2022-2023 End Committee Report Form

Committee: Committee on Committees

Chair: Reiko Kataoka	**Chair-Elect for 2023-2024**: Reiko Kataoka
Number of Meeting held: 4 08/22/2022; 08/29/2022; 09/19/2022; 04/10/2023. After the first three meetings, normal operations were carried out by regular and need-based email communications.	Phone: 408-924-4712 Zip: 0092 Email: reiko.kataoka@sjsu.edu

Items of Business Completed 2022/2023

1. Recruited faculty to serve on various Senate committees.

2. Maintained the list of vacancies to be viewed by campus community members.

3. Created a shared spreadsheet for the student member and the Associated Students, where the current members and vacancies can be viewed.

4. Created a shared folder for Committee on Committees members where policies, nomination procedures, application forms and applications, and consent calendars can be viewed.

Unfinished Business Items from 2022/2023

1. In preparation for the AY 2023-2024 there are still a few remaining vacancies on operating and policy committees.

New Business Items for 2023/2024

1. Eliminate all vacancies on Senate committees for AY 2023-2024.

2. Committee on Committees will review current policies and discuss if there are any aspects such as terms and recruitment procedures that currently vary across committees might be unified.

Present: Luis Arabit, Alerie Flandez, Katy Kao, Reiko Kataoka (chair), Evan Palmer,
Xiao Rose Wang (scribe)
Absent: Jennifer Bechkoff, Eva Joice, Marcella McCollum

1. Introduction
1.1. Meeting Procedures and Introduction to ConC by committee chair
1. Members are requested to review the agenda before the meeting so that any changes would bemade and the agendar will be approved at the beginning of a meeting.
2. Chair showed the shared ConC drive and its contents.
3. Chair explained the tasks of ConC and information in the Senate webpage such as:
   - ConC charge and membership on the <u>AS Committee Descriptions </u>page.
   - who is on what committee on the <u>Senate Assignments page</u>.
   - the <u>SJSU Academic Senate handbook</u>.
4. Chair explained the relationship among the Senate committees (about 40 committees).

1.2. Self-introductions of ConC members

2. ConC meeting minutes
2.1. Discussed the process for writing minutes.
1. Minutes will include the following:
   - The discussion topic
   - The discussion contents as needed, as succinctly as possible
   - The outcome of the discussion.
2. Minutes will be uploaded to the shared drive. The members could revise them before approval.

2.3. Establish minutes rotation

3. Develop group norms for ConC meetings
1. From discussions: Respect each other, talk after a person finishes his/her talk, raise hand, respect the culture difference, etc.
2. From chat: Be Professional, clear, respectful. Clear and effective writing.
3. Shared materials: "Communication and Netiquette Expectations" and "Zoom Etiquette Guidelines."

(5 minutes break)

4. Reviewed Senate Committees, Consent Calendars, and current Vacancies
1. The Structure of the Senate and Senate Committees
2. Current consent calendar
3. Current vacancies
   - After August 29th, the vacant seats will be converted to faculty-at-large seats.
   - The website we went over are:
     - <u>SJSU Academic Senate handbook</u>
     - <u>SJSU Academic Senate assignments page</u> and
     - the <u>Committee Vacancies</u> page.

5. Previewed upcoming items for this semester

5.1. Analyzed sample committee policies - as compiled in the committee descriptions

1. We looked into the three committee descriptions in <u>committee descriptions</u>.
    - Executive Committee
    - Professional Standards Committee
    - Athletics Board
2. We annotate the policy for the following:
    - What do you notice?
    - Structure of the policy
    - Membership
    - What is interesting?
    - What is confusing?
    - What questions do you have?

5.2. Discussed the operation of ConC

1. We discussed how we as a committee will operate based on the current policies and discussed the opportunity to facilitate work of ConC.

6. Wrap up

1. Wrap up and reviewed the next steps.
2. The meeting adjourned at 4 p.m.

<p style="text-align: center;">**Committee on Committees Meeting Minutes (Summary)**</p>
<p style="text-align: center;">**8-29-2022, by Zoom (2-4 pm)**</p>

Present: Luis Arabit, Alerie Flandez, Eva Joice, Katy Kao (scribe), Reiko Kataoka (chair), Evan Palmer, Xiao Rose Wang

Absent: Jennifer Bechkoff, Marcella McCollum

1. **Introduction**
   1. Members introduced themselves
   2. Eva Joice is a non-voting member

2. **Approval of agenda and minutes**
   1. Meeting Minutes of 08/22 approved (6-0-0)
   2. Agenda of today's meeting approved (6-0-0)

3. **Overview of Academic Senate**
3.1. **Function**
To advise the University President on new policies or changes to current policies at SJSU

3.2. **Membership and Election**
   1. Members:
      - Faculty (from 7 different colleges)
      - Staff representing General Unit
      - Students appointed by the Associated Students Board
      - Honorary senators: non-voting members, have institutional knowledge
   2. Elections (based on bylaws and constitution)
      - Senate elections procedures explained
      - Special elections explained
   3. List of Senators

3.3. **Senate Committees**
   1. Types of Committees
   2. Membership and appointment
      - Student members are recommended by AS
      - Some Faculty are appointed
      - Default ConC procedures explained
        *Note: ConC members are requested to inform and encourage colleagues to apply for the vacancies.

