

Agenda (with attachments)
Meeting of the Rules Committee
January 14, 2011, 2:00 p.m., Room 104 Melson

1. Approval of the minutes of the December 10, 2010 meeting.
2. Reports
 - A. Chair's report of meeting with President Sethna
3. Old Business
 - A. Proposal to revise the procedures for amending the *Policies and Procedures* and the *Bylaws*. (RCP 25)
 - B. Proposals concerned with revision of the Senate committees:
 - i. to revise the committee structure (RCP 2 and RCP 2b)
 - 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 a proposal to change the process of amending the *Policies and Procedures* and the *Bylaws*. (RCP 27)

RCP 2:

To Revise the Standing Committees and Subcommittees

The Motion:

MOTION: 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 administrator, 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 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.

RCP 2b

To establish Advisory Groups (in lieu of RCP 2's "super-committees")

Advisory Groups

Purpose. There shall be four Advisory Groups, aligned with each of the four divisions of UWG. As a complement to the Senate's committee structure, which is charged with the task of managing the particular proposals that come before the Senate, the Advisory Groups shall provide a means for close, frequent and informal collaboration between the Faculty Senate and the administration of each of the divisions. Each Advisory Group will elect one of its members to serve as Chair for that year. The Chair will be the person to coordinate communication with the vice-president of the division.

Composition. Each Advisory group will be comprised of the chairs of those Senate committees most relevant to that division and the Vice-President of that division, as follows:

Academic Affairs Advisory Group. Membership shall be the Provost, and the chairs of the Undergraduate Programs Committee, Graduate Programs Committee, Honors Programs Committee, Academic Policies and Procedures Committee, Faculty Development Committee, and the Strategic Planning Committee.

Student Affairs Advisory Group. Membership shall be the Vice-President of Student Affairs and the chairs of the Student Services Committee and the Enrollment Management Committee.

Business and Finance Advisory Group. Membership shall be the Vice-President of Business and Finance and the chairs of the Budget Committee, Information Technology Committee, and the University Facilities and Services Committee.

University Advancement Advisory Group. Membership shall be the Vice-President of University Advancement and the chairs of the Intercollegiate Athletics Committee and the University Relations Committee.

NOTES:

In this alignment: 1) the chair of the Rules Committee is not a member of any of these advisory groups; 2) the chair of the Budget Committee is a member of the Business and Finance Advisory Group; 3) the chair of the Planning Committee is a member of the Academic Affairs Advisory Group.

RCP 10

To specify “ex officio”

Preamble

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 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.

NOTES: This motion assumes RCP 2 has passed. If we go with another alternative instead it will need to be rewritten. If RCP 2b carries, then the chair of the Academic Affairs Advisory Group should be designated as the representative of Senate on the Administrative Council.

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 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. The Rules Committee sees value in combining these positions. Such a combination can be affected in either of two ways: 1. have the Executive Secretary of the Senate serve as the Secretary to the general faculty; or 2. have the Secretary to the general faculty serve as the Executive Secretary of the Senate. 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, we propose to combine these positions in a way that fosters greater participation and democracy, by choosing option #2 above. The role as the Executive Secretary of the Senate should then also be clearly specified to be a three-year term since, at this point, it is a two-year term.

Current Policy Affected by this Motion

Article IV, Section, 2,D of the *Policies and Procedures* states:

The Executive Secretary - An ex-officio (nonvoting) Executive Secretary shall be elected by the Senate for a period of two (2) years from nominees submitted, one (1) tenured full-time faculty member who has served in the Senate within the prior three (3) years from each academic unit listed in A (5). His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

Article I, Sections A,B of the *By-Laws* state:

A. OFFICERS: The officers of the General Faculty shall be as follows:

Chair: The President of the University

Vice Chair: The Provost and Vice President for Academic Affairs

Secretary: An elected faculty member

Parliamentarian: An elected faculty member

B. ELECTION AND SUCCESSION OF OFFICERS. The Secretary and Parliamentarian shall be elected by the General Faculty for three-year terms. In the event of a vacancy, the General Faculty, upon recommendation of the Senate, shall elect a successor for the unexpired term. The Vice Chair shall preside when the Chair is absent or when the Chair desires to participate actively in the debate on the floor.

