

Agenda
Meeting of the Rules Committee
December 10, 2010, 11:30 p.m., Room 104 Melson

1. Approval of the minutes of the November 19, 2010 meeting.
2. Reports
 - A. Chair's report of meeting with the President
 - B. Chair's report of Faculty Senate meeting
3. Old Business
 - A. Proposals concerned with the consultative role of the faculty:
 - i. to clarify the meaning of the consultative role of the faculty in shared governance (RCP 3)
 - ii. to recommend that the Senate Chair be on the President's Advisory Committee (RCP 8)
 - iii. to provide support for the Chair of the Senate (RCP 9)
 - B. Proposals concerned with revision of the Senate committees:
 - i. to revise the committee structure (RCP 2)
 - ii. to clarify the status of *ex officio* members of Senate committees (RCP 10)
 - iii. to revise representation on the Administrative Council (RCP 26)
 - C. Proposal to revise the definition of a quorum for general faculty meetings (RCP 7)
 - D. Proposal to combine the positions of Secretary to the general faculty and Executive Secretary of the Faculty Senate (RCP 11)
 - E. Proposal to change the *By-Laws* to bring them into conformity with changes made last year to the *Policies and Procedures* manual (RCP 4)
 - F. Proposal to codify the "Protocols of the Senate" (RCP 17)
 - G. Proposal to revise the rules on the storage of Senate documents (RCP 19)
 - H. Proposal to provide an annual budget for the Senate committee responsible for awarding of faculty research grants (RCP 20)
 - I. Proposal for collaboration between Faculty Senate and Staff Advisory Council (RCP 21)
4. New Business
 - A. Initial consideration of how to codify resolution when college and university bylaws conflict (RCP 23)
 - B. Initial consideration of revision to the procedures for amending the *Policies and Procedures* and the *Bylaws*. (RCP 25)

RCP 2:

To Revise the Standing Committees and Subcommittees

Proposal

To replace Article IV, Section 2,I of the *Policies and Procedures Manual* with the following:

I. The Standing Committees and Subcommittees. The standing committees of the Senate, their standing subcommittees, missions and membership, shall be the following:

1. Academic Affairs Committee

Purpose: The Academic Affairs Committee shall work in close coordination with the Office of the Provost and Vice President for Academic Affairs, to recommend policy and procedures to enhance the quality of instruction, research and learning with respect to the educational programs and research activities of the University and its various colleges, schools and academic units.

Membership: 19 Senators and the Provost will constitute the Academic Affairs Committee.

Subcommittees: There shall be six standing subcommittees of the Academic Affairs Committee, named and charged with the following areas of policy:

a. Undergraduate Programs Subcommittee

Purpose: to recommend policy and procedures concerning undergraduate degrees and academic programs, including majors, concentration and minors, core curriculum, and individual undergraduate courses; to approve all undergraduate course additions or deletions from the curriculum and any reorientation of existing programs, including extended degree programs and international programs.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Registrar; one administrator, appointed by the Provost; one student, appointed by SGA. (Total: 13)

b. Graduate Programs Subcommittee

Purpose: to recommend policy and procedures concerning graduate degrees and academic programs, including programs, curriculum, and individual graduate courses and other curricula matters; to approve all graduate course additions or deletions from the curriculum and any reorientation of existing programs; admissions, transfers, admission to candidacy, eligibility for graduation, petitions, appeals, and graduate faculty membership.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library;

the Dean of the Graduate School; one administrator, appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 13)

c. Honors Programs Subcommittee

Purpose: to recommend policy and procedures concerning Honors College admission and retention criteria, Honors College advising and curriculum matters, petitions and appeals, and the annual Honors Convocation; to recommend proposals for recognizing Honors College student achievements through the University Commencement program and other appropriate means; and to recommend means to attract prospective Honors College students, and to provide Honors College students amenities and advantages consistent with national patterns of excellence; and to make recommendations concerning honorary degrees.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Dean of the Honors College; one administrator, appointed by the Provost; one student, appointed by the Student Honors Council. (Total: 13)

