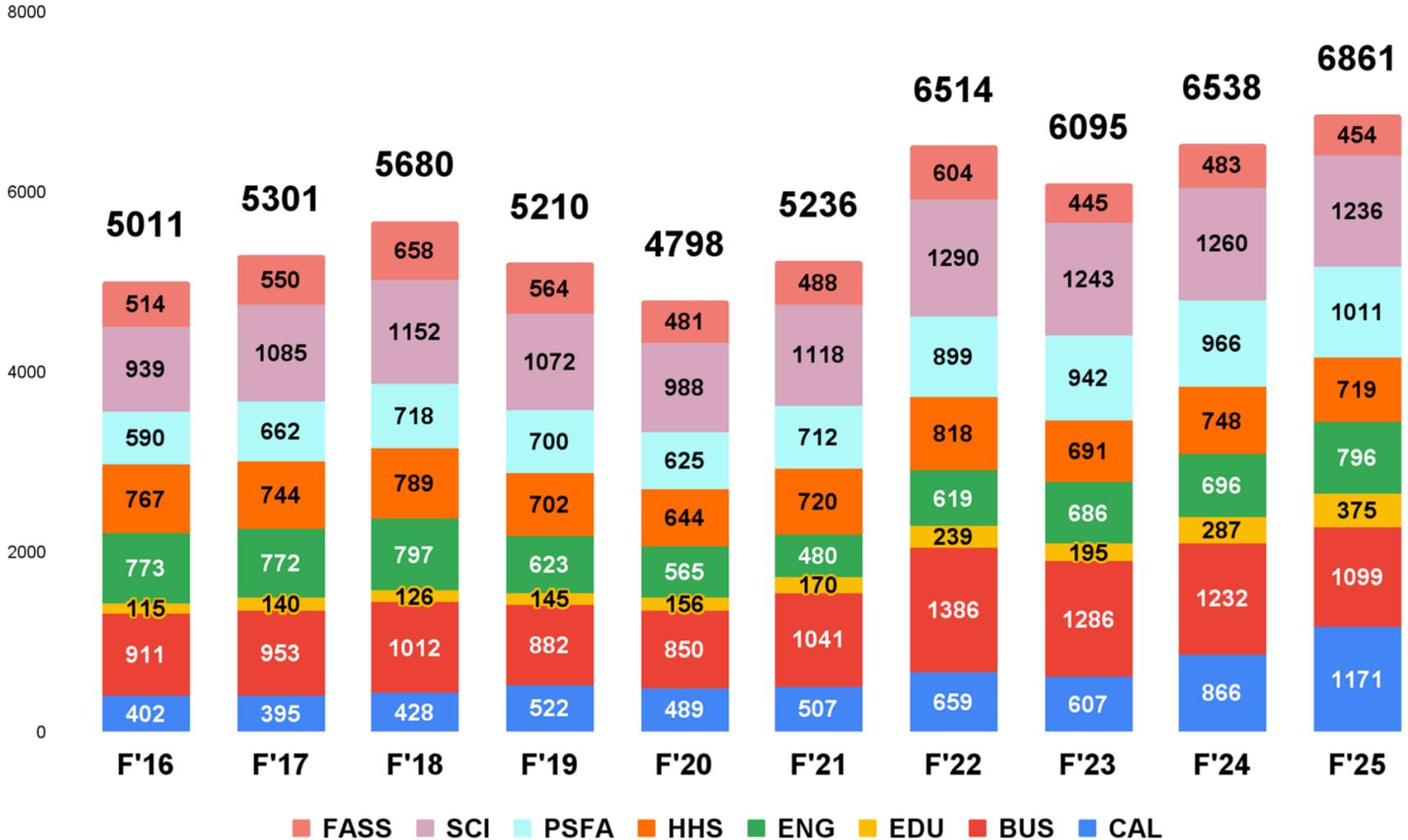
August 27, 2025

1 Year Increase: 8%; 10 Year Increase: 104%

Headcounts

■ Graduate ■ Undergrad

