SDSU
University Senate

SENATE AGENDA
October 7, 2025 | 2:00 to 4:30 pm
In-Person: AL-201

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 [9/2/2025](#)

4. ACTION ITEMS

4.1. Committee on Committees and Elections (CCE) (Jeffery)

4.1.1. Elections: Faculty Search Committee Members for Vice Provost

4.2. Senate Executive Committee (Adé)

4.3. Staff Affairs Committee (SAC) (Cartmill)

4.4. International Affairs Council (IAC) (Alfaro) - Tabled from September Senate

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

4.6. Committee on Committees and Elections (CCE) (Jeffery)

4.7. Undergraduate Curriculum Committee (UCC) (LaChance)

5. RESOLUTIONS

6. INFORMATION ITEMS

6.1. International Affairs Council (IAC) (Alfaro) - Revised Based on Senator Input

6.2. Library Committee (Tully)

7.   REPORTS

7.1.   President's Report (de la Torre)
[TIME CERTAIN 2:30PM]

7.2.   Provost Report (Tong)
[TIME CERTAIN 3:15PM]

7.3.   Associated Students President Report (AS)(Holstrom)
[TIME CERTAIN 3:30PM]

8.   ADJOURN

Adoption of AY 2025–2026 University Senate Annual Agenda

Originating Committee: Senate Executive Committee (SEC)

Requested Senate Action: Vote to adopt the AY25/26 University Senate Annual Agenda and charge the SEC with coordinating implementation, mid-year progress review, and end-of-year "rise and report."

Background

The Senate Policy File directs that "at the second fall meeting of the Senate, the Senate Executive Committee shall present an annual agenda for the Senate. This agenda shall address major concerns and outline problems for Senate attention during the academic year." This Action Item formalizes the SEC-proposed focus areas and deliverables for AY25/26 for Senate discussion and adoption.

Summary of Proposed Focus Areas

1) University Budget Literacy Initiative

Purpose: Build a shared, accessible understanding of SDSU's budget structures and processes for faculty and staff campus-wide.

Anticipated representative deliverables by the end of AY may include:

- A concise suite of reference diagrams explaining budget flows and structures.
- A plain-language lexicon of budget terminology.
- A brief explainer of the annual budget process.
- A "Top 10–20 Budget FAQs" with answers linked to campus resources (including the BFA Budget Hub), written for lay audiences.

2) Prioritizing Cognitive Development over AI Convenience

Purpose: Affirm SDSU's academic mission by centering intellectual development, judgment, and scholarly integrity in the use of AI.

Anticipated representative deliverables by the end of AY may include:

- A cross-disciplinary working group of subject-matter experts.
- An environmental scan of higher-ed/workforce AI competency and outcome frameworks.
- A draft SDSU AI Vision & Values Statement (developed via a Delphi approach) for campus comment.

3) Sustaining and Strengthening the Teacher–Scholar Model & Promoting a Shared Vision of SDSU

Purpose: Reaffirm the teacher–scholar model and scholarly teaching as pillars of SDSU's identity and student success, as well as advance a unifying articulation of SDSU's academic identity, values, and community ethos across colleges and roles.

Anticipated representative deliverables by the end of AY may include:

- A Senate statement re-affirming the teacher–scholar model.
- Review and consideration of the Associated Students' "Academic Partnership Agreement" for reinforcement/adoption/endorsement, as appropriate.
- A concise "SDSU Academic Identity" brief (values, commitments, exemplars).
- A set of unit-level engagement prompts to localize the vision (colleges, departments, centers).
- A year-end synthesis memo identifying opportunities for future Senate action.

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 fifteen (15): Fourteen (14) open seats for permanent ~~SDSU~~ Non–Management Personnel Plan (non-MPP) staff from across the institution, one (1) open seat for an auxiliary organization Staff Senator as defined in Bylaws 1.0.
>
> 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~~4.1.2. Membership twelve (~~9~~12): ~~seven~~ eight (8) permanent staff members selected from bargaining units 1, 2, 4, 5, 6, 7, 8, ~~and 9~~, and one (1) confidential staff; ~~plus~~ one student selected by Associated Students, one (1) Administrator I or II (staff MPP classification), and one (1) Auxiliary organization staff as defined in Bylaws 1.0. 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.~~

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

3.12.4.1.4. 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.

3.12.4.1.5. 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.

3.12.4.1.6 Functions: The committee shall provide recommendations to the University

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 Campus 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: September 1, 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
Sandy,Deborah E	BUS FINAN	Budget & Finance	Cnfdntl Admin Support 12 Mo	23.8
Moore,Ian Robert	IT	ERP Systems	Analyst/Programmer 12 Mo	24.1
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: 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

To:	SEC/Senate
From:	Arlette Baljon, Chair, Constitution and Bylaws Committee
Date:	8/19/2025
Subject:	referral 22/23_19 Update Policy Language related to Committees and referral 23/24_15

The CBL moves that the Senate adopt the following update to Bylaws 2 for a first reading.

2.0   Committees

2.1.   Types of Committees

2.1.1. Senate Committee. A Senate Committee has certain functions to perform that are essential or useful for shared governance. ~~It is established by the Senate for an indeterminate period.~~

2.1.2. Senate Core Committee. Senate Core Committees are deemed to be critical to shared governance within the university. The work of Senate Core committees helps to form, shape, and direct most of the policies, recommendations, and resolutions emanating from the Senate. The chairs of Senate Core Committees shall serve as members of the Senate Executive Committee. MPP-classified members on any Senate Core Committee cannot exceed 25% of the total listed membership of the committee. Senate Core Committee charters are maintained in the bylaws.

2.1.3. Senate Executive Committee. The Senate Executive Committee comprises the chairs of all the Senate Core Committees, as well as additional elected and ex officio members. The role of the committee board is to manage and organize the work of the Senate. It can also act on behalf of the Senate if needed. The

Senate Executive Committee charter is maintained in the bylaws.

2.1.4. Senate-affiliated Campus Committee. A Senate-affiliated Campus committee is a non-Senate committee with Senate representation. It is established by and reports to a non-Senate office. The Senate, and the Senate policies governing election and appointment of members, are involved in appointing a subset of members, and its charter is included in the Senate policy file. A Senate-affiliated Campus Committee must have a charter that is approved by the Senate.

2.1.5. Senate Ad Hoc (Pro Tempore) Committee. An Ad Hoc committee is created to perform a specific task and is dissolved when the task is completed, and the final report is given. A Senate Ad Hoc Committee is established by a majority vote in the Senate. An Ad Hoc Committee performs a specific task and is dissolved when the task is completed and the final report is given, typically within the same academic year.

2.2. Subcommittees and Working Groups

2.2.1. A subcommittee or working group is established to help with the charge of the committee outside regular committee meetings.

2.2.1.1. If a Senate Committee establishes a subcommittee, this shall be documented in the committee's charter, which shall be amended to describe the membership and function of it.

2.2.1.2 If a Senate Committee forms a working group to complete a specific task, it shall be dissolved when the task is completed.

2.2.2. Subcommittees and working groups report to the parent

committee, unless otherwise specified in the subcommittee charter.

2.2.3. Subcommittees and working groups may include nonmembers, however, at least one of its members shall be a member of the parent committee.

2.3. Committee Charters

2.3.1. All Senate and Senate-affiliated Campus Committees must establish and maintain a committee charter.

2.3.1.1. Senate Committee charters, as well as any subsequent revisions of these charters, shall be approved by the Senate.

2.3.1.2. Senate-affiliated Campus committees must have a charter, as well as any subsequent revisions, approved by the Senate.

2.3.1.3. It is the responsibility of the respective Committee Chairs to ensure their committee's charter in the University Senate Policy File is accurate.

2.3.2. A committee charter shall outline the following:

- Background: provides context as to the original purpose of the committee (e.g., required for accreditation).

- Membership: a list of all appointed, elected, and ex officio members. All members shall be considered voting members unless otherwise specified. The membership section of the charter may include specific term lengths or limits on consecutive terms, if applicable.

-Senate Committees shall have a minimum of at least three (3) members.

-Senate Committees shall have at least two (2) appointed senators.

- Quorum: define how quorum will work for the committee.

- Subcommittees (if applicable): a charter, including membership rosters and a function for the subcommittee.

2.3.3. Committee charters shall be maintained in the University Senate Policy File.

2.3.3.1. Charters for Senate Core Committees, and the Senate Executive Committee, shall be maintained in the Bylaws of the University Senate Policy File.

2.3.3.2. Charters for regular Senate Committees shall be maintained in the "UNIVERSITY POLICIES: Committees – Regular Senate Committees and Councils" section of the University Senate Policy File.

2.3.3.3. Charters for Senate-affiliated Campus Committees shall be maintained in the "UNIVERSITY POLICIES: Committees – Campus Committees with Senate-Appointed Members" section of the University Senate Policy File.

2.4. Appointments

2.4.1. Unless otherwise stipulated, authorities for nomination to Senate and Senate Ad-Hoc Committees, as well as Senate-appointed members of Senate-affiliated Campus Committees, shall be as follows: (a) faculty by the Senate

Committee on Committees and Elections, (b) administrators by the university administration, (c) staff by the Staff Affairs Committee, and (d) students by the Associated Students, who shall verify that nominated students are in good academic standing.

2.4.2. The Senate shall approve all nominees

2.4.2.1. The Senate Committee on Committees and Elections shall typically organize committee appointment nominees and present them to the Senate as an action item.

2.4.2.2. If the Committee on Committees and Elections is unable to fill verified vacancies for a committee, the Senate Chair shall have the authority to organize and present nominations for the committee and present them as an action item to the Senate. The Senate Chair shall make reasonable attempts to consult with the nominating authority.

2.2.1. Members of Senate and Senate-appointed university committees shall be nominated or appointed by the Senate either by the Chair or Vice Chair at the Senate's direction or by the Committee on Committees and Elections. Procedure for electing nominees for committees shall be prescribed by the Committee on Committees and Elections in accordance with these Bylaws.

2.2.2. The Committee on Committees and Elections shall see that committees reflect overall an unbiased and reasonable representation of the faculty.

2. 2.4.3. Each duly All elected senators listed in Constitution 4.0 shall serve on a Senate or Senate-affiliated Campus Committee.

2.4.4. In filling vacancies, the Committee on Committees and Elections shall observe the following rules:

2.4.4.1. Senator committee appointments shall take priority over appointments of non-Senators.

2.4.4.2. Committee members are not required to be senators.

2.4.4.3. Faculty in the Faculty Early Retirement Program

(FERP) may only occupy designated "faculty" seats during active employment.

2.4.5. No member can occupy two seats on the same committee at the same time, including substitutes.

2.2.4. Senate and Senate-appointed university committees should seek student participation when the committees deem it desirable. The Associated Students shall recommend students to the Committee on Committees and Elections, and such students shall be in academic good standing.

2.2.5. All committees reporting to or through the Senate shall be authorized by the Senate.

UNIVERSITY POLICIES: Committees – Regular Senate Committees and Councils

Appointive Authorities

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

2.0 **Unless otherwise stipulated:**

2.1. Appointments shall be made by procedures of each appointive authority.

2.2. Appointed members, including ex officio members, shall have votes.

2.3. Chairs shall be appointed by the Senate Committee on Committees and Elections and ratified by the Senate.

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

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

RATIONALE:

This is an update to the first part of Bylaws 2. Changes to the remainder of Bylaws 2.0 will be proposed in Fall.

Bylaws 2.1. was updated during the 23-24AY. Here we propose language to clarify the use of Ad-hoc committees, subcommittees, and working groups. An ad-hoc committee serves the entire body but is of temporary nature. They are established by the Senate. Subcommittees and working groups help with the work of specific committee and are established by that committee. They report back to the committee. If this is not the case for subcommittees, CBL suggests committees include that in their charter or the subcommittee can become a separate committee.

CBL proposes to add a section on charters (2.3.) for clarification and to ensure consistency across all committees. Charters for Senate committees are already a practice of the Senate, but we are clearly defining these as "charters" and explaining how to format or what to include in a charter, as well as where they are documented in the policy file. We also require that committees include their own rule for quorum, based on what they believe is important for a meaningful discussion and decision.

We clarify that if a campus committee wants to engage senate participation in the interest of shared governance (e.g., ask for the Senate to appoint faculty to their committee), they need to provide a complete charter for the Senate to consider along with that request, and that it should follow a comparable format, and be maintained to ensure it is always up-to-date. This helps the Senate maintain an awareness of the purpose, function and membership of any campus committee where Senate appointments are made. Moreover, the charter have to be approved by the Senate. The Senate cannot amend the charter, but if it disagrees with some content and the committee is not willing to change that it cannot longer function as a Campus Affiliated Senate committee.

We recommend incorporating the section "Appointive Authority" from the beginning of the section "UNIVERISTY POLICIES: Committees. Regular Senate Committees and Councils" into Bylaws 2.4. It is highlighted in blue.

The <mark style="background-color: #00FF00">text in green</mark> is currently stated in the CCE charter. Several other rules are duplicated in the CCE charter. CBL recommends that CCE updates it charter so policies are not repeated twice in the policy file. CBL notes that committee charters are not the appropriate place to house policy of the university.

Of importance, proposed Bylaws 2.4 language clarifies that the Senate ultimately retains the right to authorize service on committees, and all committee appointments (Senate, Senate-affiliated Campus and Ad Hoc) are confirmed by the Senate. Therefore, all committee nominations must be submitted as an action item to the Senate. This practice is not new, as it was previously described in language moved from the section on "Appointive Authority."

CBL removed language related to establishing a limit of committees an individual can serve on (which was presented in an earlier version). This language was there to make sure senators can find committee seats. We will deal with this issue in the second part of Bylaws 2.

To: SEC/Senate
From: Arlette Baljon, Chair, Constitution and Bylaws Committee
Date: 9/23/2025
Subject: Enforcement of policy that a senator serves on a committee.

The CBL moves that the Senate adopt the following update to Bylaws 4.2 for a first reading.

Bylaws 4.2

4.2.6. The Senate seat of an elected member shall become vacant when the individual (a) resigns from the Senate, (b) becomes an ex officio member of the Senate, (c) is elected as a member of the Senate representing another employee group, (d) is absent and unrepresented for more than two regular Senate meetings during the academic year, (e) is absent with or without representation for more than four regular Senate meetings during the academic year, (f) has not served on a Senate or Senate-affiliated Campus committee for over a year (g) becomes ineligible due to change in classification or job status, (g h) separates from the university, or (h i) dies.

Rationale:

During the discussion of Bylaws 2 (Committees) CBL realized that some senators are not serving on committees (note they are required to serve on one), not just for a few months but for extended periods. Having senators join committees promptly enables committees to do their business in a timely matter.

To: SEC/Senate
From: Arlette Baljon, Chair, Constitution and Bylaws Committee
Date: 9/23/2025
Subject: referred by officers directly

The CBL moves that the Senate adopt the following update to Bylaws 4.4 for a first reading.

Bylaws 4.4

4.4.1. The annual election of the Chair, the Vice Chair, the Secretary, and the Treasurer of the Senate, and of the elected members of the Senate Executive Committee shall be conducted during the spring following the regular annual election of members to of the SDSU University Senate, including those elected to the Academic Senate of The California State University (ASCSU). Eligible electors shall consist of the members of the Senate for the ensuing Senate year.

> 4.4.1.1. The Committee on Committees and Elections shall conduct the elections in the following order: (a) Chair, (b) Vice Chair, (c) Secretary, (d) Treasurer, (e) three Executive Committee members.