d. Academic Policies Subcommittee

Purpose: to recommend policy and procedures concerning intellectual property, advising, undergraduate retention, progression and graduation; registration, University calendar, class scheduling, final examinations and examination scheduling, advisement, testing, advanced placement, commencement, and catalogs (including catalog content); to hear undergraduate student petitions for exceptions to academic policy, including graduation requirements; and to advise with respect to Learning Support and Testing.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Registrar, one administrator, appointed by the Provost; one student, appointed by SGA. (Total: 13)

e. Faculty Development Subcommittee

Purpose: to recommend policy and procedures concerning appointments, promotions, tenure, salaries, benefits, grievances, discipline and dismissals; to hear and make recommendations in grievance, discipline, post tenure review appeals and dismissal cases; to review pedagogy for distance and classroom learning; to determine the allocation of UWG funded grant support; and to advise with respect to the offices of Ombuds, University General Counsel, Office of Institutional Diversity, Sponsored Operations, and faculty and institutional research.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; one administrator, appointed by the Provost. (Total: 11)

c. Strategic Planning Subcommittee

Purpose: to recommend policy and procedures concerning academic planning and growth, including monitoring SACS and specialized accreditations, QEP implementation, the implementation of the campus strategic plan; and to advise with respect to the Library and the Office of Institutional Research & Planning.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Director of Institutional Research and Planning; one administrator, appointed by the Provost; one student, appointed by SGA. (Total: 13)

2. Student Affairs Committee

Purpose: The Student Affairs Committee shall work in close coordination with the Division of Student Affairs and Enrollment Management to recommend policy and procedures concerning the University's educational services, developmental programs, and student activities designed to enrich the student's university life.

Membership: 7 Senators and the Vice President for Student Affairs will constitute the Student Affairs Committee.

Subcommittees: There shall be two standing subcommittees of the Student Affairs Committee, named and charged with the following areas of policy:

a. Student Services Subcommittee

Purpose: to recommend policy and procedures concerning financial aid, housing, health and food services, counseling services, student security and safety, student discipline, student publications, student organizations, and other student matters referred to the committee; and to advise with respect to the Campus Center, Career Services, Cooperative Education, Counseling, Health Services, Internship Programs, Intramurals and Recreational Services, Placement, Residence Life, Student Judicial Programs, Student Development, Student Government Association.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for Student Affairs; two student representatives, one appointed by SGA and one by the Dean of the Graduate School. (Total: 14)

b. Enrollment Management Subcommittee

Purpose: to recommend policy and procedures concerning admission; and to advise with respect to Admissions, EXCEL Center, Enrollment Management, Financial Aid, First Year Experience, Multicultural Achievement Program, Orientation, Registrar, Registration and Records.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Director of Admissions, two administrators, one appointed by the Provost, and one by the Vice-President for Student Affairs; two student representatives, one appointed by SGA and one by the Dean of the Graduate School. (Total: 15)

3. Business And Finance Committee

Purpose: The Business and Finance Committee shall work in close coordination with the Division of Business and Finance, to recommend policy regarding the financial operations of the University; the physical property and the auxiliary enterprises of the University.

Membership: 10 Senators and the Vice President of Business and Finance will constitute the Business and Finance Committee.

Subcommittees: There shall be three standing subcommittees of the Business and finance Committee, named and charged with the following areas of policy:

a. Information Technology Subcommittee

Purpose: To recommend policy and procedures concerning the integration of information technology into the academic and administrative mission, including the choice of software and hardware support; and to advise with respect to the campus computer centers, and the Office of Information Technology.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Chief Information Officer; two administrators, one appointed by the Provost, and one by the Vice-President of Business and Finance; one student representative, appointed by SGA. (Total: 14)

b. University Facilities and Services Subcommittee

Purpose: to recommend policy and procedures for campus development, including security and safety, campus facilities, such as telephone services, mail services, parking and traffic control, physical plant problems, environmental issues, etc.; and to advise with respect to the offices of: Campus Planning & Facilities, University Police, Business & Auxiliary Services.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost and one by the Vice-President of Business and Finance; one student representative, appointed by SGA. (Total: 13)

c. Budget Subcommittee

Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University; and to advise with respect to the offices of Budget Services & Asset Management, Controller, Human Resources, Internal Audit.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; four administrators, one each appointed by the Provost, the Vice-President for Student Affairs, the Vice President of Business and Finance, the Vice President for University Advancement; one student representative, appointed by SGA. (Total: 15)

4. University Advancement Committee

Purpose: The University Advancement Committee shall work in close coordination with the Division of University Advancement, to recommend policy regarding the university's goals to: foster relationships with and serve the university community (including alumni, prospective students, the local community, the larger community, the legislature, and the media), expand the public's awareness of the university, implement special events held on campus, and develop its programs in intercollegiate athletics.

