# Welcome to the Senate!

- *About once a month, on scores of college and university campuses around the United States, dozens or hundreds of people mill into the auditorium, resigned to the fact that it's going to be a while. There is gavel-pounding. There is heated debate over comma vs. semicolon usage in biology department literature. The institution's president is barraged with questions. And, yes, there are PowerPoint presentations.*

- *Welcome to your average faculty senate meeting.*

J.B. Jones, Chronicle of Higher Education, Sept. 2011

# Vision for the University Senate *

The University Senate will be seen by the Michigan Tech community as a respected, relevant and independent representative body that leads by promoting faculty and staff interests in the shared governance of the University. Its actions will support the University mission, the day-to-day professional activities of faculty and staff. The University Senate is and active partner in University decisions affecting academic and administrative affairs.

Strategies to support our University Senate Vision

- Provide oversight of academic quality by promoting a rigorous and relevant curriculum with attractive and innovative degree programs that best serve students and society.
- Serve as the legislative authority for academic policies and educational guidelines that encourage and ensure student learning.
- Promote ethical behavior, professional discourse, and mutual respect among all members of the University community.
- Ensure that academic freedom and tenure is encouraged and protected in all forms.
- Provide a source of advice and support for the University administration and Board of Trustees by making recommendations regarding faculty and professional staff issues, University finances, compensation, and the workplace environment.
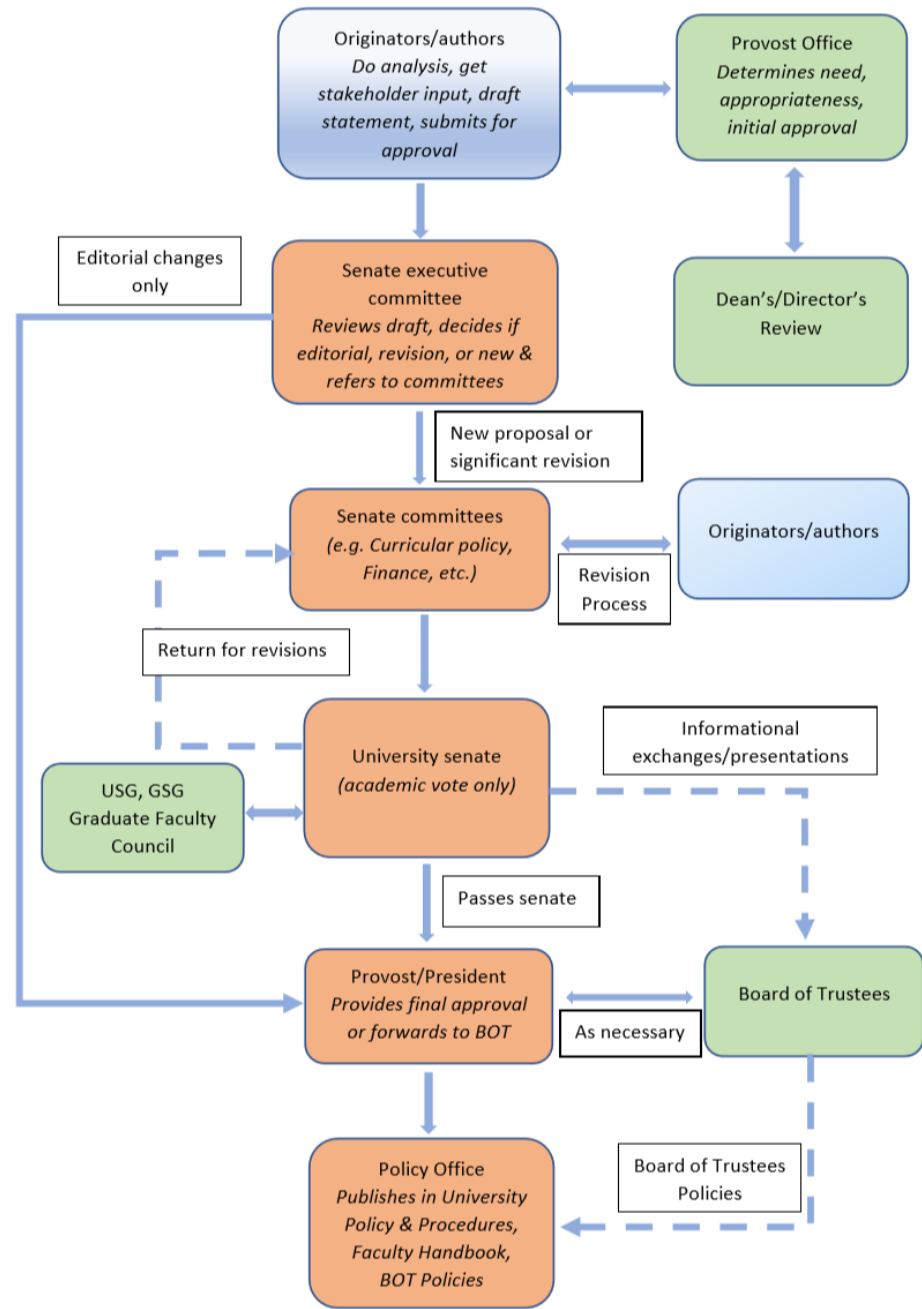
*Draft 9/18