> 4.4.1.2. Officers and elected Senate Executive Committee members elected in accordance with sec. 4.4.1 shall serve for one for the following Senate year.

> 4.4.1.3. A nominating caucus held prior to the election shall submit at least one nominee for each position to be elected. Attendance at the caucus shall be open to all outgoing and incoming Senators.

> 4.4.1.4. Elections shall be conducted during a regular Senate meeting. the last regular spring meeting. In addition to those nominated by the caucus, nominations may be made from the floor prior to each election. A majority of votes cast shall be required for election on the first ballot. If a majority is not obtained for each position, a runoff election shall be held among the n + 1 candidates receiving the most votes, where n is the remaining number of positions to be filled.

> 4.4.1.5. The numerical results of all ballots shall be available to senators through the chair of the Committee on Committees and Elections.

Rationale:

The above removes the requirement that election of officers are held during the May Senate meeting. April is for planning purposes better as our current officers have pointed out:"*moving Senator elections up will allow any necessary fall schedule tweaks before students start registering in April as well as more time for new Senators to be staffed to committees for the next academic year. Similarly, moving Senate Officer and Senator-at-Large elections up to April will provide a longer cross-over between incoming and outgoing officers and also move these elections out of the last Senate meeting, which typically has a very full agenda*"

The updated language allows the officers in consultation with CCE to select the spring Senate meeting at which elections are conducted.

To: SEC/Senate
From: Arlette Baljon, Chair, Constitution and Bylaws Committee
Date: 9/23/2025
Subject: clarify Quorum

The CBL moves that the Senate adopt the following update to Bylaws 6 for a first reading.

6.0. Meetings and Quorum

6.4. Quorum. Two-thirds of the voting Senate membership shall constitute a quorum. Seats that are not filled are considered "vacant" and do not count for quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, they he or she may in accordance with the Bylaws appoint a substitute with the power to vote. Each senator who expects to be unavailable during the summer shall notify the Secretary of a proxy who may attend special meetings.

Rationale:
In the past non-voting and vacant seats were counted in establishing quorum. The University Policy file is not clear about it. RRO indicates that all voting members are counted when establishing quorum. Since vacant seats are not occupied by members they are not included. The above addition in red clarifies this in the University Policy file.

The last sentence is striked out since it is old practice.

Info:
According to the Senate website (and policy file) there are in AY25/26 134 senators.
15 of the 134 are non-voting
13 of the 134 seats are listed VACANT as of 9/15/2025.

TO: Senate Executive Committee / Senate
FROM: Keven Jeffery, Chair, Committee on Committees & Elections
DATE: 9/26/2025
RE: Action Item: CC&E Nominations for Committee Vacancies

As required by Senate Policy 3.5.2 The Committee on Committees & Elections submits for confirmation by the Senate its nominees for members and chairs of Senate and Senate-appointed university committees.

Committee nominations for the 2025/2026 AY as of 9/26/2025

Academic Policy & Planning		
Faculty - Contingent	Lanie Lockwood	Nominated
Staff	Joann Davison	Nominated
Faculty - Open	Robert Zeller	Nominated
Committee on Committee & Elections		
Faculty – A&L	Dan Sousa	Nominated
Faculty – ENG	Satish Sharma	Nominated
Faculty – LIB	Keven Jeffery	Elected Chair
Faculty – PFSA	Michael Gerdes	Nominated
Committee on Constitution & Bylaws		
Faculty – Contingent	Amanda Fuller	Nominated
Faculty – Open	Shira Cohen	Nominated
Committee on Diversity, Equity, & Inclusion		
Faculty – LIB	Rayyon Robinson	Nominated
Staff	Ethan Collier-Moreno	Nominated
Faculty Affairs Committee		
Faculty – PSFA	Mounah Abdel-Samad	Nominated
Faculty – LIB	Rebecca Nowicki	Nominated
University Resources & Planning		
Faculty – LIB	Lucy Campbell	Nominated

Graduate Council		
Faculty - EDU	Alejandro Gonzalez Ojeda	Nominated
Faculty – EDU	Meredith Vaughn	Nominated
Faculty – HHS	Mari Zuniga	Nominated
Lecturer Affairs Committee		
Contingent Faculty Senator	Patricia Lozada-Santone	Nominated
Contingent Faculty Senator	France Nguyen-Grozavu	Nominated
Lecturer/Contingent – Open	Amanda Fuller	Nominated
Lecturer/Contingent – Open	Monica Ketchum-Cardenas	Nominated
Lecturer/Contingent – Open	Kenneth Leung	Nominated
Lecturer/Contingent – Open	Sage Serrano	Nominated
Sustainability Committee		
Staff	Claire Villa	Nominated
Undergraduate Curriculum Committee		
Representative – IV	Elizabeth Cordero	Nominated
Representative – EDU	Christopher Brum	Nominated
Undergraduate Council		
Faculty – CAL	Isaac Ullah	Nominated
Faculty – PFSA	Brandon Mastromartino	Nominated
Campus Development Committee		
Faculty – Open	Christopher O'Neill	Nominated
Faculty Honors & Awards Committee		
Faculty – Open	Laurel Bliss	Nominated
Faculty – Open	Sandra Ponting	Nominated
General Education Curriculum Committee		
Faculty – LIB	Maria Amor	Nominated
Faculty - IV	Sungjin Lee	Nominated
Faculty - CAL	Kimberly Twist	Nominated

Global Campus Advisory		
Faculty – FCOB	Steven Gill	Nominated
Global Campus Staff	Maribel Franco	Nominated
Faculty - EDU	Toni Saia	Nominated
Instructional & IT Advisory Committee		
Faculty – FCOB	Lin Wang	Nominated
Faculty – ENG	Asfaw Beyene	Nominated
Faculty – SCI	Peter Blomgren	Elected Chair
Library Committee		
Faculty – FCOB	Zeyu Ou	Nominated
Faculty – ENG	Satchithanandam Venkataraman	Nominated
Faculty – HHS	Lori Tuttle	Nominated
Faculty – SCI	Christopher O'Neil	Nominated
Faculty – PFSA	Brian Levy	Nominated
Staff – LIB	William Staninger	Nominated
University Research Council		
Faculty – HHS	Mark Reed	Nominated
Faculty – CAL	Dan Sousa	Nominated
Faculty – EDU	Hsien-Chang Lin	Nominated
Student Learning Outcomes & Program Assessment		
Faculty – FCOB	David Ely	Nominated
Faculty – HHS	Shira Goldenberg	Nominated
Bookstore Advisory		
Faculty – PSFA	Madison Swayne	Nominated
Environment & Safety		
Staff	William Staninger	Nominated
Faculty - Open	Elizabeth Waters	Nominated

Bookstore Committee		
Faculty – CAL	Trent Biggs	Nominated
Student Grievances		
Faculty - Open	Erica Redner-Vera	Nominated
Faculty - Open	Megan Ebor	Nominated
Tenure Track Planning		
Faculty - PSFA	Mounah Abdel-Samad	Nominated
Campus Fee Advisory		
Faculty - Open	Temple Northrup	Nominated

2026-2027 University Catalog - Action - Undergraduate Programs - New / Deleted TO: SEC / Senate FROM: Marie Lachance, Chair, Undergraduate Curriculum Committee DATE: September 25, 2025 / October 7, 2025							
Name of Program	Action (New)	Action (Deleted)	Program Type	Major Code	Academic Plan Code	Proposal Link	Notes
Art, Emphasis in Graphic Design, B.A. in Applied Arts and Sciences		Deactivated - Action	Degree Program	10091	660557BAAS	https://sdsu.curriculog.com/proposal:4393/form	The Graphic Design and Multimedia emphasis areas are being elevated and consolidated into a new standlaone Integrated Design, B.A. Effective Term Fall 2026
Art, Emphasis in Multimedia, B.A. in Applied Arts and Sciences		Deactivated - Action	Degree Program	6991	660562BAAS	https://sdsu.curriculog.com/proposal:4396/form	The Graphic Design and Multimedia emphasis areas are being elevated and consolidated into a new standlaone Integrated Design, B.A. Effective Term Fall 2026
Social Equity and Governance, B.A.	New - Action		Degree Program			https://sdsu.curriculog.com/proposal:3716/form	

Resolution Calling for a Referendum of No Confidence in
Chancellor Mildred García and the California State University Board of Trustees

WHEREAS, California State University (CSU) Chancellor Mildred García has failed to be transparent about the available operating funds for a budget that has historically been mismanaged[1] ; and

WHEREAS, the CSU's statement regarding the 2025-2026 Operating Budget, Designated Balances & Reserves, conveys that the "23 CSU universities and the Chancellor's Office only have $777 million of reserves for economic uncertainty that are not obligated for a specific purpose[2]"; and

WHEREAS, the CSU Cash Invested at Fiscal End reported for 2024-2025 is $8,010,086,204[3]; and

WHEREAS, Chancellor García has over $8 billion, in cash invested, plus an uncommitted, $777 million in "reserves for economic uncertainty," to close funding gaps, and still chose to push a narrative of systemwide financial austerity; and

WHEREAS, Chancellor García's position is that the CSU has 34 days of operating "reserves," when in fact it has **one year and 19 days**, which is more than double, the systemwide stipulated policy minimum, of three to six months, per the California Legislative Analyst's Office 2025-2026 CSU Budget Plan[4]; and

WHEREAS, Chancellor García failed to sufficiently consult with faculty or ethicists, and failed to utilize systemwide shared governance, in the inception of the AI Initiative, where the unilateral decision was made to spend $16.9 million[5][6]; and

WHEREAS, the AI Initiative partners the public CSU with private, for-profit corporations and disregards the CSU's core mission as a public institution, not a private venture; and

WHEREAS, the AI Initiative ignores academic freedom, intellectual property, language rights, climate rights, unauthorized surveillance, and does not safeguard against the risks of for-profit data mining; and

WHEREAS, Chancellor García has failed to engage in good faith bargaining with the California Faculty Association (CFA) resulting in the filing of Public Employee Relations Board (PERB) charges[7][8], delayed contract negotiations and multiple extensions of an expired Collective Bargaining Agreement; and

WHEREAS, Chancellor García publicly endorsed California Assembly Bill 656: California State University - Doctoral Programs[9][10] ; and

WHEREAS, the Office of the Chancellor has specifically rejected, in writing, the proposal of an independent Ph.D. in Advanced Manufacturing, submitted by the San Diego State University (SDSU), College of Engineering, without providing a legal reason or CSU policy supporting this decision,[11][12] conveying only that "**conceptual proposals for independent Ph.D. programs in the CSU are prohibited at this time**"; and

WHEREAS, with this brief sentence, CSU faculty are now "prohibited" from exercising the rights which are explicitly afforded to them under AB-656; and

WHEREAS, we are deeply concerned that the CSU is limiting its own ability to serve students, expand access for underrepresented groups, is negating faculty primacy in academic matters, while continuing to disregard the principles of shared governance; so be it

RESOLVED, that the SDSU University Senate unequivocally reiterate its commitment to meeting the mission of our university, which is to cultivate and amplify our students' unique talents, diverse life experiences, and intellect through engaged teaching, learning, scholarship, research, and public service that support their overall success, well-being, and the greater good; and be it further

RESOLVED, that the SDSU University Senate declare that the actions and decisions of Chancellor García, supported by the CSU Board of Trustees, provide copious evidence of failed leadership and unwillingness to join the faculty, staff and local communities of the CSU in working to meet that mission in a time of extreme financial uncertainty; and be it further

RESOLVED, that the SDSU University Senate formally express a Vote of No Confidence in Chancellor García and the CSU Board of Trustees and calls for immediate corrective action to restore accountability, transparency, sound allocation of resources, respect for the students and communities we serve and shared governance within the CSU system; and be it further

RESOLVED, that this resolution be distributed to

Governor Gavin Newsom,
Chancellor García,
the CSU Board of Trustees,
SDSU President Adela de la Torre,
Chairs of CSU campus Senates

Chair of the Academic Senate of the CSU (ASCSU)
Chair of the California Faculty Association (CFA).

_____

1 [Financial Analysis of the California State University System](#)

2 [Designated Balances & Reserves | CSU](#)

3 [CSU Cash Invest Fiscal End report 2024-2025](#)

4 [The 2025-26 Budget: California State University](#)

5 [Cal State unveils artificial intelligence tools for students | EdSource](#)

6 [CFA Leader Voices Concerns Over CSU AI Implementation at Oversight Hearing - California Faculty Association](#)

7 [CFA Files PERB Charge Over CSU's Failure to Bargain in Good Faith - California Faculty Association](#)

8 [CFA PERB Charge Against the CSU](#)

9 [Chancellor Mildred García Statement on Signing of Assembly Bill 656: CSU Doctoral Programs](#)

10 [California Assembly Bill 656](#)

11 [Email from the Office of the Chancellor Prohibiting Doctoral Proposal](#)

12 [Email from SDSU Provost Regarding Doctoral Program Criteria](#)

Endorsed By:

Roberto D. Hernández, Department of Chicana/o Studies & Chair, Senate DEI Committee

Jocelyn Killmer, Departments of Anthropology & Asian Studies, University Senate

Sureshi Jayawardene, Department of Africana Studies & University Senate

Taharka Ade, Department of Africana Studies & Vice-Chair, University Senate

Savanna Schuermann, Department of Anthropology & Chair, Senate Lecturer Affairs Committee

Senate Lecturer Affairs Committee (committee voted to endorse)

Monica Ketchum-Cárdenas, Lecturer Affairs Committee, SDSU Imperial Valley Campus

Amanda Fuller, Director, Office of Academic Community Engagement

____

Author:

Ajani Brown, Department of Africana Studies & CFA Bargaining Team

To: Senate
From: Cristina Alfaro, AVP, International Affairs
Date: September 19, 2025
Subject: Information: San Diego State University (SDSU) Safety and Security Policy and
                Resource Handbook for International Travel

SDSU International Affairs (IA) is sharing the first-ever [SDSU Safety and Security Policy and Resource Handbook for International Travel](#) with the University Senate as an Information Item.

The handbook was designed to consolidate current federal, state, system, and campus policies, along with relevant resources, practices, and procedures, into a single document for SDSU constituents traveling abroad for study or university business. The handbook is considered a living document given ongoing changes in policy, and will be maintained by International Affairs.

The handbook has been reviewed and vetted by SDSU organizational units listed below. In addition, based on discussion at the September 2025 University Senate Meeting, all senators were subsequently invited by the University Senate Chair to review and share concerns regarding the handbook via a Google Form, and all received concerns were considered and addressed by International Affairs in this refined version of the handbook.

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 Review: AVP of International Affairs, the Assistant Director of International Safety, Security and Risk, Program Development & Partnerships, Global Education Office, and the Senior Director of International Affairs (International Student

Center, Global Education Office, Program Development and Partnerships, SDSU
Passport Office, and International Affairs Resource Management)

16. International Risk Oversight Committee (IROC)
17. Senate Committee Review: International Affairs Committee

/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: September 17, 2025

Supersedes: New

Responsible Department: SDSU International Affairs

TABLE OF CONTENTS

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](#) 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](#) (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

---

[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. Auxiliary Organization:

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. Crisis:

A period of difficulty or danger, either actual or perceived, that represents an overarching condition and which may not be time-sensitive. A crisis, which can include emergencies, involves long-term destabilizing conditions (i.e., pandemic, humanitarian crisis) that might require strategic, organizational, and communications responses in addition to emergency actions. A crisis may or may not warrant engagement or activation of emergency management protocols or the SDSU International Emergency Management Team.

