

# 2021 welcome orientation

University Senate: Four campuses, one Senate...your voice!



# Agenda

## Welcome

Eduardo Pagán

## The University Senate

Eduardo Pagán

## The roles of senators

Maria Coca

## Senate terminology and processes

Maria Coca

## Frequently asked questions

Maria Coca



A decorative graphic consisting of a thin yellow arc that starts on the left side of the slide and curves upwards and to the right, ending in a solid yellow circle.

# **The University**

# ASU Administration

## President



## University Provost, Vice Provosts and Deans



### Office of the University Provost

[Nancy Gonzales](#)

Executive Vice President and University Provost



### Academic Alliances

[Cheryl Hyman](#)

Vice Provost



### Academic Personnel

[Deborah Clarke](#)

Vice Provost



### Inclusion and Community Engagement

[Tiffany López](#)

Vice Provost



### Planning and Budget

[Sheila Ainlay](#)

Vice Provost



### Student Success

[Arthur Blakemore](#)

Vice Provost

## University Administration



### Business and Finance

[Morgan R. Olsen](#)

Executive Vice President, Treasurer and Chief Financial Officer



### Knowledge Enterprise

[Sally Morton](#)

Executive Vice President



### Learning Enterprise

[Maria Anguiano](#)

Executive Vice President



### Budget and Planning

[Matthew Smith](#)

Vice President, Budget Planning and Management



### Cultural Affairs

[Colleen Jennings-Roggensack](#)