89

FTES +11% YOY
107% to Summer Target
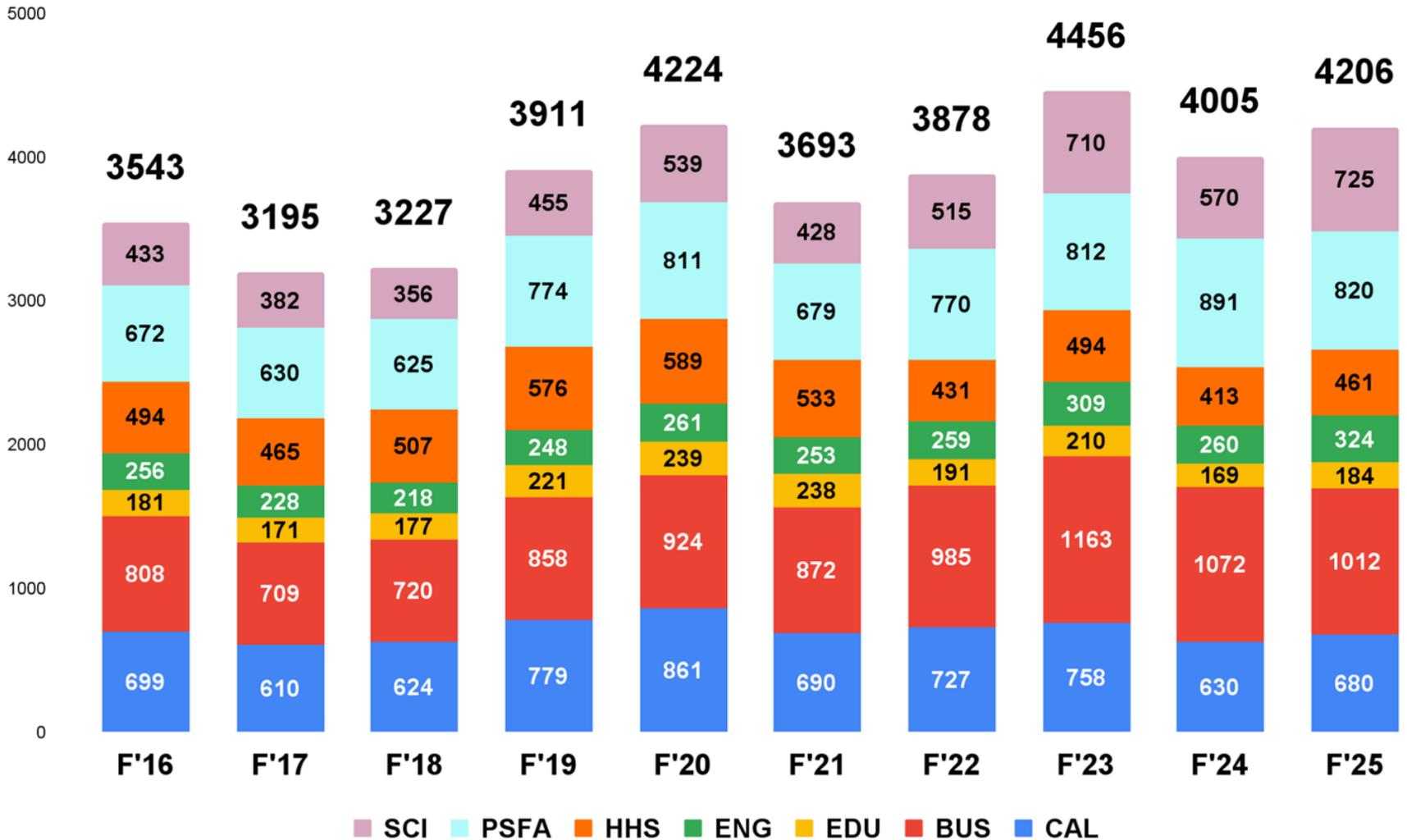
Enrollment Services – Enrollment Management

