2016-17 University Senate Leadership Orientation

August 2016

The Senate Experience

- **Leadership**
- **Strategic Planning**
- **Collaboration**
- **Policy analysis**
- **Policy development**

ASU

Legal Backing

ARS §15-1601 & ABOR 6-201

Keep the big picture in mind

Senate Purview

academic affairs

academic affairs

personnel affairs

academic affairs

personnel affairs

faculty-student policies

academic affairs

personnel affairs

faculty-student policies

financial affairs

academic affairs

personnel affairs

faculty-student policies

financial affairs

services and facilities

academic affairs

personnel affairs

faculty-student policies

financial affairs

services and facilities

There are other committees working on faculty related topics.

University Senate

Structure

Arizona State University Senate

University President

↑

University Senate

↑

University Academic Council

Standing Committees

Curriculum and Academic Programs Committee (CAPC)
Chair: Steven Semken

Committee on Committees
Chair: Chris Kyselka

Executive Committee
Chair: Brenda Hosley

Personnel Committee
Chair: Oscar Jimenez-Castellanos

University Services and Facilities Committee
Chair: Martin Matustik

Student – Faculty Policy Committee
Chair: Keith Hollinger

Senate University Committees

Library Liaison
Chair: Teresa Foulger

Research and Creative Activities
Chair: Arnold Maltz

Grievance Committees

Committee on Academic Freedom and Tenure
Chair: Kathleen Puckett

Academic Professional Grievance Committee

Grievance Clearinghouse
Chair: Kathleen Puckett

Governance Grievance Committee
Chair: Nora Gustavsson

Other

Office of University Senate
Chuck Barbee
Pamela Hoyle

Ombudsperson
Larry Olson

Senate Secretary
Chris Kyselka

Faculty Athletics Representative
Jeffrey Wilson

University Academic Council

Executive Board of the University Senate

Kathleen Puckett, Senate President and Chair of the UAC

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Downtown Phoenix

President, Donna Cataldo
President-elect | Tamara
Rounds/Brenda Hosley
Past-president | Kristin Hoffner

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President, Elsie Moore
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West

President, Alejandra Elenes
President-elect | Stefan Stantchev
Past-president | Barbara Guzzetti

The Tip of the Spear
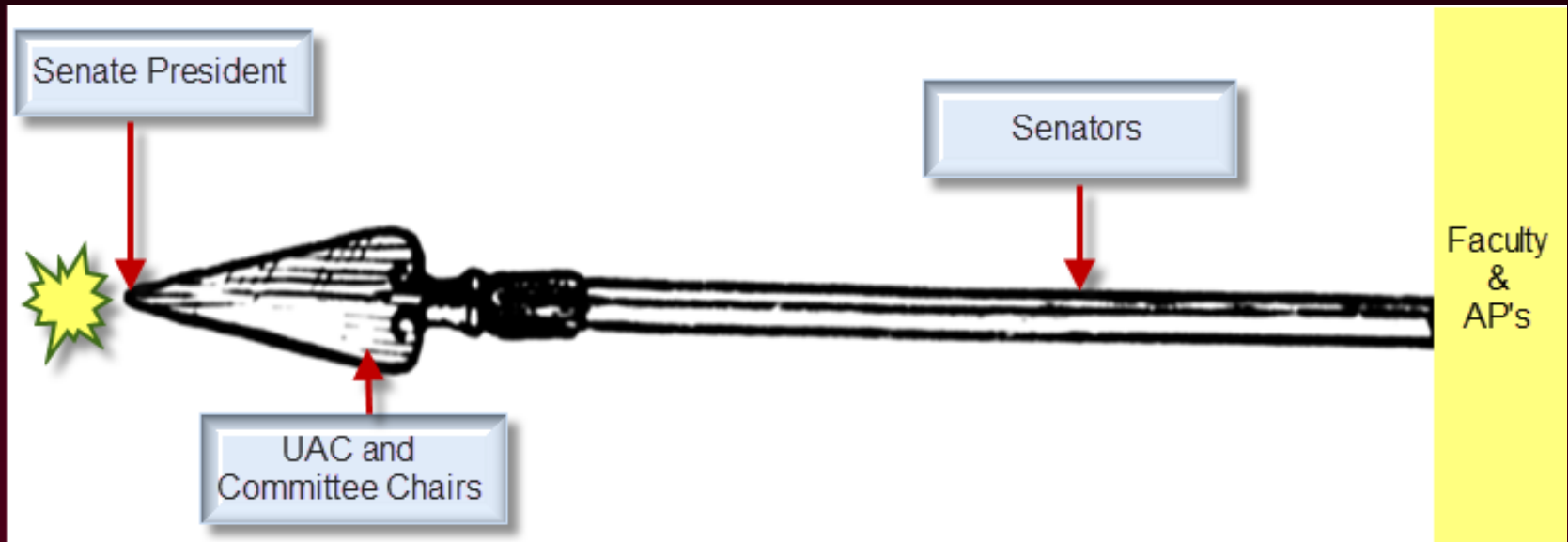
Executive Committee

