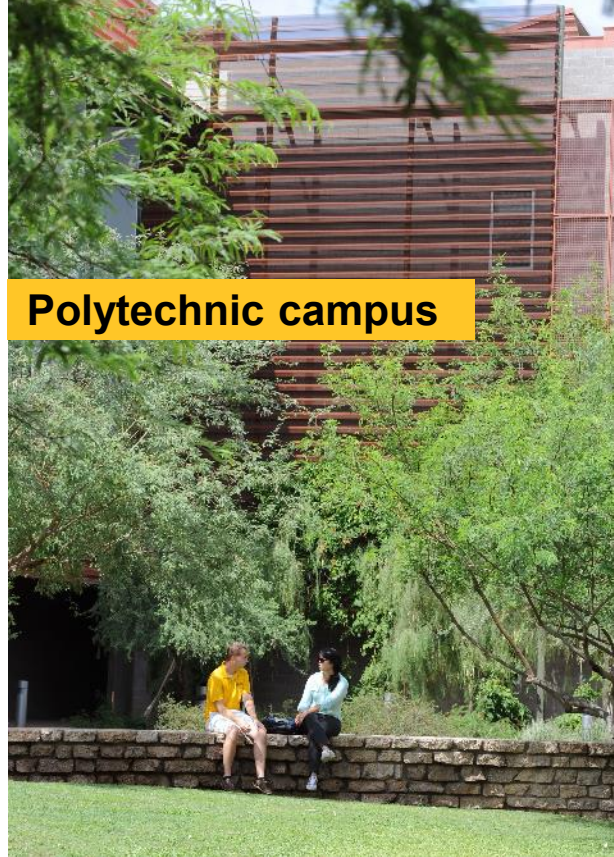


**Downtown Phoenix
campus**



Polytechnic campus



Tempe campus



West campus

Arizona State University Senate

Four campuses, one Senate...your voice!