# Role of the University Senate

## The "A" list: Matters of Academic Policy and Procedures

The Senate has the responsibility and authority to review and establish policy and procedures in these areas:

- All curricular matters, including establishment, dissolution, and changes in degree programs.
- Requirements for certificates and academic degrees.
- Regulations regarding attendance, examinations, grading, scholastic standing, probation, and honors.
- Teaching quality and the evaluation of teaching.
- All matters pertaining to the academic calendar.
- The appointment, promotion, tenure, dismissal, and leaves of the academic faculty.
- Criteria for positions that are to be accorded academic rank.
- Academic freedom: rights and responsibilities.
- Regulations concerning the awarding of honorary degrees.
- Procedures for the selection of Deans and Department Chairs.
- Requirements and criteria for unit charters for each academic department.
- Other areas under authority as may be granted by the Board of Trustees, the University President, or their designated representative.

# Formulation of Academic Policy*



**Originators/authors**
*Do analysis, get stakeholder input, draft statement, submits for approval*

**Provost Office**
*Determines need, appropriateness, initial approval*

**Dean's/Director's Review**

Editorial changes only

**Senate executive committee**
*Reviews draft, decides if editorial, revision, or new & refers to committees*

New proposal or significant revision

**Senate committees**
*(e.g. Curricular policy, Finance, etc.)*

Revision Process

**Originators/authors**

Return for revisions

**University senate**
*(academic vote only)*

Informational exchanges/presentations

**USG, GSG Graduate Faculty Council**

Passes senate

**Provost/President**
*Provides final approval or forwards to BOT*

As necessary

**Board of Trustees**

**Policy Office**
*Publishes in University Policy & Procedures, Faculty Handbook, BOT Policies*

Board of Trustees Policies

*Proposed flowchart

# Role of the University Senate

## The "B" list: Other matters of Policy and Procedures

The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:

- Fringe benefits.

- Institutional priorities.

- Allocation and utilization of the university's human, fiscal, and physical resources.

- The J.R. Van Pelt Library, computing facilities, audiovisual support, E.R. Lauren Bookstore, Seaman Museum, etc. as they affect scholarly, instructional, and research activities.

- Admission standards and procedures.

- Student financial aid.

- Selection of the University President, the Provost, and other major university-wide administrators.

- Administrative procedures and organizational structure.

- The evaluation of administrators.

- All areas of student affairs not mentioned specifically above, including their effect on the educational process and on academic achievement.

# University Senate Meetings

## University Senate meetings serve several functions

- To take action in our role as the chief advocate for faculty and professional staff, and use our granted authority on academic policy and shared governance matters.

- To provide faculty and professional staff feedback to the administration, university committees, and the Board of Trustees when they request it.

- To inform our constituents about current university activities, plans, and policy changes.

