



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 regarded 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 support the University mission and the day-to-day professional activities of faculty and staff. The University Senate is an active partner in University decisions affecting academic and administrative affairs.

## Strategies to support the University Senate Vision

- Promote and oversee a rigorous and relevant curriculum with valued and innovative degree programs that best serve students and society.
- Serve as the legislative authority for academic policies and educational guidelines that encourage and support 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 policies, University finances, compensation and benefits, and the workplace environment.
- Provide recommendations for programs that provide opportunities for personal and professional growth for members of the campus community.

# 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

## 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, UMC)  
 • student governments,  
 • graduate faculty council,  
 • etc.

Edits Made OR If not senate policy/process, forward suggestion to responsible unit

Ideal Proposal is developed\* in consultation with stakeholders

All proposals

**Senate Exec. Committee**  
 • Reviews draft  
 • Determines routing  
 • Assigns proposal number  
 • Refers to committee(s) as appropriate

Editorial Change Only

New Proposal or Significant Revision

**Senate Committee(s)**  
 Review, revise, and seek input to finalize draft to submit to senate. Determines voting units.

Stakeholders provide input/support as needed

As needed

Originators/ Authors Work with committee to make revisions

As needed

Committee introduces proposal to full senate

**University Senate**  
 Discuss & vote

Stop: proposal disregarded or reworked for resubmission

Declined

Approved

**Administrative Response**  
 Memo sent to President's Office, or to the office of their official designee, to review and approve

**Board of Trustees**

As necessary

Disseminate Decision / approved document See: 104.1.2

**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.

# 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 2<sup>nd</sup> meeting this **Action Item** returns as Old Business with **motion to accept, followed by debate, and a final vote**
- The result of this 2<sup>nd</sup> 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 **must be** recognized by the chair.
- Senators then **state their names for the record**, 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 **collegial 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. Including:

- Enhanced visibility and influence for the senate. Improve communication with all constituents
- New academic program additions/deletions, including those coming from the new College of Computing
- Role in administrative searches. (VP for Diversity, Dean of the Graduate School, etc.)
- Follow up on lecturer/research track sabbaticals.
- On-line course, summer, and overload compensation. Ownership/copyright of on-line materials
- Initiate faculty workload analysis and appropriate faculty numbers.
- Teaching evaluations: bias, “trolling”, correct questions, other evaluations
- Compensation – TRIP, salary equity, health benefits, retirement contributions.
- Educational technology use/allocation across campus.
- Audit of Senate Policies and Procedures
- Enhance the roles and involvement of professional staff in the Senate and realign professional staff units
- Prepare for upcoming administration evaluations
- Follow up on grant proposal for textbooks and course material accessibility
- Seek to expand laptop initiative

So what do  
you think?