2020 welcome orientation

Agenda



Welcome

Simin Levinson

The University Senate

Simin Levinson, slides 3–9

The roles of senators

Maria Coca, slide 13–14

Senate terminology and processes

Maria Coca, slides 15–19

Frequently asked questions

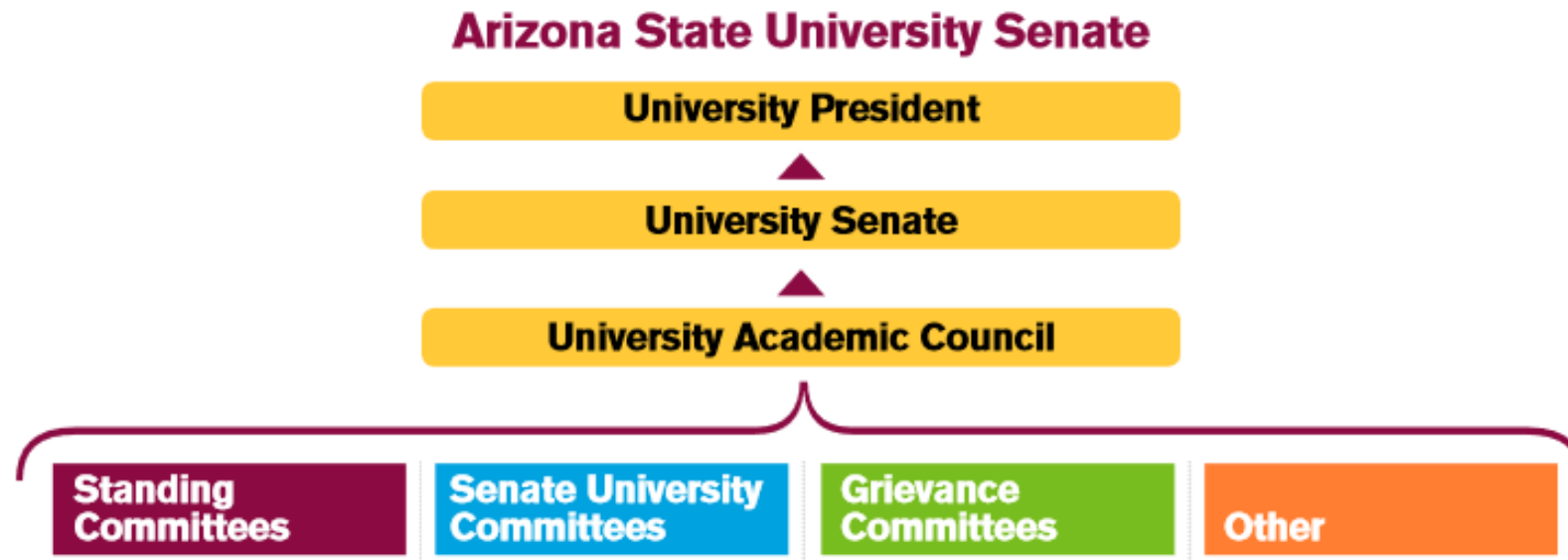
Maria Coca, slides 20–31

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.

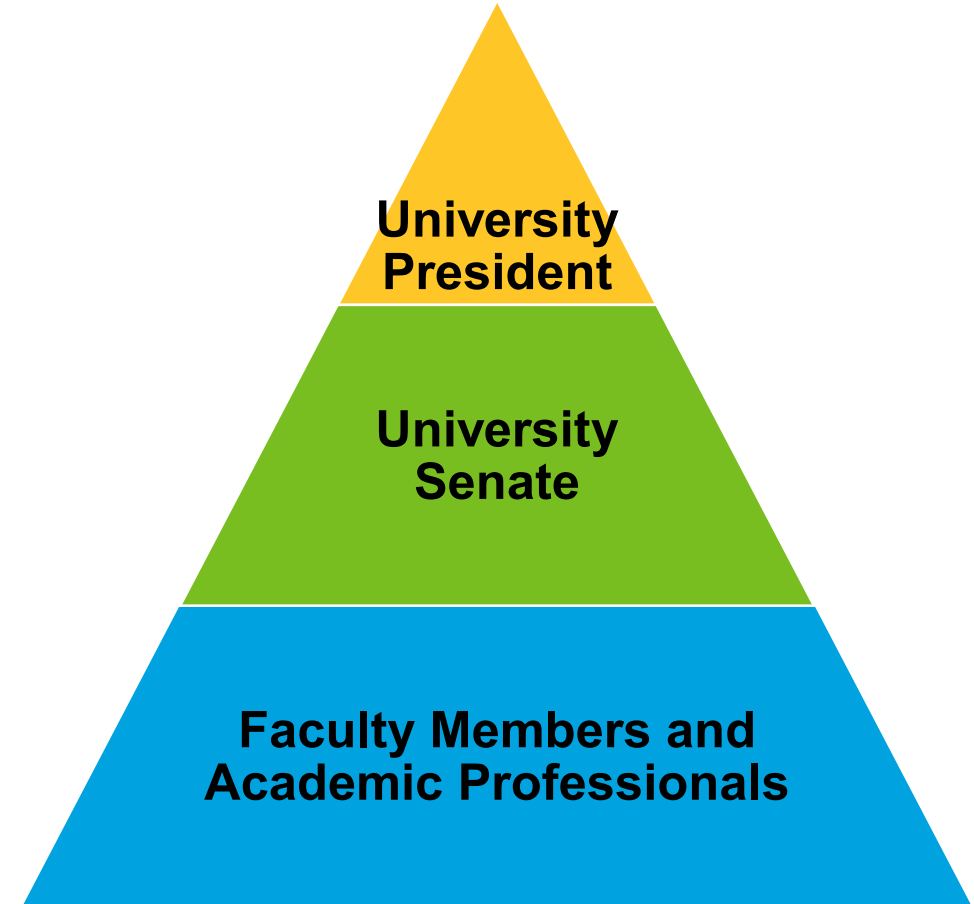


The University Senate Representation

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

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

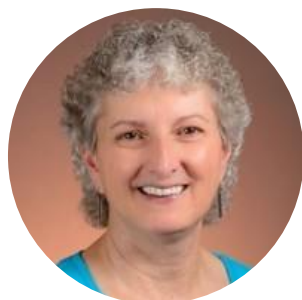


The University Senate Presidents and secretary



Simin Levinson

University Senate President



Ann Sebren

Downtown Phoenix campus
President



Penny Dolin

Polytechnic campus
President



Greg Stone

Tempe campus
President



Eduardo Pagán

West campus
President



Chris Kyselka

Academic Assembly and Senate
Secretary

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 2020–2021 is found on the [website](#).