F. Emergency:

An abnormal, serious, unexpected, and often dangerous situation that is ongoing or is expected to lead to an unstable or dangerous situation affecting SDSU-affiliated travelers or objectives that requires immediate action. An 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 local first responders (equivalent of 9-1-1 services), the international emergency assistance provider associated with the traveler's foreign travel insurance, multiple SDSU resources, or a combination of the aforementioned.

G. Export Control:

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, preferably no less than 45 days prior to departure. If this 45-day advance notice cannot be provided by the traveler because a "last minute" travel opportunity arose, then the traveler will still need to submit a Travel Registry AND email internationalsafety@sdsu.edu with a request to expedite the travel safety review. 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, 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

---

[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.

approved by the Assistant Director of International Safety, Security and Risk may be appealed to the Senior International Officer (SIO) (see Section VI below) via email.

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 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, low-level event that can be managed with routine resources and does not pose an immediate or sustained threat to health, safety, property, or the continuity of university programs. Examples include minor illness, petty theft, or temporary travel delays. Incidents are typically resolved through local support (home or partner institution staff, international assistance providers) and do not require activation of the University's International Emergency Management Team. An incident may escalate into an emergency if not addressed promptly or if new information indicates increased risk.

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. International Emergency Management Team (IEMT).

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. International Risk Oversight Committee (IROC).

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. International Travel:

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

O. Itinerant Programs:

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

P. Low-Risk Travel:

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, and preferably 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. If this preferred notice timeframe cannot be met by the traveler because a "last minute" travel opportunity arose, then the traveler will still need to submit a Travel Registry AND email internationalsafety@sdsu.edu with a request to expedite the travel safety review. 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. <u>SDSU Faculty/Staff University-Approved International Travel</u>:

   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. <u>Non-SDSU International Travel</u>:

---

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

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

B. Pre-Departure

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).

---

[4] Per "Travel Authority Delegation-Approval of International Travel Requests Memorandum (E.O. 688)", effective 04-01-2024 (link). Travel delegation for the approval of international travel is to the Assistant Director of International Safety, Security and Risk by name and position and this individual can further delegate to act in this role when they are unavailable (i.e., out of the office on leave, etc.).

Travel to any Office of Foreign Assets Control (OFAC)-sanctioned countries must be reviewed and approved by the SDSU Office of Export Control preferably 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](). 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. 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 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. If this 45-day advance notice cannot be provided by the student because a "last minute" travel opportunity arose, then the student will still need to submit a Travel Registry AND email [internationalsafety@sdsu.edu]() with a request to expedite the travel safety review. 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 individuals (students) may still use the T2 process.

        Concur: Full-time SDSU stateside faculty or staff members traveling abroad, regardless of funding source, must submit Concur for the request, which is a 'request' to be off-campus / spend funds. A request is different from an 'expense', which is when the traveler is actually claiming expenses.

        T2: Required of 'immediate pay employees' (someone who is designated by SDSU Human Resources as an employee for one day, i.e., faculty who only teach one semester), students, consultants, contractors, and guests. There are some individuals in these categories who will be paid via a 'Guest Lecturer' or alternate process and that nuance can be found via the [P2P Travel Site]().

        A student employee will submit Concur versus T2 depending on the trip purpose (for work/for school) and their SDSU HR-designated status (employee vs student). If the student is traveling abroad as an employee on university business, they will need to submit Concur and if they travel abroad in the capacity of a student for academic purposes, they will need to submit a T2.

        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 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, preferably 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 sdsuriskmanagement@sdsu.edu, signed by the traveler, and emailed back to the referenced Risk Management email preferably at least 45 days prior to the start of

---

[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.

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 preferably no later than 45 days before international travel is set to take place. If this 45-day advance notice cannot be provided because a "last minute" travel opportunity arose, then faculty will still need to submit a Travel Registry AND email internationalsafety@sdsu.edu with a complete itinerary of the trip as soon as they confirm they will travel, to include dates of travel to each international location. 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.

---

[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.*

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

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, they should submit it preferably at least 45 days prior to the trip start date, or as soon as the traveler has confirmed their trip will occur. If this 45-day advance notice cannot be provided by the faculty because a "last minute" travel opportunity arose, then they will still need to submit a Travel Registry AND email internationalsafety@sdsu.edu with a request to expedite the travel safety review. 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 all applicable sections of this policy document, 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 providers (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 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 their reasons supporting the appeal via email to the Senior International Officer, who will review and make a final approval/disapproval determination. Based on the merits contained in the appeal, the Senior International Officer will render a final decision on travel to the high-risk destination and the result communicated to the requesting 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, 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

---

[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.

Department travel warning or other High-Risk Travel indicators.[8]

FURTHER INFORMATION

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

---

[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.

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 NOT 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. San Diego State University:

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/University Senate

From: Tim Tully, Chair, Library Committee

Date: August 26, 2025

Subject: INFORMATION: SDSU Library Collection Changes

Due to budgetary pressures from inflation and in preparation for budgetary reductions to the University Operating Fund, the SDSU Library has made reductions to its ongoing collections budget by eliminating subscriptions to the resources listed below. The reduction scenario was presented to the library's collections team by the library administration, and the reductions were determined by analyzing usage data, overlap with other SDSU subscriptions, and the commercial pricing for course use outside of library wide subscriptions. It is also important to note that some library subscriptions are subject to multi-year terms and could not be evaluated in the current budget cycle.

The following recurring subscriptions have or will be discontinued in FY 25/26:

- Europa WorldPlus ($7512.52)
- Variety Archives ($4,777.55)
- ASTA (Applied Science and Technology Abstracts) ($10,085.00)
- Cannabis Newsbank ($5,000.00)
- Columbia International Affairs Online (CIAO) ($1,758.64)
- CQ weekly. ($4,349.00)
- Digital Theatre+, Routledge ($9,832.17)
- Oxford Dictionary of National Biography ($1,839.86)
- Public Administration Abstracts ($4,010.00)
- Journal of library administration ($1,323.11)
- Cataloging & classification quarterly ($1,650.68)
- New York Times (Academic Pass) ($19,747.23, see asterisk for more context on NYT Academic Pass)
- Astronomy and astrophysics., Springer-Verlag ($4,995.00)
- Contemporary physics (T&F) ($2,068.31)
- Developmental neurorehabilitation. (T&F) ($1,537.19)
- Psychotherapy and psychosomatics ($2,740.00)
- Bibliography of Asian Studies ($1,644.00)
- CQ Voting & Elections ($6,211.00)

*The SDSU Library will still be providing continued, full text access to the New York Times (Eastern Edition) as well as the majority of additional New York Times content through the ProQuest platform. The New York Times (Academic Pass) provides access to the New York Times platform. There are some blogs and other online content not available through the ProQuest platform, but it is mostly duplicative. Essentially, the nearly $20,000 subscription cost is for an interface, games like wordle, and content like cooking access that is not necessarily supportive of the research or curricular mission. We will, much like we do with the Wall Street Journal and other newspapers, rely on the aggregator package access from ProQuest or Newsbank.

Although the library had to make cuts to ongoing commitments, which are subject to inflation, the library was also able to make a few strategic one-time investments, some of which were intended to address the

cuts to recurring resources.

[Entertainment Industry Magazine Archive Collections 1 & 2 (ProQuest)](#) - An archival research resource containing the key periodicals for studying the history of the film and entertainment industries, from the era of vaudeville and silent movies through to the 21st century.

[National Theatre Collection Volume I and II (Alexander Street Press)](#) - Brings the stage to life through access to high definition streaming video of world-class productions offering significant insight into theatre and performance studies. Through a collaboration with the U.K.'s National Theatre, this collection offers a range of digital performance resources never previously seen outside of the National Theatre's archive.

[Periodicals Archive Online 5 (ProQuest)](#) - Periodicals Archive Online contains the full-text backfiles of over 750 scholarly journals in the arts, humanities, and social sciences. The content is international in scope and covers 37 subject areas. The titles in PAO 5 can be [seen here](#) in the title list.

To: SEC/University Senate

From: Tim Tully, Chair, Library Committee

Date: August 26, 2025

Subject: INFORMATION: ILL Changes

What has changed?

In the Summer of 2025, the SDSU Library changed its system for requesting materials from all other libraries to a system called Rapido that is integrated into our library catalog. This system was initially implemented across the entire California State University system to improve how we share resources between campuses and was formerly referred to as CSU+. Now this system is being used instead of ILLiad from OCLC to fulfill all requests for materials from other libraries.

How does the new system work?

The library has worked hard to update the appropriate web pages and FAQs to reflect these changes, and these can be found here: https://library.sdsu.edu/services-and-support/interlibrary-loan

How is the new system working?

Since the switch, we've been able to fill the majority of our requests using the new system and the San Diego Circuit borrowing network (which includes San Diego County libraries). However, we've seen an increase in the number of requests that we cannot fulfill and are still working to improve how the system handles certain items.While the new system may not, currently, be as robust as our previous system, we are actively working to improve access and fill rates.

What if I need something urgently?

If you run into any issues or have urgent needs, please contact Tim Tully, Head of Collection Strategies, at ttully@sdsu.edu. We'll do our best to help.

Introducing Article Galaxy Scholar for Faculty

Article Galaxy Scholar is a service that the library provides to faculty which allows them to request a certain number articles from select publishers, such as Wiley, Taylor & Francis, IEEE, Brill, and the American Chemical Society, outside of the libraries subscriptions, and the article is viewable within the browser and sent to their email within a minute.

To: SEC / Senate
From: Pamella Lach, Chair, Academic Policy and Planning Committee (AP&P)
Date: August 11, 2025; Revised September 2, 2025 and September 30, 2025
Subject: Information: Curriculum Review Process

During AY24-25, the Academic Policy & Planning Committee (AP&P) worked with Madhavi McCall, Associate Vice President, Curriculum, Assessment and Accreditation (CAA), to clarify our committee's role in the curriculum review process. Over the course of several conversations, we decided to broaden this work to clarify the roles and responsibilities of all parties involved, so that every review committee would know who was responsible for evaluating which elements of a proposal. Together, we developed a matrix of the review process across all levels of shared governance in order to make the curriculum review process more transparent for everyone.

In addition to the review matrix, AVP McCall developed a set of checklists for program modifications and new course proposals and course modifications, as well as comprehensive guidance for creating new programs. She circulated these documents to the appropriate curriculum committees for feedback during summer 2025.

This memo includes the documentation developed in this process, which is posted on CAA's website and included in the AY 25-26 curriculum guide:

1. **Curriculum Matrix for New Programs:** Documents the roles of each review committee (college curriculum committees, college deans, AP&P, UR&P, and the Senate Curriculum Committee) in assessing specific elements within the proposal. The goal of this document is to limit duplication of effort while ensuring that nothing slips through the cracks.
2. **New Course or Course Modification Checklist:** Lists the specific elements college curriculum committees and deans should assess when reviewing new courses and course modifications. Completed checklists should be uploaded to Modern Campus/Curriculog and/or a comment should be included in Modern Campus/Curriculog ensuring all elements have been addressed accurately.
3. **Program Modification Checklist:** Lists the specific elements college curriculum committees and deans should assess when reviewing program modifications. Completed checklists should be uploaded to Modern Campus/Curriculog and/or a comment should be included in Modern Campus/Curriculog ensuring all elements have been addressed accurately.
4. **Guidance for the Creation of New Programs at SDSU:** Provides a detailed overview of the process for proposing new programs.

CAA updated Modern Campus/Curriculog in advance of this year's review cycle to ensure that AP&P has access to the appropriate information to support our part of the review process. *Since this is the first year of implementation, we anticipate the need to revise these documents before the AY26-27 curriculum cycle begins. Suggestions can be sent directly to AVP McCall and Chair Lach.*

Enc.

New Program Proposal/Evaluation guidelines

To provide some clarity on how curriculum proposals for new degree programs should be evaluated, to ensure that committees are not duplicating the efforts of others, and to reduce workload between committees, the Office of Curriculum, Assessment, and Accreditation suggests that each committee is responsible for evaluating specific items as noted below:

Evaluation item	College curriculum committees	Dean	APP	URP	Senate Curriculum Committee
Is the degree consistent with college priorities?	x				
Does the degree fit with college needs?	x				
Does the proposal duplicate other college level programs?	x				
Proposal editing for clarity should happen within the college. Proposals forwarded to university committees should be as complete/accurate as possible. Is the proposal properly edited, formatted, and complete?	x				
Is the Title appropriate, assuming the degree is not an interdisciplinary major?	x				
Is it likely the program can be sustained (i.e. is not the project of a single faculty member without widespread support)?	x				
Does the proposal clearly define impaction criteria? If not – the college should not move it forward.	x				
Does the proposal clearly define premajor preparation? If not – the college should not move it forward.	x				
Does the proposal include a 2 year and 4-year roadmap? If not – the college should not move it forward.	x				
Does the proposal include a curriculum matrix and assessment plan?	x				
Are there any hidden prerequisites? If so, the proposal must be modified to account for those prerequisites.	x				
Can the program be funded through college resources?		x			
What are the space requirements within the college and has space been identified?		x			
Does the program rely on Global Campus offerings as a requirement? If so, the program cannot move forward.		x			
If a mirrored GC or IV program, do deans on both campuses approve and support? If not, the proposal should not move forward.		x			

If a mirrored GC or IV program, does the San Diego campus department support? If not, the proposal should not move forward.		x			
Evaluation item	College curriculum committees	Dean	APP	URP	Senate Curriculum Committee
Does the proposal have a CIP code?		x			
Do all the classes needed for a new program exist or have they been requested through the curriculum process? If not, the program cannot move forward.		x			
If a program relies on classes from other units, is there a letter of support from those units? If not, the originator should clearly explain why not.		x			
Is the program consistent with CSU offerings?			x		
Do the DLOs support the University's Institutional Learning Outcomes?			x		
Does the proposal request exemptions to GE or graduation requirements? If so, are those exceptions appropriate and justified?			x		
If the proposal requires funding from university resources, is that funding justified?				x	
How many TT hires are needed and does the university have the appropriate funding?				x	
If space is not currently allocated to a college is required, does the committee recommend approving the space allocation?				x	
What library resources are needed and are those needs appropriately resourced?				x	
Does the program substantially duplicate other university programs with regards to curriculum and if so, is the *budget* for the program justifiable? While no program owns curriculum content, committees can consider if *budgetary needs* are justified based on degree of overlap (i.e high-cost program with substantial overlap might not be justified while a low-cost program with substantial overlap might be justified).				x	
Is student interest appropriately documented to suggest program success?				x	
Are URP's additional questions completed and included with proposal?				x	
Are the courses appropriate to cover the DLOs?					x
If the degree is interdisciplinary or appears to transcend disciplinary bounds, is the Title appropriate?					x
Do the units align with CSU requirements?					x
Does the program substantially duplicate other university programs with regards to curriculum? While no program owns curriculum content, the degree of overlap can be considered.					x

Does the sequencing of prerequisites make sense?					x
Evaluation item	College curriculum committees	Dean	APP	URP	Senate Curriculum Committee
Does the program use courses from other departments and have those departments approved/have space for the additional students?					x
Are courses appropriately numbered for the level of the proposed program?					x
Overall course modalities and program modalities consistent with SDSU and CSU guidelines?					x
Is the assessment plan and curriculum matrix sufficient?					x

New Course/Course Modification checklist

College curriculum committees and college deans should ensure that new course proposals or proposals to modify existing courses submitted to Modern Campus Curriculum are complete with correct information before they are forwarded to university level committees. To support the work of the colleges, the Office of Curriculum, Assessment, and Accreditation has created the following checklist. College committees, or college deans, should attach this form with each new course proposal or proposal for a course modification as an indication that each element has been reviewed and approved by the college as appropriate to the proposal. Please note that not all elements will exist within each proposal. For elements that do not apply, please just state N/A. For modifications, the proposers should only evaluate those elements being changed and should put N/A in all other fields.