Executive Committee Makeup

University Academic Council Members

+

Standing Committee Chairs

- **Senate Secretary**
- **SFPC**
- **USFC**
- **Personnel**
- **C on C**
- **Parliamentarian**
- **CAPC**
- **RCA**

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Other Senate Committees

- **Grievance Clearinghouse (GC)**
- **Committee on Academic Freedom and Tenure (CAFT)**
- **Governance Grievance Committee (GGC)**
- **Academic Professional Grievance Committee (APGC)**

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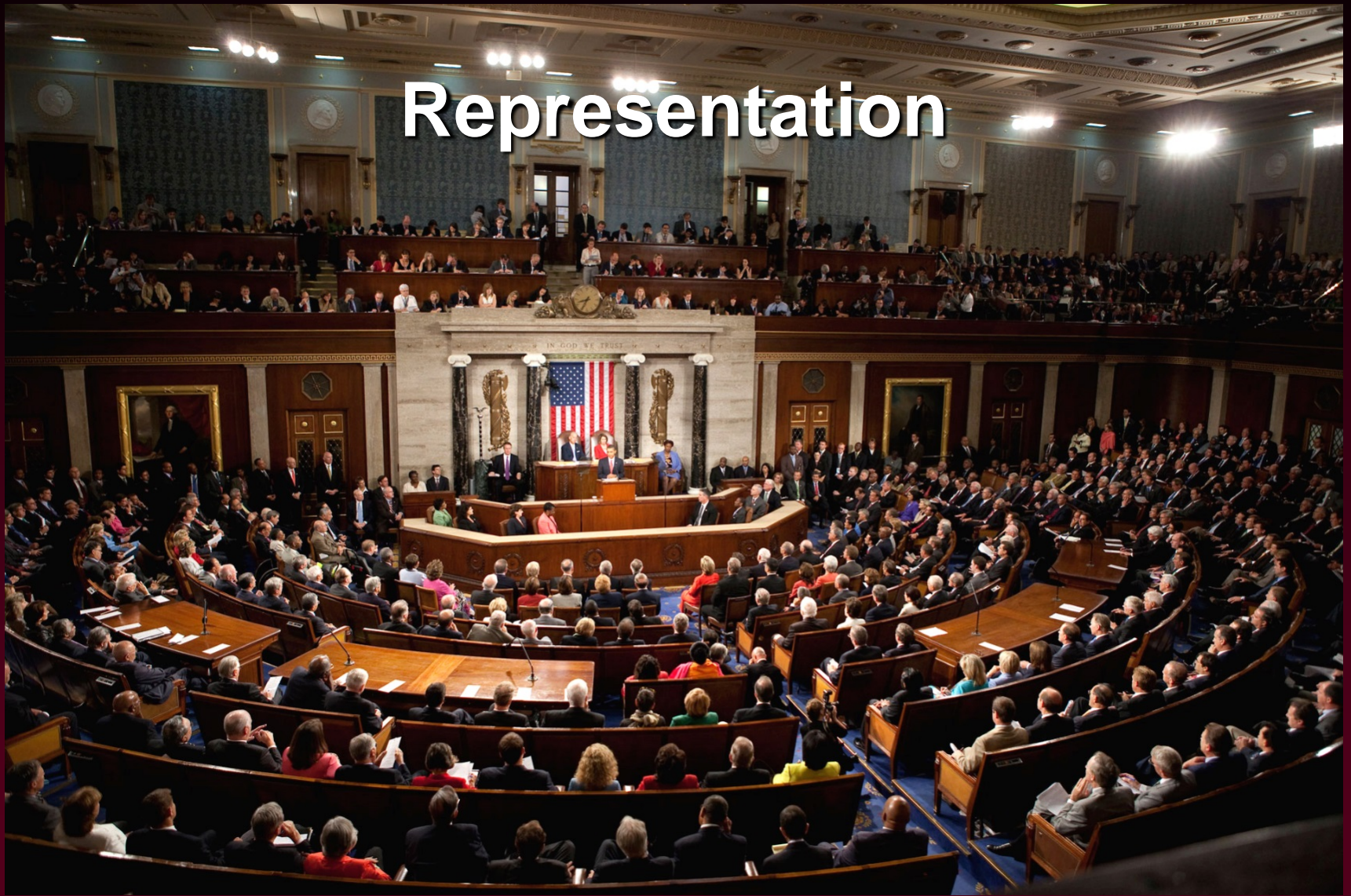- **Academic Professional Grievance Committee (APGC)**