The University Senate 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.

The University Senate Office staff

The University Senate office staff is located on the Tempe campus in Interdisciplinary B, Room 361, but services senate business on all campuses.



Maria Coca
Senate Manager
maria.coca@asu.edu



Alzira Lopes
Administrative Specialist
alzira.lopes@asu.edu

The University Senate

Senate committees

Ombudsperson

Nancy Cooke

Committee on Academic Freedom and Tenure (CAFT)

Jill Messing

Governance Grievance Committee (GGC)

Carla van de Sande

Academic Professional Grievance Committee (APGC)

Anali Perry

Clearinghouse Committee

Messing/ van de Sande

Committee on Committees (CC)

Nicole Blaize Nolan

Executive Committee

Simin Levinson

Student-Faculty Policy Committee (SFPC)

Scott Day

Personnel Committee (PERS)

Mary Jane Parmentier

University Services and Facilities Committee (USFC)

Khaerannisa (Nisa) Cortes

Curriculum and Academic Program Committee (CAPC)

Denise Bodman

Library Liaison Committee (LLC)

Sarah Bolmarcich

Digitally Enhanced Teaching and Learning (DETL) Adhoc

Lisa Kammerlocher

Research and Creative Activities Committee (RCA)

TBD

The University Senate Standing committees

Grievance Committee

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.

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.

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.

Role of senators

Role of senators

- ✓ Listen and talk to individuals within your academic unit. Communicate important information both from your unit to the Senate and also from the Senate back to your unit.
- ✓ Attend monthly Senate meetings held on your campus, making sure to sign in at each meeting.
- ✓ If selected, serve on one of the Senate standing committees. All committee assignments will be ratified by the Senate in late August.
- ✓ Develop or secure an email distribution list of faculty and academic professionals within your unit to facilitate communication.
- ✓ Review all new course proposals that might impact your particular unit/school/college (discussed below).
- ✓ Review policy motions that come through the Senate (discussed below).
- ✓ Attend and promote attendance at the Academic Assembly meeting held each semester.
- ✓ Encourage colleagues to visit the [University Senate website](#) to stay informed.