Vice President of Cultural Affairs, Executive Dir. of ASU Gammage



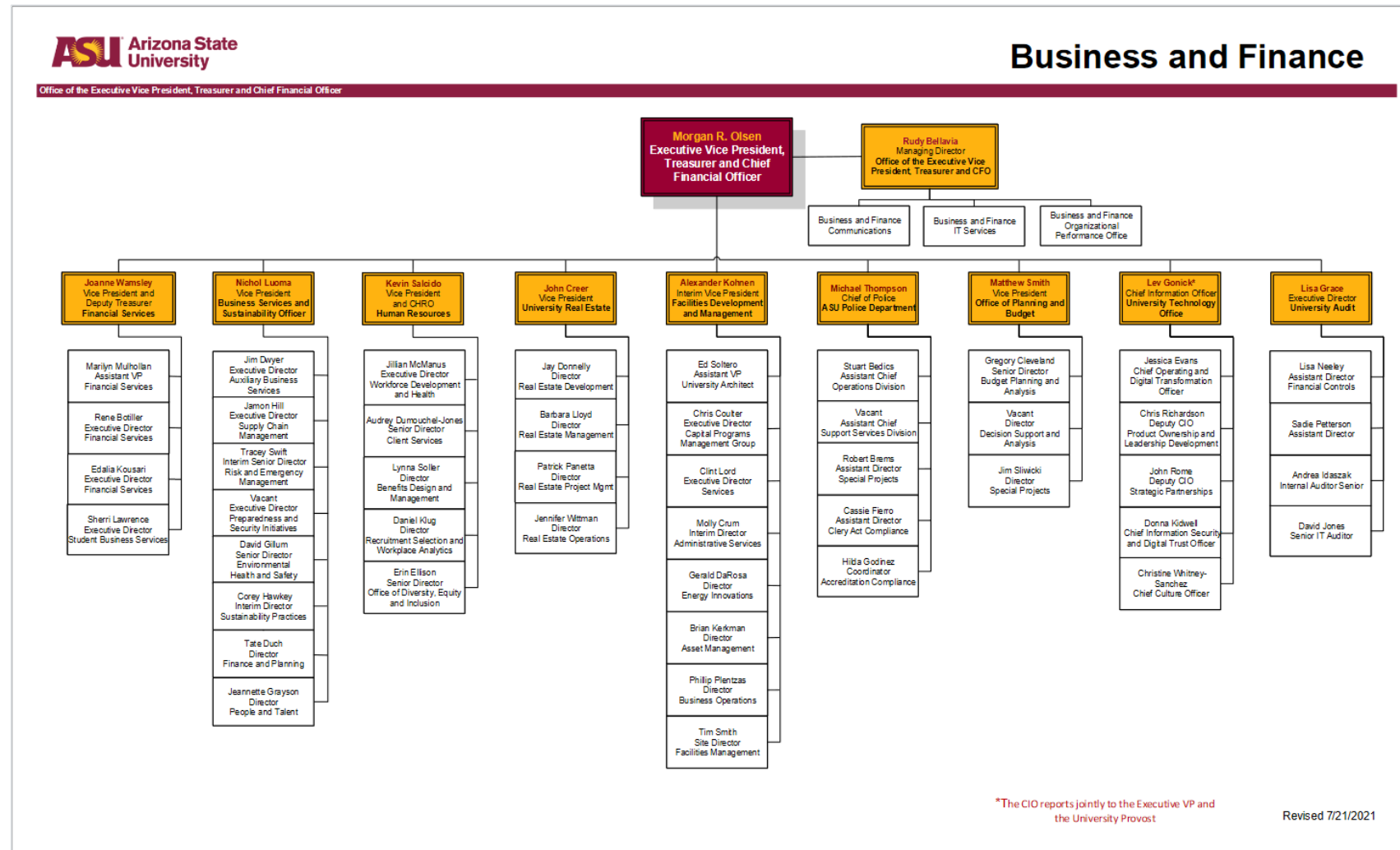
### Interplanetary Initiative

[Lindy Elkins-Tanton](#)

Vice President



# Business and Finance



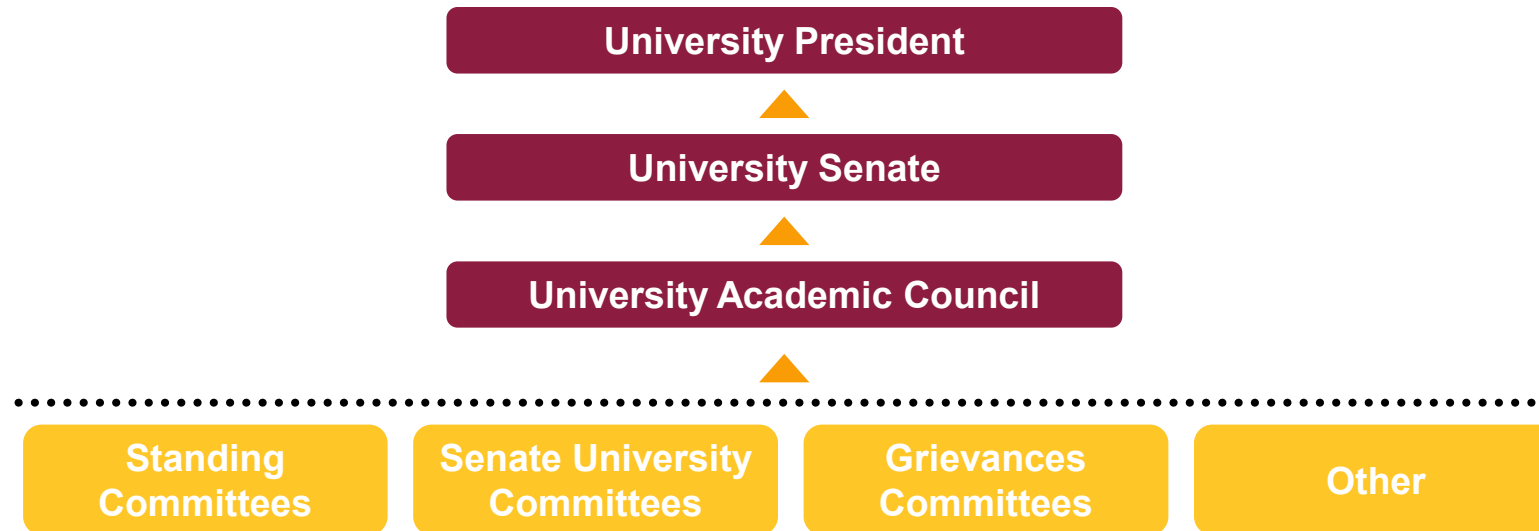
A decorative graphic on the left side of the slide, consisting of a large, light yellow arc and a smaller, solid yellow dot at its end.