Senate Committees

- **Library Liaison Committee**

- **General Studies**
- **University Safety Committee**

Ad-Hoc Committees and Task Forces

- **Open Access Task Force**
- **Bylaws Review Task Force**
- **University Committee Review Ad-hoc**

Representation

Senators

- **degree granting unit**

Senators

- **degree granting unit**

- **1, 2 or 3 Senators are allowed**

Senators

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- **Non-degree granting units can apply for representation**

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- Non-degree granting units can apply for representation
- **How many senators do we typically have?**
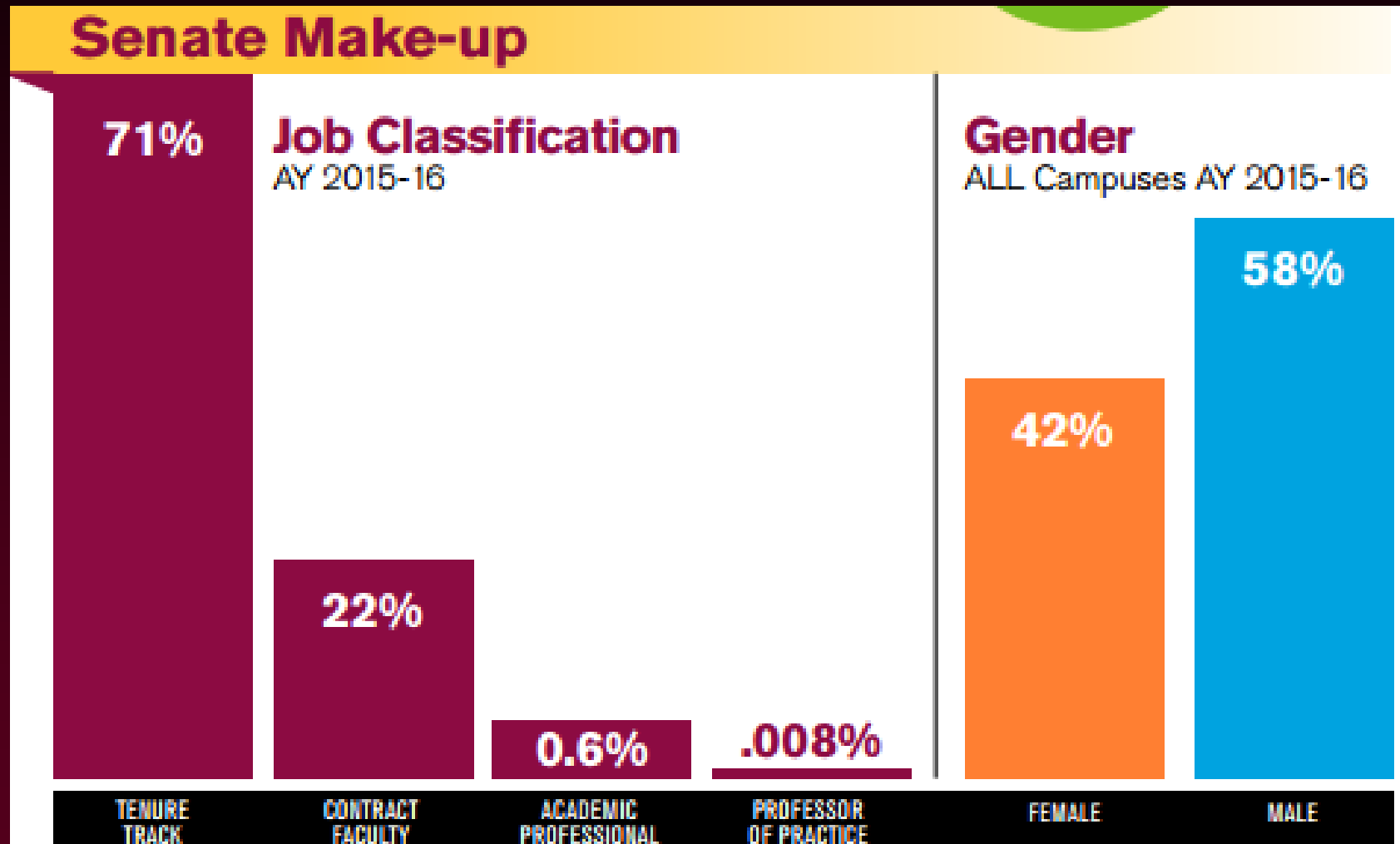
Senators