Membership: 6 Senators and the Vice President for University Advancement will constitute the University Advancement Committee.

Subcommittees: There shall be two standing subcommittees of the Student Affairs Committee, named and charged with the following areas of policy:

a. Intercollegiate Athletics Subcommittee

Purpose: To recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association, and accreditation rules and regulations; to advise with respect to the office of Intercollegiate Athletics.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the Director of Athletics; the NCAA representative; two administrators, one appointed by the Provost, and one by the Vice-President for University Advancement; one student, appointed by SGA. (Total: 15)

b. University Relations Subcommittee

Purpose: To recommend policy and procedures concerning university public relations, convocations, priorities for fund raising, and to advise with respect to the offices of Development

and Alumni Relations, University Communications and Marketing, University Events, Publications & Printing, Public Relations, Continuing Education.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for University Advancement; one student representative, appointed by SGA. (Total: 13)

5. Rules Committee

Purpose: to review and make recommendations regarding the structures, membership and organizational aspects of the Faculty Senate, its committees, and the rules under which they operate; to resolve disputes between Senate committees; to recommend policies and procedures for faculty participation in shared university governance; to hear appeals for cases of alleged violations to the rules; to recommend and coordinate revisions and updates to the *Statutes, Faculty Handbook, Policies and Procedures* and *By-Laws* and any operating protocols the Senate establishes.

Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (CSM, CSS, CAH, RCOB, COE), the School of Nursing, and the Library; the University General Counsel; one administrator, appointed by the Provost. (Total: 11)

Some thoughts to consider regarding this proposal

FIRST. This proposal should likely be accompanied by some text (to be included in a “Protocols of the Senate” document rather than the *Policies and Procedures Manual*), to govern the functioning of this newly multi-layered committee structure. Something like the following in particular should be there specified:

1. Assignment of Senators to Committees

All senators will be assigned to one and only one of the committees and a to subcommittee (for those committees that include subcommittees) by the outgoing Executive Committee, taking into account the procedures for doing so specified by the operating protocols of the Senate. Each committee and subcommittee elects one among its senator members to serve as chair for the year. The Chairs of the four divisional committees will also serve as *ex officio* members of all the subcommittees of their committee.

2. Operating Process

- a. Each subcommittee proposes policy recommendations for Senate consideration. Proposals passed by a subcommittee are forwarded to the Chair of the committee of which it is a subcommittee.
- b. All committees shall also be empowered to include non-voting *ex officio* members as they deem appropriate. Such appointments are made on an annual basis.
- c. All committees shall also be empowered to establish *ad hoc* subcommittees as they deem appropriate. Such subcommittees are constituted on an annual basis.

3. Committee Chairs

Each of the four “divisional” committee chairs would be the one to interface directly with the Vice-President for that administrative unit (and the VP would know where to go for faculty consultation). The four “divisional” committee chairs would also interface with each of the subcommittees under that committee, serving as *ex officio* members of each subcommittee and closely coordinating, facilitating and expediting action on their proposals.

SECOND, it is vital that we consider these changes in conjunction with others. For example:

1. This set of changes presupposes a Senate of 45 members – orig 46 – but we only got 45 from the 10% rule. So an adjustment – to the Univ Advancement section – the chair of that committee should ALSO serve on Univ Rel subcommittee?
2. These changes should also be seen as key to the set of proposals provided to improve faculty involvement in governance by having key Senate leaders sit on administrative councils.
3. These changes should also be seen in conjunction with the proposal concerning the meaning of “ex officio” (*NOTE: this proposal eliminates the ‘ex officio’ standing of the administrative appointees, and replace it with voting members, one appointed for all committees by the VPAA an one by the relevant VP for each committee*)

THIRD, we should also consider whether the smaller units (Library, School of Nursing) may be unduly burdened by having to supply non-Senate representatives to every standing committee, something that is not the current policy. Perhaps we should specify their non-Senate representatives only to certain selected committees? Which ones, if so?