RCP 4

Change the *By-Laws* to Conform to Changes Made last Year in the *Policies and Procedures*

There may be others, and the changes we propose may make more others, but I did notice one statement in the current *By-Laws* that was not changed when, last year, the *Policies and Procedures* were changed in this regard. It is:

Currently, Article III D of the *By-Laws* states

Each Senate committee, except the Committee on Graduate Studies and the Honors College Committee, shall annually elect one (1) faculty member of the Senate as chair.,, The newly elected chair shall take office at the beginning of the summer semester. The Dean of the Graduate School shall serve as Chair of the Committee on Graduate Studies; and the Dean of the Honors College shall serve as chair of the Honors College Committee.

Given that chairs of these committees are now elected, this needs to be changed. Note, however, that if we revise the committee structure itself this year (i.e., see Appendix 9), making this change to the *By-Laws* should await that one, which may, for example, further tweak the names of those committees.

While we are proposing changes to the *By-Laws*, we might also want to consider taking a whack at this one as well:

Currently Article III.C of the *By-Laws* Article III.C. states:

The official file of the minutes of each committee meeting shall be kept in the Registrar's Office. Official copies of committee minutes shall be made available to the University community from the web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

Given that, as far as I know, this is not now followed, and further, given that we live now in an electronic age, shall we change it? On the other hand, there is something quaintly wondrous about it, but if we recommend it be kept, should we then not also recommend it be followed?

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

- Specify 10% rule

- Nominations

- Procedural challenges to elections

- Special elections (mid-term vacancies)

- Executive Secretary election

- Exec Comm serves as elections comm.—it is expected that anyone on Exec Comm who seeks to run will recuse themselves from any deliberations

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 depts 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 21

Reinvigorate and collaborate with the Staff Advisory Council

Currently, it is stated in the *Statutes*

Article I. Section 2.

D. Staff Advisory Council

(1) The Staff Advisory Council shall act as an advisory body to the President and shall act on behalf of the staff of the University where there is a need for uniform policy throughout the University. The Council shall endeavor to enhance the flow of communication among all sectors of the University and to make recommendations concerning actions of the University which have an impact on classified staff. All actions of the Council which affect the operation of the University are subject to the approval of the President.

(2) The membership of the Staff Advisory Council shall be elected by and from the classified personnel as defined in the Policies of the Board of Regents and in the Personnel and Policies procedures section of the Business Procedures Manual of the Board of Regents. Elections shall be conducted in accordance with the Bylaws of the Council.

See Brian McCrary (ITS) bmccrary@westga.edu who wants to be involved in developing this I talked with him Dec 1. (See my meeting notes) He's seeking the help of the Senate to revive the Staff Advisory Council.

Some possible ideas:

1. Confederated with Faculty Senate and Student Government Association as a University council? And/or leaders from each forming a super committee?
2. That a Leadership Training Center be established with the following functions:
 - a. to offer leadership training skills for members of:
 1. Faculty Senate
 2. Staff Council
 3. Student Government Association
 - b. to offer forums for discussion of governance issues for members of the 3 groups
3. That those serving on the above three councils should be compensated with the following:
 - a. free parking for the year
 - b. meal credit at Z-6 of \$50 for the year
 - c. book credit at University bookstore of \$50 for the year

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 27

Proposal to Change the Amendment Process

Current Policy

Policies and Procedures Article IV, Section 3 (Modification) currently states: Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Policies and Procedures Article V, Section 4 (Modification) currently states: Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Bylaws Article V (Amendment or Repeal of Bylaws) currently states: 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.

Proposed Changes

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Policies and Procedures Article IV, Section 3 (Modification):
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic balloting.

Changes to:

Policies and Procedures Article V, Section 4 (Modification):
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic balloting.

Changes to:

Bylaws Article V (Amendment or Repeal of Bylaws):
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 ~~either~~ at the next meeting of that body or by means of electronic balloting and must carry by a simple majority vote of the members present.