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TO: Michael Mullins, University Senate President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

Jacqueline E. Huntoon

DATE: December 5, 2018

SUBJECT: Senate Proposal 2-19

Senate proposal 2-19, "Revision to Policy 104.1 Developing Academic Policy at MTU" has been reviewed. Two comments made by University counsel were not addressed in the text of the proposal, but were included in the version approved by the Senate. In order to generate a final clean version, on behalf of the administration I request the following changes.

1. Remove comments from document.
2. Change the name of Policy 104.1 to Procedure 104.1 (in response to comment PT1).
3. Make wording changes as noted on page two of the proposal (addresses comment PT2).

The first paragraph under Policies and Procedures Requiring Senate Involvement would read:
All policies in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a that originate in the Senate must be approved by the Senate before being forwarded to the University President or Board of Trustees.

As these changes do not represent a substantive change to the proposal, I anticipate that these can be considered as friendly editorial revisions.

I will approve this proposal on behalf of the administration once the changes noted above are made. Please feel free to contact me should you have any questions.

University Senate of Michigan Technological University

Proposal 02-19
(Voting Units: All)

"Revision to Policy 104.1 Developing Academic Policy at MTU"

Procedure

Background/Rationale

Per Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a, the Senate has the responsibility and authority (granted by the Board of Trustees through its approval of the Senate's Constitution) to review and establish policy and procedures in the areas listed in the above sections, subject to Presidential review and Board of Trustees approval under section II E 5. of the Senate Constitution. The Board of Trustees formally grants such responsibility and authority to the Senate as described in Board of Trustees Policy Chapter 6, Section 3, Policy Functions of the Faculty, while under Article III, Section C of that Constitution not relinquishing any of the Board's Constitutional or Statutory authority by such approval.

This proposed revision provides an updated procedure to support Senate policy and procedure development and approval.

Submitted by: Senate Executive Committee

Proposal

To reflect current university practice, and to ensure that procedures are in place that effectively and efficiently communicate and publish approved policy and procedure on appropriate websites, including policies and procedures approved by the Senate and University administration or Board of Trustees as applicable, it is proposed that the following update to Senate Policy 104.1 be approved:

Commented [PT1]: If this is a procedure should it not be labelled that at the heading rather than being called a policy? It appears to be a procedure to clarify and streamline getting things to the Board of Trustees for consideration under Board Policy. Labelling it a procedure might thus be more fitting. Recall that things like the CATPR and other procedures can be adopted by concurrence of the Senate and University administration without having to go to the Board of Trustees.

POLICIES AND PROCEDURES REQUIRING SENATE INVOLVEMENT

All policies in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a ~~originating~~ *that originate* in the Senate must be approved by the Senate.


The Michigan Technological University Board of Trustees Policy, Chapter 6, Section 3, Policy Functions of the Faculty "extends a cordial invitation to the faculty to express its opinions and recommendations on matters of academic policy, through the regularly established channels as provided by the Constitution of the Senate." The Senate's Constitution, which is approved by the Board of Trustees, grants "the authority and responsibility to the University Senate to review and establish policy and procedure" in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a (colloquially referred to as "A List" items) subject to Board of Trustees approval or rejection.

The following flowchart describes the procedures under which University Policies in the areas identified in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a ("A-list Items") at Michigan Technological University are developed and approved.

For items listed in Senate Constitution Article III, Sections F.1.b, F.2.b, F.3.a, and F.4.b (colloquially referred to as "B-list Items"), the Senate has the responsibility (not authority) to review, make recommendations, initiate, and participate in the formulation of University policy and procedures.

Types of Policy Proposals

Generally, there are three types of University policy proposals that the Senate votes on:

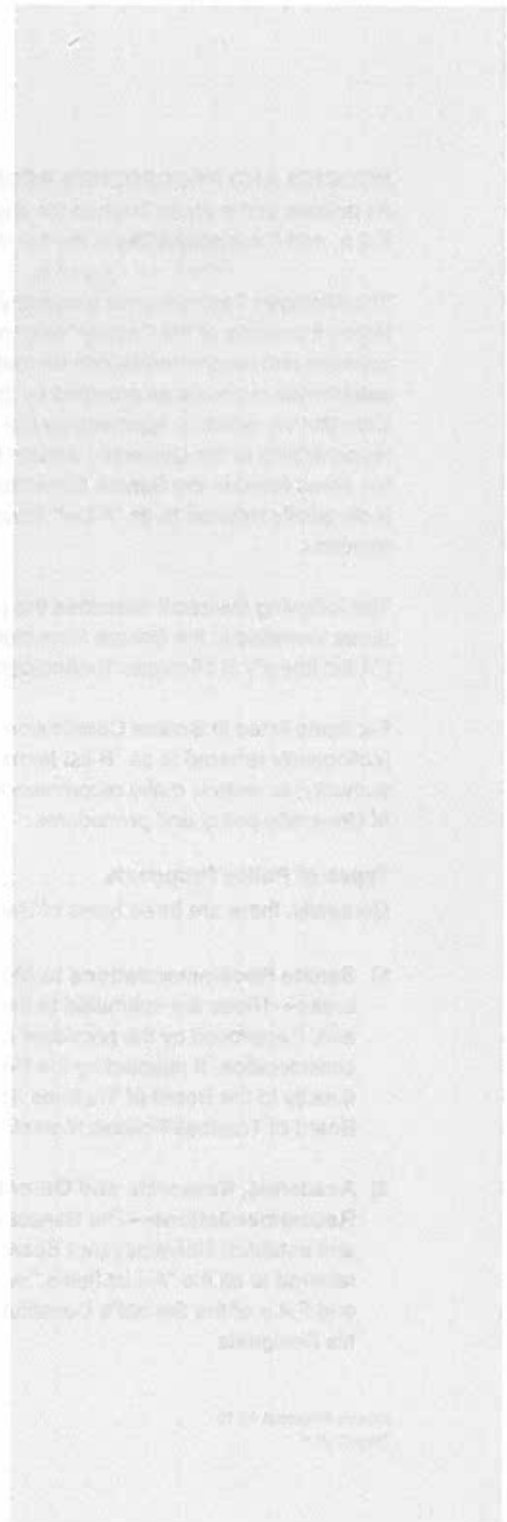
- 1) Senate Recommendations to Modify Board of Trustees Policies in the "A list" areas**—These are submitted to the president after being approved by the Senate and, if approved by the president are then routed to the Board of Trustees for its consideration. If rejected by the President the Senate is provided appeal procedures directly to the Board of Trustees. (e.g., recommending revisions or additions to Board of Trustees Policies Manual).
- 2) Academic, Research, and Other Senate Policy and Procedure Recommendations**—The Senate also has the responsibility and authority to review and establish University (not Board of Trustees) policy and procedures in the areas referred to as the "A-List Items," which are listed in Article III, Section F.1.a, F.2.a, and F.4.a of the Senate's Constitution subject only to approval of the President or his  ate.

before being forwarded to the University President or Board of Trustees.

Commented [PT2]: This is not accurate except for those originating in the Senate which it has total control of and can reject and not forward to the Pres. or Board at all. But the Board of Trustees can adopt any policy it desires even if not approved by or even if opposed by the Senate. That is the substance of the additional language added by the Board of Trustees in Article III, Sec.C of the Constitution and by each of its motions approving the constitution or amendments of it.

Changes show a incorporate essence of feedback

3) The Senate has the responsibility (but not authority) to review, make recommendations, initiate, and participate in the formulation of policy and procedures in the areas referred to as the "B-List Items," which are listed in Article III, Section F.1.b, F.2.b, and F.4.b of the Senate's Constitution. **Professional Staff Policy and Procedure**—The Senate has the responsibility (not authority) to review, make recommendations, initiate, and participate in the formulation of policy and procedures in the areas referred to in Article III, Section F.3.