SDSU | San Diego State University

Enrollment Services – Enrollment Management

Enrollment Services – Enrollment Management

FTES Running 5.5% Ahead YTD, SDSU at 102.8% to Fall Target

Target = 37,400

Legend: F22, F23, F24, F25

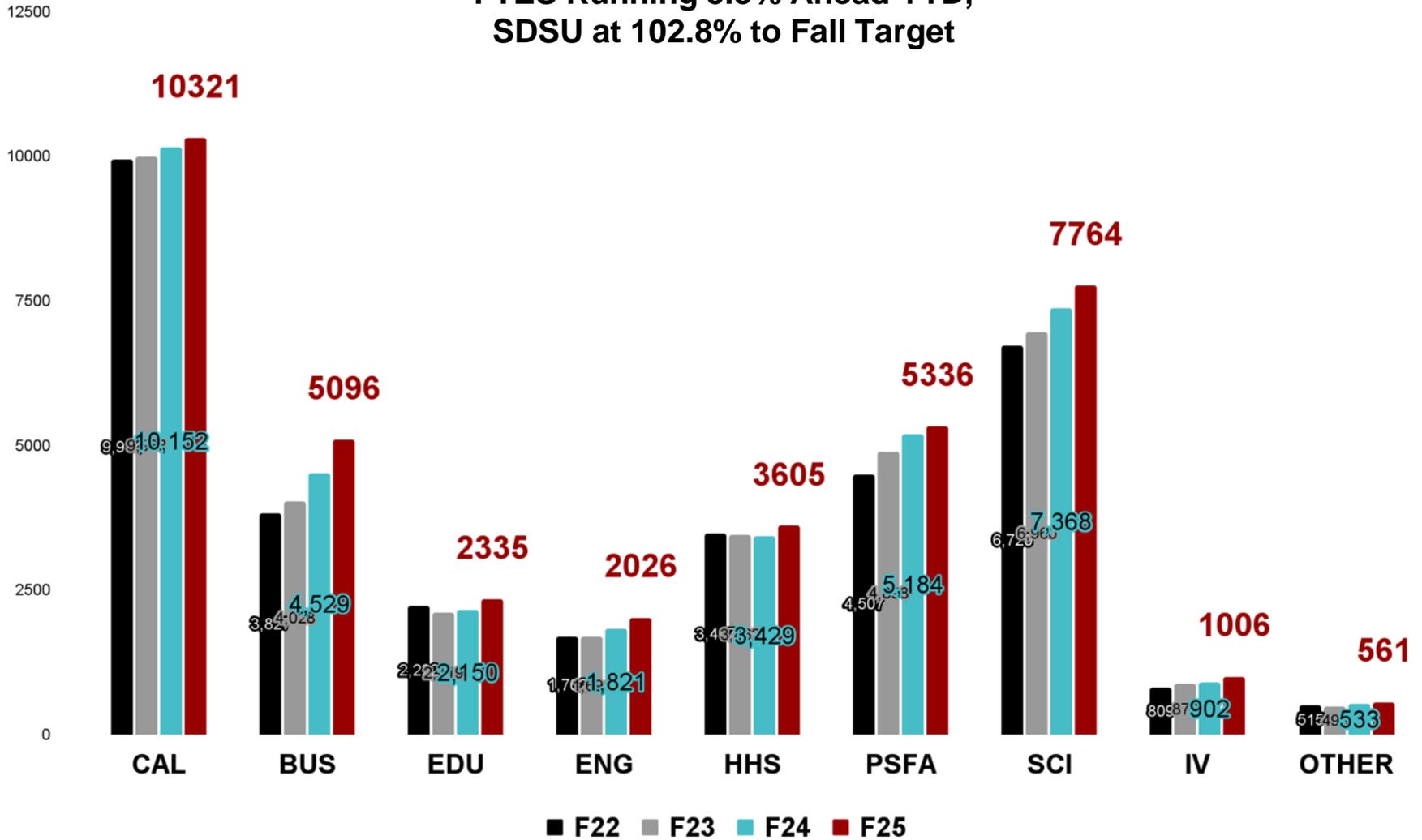Enrollment Services – Enrollment Management
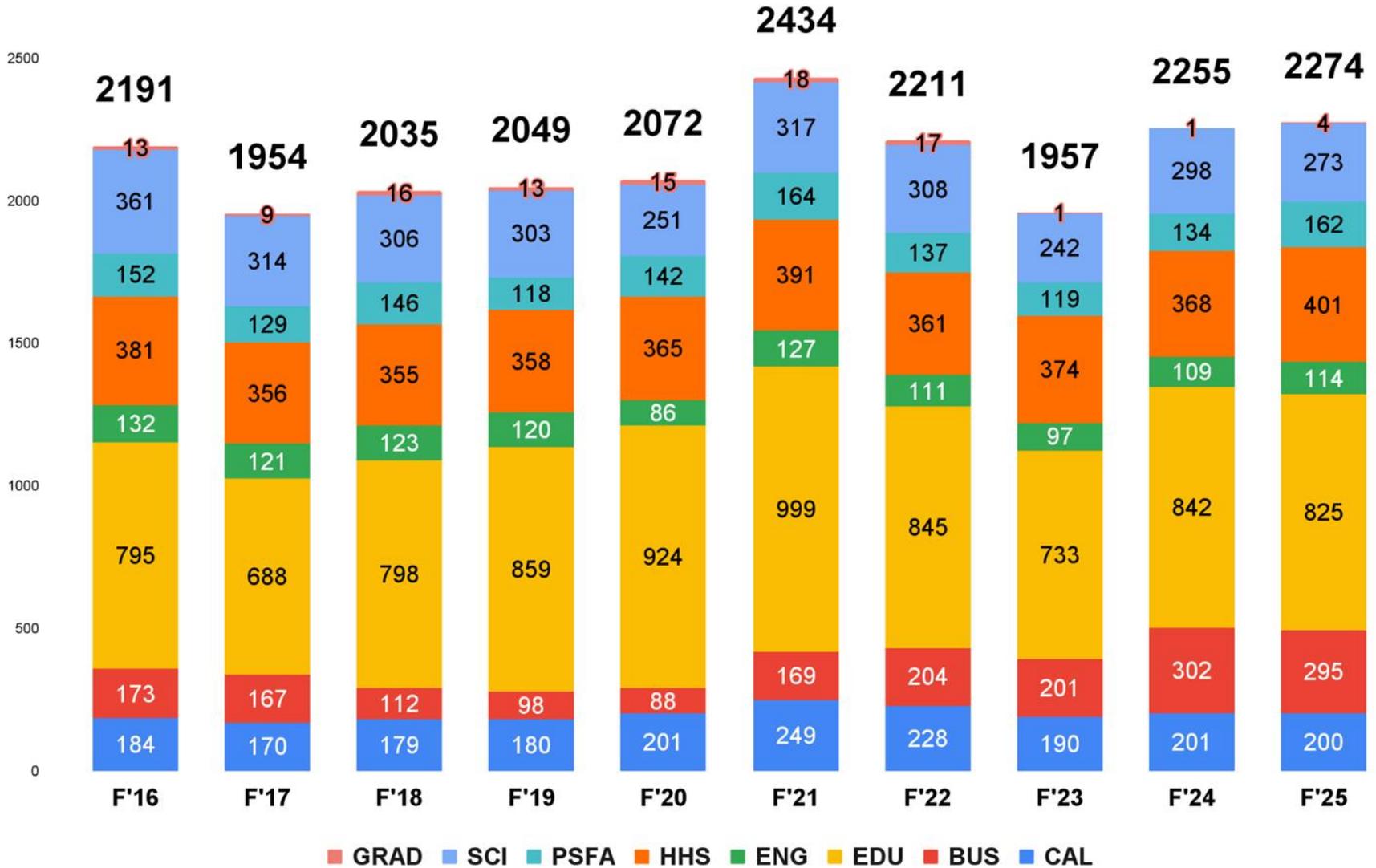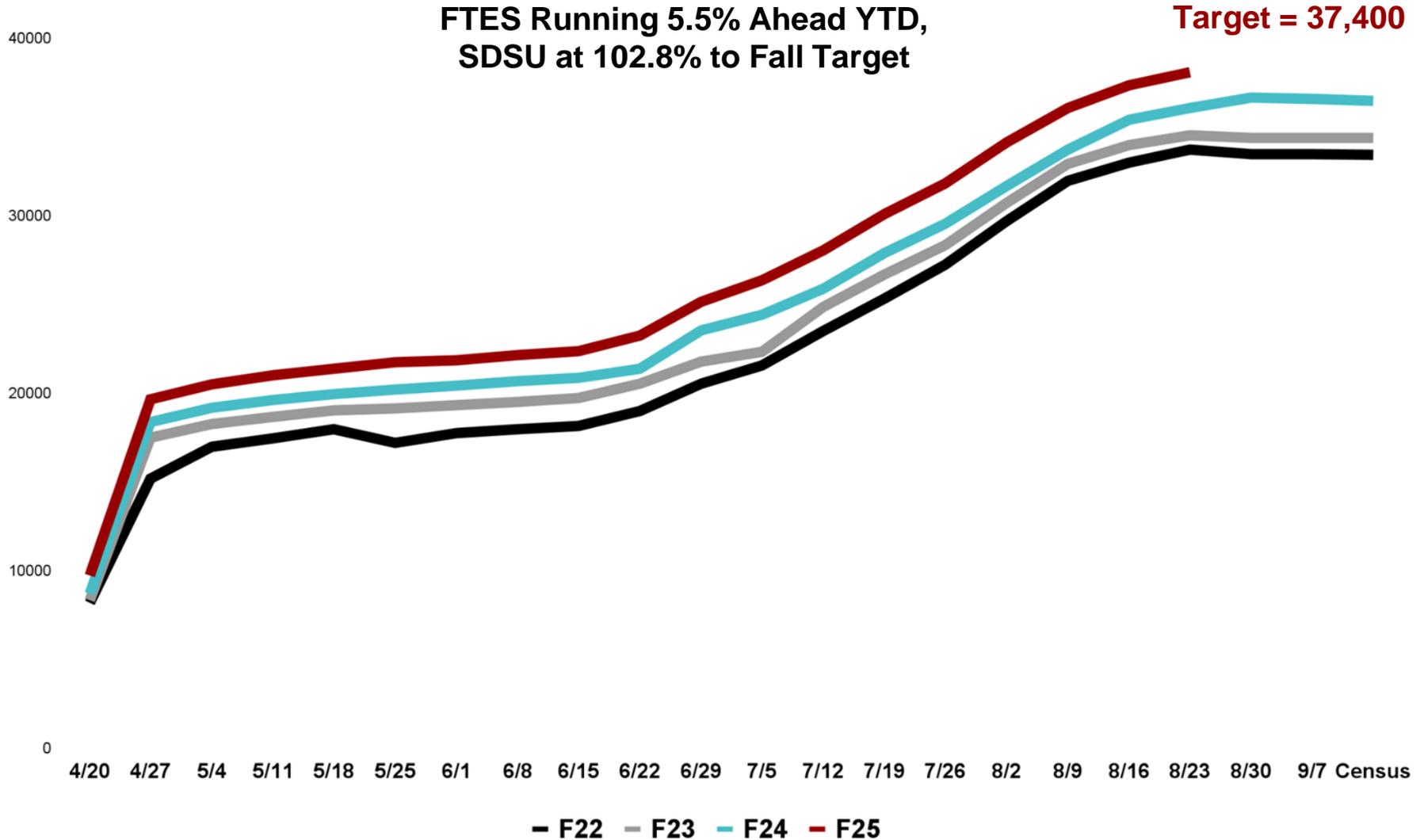
FTES Running 5.5% Ahead YTD,
SDSU at 102.8% to Fall Target

