2016-17 University Senate Leadership Orientation

August 2016
The Senate Experience

• Leadership
• Strategic Planning
• Collaboration
• Policy analysis
• Policy development
Legal Backing

ARS §15-1601 & ABOR 6-201
Keep the big picture in mind
Senate Purview
The Purview of the Senate

academic affairs
The Purview of the Senate

academic affairs

personnel affairs
The Purview of the Senate

academic affairs
personnel affairs
faculty-student policies
The Purview of the Senate

- academic affairs
- personnel affairs
- faculty-student policies
- financial affairs
The Purview of the Senate

academic affairs
personnel affairs
faculty-student policies
financial affairs
services and facilities
The Purview of the Senate

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

There are other committees working on faculty related topics.
University Senate

Structure
University Academic Council

Executive Board of the University
Senate
Kathleen Puckett, Senate President and Chair of the UAC
Kathleen Puckett, Senate President and Chair of the UAC

Downtown Phoenix

President, Donna Cataldo
President-elect | Tamara Rounds/Brenda Hosley
Past-president | Kristin Hoffner
Kathleen Puckett, Senate President and Chair of the UAC

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President-elect | Igor Shovkovy
Past-president | Keith Hollinger

West

President, Alejandra Elenes
President-elect | Stefan Stantchev
Past-president | Barbara Guzzetti
The Tip of the Spear

- Senate President
- Senators
- UAC and Committee Chairs
- Faculty & AP's
Executive Committee
Executive Committee Makeup

University Academic Council Members

Standing Committee Chairs

- Senate Secretary
- SFPC
- USFC
- Personnel
- C on C
- Parliamentarian
- CAPC
- RCA
Executive Committee Makeup

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Executive Committee Makeup

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Other Senate Committees
Grievance Committees

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

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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

- **degree granting unit**
- **1, 2 or 3 Senators are allowed**
- **Non-degree granting units can apply for representation**
Senators

- degree granting unit
- 1, 2 or 3 Senators are allowed
- Non-degree granting units can apply for representation
- How many senators do we typically have?
Senators

• degree granting unit
• 1, 2 or 3 Senators are allowed
• Non-degree granting units can apply for representation
• How many senators do we typically have?

~124
Senator Stats

Senate Make-up

Job Classification
AY 2015-16

71% TENURE TRACK
22% CONTRACT FACULTY
0.6% ACADEMIC PROFESSIONAL
0.008% PROFESSOR OF PRACTICE

Gender
ALL Campuses AY 2015-16

58% FEMALE
42% MALE
Spring 2016 Senator Stats

Senate Members Job Classifications by Campus
AY2015-16

- Tenure Track
- Contract Faculty
- Academic Professional
- Prof. of Practice

# of Voting Members

Campus/Group: Downtown, Polytechnic, Tempe, West
Senate Office Staff
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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- Communications director
- Historical counsel/questions
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Pam Hoyle

- Committee support
- Grievance support
- Purchasing
- Parking vouchers and reservations
Office Staff Roles - Overview

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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!!
What 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.
How are RFC processed?
How are RFC processed?

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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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 (2\textsuperscript{nd} readings)
8. New business (1\textsuperscript{st} readings)
9. Reports from senate committees
10. Open forum
11. Adjournment.
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2. Action on minutes
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4. Report from the university president or designee
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The Typical Senate Process

• **1st Reading = New Business**
  - Public announcement
  - Limited Senate discussion allowed
  - POC’s for comments provided
The Typical Senate Process

• **1\textsuperscript{st} Reading = New Business**
  – Public announcement
  – Limited Senate discussion allowed
  – POC’s for comments provided

• **2\textsuperscript{nd} Reading = Old Business**
  – Edits/amendments are presented to Senators
  – 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
  - Remaining discussion, edits/amendments occur
  - Vote
Process Innovations

- New Course Proposals
- Electronic 1\textsuperscript{st} reads
- Holiday break procedures
New Course Proposals

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

- Electronic 1\textsuperscript{st} reads
- 2 weeks prior to Senate
NewCourseProposalFlowChart11-25-2013

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
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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

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

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.
Reactive

- Topics may be delegated from the Senate Office.
- Administrators/faculty/students etc may ask you directly to consult on a subject.
Reactive

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

If this occurs

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

• Monitor other committees
Proactive

• Monitor other committees
• Current trends and hot topics
Proactive

- Monitor other committees
- Current trends and hot topics
- Committee member issues
Proactive

• Monitor other committees
• Current trends and hot topics
• Committee member issues
• Long-term planning and predicting
Proactive

• Monitor other committees
• Current trends and hot topics
• Committee member issues
• Long-term planning and predicting

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

Senate motions
Formal committee transmittals
Informal committee transmittals

Final Communication will be through the committee annual report.
Annual reports are critical to the ongoing success of the University Senate. Each of the annual committee reports outlines the committee roster; section II outlines each request for consultation that was delegated to that particular committee; section III lists any request for consultations that were not completed and need to be carried over to the next committee opportunity to make any final recommendations to the Senate. The University Senate Annual Report provides the big picture of the University Senate and is an important document for helping ASU administration understand Senate’s impact here at ASU. Ultimately, the information contained within each of these annual reports is a resource and decision-making tool.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Title</th>
<th>Committee Name</th>
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<tbody>
<tr>
<td>2015-2016</td>
<td>Annual Report</td>
<td>University Senate</td>
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<tr>
<td>2015-2016</td>
<td>Annual Report</td>
<td>Governance Grievance Committee</td>
</tr>
<tr>
<td>2015-2016</td>
<td>Annual Report</td>
<td>Library Liaison Committee</td>
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</table>
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.

Office of the University Senate

Interdisciplinary B Room 361
PO Box 181703 Tempe, AZ 85287-1703
480-965-2222 Fax: 480-965-0814
usenate.asu.edu

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!!

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of positions</th>
<th>Hrs/position</th>
<th>Total hours per group</th>
</tr>
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<tbody>
<tr>
<td>Senate President</td>
<td>1</td>
<td>863</td>
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</tr>
<tr>
<td>Campus Presidents</td>
<td>12</td>
<td>177</td>
<td>2124</td>
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<tr>
<td>Committee Chairs</td>
<td>8</td>
<td>99</td>
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<tr>
<td>CAFT Committee Chair</td>
<td>1</td>
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<td>Governance Grievance</td>
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<tr>
<td>Senators</td>
<td>102</td>
<td>51</td>
<td>5202</td>
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<tr>
<td>Avg Task Forces/Ad hoc</td>
<td>2</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Committee Members</td>
<td>104</td>
<td>42</td>
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<td>Total</td>
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Questions?