Evaluation item	College curriculum committees/Dean
If a course required for the major, does the course have indications of which DLOs it supports?	
Ensure that if the course is requesting a cultural diversity designation, it is an upper division course.	
Is the course repeatable for additional credit and has that been specified?	
Have the maximum number of units for repeatable included and specified?	
Does the course add to impaction criteria? If yes, has the impaction process been followed?	
Does the course add requirements to the degree that it goes over appropriate units for degree? If it does, the course cannot go forward (as new or with changes) without adjustments to the program.	
Has a program modification been submitted?	
Are prerequisites included?	
If the course uses prerequisites from other colleges, are there letters of support from those units?	
Are grading requirements included?	
Syllabi uploaded?	
Participation component of syllabi (if it exists) has a clearly defined rubric for grading?	
Is the name of course appropriate?	
If the name of the course implies the course is interdisciplinary, are there letters of support from other units?	
Has the modality been defined?	
If GE, have GE questions been submitted?	
If a new designation is requested, has information pertaining to new designation been submitted?	
If course is changing prerequisites, is the language around prerequisites enforceable by my.sdsu?	

Does the syllabus include a link to SDSU Student Academic Success Handbook, procedure to accommodate students with disabilities with SDS, and AI Syllabus Statement?	
Is the course change appropriately noted as a substantial or minor modification?	
Courses that are minor modifications – with no other requested changes – have used the minor modification form?	
Courses with minor modifications AND substantial modifications have used the substantial modification form?	
Are the correct course components selected?	

Program Modification checklist

College curriculum committees and college deans should ensure that program modifications submitted to Modern Campus Curriculum are complete with correct information before proposals are forwarded to university level committees. To support the work of the colleges, the Office of Curriculum, Assessment, and Accreditation has created the following checklist. College committees, or college deans, should attach this form with each program modification proposal as an indication that each element has been reviewed and approved by the college as appropriate to the proposal.

Evaluation item	College curriculum committees/Dean
Graduate program modifications have been submitted on the graduate program modification form.	
Undergraduate program modifications have been submitted on the undergraduate program modification form.	
Modifications do not involve impaction criteria or preparation for the major? If they do, the modifications cannot continue until impaction criteria have been approved.	
Modifications do not increase number of units of total degree past Title 5 limits?	
Changes to degree name do not require letters of support from other colleges.	
Curriculum schema updated to include modifications?	
Number of degree units are accurate? Premajor, major, capstone, etc add up to total units?	
Updated roadmap proposal submitted in Modern Campus Curriculum to include proposed modifications?	
Are there any hidden prerequisites?	
Courses are sequenced so that prerequisite courses are before others in curriculum scheme?	
Criteria for admissions is clearly explained to students?	
Is the rationale updated to include reason for modality change or addition?	
If the program is mirrored at IV or Global, do the appropriate contacts know about the change?	
If a program modification relies on classes from other units, is there a letter of support from those other units? If not, the originator should clearly explain why not.	

Guidance for creation of New Programs

PROGRAMS OFFERED INDEPENDENTLY AT SAN DIEGO STATE

A. General for all new programs: New degree proposals must undergo a full curriculum review through campus and external stakeholders as noted in the Senate policy file. Apart from campus review, new degrees must also be approved by the CSU Board of Trustees, by the Chancellor's Office, and by WSCUC. The checklist of items that will be reviewed by curriculum committees on campus, and thus should be correct in any degree proposal, is attached. Originators should be aware the following approvals are necessary:

1. BOARD OF TRUSTEES (BOT): A "Intent to Propose" form in Modern Campus Curriculum for the Board of Trustees must be completed. Proposals cannot advance to the Chancellor's Office for approval without prior approval from the Board of Trustees.

2. Campus approval: Complete the proposal form and upload all supporting documents into Modern Campus Curriculum.

3. WSCUC Substance change review - necessary for all new and joint programs.

4. WSCUC LOCATION REVIEW: If a program instruction is face-to-face and provided at SDSU Mesa or SDSU IV, no other approvals are needed. However, any program not located on campus should either be approved for online instruction OR must undergo a preliminary location review by the AVP for CAA (Curriculum, Assessment, and Accreditation). If the AVP determines that the program fits within current authorizations, no more is needed. If the AVP determines that a WSCUC substantive change process is necessary because instruction is not provided at an approved location, the process for approval will be delayed until that authorization is received. The AVP-CAA will help with these approvals. Location approval is a lengthy process and can take WSCUC up to 9 months to approve new locations.

5. WSCUC and CO MODALITY: Program modality is central to the approval process. Program modality must be approved by campus curriculum committees, the CO, and WSCUC. Changes or additional modalities for existing programs must also undergo a curriculum approval process and be authorized by the CO and WSCUC. Programs can be:
   a. **Face to face**: Although some classes within the program may be offered online or through hybrid instruction, most of the program is delivered through face-to-face instruction, and students are expected to be on campus. Up to 20% of a program can be delivered online and still be considered a face-to-face program.
   b. **Hybrid**: This is a program that is designed to be offered in a hybrid manner. Certain classes within the program are proposed as online with no option for face-to-face instruction. The students are aware that they must be on site for certain instructional periods. A proposal that includes ANY required on-campus activities is, by definition, a hybrid program.
   c. **Online**: This is a program that is delivered FULLY online with no on-campus expectations.

6. Once approved by campus, WSCUC, and BOT, the CSU Chancellor's Office must approve the proposal. That can take several months.

7. If/when the program is approved by the CSU, CAA and the Registrar's Office (RO) will work to build the programs in the appropriate data bases, include the program in Cal State Apply, work with community colleges to create transfer agreements, and other campus stakeholders to create processes that allow the program to be offered. This is also a time-intensive process. Once a program is established on campus, CAA and the RO will work with Student Affairs and Campus Diversity to ensure authorization for veterans has been obtained.

B. Degree Elevations do not need to go through the Board of Trustees but do need to obtain WSCUC, campus, and CO approval.

C. Independent Doctoral Programs - Independent doctoral programs have additional layers for scrutiny from the University of California system prior to the Board of Trustees process. Prior to Curriculum, Assessment, and Accreditation, submitting to the Board of Trustees, please follow these steps:

1. The Dean receives proposal(s) from the department/school using college-specific processes for new degrees. The Dean should use the information provided on the Office of Curriculum, Assessment, and Accreditation's **(CAA's) website** to help guide their review.

2. If the Dean finds the independent doctoral program proposal to have merit, the Dean will conduct a resource analysis and consider the questions noted above.

3. If the Dean concludes that the program should be moved forward for consideration (after evaluating current or potential revenue streams), the Dean will work with the program to submit to Academic Affairs the following information that is contained in the Independent Doctoral Preliminary Proposal Form which required a dean's endorsement of the proposal and detailed verification of existing resources as described above. The Independent Doctoral Preliminary Proposal is found here.

4. Program proposals are then submitted to the Independent Doctoral Program Review Committee (IDPRC).

5. Those programs that the IDPRC ranks high and consider have a high chance of success at both the CSU and UC levels of review will be asked to complete the Chancellor's Office's (CO's) proposal form, which is due to CAA no later than **July 15th**.

6. Annually, **by August 1st**, CAA will submit the completed proposals to the CO for consideration.

7. The CO will review program proposals submitted by all the CSU's and, by **September 15th** of each year, will determine which CSU proposals will go forward to the UCs. Note here that the CO can only submit 10 proposals a year that are submitted from all CSU campuses.

8. The UCs will accept or reject proposed programs within 120 days of the September 15th submission by the CO.

9. If the UCs approve the proposal, programs complete the BOT doctoral degree intent form, which will then be submitted (by CAA) to the Board of Trustees for review.

D. Additional Requirements for Global Campus programs – a full and detailed cost recovery model must be included in the submission. This information is listed on the forms.

PROGRAMS OFFERED JOINTLY BY SDSU AND ANOTHER INSTITUTION

A joint degree program is one in which a program is offered collaboratively by two or more institutions and leads to the award of **a single degree** issued jointly by the participating institutions. *WSCUC accreditation expects that a substantial proportion of the credit awarded toward a joint degree is earned in courses offered by the WSCUC-accredited institution and taught by its faculty.*

Either *new or existing programs that wish to partner with another institution (either international or domestic) must provide additional information for the curriculum approval process.

1. Permission to negotiate - The CSU campus and joint institution must request their respective system or administrative offices for the "permission to negotiate," which serves as an expression of interest in and the rationale for a joint degree program. The permission to negotiate is submitted by the CSU campus and the partnering institution to the Academic Programs, Innovation and Faculty Development (APIFD) office at the CSU Office of the Chancellor. The initial expression of interest contains an indication of program need and supporting evidence of the requesting department's ability to offer the appropriate instruction. Approved requests to negotiate allow the partnering campuses to establish the memorandum of understanding and to develop the joint degree program proposal. This is required before any other step.

Information provided in the permission to negotiate includes, but is not limited to, the following:

- Demonstrated interest in participating in the joint program by faculty members from the proposing departments/universities.
- Potential benefits and needs that are met by the joint program, e.g., societal needs, workforce demands, student interest.
- Availability and number of faculty with expertise in the discipline of the proposed joint program, and their qualifications, including degrees, honors, professional experience, and publications; and for faculty involved in the joint program, qualifications for guiding advanced graduate work.
- Evidence of sufficient resources, including staff and facilities, to sustain the joint program without infringing on existing programs.
- For joint doctoral programs, indicate the experience of the academic unit(s) in offering the advanced program (e.g., degrees offered, number of degrees conferred).
- Existence of a closely related program at the partnering institution, or intention of offering such a program (proposal).
- Evidence of administrative support of the joint program.

*If the program under consideration is new (i.e. does not already exist at SDSU), the program must then be proposed as a projection during the fall or summer submission period for CSU Board of Trustees' approval. With Board approval, the campus may develop the joint degree program proposal and establish the memorandum of understanding with the partner institution. Note that the new program can be proposed and authorized as a joint and/or independent degree program.

2. Construct an MOU with the institution. New joint programs must include an MOU signed by both institutions and approved by campus stakeholders. For joint proposals using new academic offerings, this happens after the Board of Trustees approval. For joint proposals using existing academic offerings, this happens after the approval to negotiate step.

Per WSCUC policy, "institutions offering joint degrees are expected to have clear written plans to offer, monitor and assess these programs and to enter into clear written agreements with partnering institutions,

which address, as appropriate, the matters [indicated in the Joint Degrees Policy]." The memorandum of understanding (MOU) is the written agreement established between the CSU campus and the partnering institution for the purpose of providing students with the opportunity to receive academic credits from both institutions toward earning the joint degree. The MOU must include a detailed description of all aspects of the relationship agreed upon by the partnering institutions, including, but not limited to the joint program's structure, administration, coursework, financial arrangements, legal representations/warranties, and discontinuance requirements. Refer to WSCUC Joint Degrees Policy for further requirements found here. An example of guidance on developing the MOU is contained in the CSU Handbook for the Creation of CSU/UC Joint Doctoral Programs available here.

At SDSU, for programs with domestic partners, the MOU must be approved by:

1. Curriculum, Assessment, and Accreditation
2. Registrar's Office
3. Provost Office, including Financial Operations
4. Undergraduate or Graduate Curriculum Committees, or both depending on program
5. Deans of impacted academic colleges
6. Dean of Graduate Studies (for graduate programs)
7. President's Office representative

For Joint programs with international partners, International Affairs must also approve the MOU.

3. Additional curriculum elements for joint agreements using existing curriculum – although these programs to not need to go through the full Board of Trustees approval process, as new offerings for SDSU they must still:

a. Be approved by campus

b. Be approved by campus if the modality of the program is different

c. Be approved by campus for any curriculum modifications to existing programs

d. Undergo WSCUC approval

e. Be approved by Chancellor's Office

4. Resource considerations: Proposals for new joint partnerships utilizing existing academic offerings and thus not undergoing a Board of Trustees review should include - most likely in the Dean's letter of support or in the MOU - the following information:

a. How many students will the program serve?

b. What additional resources are needed for the program to be launched?

c. Where are those additional resources coming from?

5. Legal compliance: Joint programs with either international or domestic partners must comply with state law, CSU, and WSCUC policies, and SDSU guidelines. As such, the following types of arrangements are prohibited by policy:

A. Program, other than blended offerings that follow the CSU model of 4+1, cannot guarantee admissions to graduate degrees following an undergraduate course of study.

Exceptions can only be made with explicit authorization from the Registrar's Office, the Provost and President, and the Chancellor's Office.

B. Programs cannot guarantee admissions to a graduate or undergraduate program following completion of a certificate or advanced certificate. Exceptions can only be made with explicit authorization from the Registrar's Office, the Provost and President, and the Chancellor's Office.

C. Program modality must be consistent with CSU guidelines and authorizations. Program modality cannot just be changed to satisfy the needs of a new group of students without obtaining authorization from the Chancellor's Office and without undergoing the campus review process.

D. Programs cannot "set aside" seats for students for joint programs unless authorized by the President and Provost.

E. Programs cannot use different admissions criteria than is advertised for all students.

6. Other considerations for joint programs:

A. Programs must advertise the accreditation status of the partner institution on all advertising material.

B. Programs with international partners must consider modality course needs for international students.

C. For all joint programs, WSCUC accreditation expects that a substantial proportion of the credit awarded toward a joint degree is earned in courses offered by the WSCUC-accredited institution and taught by its faculty.

7. MOUs that have articulation considerations: should be reviewed with the Articulation Officer in CAA.

BLENDED PROGRAMS

 Blended programs are combined *San Diego State* undergraduate and graduate programs that are accelerated to allow "double counting" of some undergraduate credits to count towards a graduate degree. CSU Policy on Blended Programs can be found here. No more than 12 units can double count for both a Masters and a Bachelors in a blended program and those units that double count must be explicit in the proposal.

OTHER ARRANGEMENTS

Arrangements with international or domestic partners dealing with faculty or student exchanges, participation in scholarship, visiting offers, etc need not go through this process. The requirements set here are only for programs that involve curriculum, the awarding of any degree, matriculation to SDSU, etc.