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- **How many senators do we typically have?**

~124

Senator Stats

Senate Make-up

71%

Job Classification
AY 2015-16

Gender
ALL Campuses AY 2015-16

58%

42%

22%

0.6%

.008%

TENURE TRACK | CONTRACT FACULTY | ACADEMIC PROFESSIONAL | PROFESSOR OF PRACTICE | FEMALE | MALE
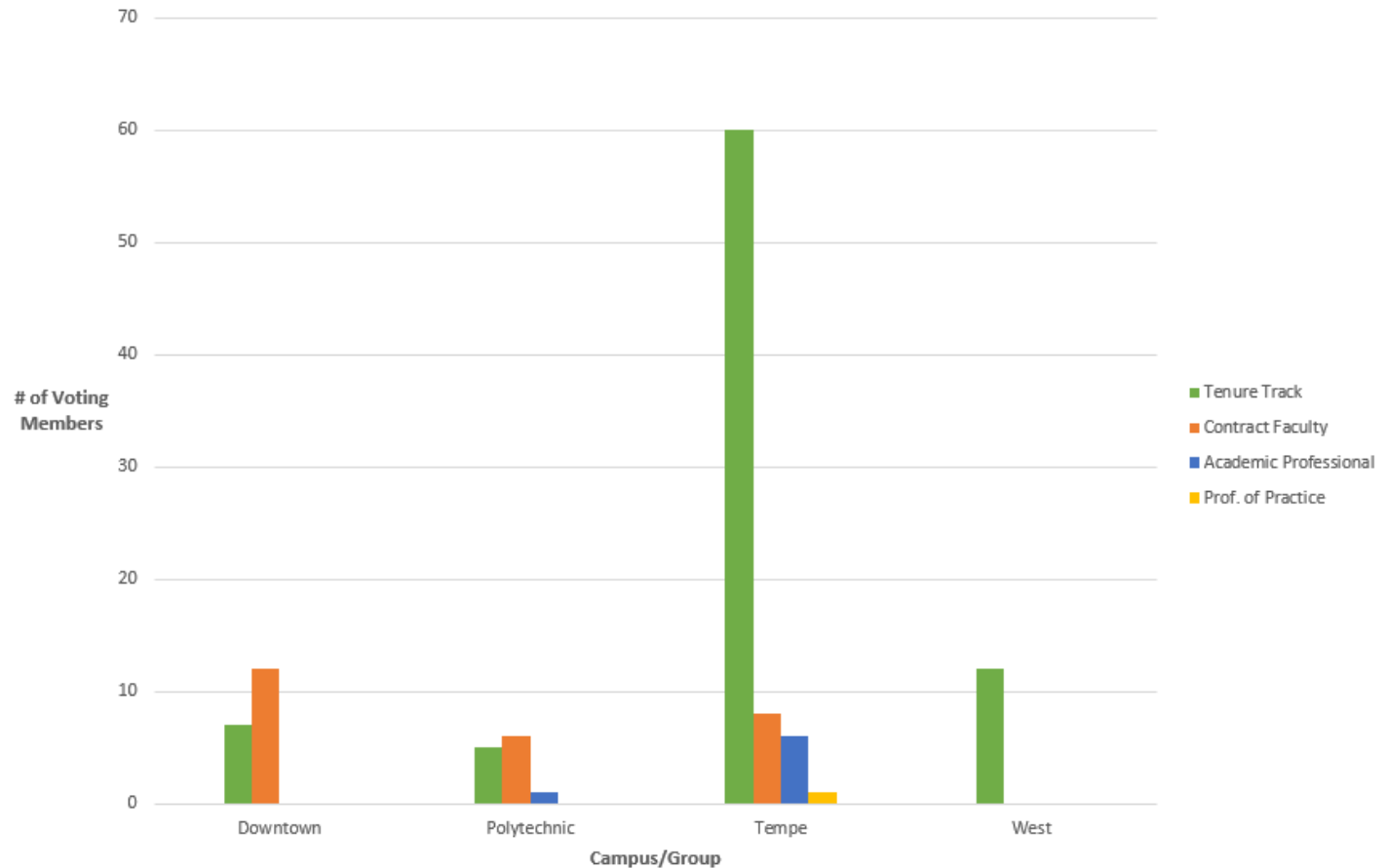
Spring 2016 Senator Stats

Senate Members Job Classifications by Campus
AY2015-16

Senate Office Staff

Chuck Barbee – Director

Pam Hoyle-Administrative Specialist

Chuck Barbee – Director

Pam Hoyle-Administrative Specialist

Mission:

To help the University Senate maximize its impact and effectiveness in the shared governance system at Arizona State University.