4. **New Appointments**
   1. Review the current vacancies
   2. Review the current consent calendar
   3. Review current Applications in ConC folder

5. **Discussion**
5.1. **Procedures for Revising Policies**
      - Overview of creating and revising university policies

- SM-S19-1, Senate Management Resolution, Charge and Membership of Senate Policy Committees
- Sample Referral Form
- Discussion on terms
  - "Full-time faculty" could be interpreted as a lecturer who is working full time, or it could be interpreted as a tenured/tenure-track faculty member.
  - Some terms might be better (re-)defined

5.2. Discussion on work of ConC in AY2022-23
- Committee applicants will be accepted on a "first-come first-serve basis"
- Committee work will be conducted by email (5-0-1)
- Does the committee want to take on clarifying the language of the bylaws?
  - Consensus: We will "take it as we go"
- How to continue filling vacancies?
  - Via email
  - Chair will keep the committee updated via email
- Meeting schedule
  - Frequency: as needed
  - Modality, including emails

5.3. Other discussions
- We will agree to talk about the bylaws later
- ConC will recruit member and forward to Committee on Committee members

6. Meeting Wrap-up
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Post-meeting discussions (by email)

Member suggestions:
- It is important to have clear language in the eligibility requirements about who can be a member of committees (lecturers, tenure-track faculty, etc.).
- The term "general unit" needs to be defined somewhere. (Answered.)
- There have been many different methods for assigning members to committees in the past, and it would be good to have a single, consistent procedure for the process.
- More clarity with regard to committee policy is needed.
- Previous committees used a "first-come, first-served" policy for filling committee seats.

Consensus: the policies and procedures for assigning committee seats need to be clarified.

Committee on Committees Meeting Minutes
9-19-2022, by Zoom (3-4 pm)

Present: Luis Arabit, Jennifer Bechkoff, Alerie Flandez, Katy Kao, Reiko Kataoka, Marcella McCollum, Evan Palmer, Xiao Rose Wang

Absent: Nina Chuang, Eva Joice

1. Approval of documents:

    - Approval of agenda (6-1-0)

    - Approval of minutes (6-1-0)

2. Discussion on method of text-based meetings

    - Agreement that the default ConC procedures, all current applications, consent calendars, and votes can be done via email.

    - Agreement that seat-based discussion can be done via email.

    - Agreement that procedural discussions such as definitions, eligibility, policy questions, default ConC procedures can also be via email.

    - Keep to one question or topic per email thread.

3. Discussion how to take minutes from the text-based meetings

    - Volunteers will be solicited as needed.

4. Applications, consent calendar, and current vacancies

    - Five new applications as of 09/16. All got their first-choice committees.

    - Consent calendar 09/19/2022 – five new assignments.

Meeting wrapped up at 4:01pm

Committee on Committees Meeting Minutes
4-10-2023, by Zoom (3-4 pm)

Present: Luis Arabit, Jennifer Bechkoff, Alerie Flandez, Katy Kao, Reiko Kataoka, Ariana Lacson, Evan Palmer

Absent: Eva Joice, Marcella McCollum, Xiao Rose Wang

During the meeting, the procedures for making the Committee on Committees recommendations for the vacancies were discussed as summarized below.

1. Preparation
   - Know your college/unit's Senators: see List of Senators by Classification
   - Know which policy committee each of your Senators serves currently: see Assignments page
   - Review the applicants. Take note if an applicant is a **Senator for AY 2023-24**
   - Verify the statement of interest for each applicant

2. Committee with a preference statement:
   - If there are multiple applicants for a committee and the committee has a preference, then preferred qualification should be considered.
   - List of committees with a preference:
     - Professional Standards Committee - Tenured faculty
     - IRB - faculty with a CITI certification
     - SERB - familiarity with survey research and/or statistical analysis
     - Alcohol & Drug Abuse Prevention - from a health-related discipline

3. Policy Committees
   - Assign each Senator for a Policy Committee
   - Fill the remaining seats with non-Senator applicants.
   - Confirm that the person is not in any of the Operating Committees that report to that policy committee. (If so, jot down at the bottom of this document that the person needs to be removed from that Operating Committee.)
   - List of Policy Committees and their reporting committees
     - C&R ← GE Advisory Committee, Graduate Studies & Research, IRB, Program Planning, UG Studies, Univ. Writing Committee
     - I&SA ← International Programs & Students, Student Fairness,
     - PS ← Faculty Diversity, SERB,

4. Operating and other Committees
   - Assign a committee member based on the First-come, first-served basis unless the committee has a preference statement.

5. Record the results in the Consent Calendar, in the "by college/unit" tab

6. Record the applications for Faculty-at-Large seats of the following committees:
   - GE Advisory Committee
   - Accreditation Review Committee
   - Alcohol and Drug Abuse Prevention Committee
   - Athletics Board ← recommended by the Executive Committee
   - University Sustainability Board ←recommended by the Executive Committee

7. Record members who need to be removed from operating and other committees, based on the new appointment on a policy committee.

8. Record the applicants who do not receive any committee assignments at this time for further communication. (Note: some applicants are applying for a "Faculty-at-Large" seat after the seat conversion in August.)