SDSU New Program Development Checklist *For Independent, Joint, and Doctoral Programs*

SECTION A: NEW INDEPENDENT PROGRAMS (UNDERGRADUATE/GRADUATE)

1. Intent and Initiation

Task	✓ Notes
Complete "Intent to Propose" form in Modern Campus (BOT-required)	☐
Include program on CSU Board of Trustees projection list (if required)	☐

2. Campus Approval Process

Task	✓ Notes
Complete New Degree Proposal Form	☐
Upload all supporting documents in Modern Campus Curriculum	☐
Obtain department and college-level curriculum approvals	☐
Obtain University Curriculum Committee or Graduate Council approval	☐

3. WSCUC and Instructional Location

Task	✓ Notes
Initiate WSCUC Substantive Change Review (for all new/joint programs)	☐
For off-campus/online programs: AVP-CAA initiates WSCUC Location Review	☐
AVP-CAA confirms whether location fits existing authorization	☐
If not authorized, begin formal WSCUC location approval (up to 9 months)	☐

4. Program Modality Determination

Task	✓ Notes
Declare intended modality: ☐ Face-to-Face ☐ Hybrid ☐ Online	☐
Ensure modality conforms to CSU/WSCUC definitions	☐
Submit modality for campus, CO, and WSCUC approval	☐

5. Chancellor's Office (CO) Review

Task	✓ Notes
Submit final proposal to CO after BOT and WSCUC approvals	☐
Monitor CO processing (may take several months)	☐

6. Implementation and Operations

Task	✓ Notes
CAA and Registrar create program in internal databases	☐
Add program to Cal State Apply	☐
Coordinate with Community Colleges for articulation	☐
Ensure transfer pathways are created	☐
Student Affairs and Campus Diversity confirm VA authorization	☐

7. Global Campus

Task	✓ Notes
Include full cost-recovery financial model	☐

SECTION B: INDEPENDENT DOCTORAL PROGRAMS

1. Dean and College-Level Planning

Task	✓	Notes
Dean receives proposal from department via college process	☐	
Dean conducts resource analysis and funding review	☐	
Submit Independent Doctoral Preliminary Proposal to Academic Affairs	☐	

2. Independent Doctoral Program Review Committee (IDPRC)

Task	✓	Notes
Proposal reviewed and ranked by IDPRC	☐	
High-ranking proposals invited to complete CO proposal form	☐	
CO Proposal form submitted to CAA by **July 15**	☐	
CAA submits full proposal to CO by **August 1**	☐	
CO selects up to 10 proposals and forwards to UC by **September 15**	☐	
UC provides decision within 120 days	☐	
If approved, submit BOT doctoral intent form	☐	

SECTION C: JOINT PROGRAMS WITH OTHER INSTITUTIONS

1. Early Authorization

Task	✓	Notes
Request "Permission to Negotiate" submitted to CSU CO/APIFD	☐	
Include justification: faculty, need, expertise, resources, admin support	☐	
If new program, add to CSU BOT projection list	☐	

2. Memorandum of Understanding (MOU)

Task	✓	Notes
Develop MOU between SDSU and partner	☐	
MOU includes structure, admin, legal, financial, and termination terms	☐	
Obtain approvals from: ☐ CAA ☐ Registrar ☐ Provost ☐ College Dean(s) ☐ Grad Dean ☐ President's Office ☐ International Affairs (if applicable) ☐ Articulation Officer (if applicable)	☐	

3. Curriculum Approvals

Task	✓	Notes
Curriculum approval from SDSU (including modality & changes)	☐	
Obtain WSCUC approval	☐	
Submit to Chancellor's Office	☐	

4. Resources and Legal Compliance

Task	✓	Notes
Provide projected enrollment, needed resources, and sources	☐	
Confirm legal compliance: ☐ No guaranteed admissions without approval ☐ Modality approved ☐ No seat reservations without authorization ☐ Standard admission criteria	☐	

5. Additional Considerations

Task	✓	Notes
Publicize partner institution's accreditation	☐	
Ensure substantial credit is earned from SDSU-taught courses	☐	
Consider online delivery constraints for international students	☐	

6. Global Campus

Task	✓	Notes
Include full cost-recovery financial model	☐	

SECTION D: BLENDED PROGRAMS (4+1 or Accelerated Bachelors/Masters)

Task	✓	Notes
Follow CSU Blended Program Policy	☐	

Task	✓	Notes
Ensure curriculum allows double-counting as permitted	☐	
Receive curriculum and graduate school approvals	☐	
Verify financial aid and accreditation compliance	☐	

To: SEC / Senate
From: Pamella Lach, Chair, Academic Policy and Planning Committee (AP&P)
Date: September 12, 2025
Subject: Information: Degree Program Deactivations

During AY24-25, the Academic Policy & Planning Committee (AP&P) approved 27 program deactivations: 18 at the undergraduate level and 9 at the graduate. At our first committee meeting of AY25-26 on August 26, 2025, we reviewed the University Policy for degree program deactivations and determined that we have not been adhering fully to the existing policy (excerpted below; the full policy is attached):

> **UNIVERSITY POLICIES: Academics**
> **Degree Program Discontinuation**
>
> 1.4.   Undergraduate Proposals
>
>   1.4.1. Undergraduate proposals shall be reviewed for approval by the Committee on Academic Policy and Planning, which shall seek broad consultations with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the affected degree program.
>
> 1.5.   Graduate Proposals
>
>   1.5.1. Graduate proposals shall be reviewed for approval by the Graduate Council, which shall seek broad consultation with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the degree programs affected.

Beginning in Fall 2025, AP&P intends to follow this existing policy. We ask that departments and schools submitting deactivations assist AP&P by providing a summary of their consultation with a range of constituents, broadly construed. Affected constituents may include students and alumni, faculty, administrative staff, and members of the community. AP&P reserves the right to request additional information for our consideration and encourages the Graduate Council to do the same.

Chair Lach will work with the Office of Curriculum, Assessment and Accreditation (CAA) to ensure that this information is included in Curriculog and/or provided as supplemental info to

CAA to forward to AP&P for all deactivation proposals moving forward. We will work with CAA to request this information for proposals that have already been submitted.

In making this shift, we seek to honor our policy while also being mindful of the additional labor this approach will create. But with the possibility of more deactivations coming, many of which may be the result of the "low degree conferral process" and/or assessing new degree ROI metrics per federal funding mandates, AP&P maintains that it is imperative to pursue the full deliberative process for deactivating degree programs as articulated in shared governance.

UNIVERSITY POLICIES: Academics
Degree Program Discontinuation

1.0   Procedures

1.1.   Proposals for the discontinuation of degree programs may be initiated by departments or schools, faculty members, college or university committees, or administrative officers of the University. Proposals shall specify mechanisms to protect the interests of students enrolled in such programs and, if possible, to allow the students to complete their degrees in a reasonable time. Proposals shall include a declaration of intent to effect (a) a degree program discontinuation or (b) the discontinuation of degree program with department or school dissolution. Proposals shall address employment options, informed by the applicable Collective Bargaining Agreement (CBA), for the affected tenured and probationary faculty and for permanent staff.

1.2.   Proposals shall be reviewed by designated department or school and college curriculum committees, and the dean of the college.

1.3.   Proposals approved by the college dean shall be forwarded to the office of the Provost for university-wide distribution.

1.4.   Undergraduate Proposals

1.4.1. Undergraduate proposals shall be reviewed for approval by the Committee on Academic Policy and Planning, which shall seek broad consultations with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the affected degree program.

1.4.2. Proposals shall be additionally reviewed by the Undergraduate Curriculum Committee, with recommendations forwarded to the Senate.

1.4.3. Approved proposals shall be forwarded to the Senate as action items.

1.4.4. Approved proposals shall be forwarded to the President for final action.

1.5.   Graduate Proposals

1.5.1. Graduate proposals shall be reviewed for approval by the Graduate Council, which shall seek broad consultation with groups or persons likely to be affected by the degree program discontinuation, including enrolled students in the degree programs affected.

1.5.2. Proposals shall be further reviewed by the Committee on Academic Policy and Planning, with recommendations forwarded to the Senate.

1.5.3. Approved proposals shall be forwarded to the Senate as action items.

1.5.4. Approved proposals shall be forwarded to the President for final action.

Undergraduate Council – Meeting Report
Date/Time: September 8, 2025 | 2:30–3:30 PM

Location: AD 101 (West Entrance)

Attendees: Preciado, Weston, Brooks, Alves, Torre, Cota, Donyanavard, Dean, Pope, Lozada-Santone

Absent: Molina (illness), Ullah (class conflict)

Executive Summary
The Council reviewed ongoing initiatives to support student success, including improvements to advising, financial aid processes, and health compliance. Major discussions focused on establishing new recognition for teaching excellence, strategies to improve student vaccination compliance, and the impact of registration holds on vulnerable student populations. New research initiatives and pathway programs were also introduced for AY 2025–26.

Key Decisions & Agreements
- Teaching Excellence Awards: The Council endorsed pursuing new recognition for lecturer teaching excellence. Faculty Affairs will review next year; CTL will begin developing award structures.
- Registration Holds: Members agreed to continue exploring policy and communication adjustments to reduce disproportionate impacts on students, especially first-generation, Pell-eligible, and underrepresented groups.

Highlights of Discussion
- New Initiatives: Presentations were made on the HomeBase Lab's research plans and future pathways for undeclared and IS3D students: HomeBase Lab publications, and plans for AY 25 - 26 (Dr. Ricky Pope); Undeclared pathways and plans for IS3D

To: Senate Officers, SEC, Senate
From: Roberto D. Hernández, Diversity, Equity, and Inclusion Committee (DEI) Chair
Date: Sept 17, 2025
Subject: AY 2024-2025 Annual Report

San Diego State University Senate
Committee on Diversity, Equity, and Inclusion
Annual Report
September 2025

The San Diego State University Senate Committee on Diversity, Equity, And Inclusion (DEI) met eight times between September 2024 and May 2025. There were eight regularly scheduled monthly meetings and no special meetings planned between the larger window that ran from August 17, 2024, and June 30, 2025.

The DEI membership consists of representatives from each academic college, including the Library and representatives from diverse campus divisions including Enrollment Services, Center for Human Resources, Division of Student Affairs and Campus Diversity, Faculty Advancement and Student Success, Student Disability Services, Office of Employee Relations and Compliance and designees from the Office of the Provost and University Senate. The Senate approved two additional DEI permanent members in recent years bringing the total membership to 23. The students' voice is represented by an undergraduate and graduate student who regularly share their concerns and provide student perspectives in our discussions.

The SDSU Senate by-laws outline the following areas of focus for the Committee on Diversity, Equity, and Inclusion. They include recruiting and retaining faculty, staff, and students and bridging diverse campus constituents to university administration. The committee addresses issues related to diversity, equality, outreach, and inclusion practices.

More specifically, our committee chose the following areas of concern as our agenda for the AY 2024/25:

- Implement Senate Diversity Plan
- Review Disparities in Faculty and Staff Equity Pay
- Preparation for upcoming Program Reviews

While the changing terrain following extensive demonstrations at campuses across the country in Spring 2024, and the shifting federal landscape, required us to expand our focus, particularly with regard to Time, Place, and Manner policies and immigration enforcement, we nevertheless had an active year.

AY 2024/25 Meeting dates:

Fall 2024 - First Friday of the month, from 10:00 am- 11:30 am.
- September 6
- October 4
- November 1
- December 6

Spring 2025- First Friday of the month, from 10 am - 11:30 am.
- February 7
- March 7
- April 11 (changed due to Spring Break, and was from 3p-4p)
- May 2

ACCOMPLISHMENTS

Review of Candidates' BIE Criteria
Committee representatives reviewed tenure-track applications using Building on Inclusive Excellence (BIE) criteria during Fall and Spring semesters for hiring searches across the university. Faculty candidates must meet at least 2 of 8 of the BIE criteria. DEI reviewed **184 candidates across 52 searches**, with 178 approved on first review. This is a 9% decrease from **203 candidates across 54 searches** the previous year (AY23-24) and a 25% decrease from **245 candidates for 58 searches** two years prior (AY22-23).

Advanced the process of passing a **Resolution Reaffirming Our Campus Commitment to *Equity and Inclusion in Everything We Do***, written January 21, 2025, and passed at the March 4, 2025 Senate Meeting. This was predicated on ongoing discussions regarding several Executive Orders at the federal level that have targeted Diversity, Equity, and Inclusion (DEI) policies and practices across the nation.

Supported the passage of a **Resolution In Support of Higher Education Coalitions that Stand Up For Education and Democracy**, which was approved by the Senate on May 6, 2025.

Held extensive discussions on the contentious nature of debate in Senate meetings, and its implications for the pending Senate Diversity Plan. Of particular interest was debriefing about the critical pushback that the DEI annual report for AY 2023-24 received from some senators and the aftermath of said process, as well as large portions of campus community members indicating in the climate survey that they did not feel the Senate represented them.

Facilitated extensive discussion on Athletics presentation in Senate and questions raised about slide with list of prominent alumni of whom we are proud which included Matt Araiza, who was involved in sexual assault case several years ago and is now in NFL. Conversations sought to clarify legal obligations and standing of SDSU in relation to the nuances of the case.

PRESENTATIONS

Invited Guest Speakers:
    Ana Molina-Rodriguez, Update on Undocumented Resource Center considerations for concerned students and SDSU community members in light of shifting federal practices and increase in Immigration and Customs Enforcement activity in California cities, March 7, 2025.

Diversity, Equity, and Inclusion Committee Members Presentations:
    a.   Update on the Status of HSI Efforts in light of changing federal policy at the Department of Education by Emilio Ulloa, February 7, 2025.

CONSULTATIONS

1. Subcommittee on Time, Place, and Manner met with AVP Jessica Rentto (10-18-24) to discuss, advise, and gain clarification on the new TPM policy. After identifying several areas of concern, we discussed recommendations and protocols with the full DEI committee as a point of information for faculty as a whole.
    a. Specific areas of concern were
        i. Operating Hours
        ii. Definitions of public, non-public, and limited University space
        iii. Mask policy
        iv. Defining content neutrality
2. Consultations with members of Faculty Affairs (FA) Committee and Freedom of Expression Committee (FEC) on TPM Policy, particularly on definitions of "disruption", determination of operational hours that might interfere with research and teaching schedules, and designation of public, semi-public, and non-public spaces, and asymmetric policing that might ensue.

Respectfully submitted by the 2024-2025 Senate Committee on Diversity, Equity, and Inclusion Members:

Roberto D. Hernandez, Chair
Taharka Ade
Ava Alvarado
Noel Bezette-Flores
Regina Brandon
Joaquin Camacho
Nikole Carter-Curtis
Hung Chan
Jacie Foster
Thom Harpole
Edgar Hodge
Stefan Hyman
Jennifer Imazeki
Jochen Kressler
Rati Kumar
Efren Lopez
Gail Mendez
Mary Pilgrim

Christal Sohl
Emilio Ulloa
Ashley Wilson

Approved: September 2025

2026-2027 University Catalog - Information - Undergraduate Courses - Modification
TO: SEC / Senate
FROM: Marie Lachance, Chair, Undergraduate Curriculum Committee
DATE: September 25, 2025 / October 7, 2025