Office Staff Roles-Overview

Chuck Barbee

- **Senate operations**
- **Policy support/research**
- **Senate/committee project support, and implementation**

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Pam Hoyle

- **Committee support**
- **Grievance support**
- **Purchasing**
- **Parking vouchers and reservations**

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Pam Hoyle

- Committee support
- Grievance support
- Purchasing
- Parking vouchers and reservations
- Room reservations
- Travel arrangements and reimbursements
- President and Director support

Available Resources

- **Blackboard site for document storage and discussion**

- **Meetings space in INTDSB 365 and other places as needed.**

- **Teleconference lines & VC capabilities**

- **Scheduling support**

- **Parking vouchers and reservations (for selected meetings)**

- **Survey support and programming through Qualtrix**

- **Historical, policy and project background support and information.**

- **Website for public presentation of results.**

- **Pac-12 Senate staff availability**

The Senate Process

Policy and Procedure Documents

Policy and Procedure Documents

- ACD 112-01

- Senate Office Procedures & Protocol Manual

Senate Process: What & How!!

<u>What</u> is a Request for Consultation

A RFC is a request made by any individual, unit, college, school or organization that request the Senate to evaluate a topic or provide faculty representation to aid in decision- making and policy development.

<u>How</u> are RFC processed?

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Consultatively

How are RFC processed?

Consultatively   **Formally**

How are RFC processed?

Formally

Examples of Formal Processing

- **Curriculum related items**

- New course proposals

- Committee developed motions

- ACD Manual changes

- Faculty developed motions

- Resolutions

Examples of Formal Processing

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- **Resolutions**

University Senate Formal Process
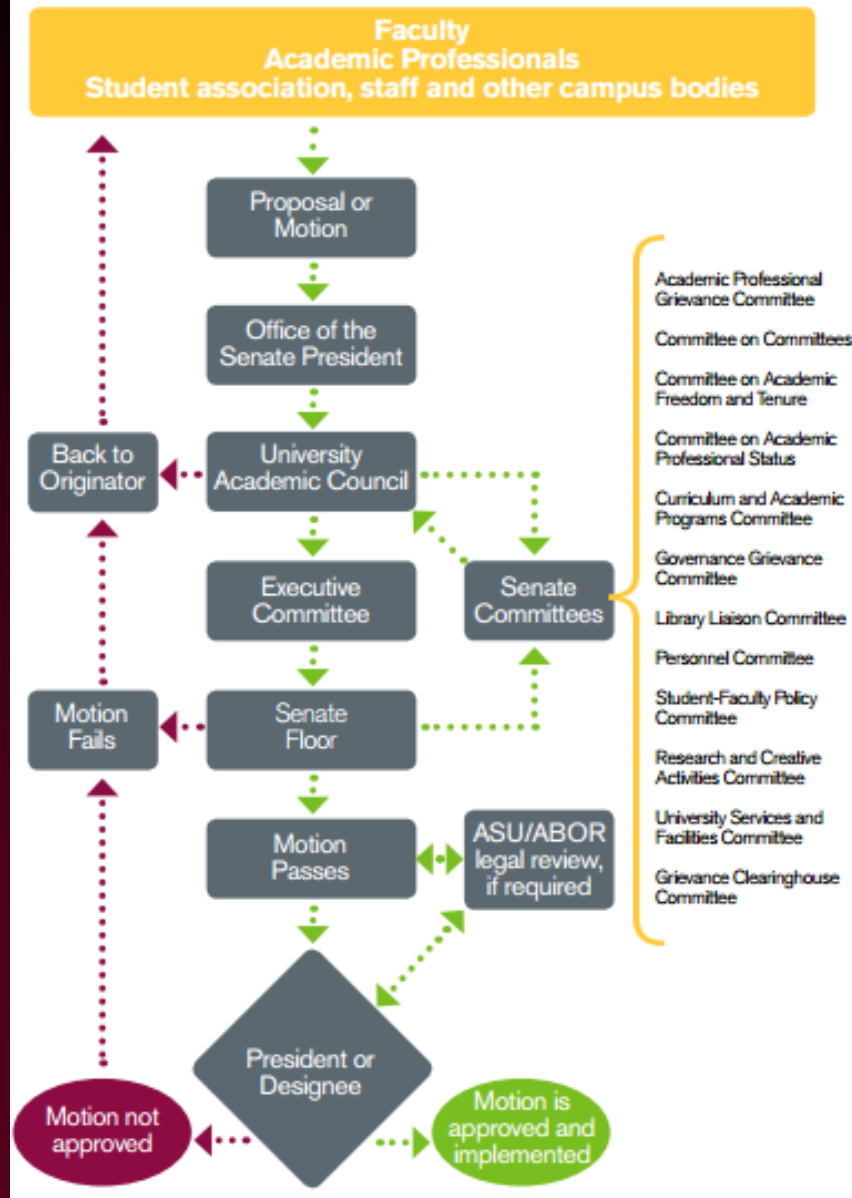
The Agenda