# **The University Senate**

# The University Senate

## The big picture

Topics reviewed by the senate require a big picture perspective of Arizona State University. When senators embrace the big-picture view, and use their unit level expertise, the senate is able to efficiently and effectively execute its shared governance responsibilities.



# The University Senate Representation

The University Senate has the power to act for and represent the Academic Assembly under existing regulations in all matters including but not limited to:\*

- academic affairs
- faculty-student policies
- financial affairs
- personnel affairs
- university services and facilities

The senate also works diligently to enhance the reputation of the university as well as communicate the outstanding accomplishments of our faculty and academic professionals.

\*ABOR Policy 6-201 and A.R.S. §15-1601

**University  
President**

**University Senate**

**Faculty Members and  
Academic Professionals**



# **The University Senate** **Who runs the senate?**



# The University Senate Presidents and secretary



**Eduardo Pagán**  
University Senate  
President



**Mary Burleson**  
West campus  
President



**LaDawn Haglund**  
Tempe campus  
President



**Chris Kyselka**  
Polytechnic campus  
President



**Johannah Uriri-Glover**  
Downtown Phoenix campus  
President



**Philip VanderMeer**  
Secretary for Academic  
Assembly and Senate

# The University Senate

## University Academic Council

- The University Academic Council is the executive board of the University Senate, and is composed of the president, president-elect and past campus presidents. The senate president and chair of the UAC are elected annually from among these individuals.
- The University Academic Council meets monthly to discuss, delegate and implement senate issues and strategic planning. [Schedule for 2021–2022](#).

## Executive Committee

- The Executive Committee is composed of each individual UAC member and the chairperson of each of the Senate's standing committees
- The Executive Committee meets once per month with its primary responsibility of setting the agenda for the next senate meeting. [Schedule for 2021–2022](#).

## Office staff

The University Senate office staff is located on the Tempe campus in Interdisciplinary B, Room 361.



**Maria Coca**

Senate Manager

[maria.coca@asu.edu](mailto:maria.coca@asu.edu)



**Alzira Lopes**

Administrative Specialist

[alzira.lopes@asu.edu](mailto:alzira.lopes@asu.edu)

# The University Senate

## Senate committees

Committee	Chair(s)
<b>Ombudsperson</b>	Nancy Cooke
<b>Committee on Academic Freedom and Tenure (CAFT)</b>	Jill Messing
<b>Governance Grievance Committee (GGC)</b>	TBA
<b>Academic Professional Grievance Committee (APGC)</b>	Brad Vogus
<b>Clearinghouse Committee</b>	Jill Messing and TBA
<b>Committee on Committees (CC)</b>	TBA
<b>Executive Committee</b>	Eduardo Pagán

Committee	Chair(s)
<b>Student-Faculty Policy Committee (SFPC)</b>	Scott Day
<b>Personnel Committee (PERS)</b>	TBA
<b>University Services and Facilities Committee (USFC)</b>	TBA
<b>Curriculum and Academic Program Committee (CAPC)</b>	Denise Bodman
<b>Library Liaison Committee (LLC)</b>	TBA
<b>Digitally Enhanced Teaching and Learning (DETL) Adhoc</b>	Lisa Kammerlocher and Penny Dolin
<b>Research and Creative Activities Committee (RCA)</b>	Pauline Davies



# The University Senate

## Standing committees

### **Library Liaison Committee**

Advises the University Librarian on policies and strategic issues relating to the University Libraries and issues pertaining to innovations in forms of scholarly communication.