Prefix	Course #	Course Title	Information (Revised)	Modifications	Modification Details / Notes	Non-GE Designations	Units	Effective	Proposal Link
AAS	488	Applying Asian American Studies	Revised - Information	Course Description, Course Repeatability, Course Title	Title - formerly "Applying Asian American Studies to Racial Justice" Description - removed text Course Repeatability - added, 6 units		3	8/19/2026	https://sdsu.curriculog.com/proposal:5058/form
CFD	377	Building Leadership and Communication Skills in Human and Family Development Programs	Revised - Information	Course Description, Course Title	Course title formerly - "Old course title: Leadership in Child and Family Development Programs" Course description - Added content		3	8/19/2026	https://sdsu.curriculog.com/proposal:5003/form
CFD	378C	Laboratory Experience: Middle Childhood to Adolescence	Revised - Information	Course Description, Course Title, Prerequisite(s)	This proposal aims to change the course title to make it consistent with other CFD course titles (i.e., describing the subject population using terms of developmental stages), and to adjust the course description accordingly. Specifically, "elementary through secondary schools" is changed to "Middle Childhood to Adolescence." The prerequisite change involves changing the requirement for "Credit or concurrent registration CFD 375B or CFD 375C" to "Credit or concurrent registration in CFD 375A or CFD 375B or CFD 375C" to make it easier for students to navigate through the CFD courses and make timely progress towards graduation.		3	8/19/2026	https://sdsu.curriculog.com/proposal:5017/form
CFD	378D	Laboratory Experience: Development Across the Lifespan	Revised - Information	Course Description, Course Title	This proposal aims to change the course title to make it consistent with other CFD course titles (i.e., describing the subject population using terms of developmental stages), and to adjust the course description accordingly. Specifically, "children and families" is changed to "development across the lifespan."		3	8/19/2026	https://sdsu.curriculog.com/proposal:5018/form
CFD	477	Administration of Early Childhood Education Programs	Revised - Information	Course Title	Old title: CFD 477 - Administration of Child Development Programs		3	8/19/2026	https://sdsu.curriculog.com/proposal:5004/form
PHYS	360	Thermal Physics	Revised - Information	Prerequisite(s)	Removed CHEM 410A as an alternative and added grade C or better to prerequisite		3	8/19/2026	https://sdsu.curriculog.com/proposal:4810/form
PHYS	406	Optics	Revised - Information	Prerequisite(s)	Removed MATH 342B and added MATH 342A to prerequisite		3	8/19/2026	https://sdsu.curriculog.com/proposal:4809/form
PHYS	410	Quantum Mechanics	Revised - Information	Prerequisite(s)	Added "with a grade of C(2.0) or better" to prerequisite		3	8/19/2026	https://sdsu.curriculog.com/proposal:4812/form
RWS	414	Visual Rhetoric	Revised - Information	Course Title	Title - formerly "Rhetoric in Visual Culture"		3	8/19/2026	https://sdsu.curriculog.com/proposal:4872/form
RWS	415	Writing Rhetorically: Genre, Audience, and Style	Revised - Information	Course Description, Course Title, Prerequisite(s)	Title - formerly "The Craft of Writing Rhetorically" Course description - removed and added text Prerequisites - deleted		3	8/19/2026	https://sdsu.curriculog.com/proposal:4878/form

2026-2027 University Catalog - Information - Undergraduate Courses - Modification
TO: SEC / Senate
FROM: Marie Lachance, Chair, Undergraduate Curriculum Committee
DATE: September 25, 2025 / October 7, 2025

Prefix	Course #	Course Title	Information (Revised)	Modifications	Modification Details / Notes	Non-GE Designations	Units	Effective	Proposal Link
RWS	504	Foundations in Technical and Professional Communication	Revised - Information	Course Description, Course Title, Prerequisite(s)	Course Title - formerly "Advanced Professional Writing" Course description - removed and added text Prerequisites - deleted		3	8/19/2026	https://sdsu.curriculog.com/proposal:4854/form

2026-2027 University Catalog - Information - Undergraduate Programs - Modification
TO: SEC / Senate
FROM: Marie Lachance, Chair, Undergraduate Curriculum Committee
DATE: September 25, 2025 / October 7, 2025

Name of Program	Information (Revised)	Type of Modification	Modification Details	Program Type	Major Code	Academic Plan Code	Proposal Link
Computer Science, B.S.	Revised - Information	Update Program Requirements (updating schema)	Schema -Add CS 575 to A. Computer Systems	Degree Program	7011	773801BSS	https://sdsu.curriculog.com/proposal:4798/form

TO: Senate Executive Committee / Senate
FROM: Kathryn Edgerton-Tarpley, Chair, Faculty Affairs Committee
DATE: September 19, 2025
RE: Information Item: Request for Feedback on Proposed Adjustment to SDSU Sabbatical
Policy

Proposed Adjustment to SDSU Sabbatical Policy

The Faculty Affairs Committee is examining the current [Senate Policy](#) for Leaves, Sabbatical (p. 157) in the hopes of simplifying and adding transparency to the process. The committee has examined the sabbatical process in detail, and sees a potential for removing layers of evaluation and ranking not required by the [Unit 3 CBA Article 27: Sabbatical Leaves](#). The committee is seeking broad feedback on the preliminary proposal below to inform discussion around adjustments to Senate Policy.

Feedback Survey:

https://docs.google.com/forms/d/1BIWMZh7IjpZ95vQ4mU8JxRN8CxrTIJic93-MD259srQ/edit

The Problem

The Faculty Affairs Committee believes that the process of awarding sabbaticals has become untenable, and has led to significant morale problems and unnecessary competition among faculty. The committee further believes that in this time of resource deficiency and workload issues, steps must be taken to reduce the burden on both the applicants and the review committees.

Identified Issues:

- Too few awards available (contract specified 12% minimum)
- Difficulty in evaluating quality or merit
- Multiple levels of review not required by the contract
- Multiple levels of ranking not required by the contract
- The need to reapply each year even if project is unchanged
- Competition between colleagues creates morale problems

The Process

The university's current sabbatical review process includes several procedural steps that are not explicitly required by the collective bargaining agreement. Notably, the independent recommendation and ranking from the department chair or school director, the college-level committee review and ranking, and the dean's independent ranking are layers not mandated by
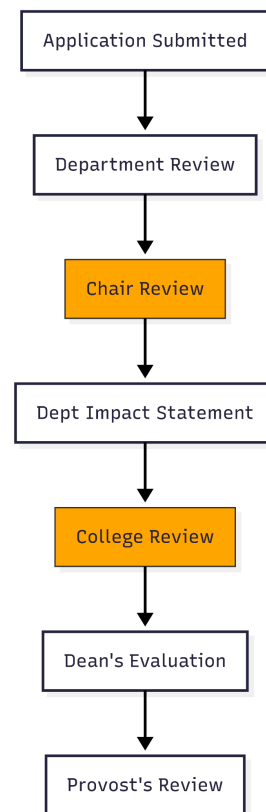
the contract. These extra steps contribute to additional workload and complexity, delaying decisions and increasing administrative burden on faculty and reviewers alike.

Contract (CFA/CSU CBA) Required Steps:

1. **Application Submission** by faculty (Article 27.3).
2. **Professional Leave Committee Review** – elected tenured faculty review and recommend (Article 27.5).
3. **Departmental Statement** on curricular impact (Article 27.6).
4. **Appropriate Administrator Review** – considers committee and department input plus program and budget factors (Article 27.7).
5. **Presidential Decision** – written response including conditions or reasons for denial (Article 27.8).

Current University Senate Policy Required Steps:

1. **Application Submission** to department chair or school director.
2. **Department/School Committee Review** with recommendation and ranking.
3. **Chair/Director Independent Recommendation** (optional).
4. **Departmental Statement** on curricular impact
5. **College Committee Review** with ranking and recommendation.
6. **Dean's Evaluation**, with review, ranking, and possible denial.
7. **Provost Review**, which includes final approval or denial with written feedback.

Application Submitted

Department Review

Chair Review

Dept Impact Statement

College Review

Dean's Evaluation

Provost's Review

*Not Required by CBA

The Proposed Process Change

The Faculty Affairs Committee would like to explore a more streamlined review process, aligned more closely with the requirements outlined in the Collective Bargaining Agreement (Articles 27.3–27.8) that would preserve the integrity of sabbatical review while reducing workload and improving transparency. This change would also promote fairness by maintaining a queue of approved faculty sabbatical applications from year to year, with new applications added to the end of the waitlist. An application would not need a subsequent departmental review unless the project substantially changed from a previous year.

The main changes would be:

1. Single review for a project, rather than replicated annual reviews
2. The removal of a review by the Chair and College
3. The removal of a ranking by the Dean
4. The introduction of a queue maintained by the College

Proposed Steps:

1. **Application Submission** (Article 27.3)
2. **Department Committee Review** (Article 27.5) (Provides an "acceptable/unacceptable" assessment)
3. **Department Chair Resource Feasibility** (Article 27.6) (A resource review only)
4. **Dean Review** (Article 27.7) (Review Only)
5. **College Rank (**A queue maintained according to a prescribed algorithm)
6. **Provost/Presidential Decision** (Article 27.8)

Application
↓
Department Review
↓
Chair
↓
Dean Review
↓
College Queue
↓
Provost's Review
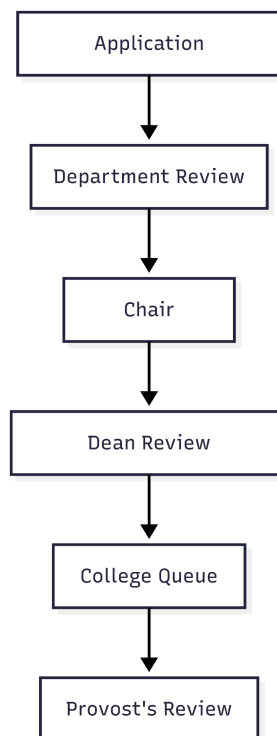
This simplified model preserves contract compliance and academic standards while addressing concerns raised in faculty discussions about excessive workload, morale issues due to hyper-competitive processes, and inefficiencies caused by multiple overlapping levels of review. It supports a more equitable and person-centered approach to sabbaticals, better reflecting their foundational purpose: to provide rest, renewal, and professional growth for faculty.

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

List Name	Card Name	Labels
*Academic Policy & Planning (AP&P)	20/21_06: ASCSU Resolution: FACULTY EMERITUS/EMERITA STATUS: REVOCATION AND APPEAL	In Committee (purple)
*Academic Policy & Planning (AP&P)	21/22_04: Five-Year Review of Academic Administrators	In Committee (purple)
*Academic Policy & Planning (AP&P)	21/22_28: Review & Update Search Committees for University Admin Bylaws	In Committee (purple)
*Academic Policy & Planning (AP&P)	23/24_08_Updating Definition of Faculty in Constitution	In Committee (purple)
*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)	In Committee (purple)
*Academic Policy & Planning (AP&P)	24/25_6: Review of CO-Mandated Minimum Course Enrollments and Related Policies	In Committee (purple)
*Committee on Committees & Elections (CCE)	22/23_09: Review & Update Policies Related to Senator Committee Assignments	In Committee (purple)
*Committee on Committees & Elections (CCE)	23/24_02: Senate Elections: Methodologies for Voting	In Committee (purple)
*Constitution & Bylaws (CBL)	22/23_19: Update Policy Language related to Committees	In Committee (purple)
*Constitution & Bylaws (CBL)	22/23_18: Bylaws 11.0 and 13.0 Updates	In Committee (purple)
*Constitution & Bylaws (CBL)	23/24_15: Review Process for Filling Vacancies	In Committee (purple)
*Constitution & Bylaws (CBL)	23/24_16: Union Representation on Senate Executive Committee	In Committee (purple)
*Diversity, Equity & Inclusion (DEI)	21/22_16: Senate Diversity Plan	In Committee (purple)
*Diversity, Equity & Inclusion (DEI)	21/22_06: Policy File Review re 4.0 Diversity--regarding Global Campus & Nondiscrimination & Equality Opportunity Bylaws	In Committee (purple)
*Diversity, Equity & Inclusion (DEI)	21/22_22: Condemning Hostile Teaching Environments	In Committee (purple)
*Diversity, Equity & Inclusion (DEI)	23/24_14: Senate Principles of Shared Governance	In Committee (purple)
*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?	Officers: Final Processing (blue)
*Faculty Affairs Committee (FAC)	23/24_11: State of Student Course Evaluations	Officers: Final Processing (blue)
*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"	In Committee (purple)
*University Resources & Planning (URP)	23/24_03: Alcohol Products Co-Branding at SDSU	Complete/Passed (green)
*University Resources & Planning (URP)	23/24_13: Contextualizing the Fiscal Cost/Benefit of Athletics	In Committee (purple)
*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	SEC/Senate Processing (orange)
Environment and Safety	20/21_03: Update Environmental & Safety Committee Charter.	In Committee (purple)
Environment and Safety	21/22_10: Smoking and Smudging Policy Bylaws and Updates	In Committee (purple)
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.	In Committee (purple)
Faculty Honors and Awards	22/23_10: Update Committee Charge and Clarify Responsibilities	In Committee (purple)
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.	In Committee (purple)
Freedom of Expression	21/22_11: Academic Freedom Policy Review.	In Committee (purple)
International Affairs Council	22/23_01: ACIP Representative & Meeting Payment	SEC/Senate Processing (orange)
International Affairs Council	22/23_02: Tracking Undergraduate, Masters, Doctoral Proposals for Impacts on International Students	In Committee (purple)
Instructional and Information Technology	22/23_21: Provide Report on Impact of AI	In Committee (purple)
Instructional and Information Technology	23/24_10_Anti-Doxxing Policy	In Committee (purple)
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	SEC/Senate Processing (orange)
Research Council	21/22_07: Integrity in Research and Scholarship Policy Review	In Committee (purple)
Student Media Advisory	21/22_13: Student Affairs & Student Media Advisory Committees Reviews and Updates	In Committee (purple)
Bookstore Advisory	22/23_12: Add Librarian to Bookstore Advisory	In Committee (purple)
Bookstore Advisory	23/24_09_Removing Bookstore Advertising Items Not Approved by Faculty	In Committee (purple)
Teacher Preparation Advisory Council	21/22_32: Teacher Preparation Advisory Council Bylaw Review and Update	In Committee (purple)
Honorary Degree	22/23_20: Update Honorary Degrees Policy	In Committee (purple)
Campus Fee Advisory Committee	23/24_07: Assessment and Report of Student Success Fee Proposals Funded	In Committee (purple)

AY2025-26

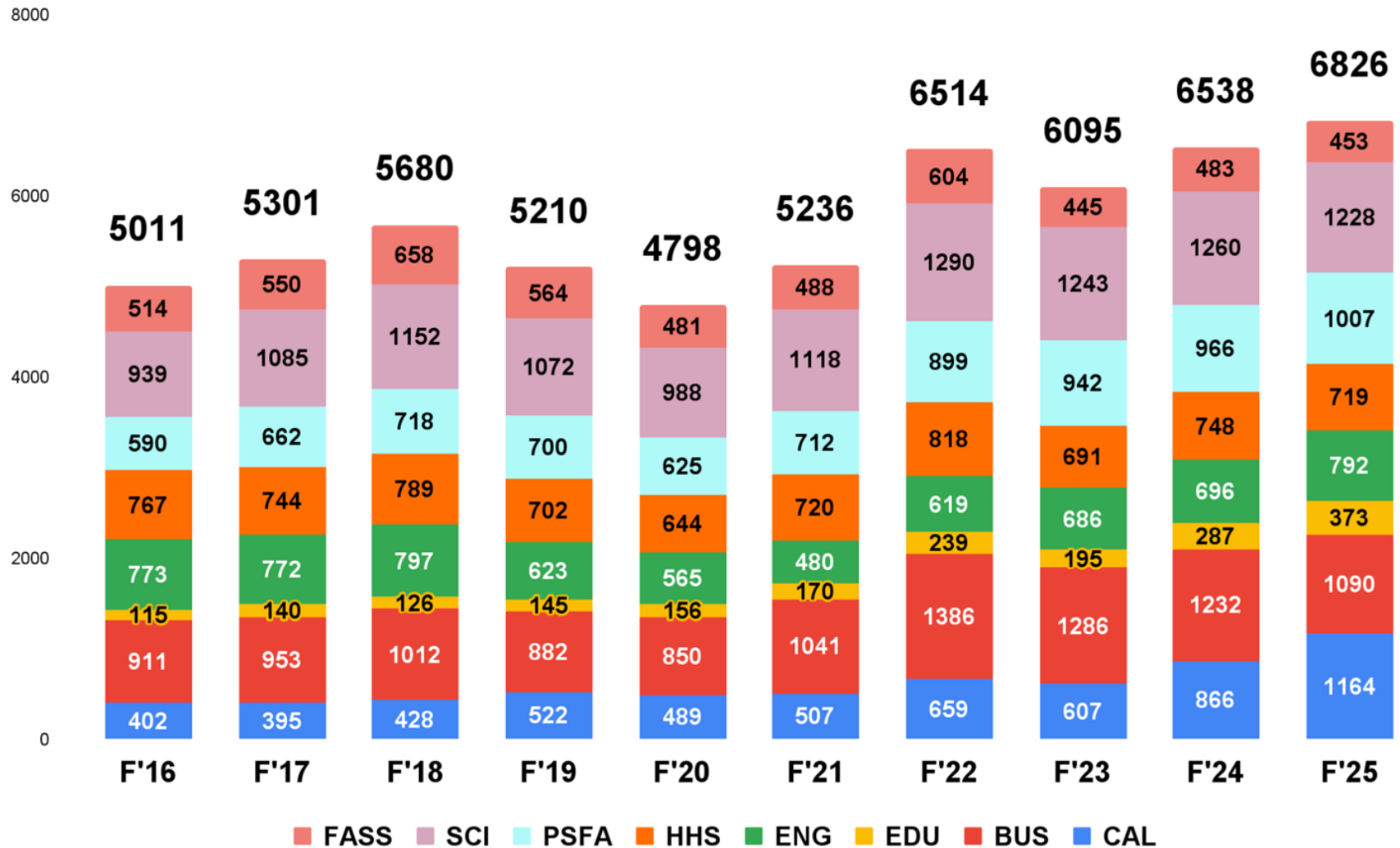| Posted Date	$2,372.28	Payee	Purpose / Justification / Notes
9/2/2025	$463.33	SDSU Catering	Catering: E13538 - Senate Meeting
8/25/2025	$259.00	N AND D AWARDS	Gifted Plaques
8/19/2025	$400.00	Faculty Staff Club	Kickoff Luncheon for SEC and Senate Committee Chairs
8/19/2025	$250.00	Faculty Staff Club	Room Reservation for SEC Meeting
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