FOURTH, we should be sure to take note that these changes include some that may not be immediately apparent, such as the following:

1. Move oversight of Admissions moved from APP to new subcommittee under the Student Affairs Committee
2. Move oversight of Continuing Education from the UAPC to a new subcommittee under the University Advancement Committee
3. Change the title of General University Matters Committee to the University Facilities and Services subcommittee, and the addition of “environmental issues” as part of its charge
4. Include shifting the work of three committees that are not Senate committees (they are currently housed under the VPAA’s office) to the purview of Senate subcommittees:
 - a. placing Honorary Degrees under Honors Programs Subcommittee
 - b. placing Intellectual Property under the Academic Policies and Procedures Subcommittee
 - c. placing post tenure review appeals under the Faculty Development SubcommitteeWith respect to moving the work of non-Senate committees into Senate committee, I would like to also suggest that we consider folding TEAC into the UAP subcommittee, thought that is not specified here.
5. Change the title of the Technology Planning Committee to the Information Technology Subcommittee
6. Include additional purposes for the Faculty and Administrative Staff Personnel Subcommittee.

7. Add a new Faculty Research Subcommittee and gave it charge to award internal UWG grants (now done by the Learning Resources Committee). I would also like to see if we could insure that this committee has an annual budget assigned to it for this purpose (of 1% of UWG's operating budget would be a real commitment to faculty research).
8. Revise the old LRC committee to a more robust committee on "Teaching Support" – see the new mission for it (should accreditation go there?) but minus the grants which go to the new Faculty Research Subcommittee
9. While all committees' Memberships will be effected, the Membership of the Graduate Academic Programs Subcommittee will be affected the most. (Also note the slightly changed name.)
10. Put the AAUP chapter president on the Senate's Executive Committee. I strongly feel that enhancing coordination between the two elective bodies that represent faculty would be a good thing to do, but am not certain this is the optimal way to achieve that.
11. Several subcommittees' statements of purpose were slightly tweaked, either to add functions from the division of UWG with which they interface or to remove extraneous verbiage, such as "to the Senate through the Provost and Vice President for Academic Affairs."
12. moved "campus relations" and "convocations" from old GUM comm. To Univ Rel Comm

FIFTH, Though settled in this proposal, some choices were done quickly and need further consideration:

- a) should planning committee go under Acad Affairs, or be its own super-committee?
- b) should budget comm. be under Business and Finance or its own super committee?
- c) should technology comm. be under Business and Finance or its own super committee?
- d) should the current clause in the Pol and Proc (article III, Section 1,A,3) giving the VPAA ex officio membership in all standing committees be removed? (in light of assigning admin to voting members of each?) – also NB Article IV, Section 2,J,1 – ref to VPAA appt – ambiguous ref in it – also NB there refs to appt of student reps – should change that (COGS)
- e) should Cont Educ go under Acad Aff or Univ Rel?
- f) should the ex officio non-voting status of administrators be changed to voting status?

SIXTH, (JUST NOTICED THIS PROBLEM) – in the *STATUTES* (i.e., the document that can only be changed with the approval of the BOR) it is stated (in Article II, Section 1,B) that "The President shall be... ex officio member of all standing committees of the Senate." Hmm, I don't think anyone's noticed this one – at least I don't think I've ever seen it followed, or even noted. But I suppose that it would be best if we did. So we'll then need to take it into account in describing the composition of the committees.

SEVENTH – AAUP rep? to senate? to Rules? to exec comm?

RCP 3:

To specify the Meaning of “Consultation” in the Faculty’s Shared Governance Role as Consultative

The Preamble

The changes proposed in the following motion are recommended to clarify an ambiguity in the current specification in the *Policies and Procedures* with respect to the place of the faculty in the process of consultation

The Motion

MOTION: To clarify and improve the consultative role of the faculty in the shared governance of the university, it is recommended that the *Policies and Procedures* be revised as follows (highlighted material = additions; strikethrough material = deletions):

Article I, Section 1,F:

The President, in **timely** consultation with **the Faculty Senate** ~~representatives of the University community~~, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University’s affairs...

Article II, Section 1,D:

The President, in **timely** consultation with **the Faculty Senate** ~~representatives of the University community~~, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University’s affairs...