1. Call to order
2. Action on minutes
3. Report from the UAC
4. Report from the university president or designee
5. Report from the provost of the university or designee
6. Other reports
7. Old business (2nd readings)
8. New business (1st readings)
9. Reports from senate committees
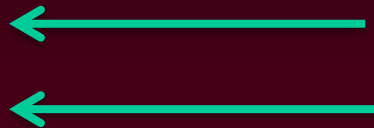10. Open forum
11. Adjournment.

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- ## 1st Reading = New Business

  - Public announcement
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  - Comments by relevant parties provided
  - Remaining discussion, edits/amendments occur
  - Vote

The Typical Senate Process

- **1st Reading = New Business**
  - Public announcement
  - Limited Senate discussion allowed
  - POC's for comments provided

- **Time between 1st & 2nd reading**
  - Comments collected
  - Negotiations occur
  - Edits/amendments are made

- **2nd Reading = Old Business**
  - Edits/amendments are presented to Senators
  - Comments by relevant parties provided
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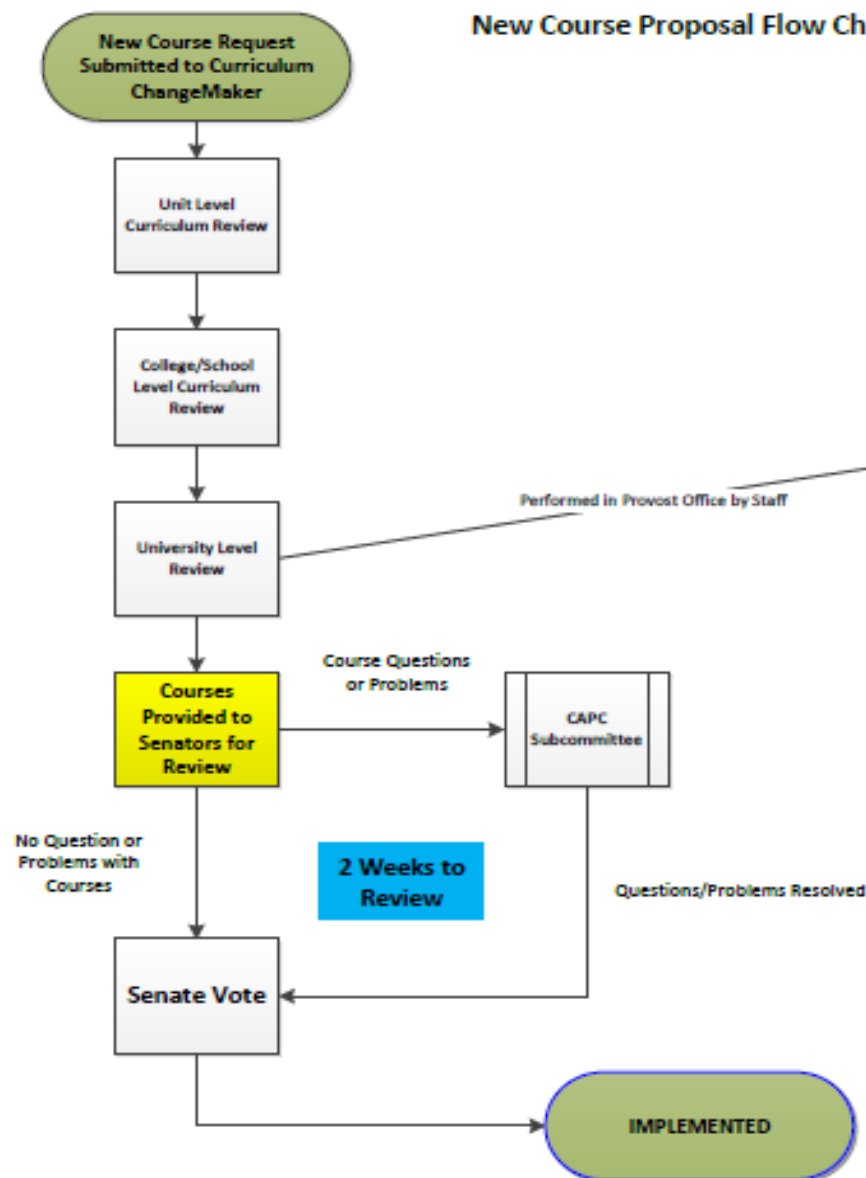 - Vote