SDSU

San Diego State University

ENROLLMENT UPDATES

October 1, 2025
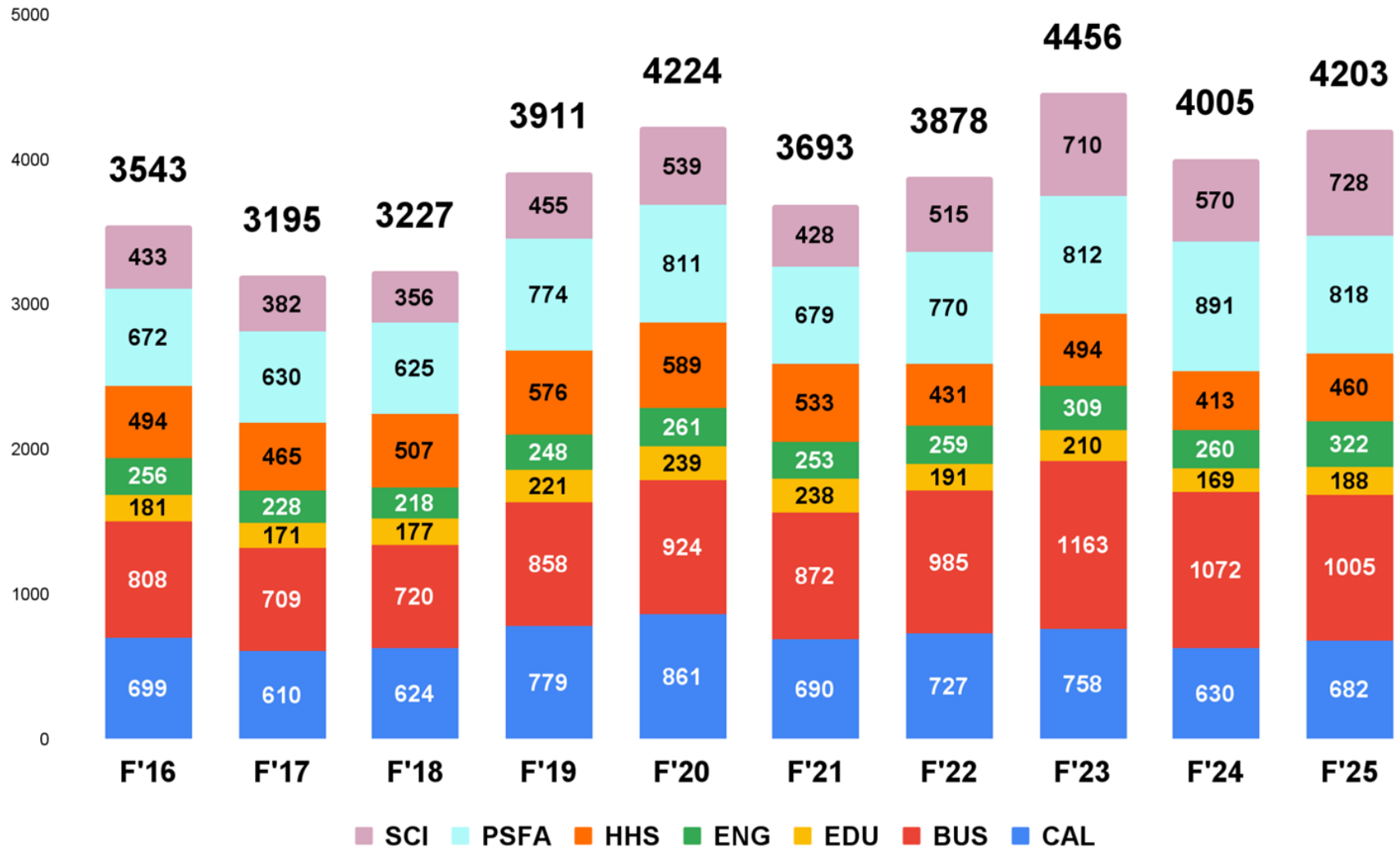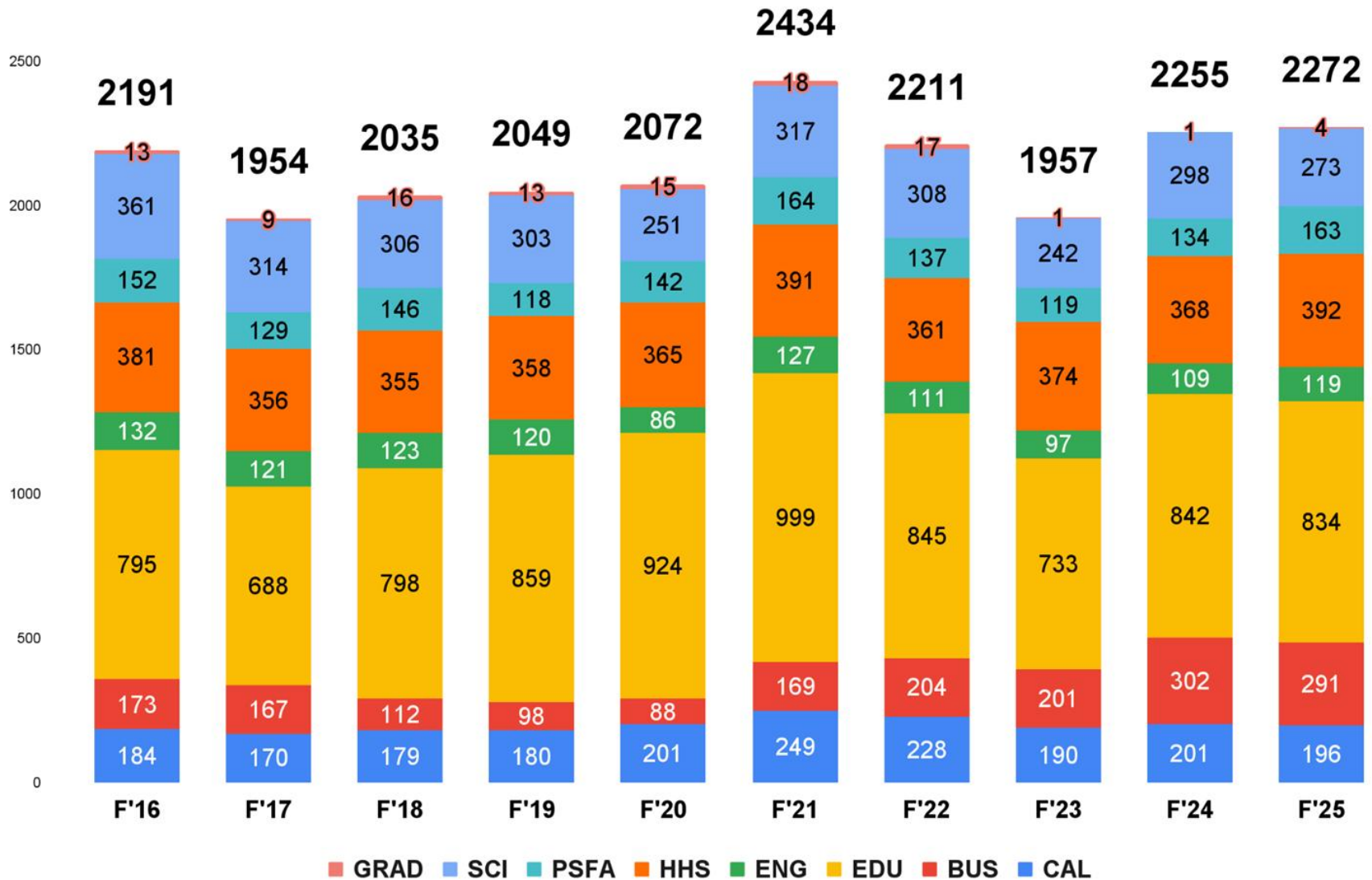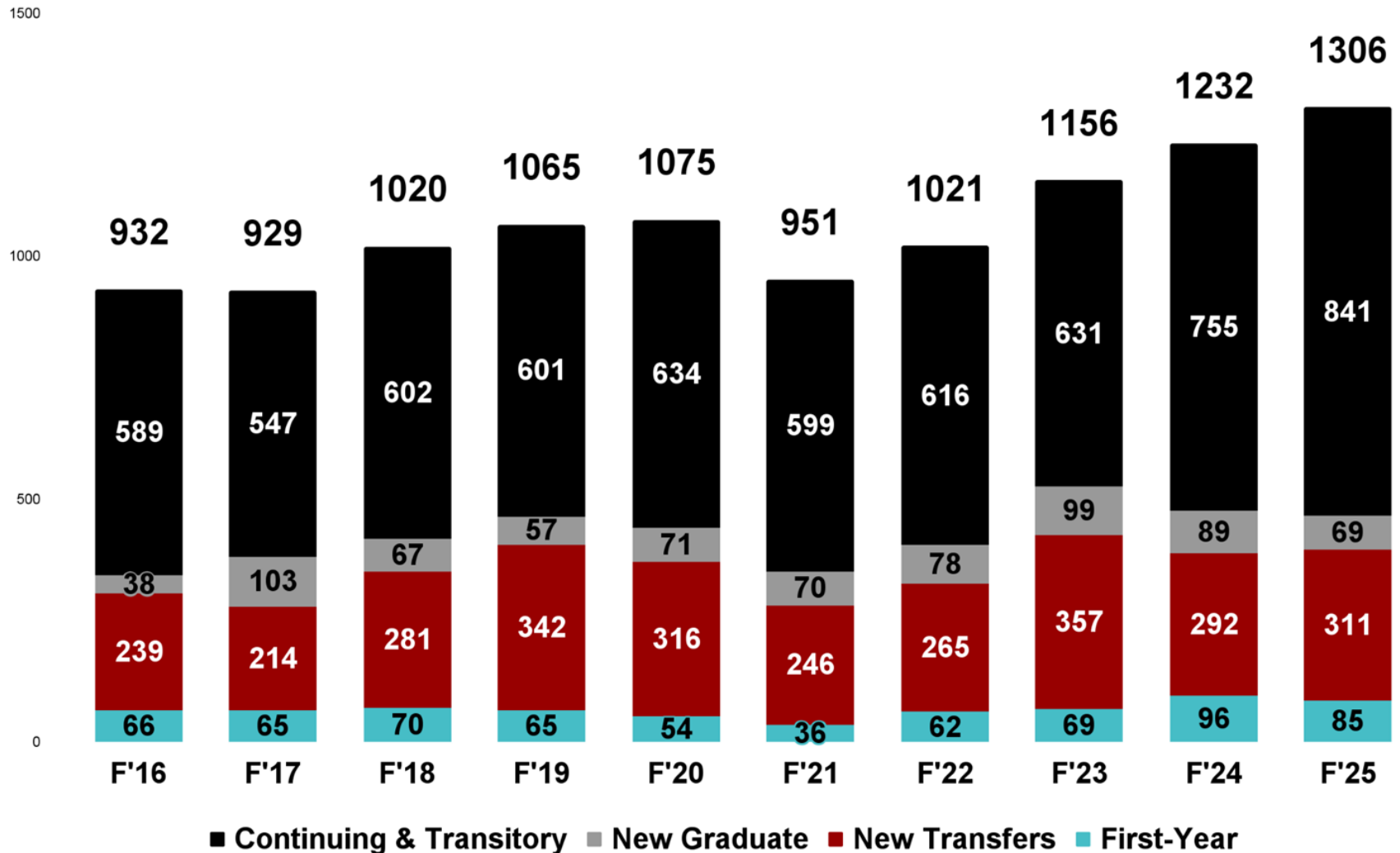
SDSU 2.4% Above Fall Target

UNIT	Census F24	Census F25	DIFF vs. F24	F25 TARGET	% to TARGET
CAL	10,060	10,233	+173	10,404	98.4%
BUS	4,450	5,022	+573	4,495	111.7%
EDU	2,356	2,527	+172	2,425	104.2%
ENG	1,837	2,085	+248	1,900	109.7%
HHS	3,542	3,640	+98	3,612	100.8%
PSFA	5,342	5,473	+131	5,500	99.5%
SCI	7,395	7,760	+366	7,550	102.8%
IV	965	1,018	+52	994	102.4%
OTHER	514	526	+12	520	101.2%
TOTAL	**36,459**	**38,283**	**+1824**	**37,400**	**102.4%**

Due to SDSU's Strong Fall Enrollment, New Student Intake will be Limited in Spring 2026

SD Campus:

- 100 new undergrads
- 50 INTL grads + 50 resident grads

IV Campus:

- 75-100 new undergrads

Graduate Applications

Unit	Apps
BUS	9
CAL	4
EDU	102
ENG	92
HHS	8
PSFA	1
SCI	27
TOTAL	243

117

Subset of Financial Aid Changes in the 'Big Beautiful Bill'

Policy Change	Effective Date
Capping Parent PLUS loans ($20K/yr, $65K lifetime, per student)	July 1, 2026
Eliminating Grad PLUS loans	July 1, 2026
Capping annual and lifetime graduate loans (graduate limits: $20.5K/yr, $100K lifetime; professional program limits: $50K/yr, $200K lifetime)	July 1, 2026
Introducing workforce Pell for all accredited institutions	July 1, 2026
Accountability measure for low-earnings programs	July 1, 2026

https://www.nasfaa.org/uploads/documents/Federal_Student_Aid_Change_OB3.pdf

118

THANK YOU AND QUESTIONS

Legislation & Resolutions
Associated Students | San Diego State University

Resolution to Adopt the Academic Partnership Agreement at San Diego State University

Whereas, San Diego State University (SDSU) recognizes the importance of maintaining a structured and equitable academic experience, fostering an environment where clarity in policies and collaborative relationships between students, faculty, and administration are prioritized, and

Whereas, the shared governance model at SDSU emphasizes active student involvement in university decisions, encouraging student participation in shaping policies related to academic affairs and other matters that affect the student experience, and
Whereas, the faculty have agreed to adhere to the standards outlined in the University Senate Policy File and University Policies, and

Whereas, students, faculty, staff, and administration share a common goal of promoting a thriving learning environment where academic integrity and student learning remains at the forefront, and

Whereas, students value transparency, consistency, accountability, and collaboration in academic policies and practices, and
Whereas, recurring concerns have arisen in areas such as grading, feedback, office hours, syllabi, teaching discrepancies among teaching assistants, and the use of Artificial Intelligence in grading; and therefore let it be

Resolved, that Associated Students calls on the University Senate and faculty to enter into an Academic Partnership Agreement which reinforces existing University Senate Policy File and University Policies and implements new measures that address emerging academic concerns, and let it be

Resolved, that Associated Students fully supports the attached <u>Academic Partnership Agreement</u> (hereinafter the "Agreement") and urges faculty, staff and administration to formally adopt and implement its principles and recommendations to enhance academic transparency, consistency, accountability, and collaboration as outlined in the Agreement, and let it be

Resolved, that this Agreement reflects the shared commitment of SDSU's students, faculty, staff, and administration to maintain transparency, consistency, accountability, and collaboration within the academic environment, ensuring continuous improvement through open communication and mutual respect, and let it be

Resolved, that this resolution be distributed widely including, but not limited, to the sitting SDSU President, SDSU University Senate, The Center for Teaching and Learning, The University Provost, SDSU's college deans, and the California State Student Association.