Article III, Section 1,F:

The President, in **timely** consultation with **the Faculty Senate** ~~representatives of the University community~~, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University’s affairs...

Article III, Section 2,D:

The President, in **timely** consultation with **the Faculty Senate** ~~representatives of the University community~~, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University’s affairs...

RCP 7:

To Clarify the Definition of a Quorum for Meetings of the General Faculty

Preamble

Because the quorum rule for meetings of the general faculty was written prior to the development of computer-based communication, its definitions of quorum and voting requirements do not include any reference to electronic means for doing so. Lacking such specification, it has been interpreted narrowly as requiring the physical presence of faculty for quorum requirements. On the basis of such interpretation, the 50% threshold required has been a very rare achievement. The consequence has been that either the presiding officer must declare the appearance of a quorum when it does not exist, or that declaration is challenged and the meeting is adjourned. Because a single attendee can thus force the adjournment of almost any meeting, the potential impact is the disenfranchisement of the faculty as a deliberative body recommending policy to the administration, and the subsequent impoverishment of administrative decision-making bereft of faculty input. Because this prospect can otherwise be an enduring problem, the Rules Committee recommends that the definition of a quorum be clarified to accommodate electronic communication according to the following proposal.

The Motion

Motion to revise Article I, E, F and Article V of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting, by the addition of the following highlighted material:

Article I

E. QUORUM. A quorum of the General Faculty shall consist of fifty (50) percent of the membership at both regular and special meetings. No meeting of the General Faculty shall be held unless a quorum is present. Electronic ballots received by the Secretary up to 72 hours in advance of the physical meeting, which shall be presented and recorded at that meeting, shall be included in the quorum of that meeting. Any debate prior to the physical meeting should take place on an electronic bulletin board set up for that purpose.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings shall be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. Electronic ballots received by the Secretary in advance of the physical meeting shall be presented and recorded at that meeting when the vote on that motion is called, and they shall be included in the vote totals.

Article V

Motion for change or repeal of these By-Laws shall be presented in writing to all members present at a meeting of the body in question. The proposed amendment shall be voted on at the next meeting of that body and must carry by a simple majority vote of the members present either physically or by means of their electronic balloting.

RCP 8:

Chair of the Senate to Serve on the President's Advisory Committee

The Preamble

Precisely because both the faculty and the administration understand the value of the key administrators having seats at Faculty Senate, the value of this two-way communication would be improved by enhancing the specifically "two-way" nature of it, by having the complementary structure of Faculty Senate leaders having seats on the major administrative councils. And because the President's Advisory Committee is constituted as "the immediate advisory body to the President," it would be particularly valuable for the Chair of the Faculty Senate, as the elected representative of the faculty, to have a place on this committee.

The Motion

MOTION: To request that the President include the Chair of the Senate among those who shall be invited to attend such meetings of the President's Advisory Committee as may be deemed useful to enhance collaboration and promote the consultative role of the faculty.

Current Policy Affected by this Proposal

The *Policies and Procedures*, Article I, Section 1,E,1 defines the President's Advisory Committee (PAC) as follows:

The President's Advisory Committee shall be the immediate advisory body to the President. The President shall appoint persons to this committee with whom he or she will consult on a regular basis to advise him or her on the administration of the University. This Committee shall consist of: a. Persons in administrative positions reporting directly to the President; and b. Such other persons as the President believes will provide advice for the orderly, effective, and efficient administration of the Committee's affairs. Appointments shall be annual at the beginning of the fiscal year...

As a result of this recommendation, the President would normally invite the Chair of the Senate to attend meetings of the PAC. No changes to the *Policies and Procedures* are necessary to empower the President to do so, as they already provide him with such authority.

RCP 9:

Provide Support for the Chair of the Senate

The Preamble

Given that it is beneficial to attract the best people to serve as leaders in the Senate and that the duties of the Chair the Senate are considerable, important and require execution in a timely manner, it is reasonable to provide a support structure to facilitate such optimal functioning analogous to the support accorded Chairs of departments.

The Motion

MOTION: To amend the Policies and Procedures, Article IV, Section 2,B by the addition of a new point, as follows (highlighted material = additions):

4. Support

To support the effective carrying out of their duties, each Chair of the Senate shall be provided the choice of reassigned time of one-course per semester or an equivalent stipend, as due recognition of the burden of such service. In the case of reassigned time, the Chair's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release.