Senate Proposal Approval Process

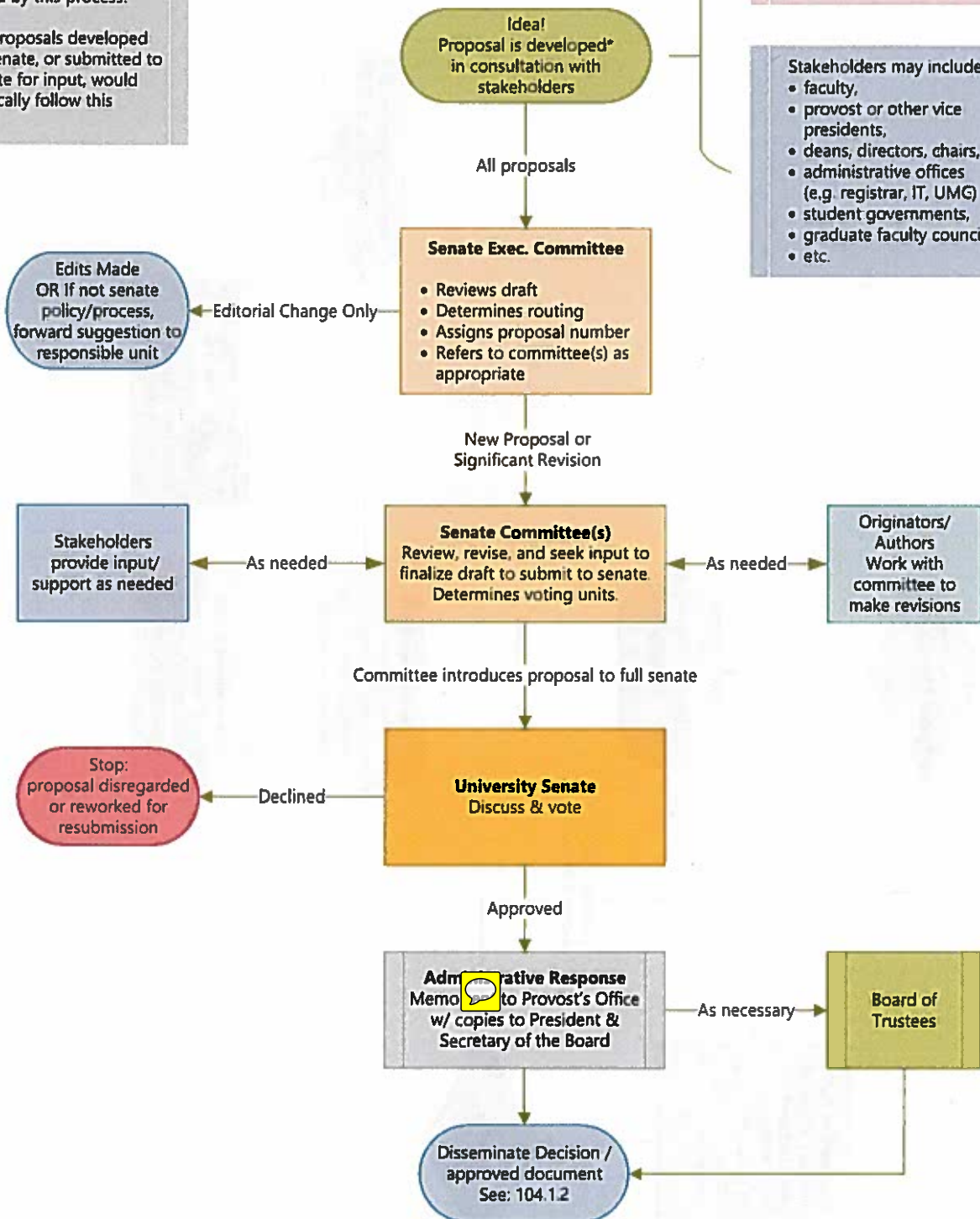
104.1.1

"A-list" items must be approved by this process.

"B-list" proposals developed by the senate, or submitted to the senate for input, would also typically follow this process.

*Some types of proposal development have defined steps (e.g. proposals for new academic programs)

- Stakeholders may include:
- faculty,
 - provost or other vice presidents,
 - deans, directors, chairs,
 - administrative offices (e.g. registrar, IT, UMG)
 - student governments,
 - graduate faculty council,
 - etc.



Definitions:

Editorial Change: Minor changes to a policy/procedure that do not change the intent (e.g. changing "Board of Control" to "Board of Trustees", changing contact information, updating broken links).

Substantial Revision: Changes that potentially alter the intent or purpose of the current approved policy/procedure.

New Proposal: A proposal that addresses a new issue not previously addressed in an approved policy/procedure.

**Approved Senate Proposal
Dissemination Process
104.1.2**

