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 respecte[d] independent representative body that leads by promoting faculty and staff interes[ts] governance of the University. Its actions will support the University mission, the da[y] professional activities of faculty and staff. The University Senate is and active partne[r] decisions affecting academic and administrative affairs.

Strategies to support our University Senate Vision

- Provide oversight of academic quality by promoting a rigorous and relevant curric[ulum] attractive and innovative degree programs that best serve students and society.
- Serve as the legislative authority for academic policies and educational guidelines th[at] encourage and ensure student learning.
- Promote ethical behavior, professional discourse, and mutual respect among all memb[ers] 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.
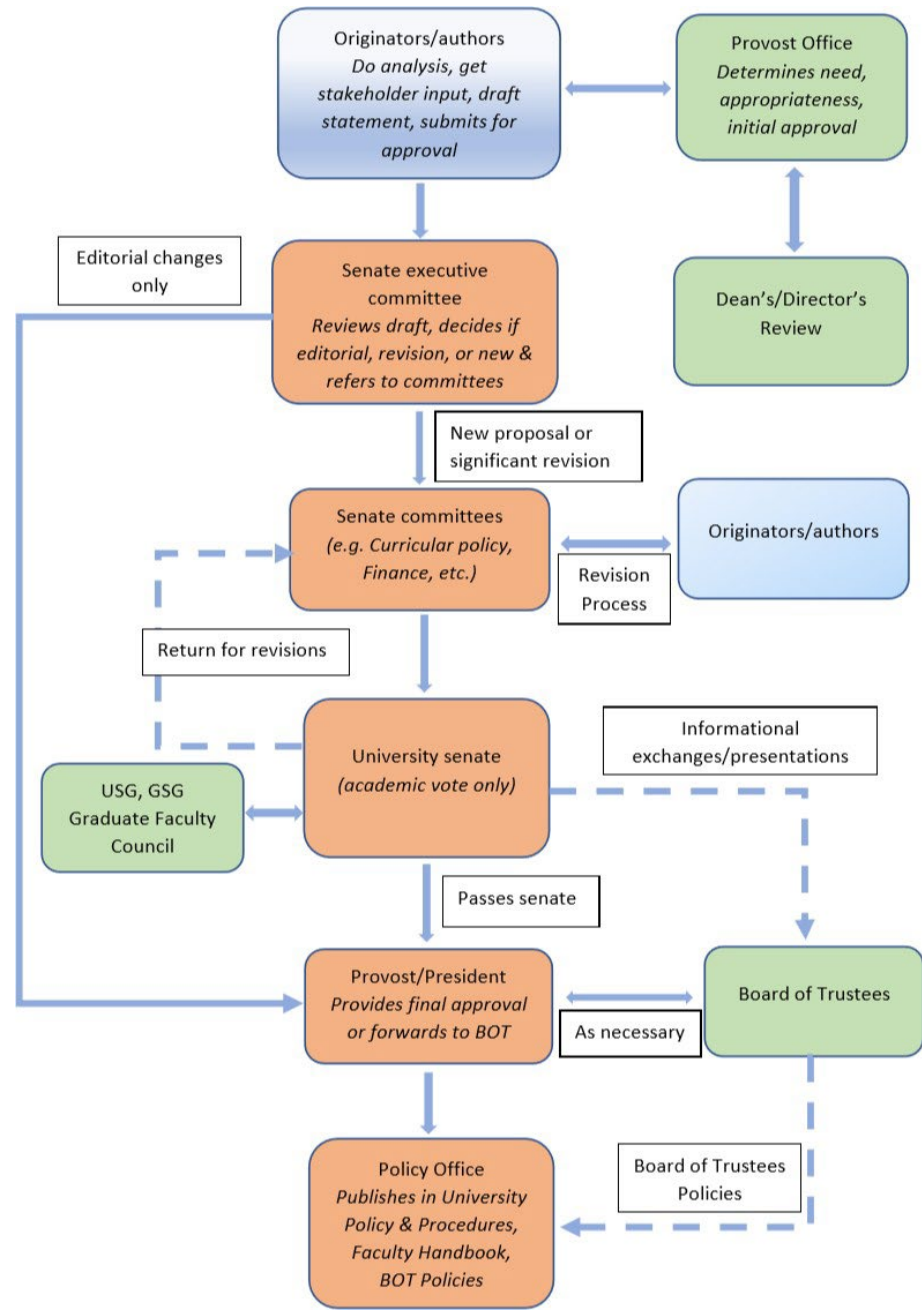
*Draft 9/18

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

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

Editorial changes only

New proposal or significant revision

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

Originators/authors

Revision Process

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

Board of Trustees

As necessary

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:

- Implementation of several new academic programs and degrees.
- Searches for key administrative positions including provost and CFO.
- Enhancing the involvement and participation of professional staff in the Senate.
- Promoting more transparency and enhanced disclosure by publishing the agendas and minutes of the executive committee.
- Improving communication with all constituents by reinstating blogs, newsletters, forums, and important senate presentations.
- Elect or otherwise designate a Senate parliamentarian to streamline meetings and set limits where appropriate.
- Developing guidelines for a fair and neutral senate ethics policy (revise15-95)
- Bring issues of better working conditions, salary equity, health benefits, & retirement contributions back to center stage in the senate.
- Initiate a faculty workload analysis.
- Increasing tenure track faculty numbers from near all-time lows.
- Explore creating faculty teaching appointments with the possibility of tenure.
- Propose a structure for tenure-track-like librarian appointments
- Clarify ownership/copyright/royalties for on-line education materials (amend 23-14).
- Re-examine on-line course, summer, and overload compensation.
- Work with the administration to enhance safety and proper behavior on campus.
- Support the proposal for textbook and course material accessibility.
- Recommend a living wage for all employees of the University.
- Address homelessness and hunger across campus.
- Revisit parking, non-motorized travel, and larger transportation issues.

So what do you think?