### **Personnel Committee**

To serve in a policy-forming and advising capacity in the study, clarification, and formulation of policies and procedures affecting faculty and academic professionals as specified in the constitution

### **Research and Creative Activities Committee**

The Research and Creative Activities committee serves as a review body for policies in the ASU research manual and research related topics found in the ACD manual or other manuals at ASU.

### **Student-Faculty Policy Committee**

To serve in a policy-forming and advising capacity in matters governing student conduct, consistent with the Rules for Maintenance of Public Order and the Student Code of Conduct, in matters concerning student organizations, and in other matters related to students.

### **University Services and Facilities Committee**

The committee serves in an advisory capacity in the study, clarification and formulation of policies and procedures in areas affecting the university, including public relation initiatives at the legislature and legislative coffees, campus master planning and policy review for special use of facilities on campus.

# The University Senate Standing committees

## Grievance Committees

Grievance committee members are an important component of the ASU governance system. Elected grievance committee members serve on panels that hear grievance cases submitted by faculty members or academic professionals here at ASU.

## Committee on Committees

The committee nominates faculty and academic professionals for election or appointment to senate committees, university committees, and faculty-student committees.

## Curriculum and Academic Programs Committee

The committee serves in a policy-forming and advising capacity in matters concerning proposed additions or deletions of academic programs and on academic policies affecting more than one college. It reviews and makes recommendations concerning proposed curriculum changes, the University General Studies Program, and honorary degree policies and criteria.

## Digitally Enhanced Teaching and Learning Ad-Hoc Committee

The committee reviews RFC's regarding Education and Technology, review and advise on technology matters that affect faculty and students, and serve as a vehicle for ASU Online and UTO and other working groups and committees to seek consultation and input.

## Executive Committee

To facilitate the actions of the senate as it acts upon faculty and academic professional business. To evaluate continuously the committee structure of the senate and of the university, and to recommend improvements thereof to the senate. Perform other functions as the senate and UAC may direct.

A decorative graphic consisting of a thin yellow arc starting from the left edge and curving upwards and to the right, ending in a solid yellow circle.

# **Role of senators**

# Role of senators

1

**Listen and talk** to individuals within your academic unit. Communicate important information both from your unit to the University Senate and also from the senate back to your unit.

2

**Attend** monthly University Senate meetings held on your campus, making sure to sign in at each meeting.

3

If selected, **serve** on one of the University Senate standing committees. All committee assignments will be ratified by the Senate in late August.

4

**Develop** or secure an email distribution list of faculty and academic professionals within your unit to facilitate communication.

5

**Review** all new course proposals that might impact your particular.

6

**Review** policy motions that come through the Senate

7

**Attend** and promote attendance at the Academic Assembly meeting held each semester.

8

**Encourage** colleagues to visit the [University Senate website](#) to stay informed.



A decorative graphic consisting of a thin yellow arc that starts from the left edge of the slide and curves upwards and to the right, ending in a solid yellow circle.