- There are three main categories of meeting agenda items: reports, informational items, and action items.
  - Each item is allotted approximately 10-15 minutes on the agenda. This time may be extended with appropriate motions or requests to the chair.
  - Reports are provided at each meeting by the Senate president, standing committees, and *ad hoc* committees as needed.
  - Information items are points of business that require feedback from Senate, but no action. Documents are provided beforehand, and Senators may gain feedback from constituents.

# How to have productive University Senate meetings

- The attendees should be engaged and participate in the process.
- Learn and use Robert's rules
  - We will post a short "cheat sheet' on the senate website.
  - Some exceptions are provided in the Senate by-laws
- Allow as many people as possible to provide input.
  - Avoid one or two people monopolizing the discussion
  - Balance the discussion
  - Recognition of visitors by chair when appropriate
- Senators should be prepared for the meetings.
  - Read the materials provided in advance.
  - Review presentations.
  - Prepare your questions, support or objections in advance

- Understand the impact of a Senate proposal or motion.
- Presenters should submit their materials in advance if possible.
  - Posted on the senate website or embedded links in the agenda.
  - Presenters should state what they expect from the senate, or what questions they want answered
  - Establish the type of feedback or input they are seeking.
- Committees must be functioning and effective for the senate meetings to work.
- Address time-critical issues first.
  - Policies exist for emergency proposals.
- People's evenings are valuable, stay on schedule if at all possible!

# Introduction to Senate procedure - proposals

- Action items require the Senate to perform an approval action, either on a proposal, policy, or resolution. Action items are discussed at two meetings & discussion and debate should be relevant to the pending motion.
  - Listed under New Business at the first meeting, background on the topic is provided and initial discussion occurs. Debate is not necessary, but afterwards Senators seek feedback from their constituents.
- At the 2nd meeting this Action Item returns as Old Business with **motion to accept, followed by debate, and a final vote**
- The result of this 2nd meeting will be to:
  - Accept the proposal/policy/resolution, which can then be voted up or down.
  - Send proposal/policy/resolution back to home committee for revision and resubmission.
  - Motions can be modified via amendments by Senators.
  - Amendments are voted on separately prior to the vote on the original motion

Time extension, tabling, or referral to committee is only used if clearly necessary.

# Introduction to Senate procedure – Suggested guidance for discussion and debate

- Senators or guests wishing to speak <u>must be</u> recognized by the chair.

- Senators then <u>state their names for the record</u>, and then ask a question or make a comment.

- Senators are allowed one follow-up question or comment per recognition. (No one should monopolize the conversation.)

- A senator will not be recognized again until everyone else who wishes to speak has had the opportunity.

- Once senator discussion concludes, comments may be taken from the guests (aside from points of clarification or direct queries).

- All discussions with senators or guests should be <u>collegial</u> and not devolve into arguments. (or the chair may call a point of order)

- A Point of Order (noting improper parliamentary procedure) can be employed when:
  - A speaker is interrupted or a comment is made without chair or guest recognition
  - An action item is debated without an active motion
  - A discussion or debate has moved off-topic
  - A speaker has exceeded the question/comment and follow-up limit
  - A voting/parliamentary sequence is done out of order

    Remember we are being recorded for posterity!

# We have a lot to do this year, so we need effective meetings!

There are *many important* things we should address. Some examples include:

- Enhanced visibility and influence for the senate.
- New  academic program additions/deletions.
- Role in administrative searches. (CFO, etc.)
- A new campus-wide code of conduct and appropriate behavior on campus.
- Faculty handbook edits/harmonization with senate and university policies.
- Lecturer/research track sabbaticals.
- Tenure-track-like librarian appointments
- Ownership/copyright of on-line materials.
- On-line course, summer, and overload compensation.
- Increasing faculty numbers
- Role of adjunct faculty.
- Examine the pressures of "platform" tuition on students to take too many credits.
- Teaching evaluations:  bias, "trolling", correct questions, other evaluations
- Compensation – salary equity, health benefits, retirement contributions.
- Educational technology use/allocation across campus.
- Parking and larger transportation issues.
- Homelessness and hunger across the campus.

So what do you think?