RCP 10:

To specify “ex officio”

From *Wikipedia*

An **ex officio member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term is [Latin](#), meaning literally "from the office", and the sense intended is "by right of office"; its use dates back to the [Roman Republic](#). A common misconception is that the participatory rights of ex officio members are limited by their status. This is incorrect, although their rights may be indeed limited by the by-laws of a particular body. [Robert's Rules of Order](#), Newly Revised (10th ed.), clarifies that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a committee, not a class of membership (466-67).^[1] Frequently, ex officio members will abstain from voting, but unless by-laws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting

Some Proposals

To recommend that the phrase “non-voting” be inserted prior to the phrase “ex officio” in *Policies and Procedures*, Article III, Section 1,A,3: “The Provost... shall be... an ex officio member of all standing committees of the Senate”

An alternative we may want to consider would be to eliminate the clause for ex officio representation by the VPAA on all standing committees, perhaps replacing it with a codification of the appointment (by the various VPs) of voting members to each subcommittee under their region? – see my proposal to revise Senate committees which does adopt precisely this solution

But then there is the further issue – that “Ex Officio” a designation that states the person was appointed rather than elected – in which case it should remain—do this proposal in conjunction with the Senate Committee Revision one - → THIS IS MY OWN PREFERENCE FOR HOW TO RESOLVE THIS ISSUE

Rationale

To clarify an ambiguity in the meaning of “*ex officio*” status on Senate committees, and to bring the *Policies and Procedures* into conformity with what has been the prevailing practice in fact.

Actually, the current situation contains two levels of ambiguity.

1. On whether administrative positions on Senate committees are ex officio or not
2. On whether ex officio position are voting or not

Compounding this ambiguity is the frequent discrepancy between what is stated in the *Policies and Procedures* for various committees and what is stated on those committees’ web sites (which in most cases specifies that the administrative slots are “ex officio non-voting”).

Committees 2,3,4,5,6,7,8,11,12 list administrative slots not designated as ex officio

Committees 1,8,9,10,12,13 list administrative slots that are designated as “ex officio, non-voting” (Note that Committees 8,12 include both types of slots)

Furthermore, all committees are mandated to include an administrative ex officio slot (for the VPAA) that is not specified as to whether it is voting or not. (*Policies and Procedures*, Article III, Section 1,A,3: “The Provost... shall be... an ex officio member of all standing committees of the Senate”)

Concerning first the issue of whether the administrative positions not designated as “ex officio” should be considered to be voting members of those committees, this proposal recommends that they should be so considered. While it might be confusing to have some administrative slots designated as “ex officio” while others are not, this distinction is worth maintaining, as long as it is clear. The intention to have administrators on some Senate committees as full voting members is not in itself a necessarily ambiguous position.

Concerning the second issue, the question is whether or not the slots designated as “ex officio” but not “non-voting” (by the *Policies and Procedures* manual (not by the committee web sites, which should be brought into conformity with the manual, not vice versa) should be considered to be “non-voting.” In this matter, it is only the slot set aside on every committee for the Provost that is so designated. Given that every other “ex officio” slot is specified as “non-voting” it seems that this was the intended meaning of “ex officio” to apply in this case as well, and it has also been the typical practice in fact.

RCP 11:

To Combine Secretary of Faculty and Executive Secretary of Senate

Preamble

There is an odd doubling of “executive secretary” functions between the general faculty and the Faculty Senate. Article 1.a. of the *Bylaws of the Policies and Procedures* specifies a “Secretary” for the Faculty officers, to be elected by the faculty. Article 1.b. specifies that the Secretary be elected to a 3 year term. In addition to this “Secretary” to the faculty, there is an “Executive Secretary” to the Senate (elected to a two-year term), as specified in *Policies and Procedures*, Article IV, Section 2,D. Having myself served simultaneously in both these roles, I can definitively say that there is a real advantage in optimal functioning to combining them, and I’d like us to consider doing so.

Possible Solutions

We could combine these positions in either of two ways:

1. have the Executive Secretary of the Senate serve as the Secretary to the general faculty
2. have the Secretary to the general faculty serve as the Executive Secretary of the Senate.