Academic Partnership Agreement

I. Introduction

The Academic Partnership Agreement (hereinafter the "Agreement") aims to reaffirm existing academic policies and establish a collaborative framework between students, faculty, staff, and administration, reinforcing transparency, consistency, and accountability in academic practices.

While the University Senate retains authority over academic policy, the Agreement serves as a guiding document to amplify existing guidelines and address challenges in the educational framework. Associated Students recognizes the importance of an equitable academic experience that fosters clarity and constructive collaboration.

By promoting effective communication and the fair application of academic standards, the Agreement will ensure active contributions from all members of the university community. Emphasizing shared governance and continuous dialogue, the Academic Partnership Agreement supports an environment where integrity and high-quality education remain central to the institution's mission.

This Agreement reflects and upholds San Diego State University's commitment to academic excellence, student success and the pursuit of knowledge, as outlined in its **Mission Statement:**

> "The mission of San Diego State University shall be to provide well balanced, high quality education for undergraduate and graduate students and to contribute to knowledge and the solution of problems through excellence and distinction in teaching, research, and service. The university shall impart an appreciation and broad understanding of human experience throughout the world and the ages."

San Diego State University has a longstanding commitment to shared governance[1][2][3][4], recognizing the vital role of students in shaping university policies and initiatives. This principle ensures that students actively contribute to decisions affecting their academic and campus

---

[1] "Encourage[s] an environment where students are more actively involved with important university decisions including but not limited to: enrollment management, budgets and other policy issues that affect the student experience at SDSU" (Shared Governance Taskforce Recommendation)

[2] "Create[s], promote[s] and fund[s] social, recreational, cultural, and educational programs and facilities both on campus and in the community, advocate[s] for student interests, provide[s] leadership opportunities and participate[s] in shared governance" (About Associated Students)

[3] "[Enhances] its long lasting tradition of participating in shared governance in order to strengthen the relationship between every student on campus and the University Administration" (A Resolution in Support of SDSU's Current Shared Governance Model)

[4] "Continue[s] to work with the administration and the Senate to provide input and opinions on issues that affect SDSU characterized by respect, understanding, communication and compromise towards all parties involved in the decision making process" (A Resolution in Support of SDSU's Current Shared Governance Model)

experience, including enrollment management, budgeting, and other key institutional matters. Through Associated Students, SDSU fosters student leadership and advocacy, supporting programs and initiatives that enhance the social, cultural, and educational environment both on campus and in the broader community. Resolutions reaffirming shared governance emphasize the importance of collaboration between students, faculty, and administration, strengthening relationships through open communication, mutual respect, and a commitment to collective decision-making.

II. Purpose

At San Diego State University, students, faculty, staff, and administration share a common goal: maintaining a transparent, consistent, accountable, and collaborative academic environment. The Agreement serves as a formal commitment to uphold these values in academic policies and ensures their clear communication and fair application.

And in recognition of faculty, staff, administration, and students as equal stakeholders in academic success, we, the Associated Students, with this Agreement seek to:

Enhance transparency, defined as clear communication of academic policies, grading criteria, and expectations;

Promote consistency, through equitable application of grading standards across courses and departments;

Strengthen accountability, by establishing a framework for addressing concerns and ensuring continuous improvement; and

Encourage collaboration, through ongoing dialogue between students, faculty, staff and administration.

III. Academic Practices Cited In The University Senate Policy File and University Policies

Certain practices and policies are already enumerated in the The University Senate Policy File and University Policies. This Agreement seeks to reaffirm and reinforce these commitments so that they remain central. Specifically, this Agreement calls upon the faculty to uphold the following:

"Professional responsibilities shall serve as a guide to responsible performance that is consistent with the highest ideals of the academic profession. It is not intended to serve primarily as a reference for disciplinary action. Ordinarily, departures from responsible professional behavior should be corrected by calling the matter to the attention of the person involved and handled within the individual's academic unit. If a breach of professional responsibility is alleged that cannot be, or is not, adequately handled informally within the basic academic unit, the matter should be taken up at the next institutional level."

As part of this reaffirmation, we urge faculty to uphold the following key academic commitments:

- **Timely Grading[5]:** "Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades"
    - Examples of *"timely":* 2 weeks after the due date, before the final exam with 1 week to review etc.
- **Access to Grading Information[6]:** "Examinations, reports, and course papers shall be returned to the students in accord with each student's right to confidentiality, which, however, shall not apply to dissertations or comprehensive examinations at the master's or doctoral level"
- **Syllabi Expectations[7]:** "Instructors shall provide students with access to their course syllabus at or before the first class meeting and shall post their syllabus on the official SDSU learning management system as well as any other course website routinely accessed by the course students. Any major changes to the course syllabus shall be announced in class, communicated to all students electronically, and incorporated into an updated and posted version of the syllabus."
- **Regular Office Hours[8]: "**Each faculty member shall hold regularly scheduled office hours and shall post a schedule of those hours and their contact information at their office location and within their syllabus."

IV. New Proposed Academic Policies to be Implemented

Building on the reaffirmed academic practices, this section introduces additional policies designed to further enhance transparency, consistency, accountability, and collaboration within academic affairs.

- **Timely Grading:** Expanding on the University Senate Policies, *Section - Assignment of Grades and Grade Appeals*, which states "Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades" faculty, including instructors, should address within their syllabi, their expectations or definitions of "timely grading" to create transparency and accountability.
- **Access to Grading Information[6]**: Expanding on the University Senate Policy File, *Section 3.3.3. Records and Retention*, which states "Examinations, reports, and course papers shall be returned to the students in accord with each student's right to confidentiality…" students should have the right to review their grades and seek clarification as needed. They may request explanations for their scores

---

[5] University Policies: Section - Assignment of Grades and Grade Appeals

[6] University Senate Policy File: Records, 3.0 Records and Retention, 3.3 Examinations and Course Papers

[7] University Senate Policy File: Academic Responsibilities, 2.0 Course Syllabi, Subsection 2.2

[8] University Senate Policy File: Academic Responsibilities, 4.0 Faculty Office Hours

and view their exam results, including any incorrect answers, after the exam. This can be done during office hours or through in-class review sessions. Additionally, students are entitled to access their published grades on Canvas, including those for individual assignments and exams, and professors should therefore not "lock" their overall course grades in their Canvas course.

- **Constructive Evaluation:** Students should be given clear rubrics/guidelines for essays, projects, assignments, etc. when assigned, to ensure they understand the grading criteria. Rubrics should be provided for assignments exceeding 20% of a student's overall course grade, as stated within the syllabi. To maintain consistency, grading rubrics should be standardized across departments. Furthermore, for subjectively graded assignments—such as essays, projects, and presentations—students should receive detailed, constructive feedback to support their growth and improvement.
    - Examples of *"specific feedback":* Notating "formatting needs to be reviewed" or "lack of depth" on papers to highlight areas for growth; Demonstrating the difference between grade A, B, and C papers or assignments, prior to due date to clarify expectations.
- **Assessing Exam Question Effectiveness**: Students should not be penalized for exam questions that 100% of the class answers incorrectly, as this may indicate issues with the question's clarity or the effectiveness of instruction. Since such instances reflect potential gaps in teaching rather than student performance, class results on individual exam questions should be reviewed. Unfair or misleading questions should be removed from the exam grade to ensure a fair assessment.
- **Meaningful and Accessible Office Hours:** Students should have access to office hours to accommodate their needs in the instance they have a reasonable time conflict with originally scheduled office hours, via appointment. Professors must ensure that office hours do not replace scheduled class time and should use class sessions for instruction. If office hours are counted toward attendance or grades, professors should provide alternative meeting times during "dead" hours—when no classes are scheduled—or at times that better suit students' availability.
    - *Example: BA 323 scheduled Wednesdays, 4:00-6:40 pm; BA 323 Professor should not hold office hours instead of class on Wednesdays 4:00-6:40 pm and offer other opportunities for consulting with the professor.*
- **Streamlining Teaching Assistant (TA) Grading Practices:** Colleges should ensure that TAs receive proper training through taking a pedagogy course to maintain cohesion in grading standards, assessments, assessment modality, and course material before leading labs or small lectures. Students should be allowed to provide mid-semester feedback for TAs to maintain consistency in grading across different sections and prevent discrepancies in how course material is assessed.

- **Prohibition of Weekend, In Person Exams:** In-person exams should not be scheduled on weekends, as these are designated non-working days for both students and faculty. Many students have jobs, family obligations, or limited campus access, making weekend exams inconvenient and inequitable. Exceptions may only be made if the professor determines it is essential for the coursework and receives approval from the Department Chair of the college. However, for asynchronous courses or online courses without scheduled class times, it is understandable that online weekend/"over-the-weekend" exams may be permitted.
- **Notice of AI (Artificial Intelligence) Use in Grading:** Just as students are required to disclose when they use AI in their assignments, professors should also disclose the use of AI in grading to maintain transparency. Students should also be given the opportunity to dispute grades when AI is utilized as a measure of determining grades on assignments. Additionally, colleges and departments should establish and standardize clear AI grading policies that all professors must follow to maintain consistency and accountability.
- **Fair Attendance Grades:** Attendance policies should be designed to support student learning while considering individual circumstances. Professors must clearly outline attendance expectations in the syllabus, ensuring they align with the course's instructional goals. Professors should offer reasonable flexibility for absences due to illness, emergencies, religious observances, or other legitimate reasons. Students should have the opportunity to make up excused missed participation points or in-class work through alternative assignments or office-hour discussions. Attendance policies should be applied consistently and equitably across all course sections to maintain fairness.

V. Reaffirmation of Resolving Grading Disputes

To ensure fairness and uphold academic integrity, it is essential to have clear procedures in place for students to address grading concerns effectively.

While faculty maintain the authority to assess student performance and approve candidates for graduation, this agreement affirms the importance of a structured, transparent, and accessible grade appeal process to protect students from grading inconsistencies, bias, or procedural errors.

- **Office of the Ombudsman Procedures for Handling Student Concerns Regarding Members of the Faculty**
  - Step 1: Talk to the Professor or Instructor of Record
  - Step 2: Talk to the Department Chair
  - Step 3: Talk to the Assistant Dean for Student Affairs
  - Step 4: Meet with the Student Ombudsman

- **University Policy Streamlined Appeals Process**:

- ○ "If you believe that an appropriate grade has not been assigned you should first seek to resolve the matter with the instructor of record. If the matter cannot be resolved informally, you may present the case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction. Requests to improve an earned grade assigned at the end of a semester by completing additional coursework are not considered. It is your responsibility to attempt to resolve grade disputes in a timely manner, typically during the semester following the semester the questioned grade was received. If 12 or more months have elapsed since the grade was issued, or you have graduated, no grade change will be considered."

VI. Student-Faculty-Administration Collaboration

Effective collaboration between students, faculty, and administration is essential to fostering an academic environment that prioritizes fairness, transparency, and shared governance. This Agreement requests the following:

- **Faculty Training & Development**: Workshops through the Center for Teaching and Learning on fair grading practices and student engagement, with involvement from the A.S. Vice President of University Affairs and two Board of Directors, Student-at-Larges.
- **Student Representation on Academic Planning and Policy Committee**: Reaffirming the student representatives' voices, sitting on A.S.'s University Council, in curriculum and grading policy discussions.

VII. Implementation & Review

To ensure that the collaborative efforts outlined in this Agreement translate into tangible improvements, we recommend a structured approach to implementation and continuous review, for example:

- **Charge the University Senate's Academic Planning and Policy Committee:** Ensure the integration of reaffirmed and newly proposed academic standards into official policies, including course syllabi, University Senate Policy, University Policy, and San Diego State University's website.
- **Charge the Individual Colleges through the College Deans:** Integrate the Academic Partnership Agreement into Canvas Homerooms in each college/department, requesting that a Canvas pop-up notification will be sent to all students so they are made aware of this Agreement.
- **Charge the Individual Colleges and Department Chairs:** Ensure each college and department policy file is updated to address the points in this agreement.
- **Semesterly Student Feedback Review**: Analyze student feedback surveys to assess faculty adherence to key responsibilities, including transparency, consistency, accountability, and collaboration.

- **Internal Review of Student Feedback Survey Responses:** Evaluate student feedback to ensure faculty members uphold academic policies and responsibilities, addressing any discrepancies between stated expectations and actual classroom practices.
- **Student Input on Future Policy Revisions:** Students, through Associated Students and other representative bodies, reserve the right to provide input on any proposed revisions to University Senate or University Policies that affect the clauses within this Agreement, ensuring continued student voice in shaping academic standards.

VII. Student Commitment to Academic Integrity and Partnership

In recognition of the collaborative nature of the academic experience at San Diego State University, students also seek to affirm their responsibility in upholding the principles of this Agreement. As equal stakeholders in academic excellence and shared governance, students commit to the following:

- **Engagement and Respect:** Such as, attending classes, participating in discussions, maintaining respectful communication with faculty, staff, and peers, etc.
- **Academic Integrity:** Upholding honesty in all academic work, including proper citation practices, refraining from unauthorized use of AI tools, and following university policies regarding cheating and plagiarism.
- **Responsiveness and Accountability:** Reviewing syllabi, meeting deadlines, and addressing concerns through appropriate channels, including faculty office hours and formal grievance procedures when necessary.
- **Constructive Feedback:** Participating in course evaluations and feedback opportunities in good faith, offering insights that promote mutual growth and teaching effectiveness.
- **Collaboration and Shared Governance:** Such as, supporting and engaging in academic committees, forums, or advisory boards where student input is invited and valued.

This shared understanding acknowledges that student success is a collective responsibility and that mutual respect and accountability are foundational to the academic community.

IX. Conclusion

Students, faculty, and administration unite to foster transparency, consistency, accountability and collaboration, enhancing the educational experience while valuing all stakeholders in SDSU's mission. This Agreement supports existing policies while integrating new standards to address academic challenges, ensuring that all academic policies are effectively communicated and fairly applied. Regular evaluation of student feedback helps maintain academic integrity and encourages continuous improvement through open communication. By strengthening mutual respect and understanding, this partnership promotes a supportive learning environment for academic and personal growth. More than just a policy, it represents a commitment to fairness,

integrity, and student success, defining the future of SDSU through shared responsibility and collective progress.