Process Innovations

- **New Course Proposals**
- **Electronic 1st reads**
- **Holiday break procedures**

New Course Proposals

New courses will never be on the new business (1st read) portion of the Senate agenda.

- **Electronic 1st reads**
- **2 weeks prior to Senate**

New Course Proposal Flow Chart 11-25-2013

New Course Request Submitted to Curriculum ChangeMaker

Unit Level Curriculum Review

College/School Level Curriculum Review

University Level Review

Performed in Provost Office by Staff

Courses Provided to Senators for Review

Course Questions or Problems

CAPC Subcommittee

No Question or Problems with Courses

2 Weeks to Review

Questions/Problems Resolved

Senate Vote

IMPLEMENTED

New courses and modifications to existing courses are reviewed by the Office of the Executive Vice President and Provost to ensure Curriculum ChangeMaker forms are properly completed, required information is present, and proposals adhere to university policies. Examples of items reviewed include the following:

- Course data: Data are reviewed and text is edited for style and consistency for inclusion in PeopleSoft and university database systems.
- Shared courses: If the course is offered across two or more campuses the form is distributed to the "Shared Courses" group to ensure consistency between or among campuses. All units currently offering the course must be in agreement to change or delete a course.
- Proposed course number: Availability and appropriateness of the proposed course number are confirmed.
- Enrollment requirements: Availability and appropriateness of the proposed pre-/corequisites, and/or antirequisites are verified.
- Academic unit impact: When appropriate, reviews will be requested from academic units that may be impacted by the new or modified courses.
- Transfer agreements: New courses or modifications to existing courses will be shared with the Academic Transfer Articulation Office for comment when appropriate. When necessary, relevant Community College Partners are notified of changes by the Academic Transfer Articulation Office

How are RFC processed?

Consultatively

Examples of Consultative Processing

- **Faculty representation on dean searches**

- **Current policy interpretations**

- **University Services issues**

- **Student requests for faculty input**

- **Faculty representation on University level committees**

- **College/school level problem resolution**

Examples of Consultative Processing

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Do all of our recommendations/consultations have to be in the form of a Senate motion?

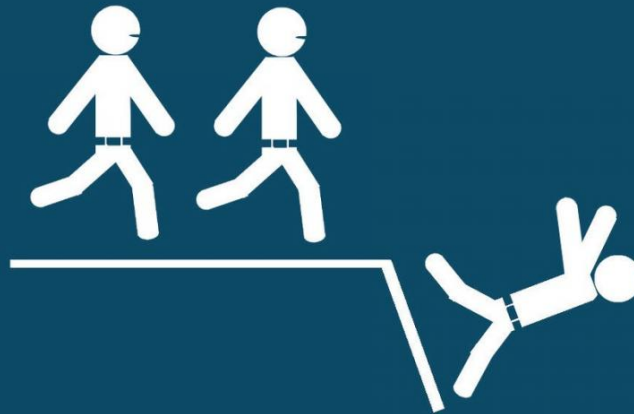# Do all of our recommendations/consultations have to be in the form of a Senate motion?

NO

Committee Chairs are Important Senate Leaders!

The Committee Chair

The Committee Chair

FOLLOW THE
LEADER

Staffing Committees

Regular Committees

- **Nominations from the Committee on Committee**
- **Ratification by the Senate, early in the fall semester**
- **All Senators**

Staffing Committees

Regular Committees

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Grievance Committees

- **Nominations from the Committee on Committees**
- **Elected by Vote of the Academic Assembly each spring semester**
- **Not Senators**

Committees: How will we know what projects to work on?

RFC Communication and Delegation

Reactive

- **Topics may be delegated from the Senate Office.**

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- **Administrators/faculty/students etc may ask you directly to consult on a subject.**

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If this occurs

Communicate all finalized RFC topics to the Senate President and Senate office Director.