Please remind all instructors, including those teaching supervision courses, to help students keep their financial aid/scholarship

Option 1:

- Post at least **one assignment in Canvas (e.g., quiz, discussion, interactive video assignment, etc.)** at the beginning of the semester

- Give students the opportunity to submit it between the first day of classes (**August 25**) and the schedule adjustment deadline (**September 8**)

Option 2:

- Submit the new Engagement Roster in my.SDSU for all students by **September 9** (the day after the schedule adjustment deadline)

registrar.sdsu.edu/attendance

96

- Effective August 15, the Financial Aid Office, Scholarships Office, and Cal Coast Student Financial Center will transition from the Division of Student Affairs and Campus Diversity to the Division of Academic Affairs.

- Office will be positioned within Enrollment Services to enhance the ease of collaboration between student financial aid and enrollment services.

- Aim to strengthen communication, streamline operations, and improve the overall experience for prospective, incoming, and current students.

- SDCCD will develop a STEM-oriented academic building at the SDSU Mission Valley Innovation District.

- SDSU will provide guaranteed admission for eligible students from City, Mesa, and Miramar colleges starting with those applying for Fall 2026 admissions:

  - Students must be receiving an Associate Degree for Transfer (ADT) from an SDCCD campus in a specified field, be CSU eligible, and meet other minimum requirements. Nursing and other majors that require an audition (dance, music, theatre, etc.) are excluded.

  - SDSU currently admits approximately **72%** of SDCCD applicants, with most students who are not accepted being applicants for programs excluded from the agreement, lacking the impaction GPA and/or major preparation courses, or being CSU ineligible due to missing units or GE courses.

  - The agreement gives prospective transfer students stronger pathways and collaborative support, with the goal of enabling more local community college students to achieve transfer eligibility.

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SDSU-Imperial Valley celebrated the opening of its Sciences and Engineering Laboratories Building in Brawley, the first STEM Building at SDSU IV designed to meet the STEM workforce demands of the 'Lithium Valley.'

- Instruction expected to begin for current Nursing and Environmental Health majors in Spring 2026 for biology and chemistry laboratory courses

- New majors in chemistry and electrical engineering to begin accepting applications for Fall 2026 entry

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THANK YOU AND QUESTIONS

Main Motion → Seconded → Discuss Motion

Discuss Motion → Vote on Motion → Next Item on Agenda

Discuss Motion → To Decide Later / To Modify Motion

To Modify Motion → Amendment Motion → Seconded → Discuss Reworking Only → Vote on Reworking

Vote on Reworking → **No** → Discuss Motion

Vote on Reworking → **Yes** → Discuss Motion as Amended → Vote on Motion as Amended → Next Item on Agenda

To Decide Later → Postpone or Refer Motion → Seconded → Little or No Discussion → Vote to Postpone or Refer

Vote to Postpone or Refer → **Yes** → Next Item on Agenda

Vote to Postpone or Refer → **No** → Discuss Motion

(Flowchart adapted from Francis and Francis' *Democratic Rules of Order* (2019))