Proposed Solution

Because the general faculty as a whole elect the “Secretary” of the general faculty, whereas the Executive Secretary of the Senate is chosen only by the members of the Senate, I propose that we combine these positions in a way that fosters greater participation and democracy, by choosing option #2 above. However, if we do opt to recommend that change, then I think we also ought to recommend that their role as the Executive Secretary of the Senate be clearly specified to be a three-year term since, at this point, it is a two-year term.

RCP 17:

Codify the Protocols of the Senate

To develop a document – “Protocols of the Senate” – revisable just by the Senate which shall govern its operational procedures and specify their proper processes in a clear way. I imagine this document will have many details, and have listed only a few of these as examples below. Because these are more “fine grained” they need not go into the *Policies and Procedures* manual, and would not require then the approval of the general faculty, either to instantiate them or to later revise them.

TABLE OF CONTENTS

Glossary of Terms

- Include “faculty”

- Include representation (“Senators have a duty to represent the interests of the university, while bringing to the table a perspective that is based in the disciplines of those who elect them, and a corresponding duty to share knowledge and perspectives that pertain to the institution with those who elected them.” –Sethna’s draft)

- Representation

 - part-time faculty – represented by home dept senator

 - Non-affiliated faculty (Admin) represented by their membership on senate committees

Elections

- Nominations

- Procedural challenges to elections

- Special elections (mid-term vacancies)

- Executive Secretary election

Removal

- Of senators and non-senate members of committees who do not attend, serve

- Of committee chairs who do not convene their committees

Committees

- Assignment to committee and subcommittee

 - Preference and seniority count

 - Each comm. can also add ex officio members as it deems fit

- Election of committee chairs

 - Duties of chairs

- Election of subcommittee chairs

 - Duties of Chairs

- Agendas and minutes; web sites

- People limited to one comm., everyone gets a comm. Assignment

 - subs? (no)

- Executive Committee

Senate Meetings

Parliamentarian?

Schedule of meetings

Procedural and process issues

What is an action item and what is an information item

i.e. – when do committee actions need senate approval?

Eg. Are learning outcomes or course objectives to be action items

e.g., changes to a course that will affect its status or others in the core

should other detps get to give their approval, disapproval first

include historical practice

Absences and Proxies (& xref comms)

Who can sub? (maybe only a former Senator?)

How often

Proposing legislation

Debate

Amending legislation

Approving legislation

CONSENT AGENDA

Quorums (decided on the basis of voting members only)

Of committees and subcommittees (decided on the basis of voting members only)

COMPARISONS WITH OTHER UNIVERSITIES

From Georgia Southern University:

FACULTY SENATE PROTOCOL

Parliamentary rules guide the procedure and discussion of the Senate. Any member of the Faculty Senate may request that an item be placed on the agenda. Senators, Student Government Association (SGA) Representatives, the University President, the Provost, and the Parliamentarian are to be seated at the table and should be recognized before speaking. Persons should announce their names and affiliations before addressing the Senate.

The Senators and administrators invite and value the sharing of perspectives and insights from other administrators, faculty, and staff, who will be recognized on the request. If you, as an elected Senator, cannot attend a Faculty Senate meeting, please ask one of the alternates from your college to attend in your place. Guests, including alternates not present in their official capacity, are welcome to observe and are asked to sit at the administrators' table or in chairs provided behind the Senators, as appropriate. Guests may include faculty, staff, students, and reporters from the campus and local media. All Senate members and guests should note their presence on the roster sheet that will be circulated by the Secretary.

The Faculty Senate Agenda and any other information are also posted <https://sharepoint.georgiasouthern.edu/President/facultysenate/default.aspx> on the Senate SharePoint site. The Librarian's Report, an informative summary of all submitted minutes by standing committees, is also posted five days prior to the meeting. Ten days prior to each Senate meeting, the minutes of the previous Senate meeting are posted on the Senate SharePoint site. Please send editorial or typographical information to the

appropriate officer of the Senate prior to the Senate meeting. Corrections of the contents of the minutes/reports and/or clarifications are appropriate at Senate. If you have questions that involve data which may need to be gathered, information researched, or concerns about an agenda item, you can facilitate the discussion of an agenda item by contacting the person identified with the agenda item or the Senate Executive Committee prior to the meeting.