# **Senate terminology and processes**

# Senate terminology and processes **RFC**

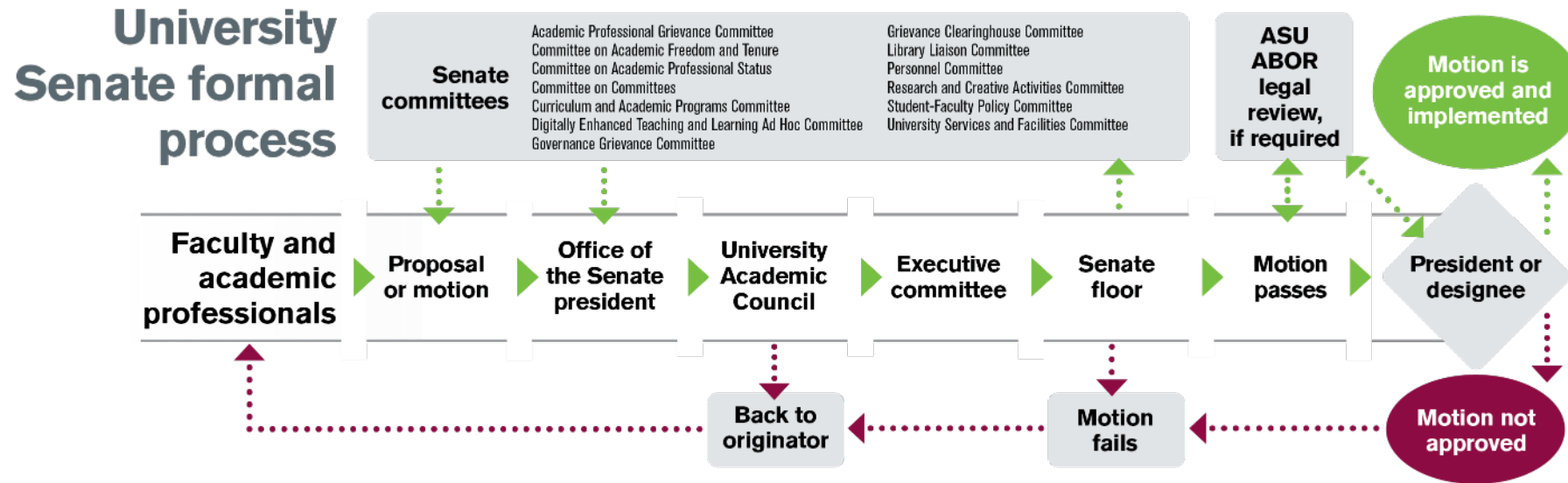
- Topics reviewed by the senate are called Request for Consultations (RFC)
- A Request for Consultation is a request made by any individual, unit, college, school, administration or organization that would like (or is required) to secure input from the faculty and/or academic professional's perspective to aid in decision-making and/or policy development.

# Senate terminology and processes

## ways to submit an RFC

- Bring the point up for discussion during the open forum of a Senate meeting.
- Discuss the issue with the senate president.
- Discuss the issue with your campus president.
- Discuss the issue with any UAC member.
- Contact the University Senate manager.

# Senate terminology and processes formal process



RFC are processed in two ways, formally and consultatively. This is the formal process:

- handled within one of the senate committees, or task forces
- results in the development of a senate motion
- voted on by all senators
- motion and outcomes posted on the senate website
- motion transmitted to the university president or university provost for review and/or implementation decision



# Senate terminology and processes

## Consultative process

- Topics are handled by the senate president, UAC, senate office staff or one of the senate committees by working directly with the area/person submitting the RFC.
- Can sometimes develop into a formal senate motion.
- Outcomes announced at senate meetings and logged in the senate office RFC database.
- Topics are handled consultatively because they do not require a vote of the entire senate.

A decorative graphic consisting of a thick yellow arc on the left side of the slide, curving upwards and to the right, ending in a solid yellow circle.

# Frequently asked questions

The following are a compilation of the most frequently asked questions when serving on the senate.

# Frequently asked question

## When do I start, and how long is my term?

- Your term begins on June 1 of the year you are elected but your first Senate meeting will not be until early the following fall semester. Your term ends on May 31, three years after your start date.
- Each semester is kicked off with an Academic Assembly meeting. This year the academic assembly will be held virtually via zoom webinar on August 25 from 3:30 to 5 p.m. Pre-registration will be available on the senate website.
- You will attend your first senate meeting on Monday, August 30, 2021.