Proactive

- **Monitor other committees**

Proactive

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- **Current trends and hot topics**

Proactive

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- **Committee member issues**

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- **Long-term planning and predicting**

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Proactively developed RFCs should be provided to the Senate President and Director.

Reactive & Proactive Outcomes

Senate motions

Formal committee transmittals

Informal committee transmittals

Reactive & Proactive Outcomes

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Final Communication will be through the committee annual report.

Annual Reports

Annual reports are critical to the ongoing success of the University Senate. Each of the annual committee reports a out the committee roster; section II outlines each request for consultation that was delegated to that particular com developed; section III lists any request for consultations that were not completed and need to be carried over to the committee opportunity to make any final recommendations to the Senate. The University Senate Annual Report pro the big picture success of the University Senate and is an important document for helping ASU administration and Senate's impact here at ASU. Ultimately, the information contained within each of these annual reports is a resource and decisions.

Academic Year	Title	Committee Name
2015-2016	Annual Report	University Senate
2015-2016	Annual Report	Governance Grievance Committee
2015-2016	Annual Report	Library Liaison Committee

14. Policy question regarding how long do students have to wait if their instructor is late to class. Formal question is located in Consultation Request Folder 14-15
    a. Implementation: Senate Motion 2015-47, the Senate does not yet have confirmation that this Provost approved recommendation has been formally implemented.

Section III

Request for Consultations and/or topics that were not started or remain unfinished and need to be carried over to the next academic year.

1. The Vice President of Services for the Undergraduate Student Government (West) questioned the possibility of making the course description, when registering for a class, more in depth?

2. The president of the ASU chapter of Students for Sensible Drug Policy (SSDP) has requested that the University Senate consider partnering with them to request that a Good Samaritan policy be implemented across all campuses.
    a. In committee: SSDP was invited to speak at the Senate #7 open forum.

ASU UNIVERSITY **Senate**
ARIZONA STATE UNIVERSITY

3. USG raised questions about iCourse fees. USG is developing a resolution, which "requests a task force, including student and faculty representation alongside administrative staff, be created to
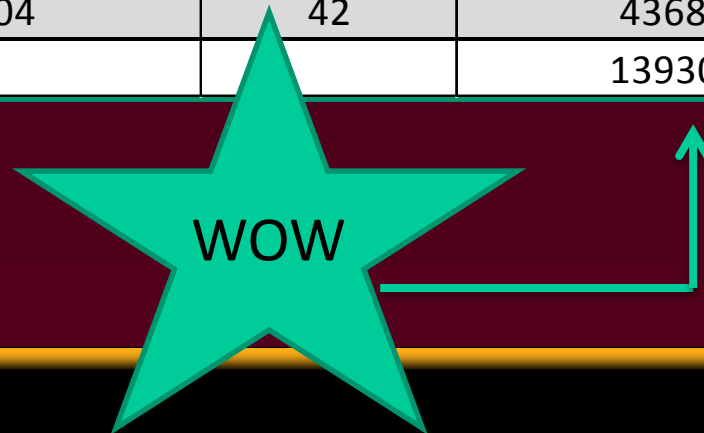
Expectations and Best Practices

Expectations and Best Practices

- **Hold an initial meeting prior to September 30th**
  - **Set the standing meeting time for the year**
  - **Discuss carry over issues from prior year**
  - **Determine who will take minutes and load them into BB**
  - **Make decisions on whether the committee will take-on rollover items.**
  - **Discuss (and reinforce at each meeting) meeting etiquette, especially as it relates to individuals on Vidyo or the phone.**

- **Delegate RFCs to sub committees.**
- **Communicate regularly with administration.**
- **Be thorough when performing policy research.**
- **Setup your committee so that you can react to requests from the Senate or other outside organizations.**
- **Monitor University committees and current issues/events in academia so that topics can be addressed proactively by the Senate.**
- **Make periodic oral reports to the Senate**
- **Develop an annual report for the Senate**

Service Recognition

Serving the Senate is a BIG deal!!

Title	Number of positions	Hrs/position	Total hours per group
Senate President	1	863	863
Campus Presidents	12	177	2124
Committee Chairs	8	99	792
CAFT Committee Chai	1	152	152
Governance Grievance	1	52	52
Senators	102	51	5202
Avg Task Forces/Ad hc	2	99	198
Secretary	1	179	179
Committee Members	104	42	4368
Total			13930

WOW

Questions?