The links to the minutes of meetings of the Undergraduate Committee and the Graduate Committee are posted on the Senate SharePoint site and will be treated as individual agenda items.

All members of the Faculty Senate are expected to read the materials posted prior to the meeting, including the minutes of the Undergraduate Committee and the Graduate Committee and be prepared to discuss any agenda items. Senators and alternates should be familiar with the *Statutes* and *Bylaws*. The *Statutes* and *Bylaws* are available on the Faculty Senate SharePoint site. The minutes of previous meetings, the agenda, and action items are also posted on the site. Senators should take back any issues or information discussed in Senate to their constituents following a Senate meeting. Ten days following each Faculty Senate meeting, a report of the actions taken at Senate will be posted on the Faculty Senate SharePoint site.

RCP 23:

Resolve Conflicts between University and College Bylaws

The Question: What happens if College by-laws conflict with university procedures?
Currently, there is no policy specification that addresses this possibility

Is this our job?

I'd say yes

How to deal with it??

I'd say that we should include a statement in the *Policies and Procedures* that clearly states that in such a case of a conflict that the university-level rule supersedes the college level rule.

RCP 25:

To Revise the Procedure for Amending the Policies and Procedures and the Bylaws

The Preamble

The process of amending the *Policies and Procedures* and the *ByLaws* now requires a very cumbersome process of two meetings: the first at which the proposed changes are presented and the second at which they are voted on. Because meetings of the General Faculty typically occur only once a semester, the current process does not allow for proposals developed within an academic year to be approved for the following year without the necessity of special meetings (and all the attendant difficulties of assuring a quorum that attends that necessity). The two-meeting requirement originated as a common organizational procedure for bylaws revisions during an earlier historical period, preceding the advent of electronic communication. Given the contemporary certainty of being able to distribute instantly via email to all faculty detailed information about any such proposals, and the opportunity for considerable extended discussion about such over a month-long period preceding a meeting, such a two-meeting requirement now is outdated, and the cumbersome time burdens imposed unneeded if it were to be replaced by a requirement that any proposed changes be disseminated at least a month prior to the meeting at which they will be voted on. Hence the recommended change to this process.

The Motion

MOTION: To revise to procedure for amending the *Policies and Procedures* and the *ByLaws*, by changing the statement in the *ByLaws* Article V as follows (highlighted material = additions; strikethrough material = deletions):

Motion for change or repeal of these By-Laws shall be presented in writing to all members of the General Faculty at least 30 days in advance of a called ~~present at a~~ meeting of the General Faculty ~~body in question~~. The proposed amendment shall be voted on ~~at the next~~ without alteration at that meeting ~~of that body~~ and must carry by a simple majority vote of the members present.

Current Policy Affected by This Proposal

Currently, two meetings of the General Faculty are required for changes to the *Policies and Procedures* and the *ByLaws*. With this proposal, the number of meetings required would be changed to one.

RCP 26:

Representation on the Administrative Council

The Preamble

Given that the Administrative Council is described in the *Policies and Procedures* as being “the chief advisory body for administrative activities in the academic operations of the University,” it is recommended that the most appropriate such representative of the Faculty Senate would be the Chair of the Senate’s Academic Affairs Committee. To bring about this change, the following motion proposes the necessary amendment to the *Policies and Procedures*. In addition, the membership listed there must be revised to accommodate the reorganization of the College of Arts and Sciences into three colleges, and the following motion achieves that as well.

The Motion

MOTION: To amend the Policies and Procedures, Article I, Section 1,E,2 as follows (highlighted material = additions, strikethrough material = deletions):

The Administrative Council shall be the chief advisory body for administrative activities in the academic operations of the University. It shall consist of the Provost and Vice President for Academic Affairs (chair), Vice President and Dean of Students, Deans of the Graduate School, ~~Arts and Sciences~~ Arts and Humanities, Science and Mathematics, Social Sciences, Business, Education, the School of Nursing and Honors College; the Executive Director of Institutional Research & Planning; Directors of Continuing Education/Public Services, Information Technology Services and the Library; the chair of the ~~Institutional Studies and Planning~~ Academic Affairs Committee of the Faculty Senate; and the President of the Student Government Association.