# Frequently asked question

## Where are the meetings held?

- Senate meetings are usually held in person at your local campus and connected via zoom. If you intend to permanently attend senate meetings at a location other than your home campus, please notify your campus president and Alzira Lopes in the senate office.
- The senate agenda is posted a few days prior to the meeting and a reminder email is sent to all senators the Friday before each meeting. Agendas will not be provided at meetings. Please bring a computer or print them in advance.
- [2021–2022 meeting schedule.](#)

Campus	Building	Room	Time
Downtown Phoenix	UCENT	282	3 p.m.
Polytechnic	SANTN	122	3 p.m.
Tempe	EDC	117	3 p.m.
West	FAB	S101	3 p.m.

# Frequently asked question

## What if I need to miss a meeting?

- Attendance at senate meetings is critical to the success of the organization, a quorum of 50% +1 is required in order to conduct business. Three (3) unexcused absences can result in removal from the senate.
- If you need to miss a single meeting: find a replacement and notify Alzira Lopes ([alzira.lopes@asu.edu](mailto:alzira.lopes@asu.edu)) prior to the Senate meeting.
- If you miss a meeting you must review the minutes for any important announcement or action items.
- If you are going on sabbatical: request your unit to elect or assign a replacement, and then notify the senate office.



# Frequently asked question

## Once I arrive at a senate meeting...What do I do?

- Tempe campus: In person - seating chart will be provided, sit in front of the name plate provided to you and sign the attendance sheet that is passed around after the meeting begins.
- Downtown Phoenix, Polytechnic and West campuses: Open seating, make sure to sign the attendance sheet and pickup your name plate when you enter the room.

# Frequently asked question

## Who runs the Senate meetings?

- The senate meetings are run by the University Senate President. He is assisted by the campus presidents, parliamentarian, senate secretary and the senate office staff.
- Topics for discussion, and meeting agenda items are developed from Senate input, and finalized by the University Academic Council (UAC) and the Executive Committee.

# Frequently asked question

## How do I speak at a Senate meeting?

- Discussion at senate meetings is encouraged. Please state your name and unit before addressing the Senate.
- The senate adheres to Roberts Rules of Order for discussion and conducting business.
- There are three typical occasions for speaking at a meeting: after the presentation of a motion, during the open forum or to ask questions of a presenter.
- In person:
  - At the Tempe campus, approach the microphone in the center aisle, and wait to be acknowledged by the president or chair.
  - At the Downtown Phoenix, Polytechnic or West campuses, notify your campus president.
  - Virtually- send a “chat” message to your campus president. They will notify the Senate President of your desire to speak. When you are acknowledged, “unmute” and introduce yourself before addressing the senate.

# Frequently asked question

## How do I get on one of the Senate Standing Committees?

- The Committee on Committees will issue a preference survey to all Senators in August. This survey will ask you to indicate which committees you are most willing to serve on.
- After the survey is complete the Committee on Committee evaluates preferences and develops a slate to fill all vacancies.
- If you are selected for a committee, you will be notified via email.
- Senators who are not placed on a committee are on standby and used as needed.
- There are also task forces, and special projects that a senator might be asked to serve on as well.

# Frequently asked question

## Where do I get Senate information?

- Information can be obtained from the [University Senate website](#) or by contacting any of the people below:



**Maria Coca**

Senate Manager  
480-965-7940  
[maria.coca@asu.edu](mailto:maria.coca@asu.edu)



**Alzira Lopes**

Administrative Specialist  
480-965-2222  
[alzira.lopes@asu.edu](mailto:alzira.lopes@asu.edu)



**Eduardo Pagán**

Senate President and  
Chair of the UAC  
[eduardo.pagan@asu.edu](mailto:eduardo.pagan@asu.edu)



**Philip VanderMeer**

Secretary for Academic  
Assembly and Senate

A decorative graphic on the right side of the slide. It consists of a large, light yellow arc that starts from the left and curves downwards to the right, ending in a small yellow dot. The arc is set against a light gray background that has a subtle diamond shape.

**Thank you**  
**Any other questions?**



**Follow us on Twitter: @USenateASU**