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

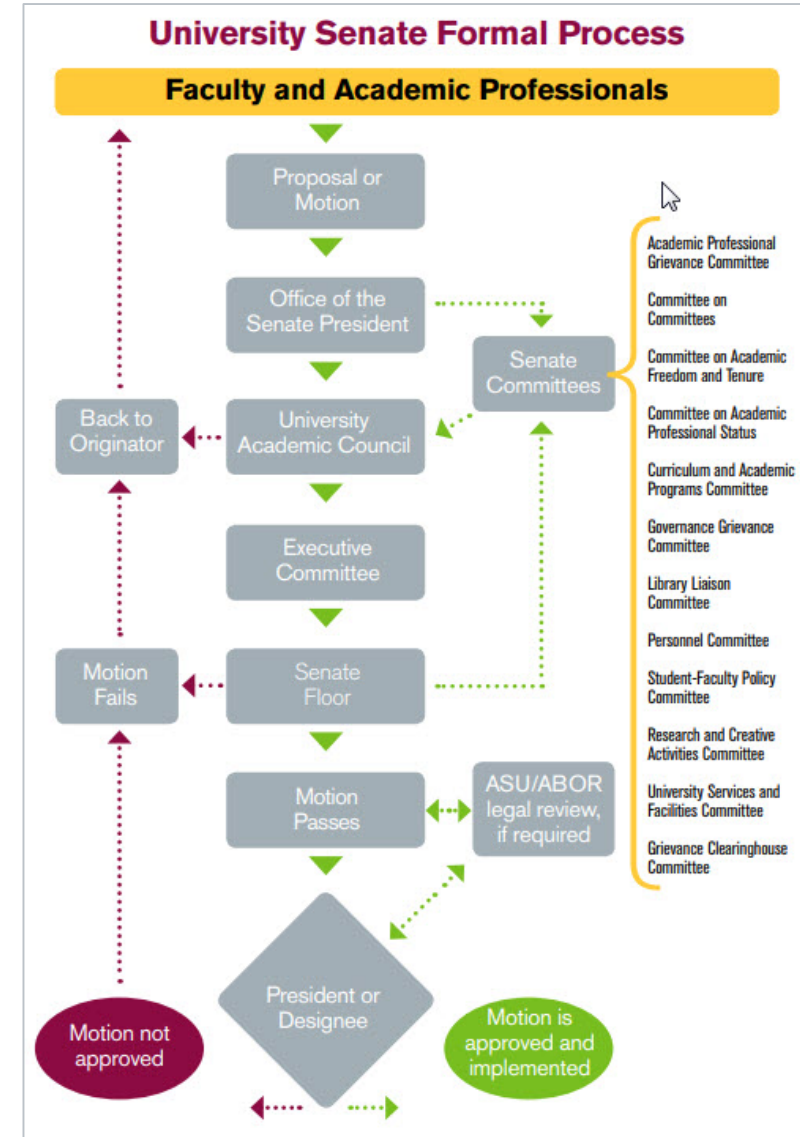
ways to submit an RFC

- 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.

Frequently asked questions

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

Frequently asked question **one**

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 31, 2020.

Frequently asked question **two**

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.
- Click [here](#) for the 2020–2021 meeting schedule.
- All fall 2020 meeting will be held virtually via zoom

Campus	Building	Room	Time
Downtown Phoenix	UCENT	317	3 p.m.
Polytechnic	PICHO	155	3 p.m.
Tempe	EDC	117	3 p.m.
West	FAB	S101	3 p.m.

Frequently asked question **three**

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) 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 **four**

How to attend a virtual meeting?

- Join zoom 15-30 minutes before, please plan to join the meeting 30-15 minutes before the start of the meeting in order to troubleshoot any potential issues with signing-in.
- Make sure your name and campus your represent is visible. Sign attendance sheet (google doc link will be shared on the “chat”).
- If you have issues joining the meeting please contact [Travis McHenry](#) for assistance***PLEASE DO NOT REPLY TO ALL***
- Please sign in with your ASU account.
- You will find the link to the Zoom [meeting on the agenda](#).
- We recommend using a laptop to join.
- If you are planning on using a tablet, or smartphone please make sure the Zoom app is installed and tested.

Frequently asked question **five**

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.

Make sure you have a clicker but do not push the clicker buttons, they don't look turned on, but they are.

Frequently asked question **six**

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. Make sure you have a clicker but do not push the clicker buttons, they don't look turned on, but they are
- Virtually- Join zoom 10-15 minutes before meeting. Make sure your name and campus your represent is visible. Sign attendance sheet (google doc link will be shared on the "chat").
- 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.

Make sure you have a clicker but do not push the clicker buttons, they don't look turned on, but they are.

Frequently asked question **seven**

How do I vote?

- Voting is done by using the clicker located next to your sign placard.
- Do not vote until the question has been presented on the screen.
- Follow the instructions on the video screen at your meeting. (Typically):
 - Press 1/A for Yes “in favor”
 - Press 2/B for No “oppose”
 - Press 3/C for “abstain”
- Virtually you vote via Zoom poll. Like this: vote now!

You may change your vote anytime prior to the voting question being closed...the last vote will be the only one that registers.



**Please leave
the clickers in
the room.**

Frequently asked question **eight**

Who runs the Senate meetings?

- The senate meetings are run by the University Senate President. She 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 **nine**

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 **ten**

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 **eleven**

Where do I get Senate information?

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



Maria Coca

Senate Manager
480-965-7940
maria.coca@asu.edu



Alzira Lopes

Administrative Specialist
480-965-2222
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Simin Levinson

Senate President and
Chair of the UAC
602-496-1865
simin.levinson@asu.edu



Chris Kyselka

Secretary for Academic Assembly
and Senate
480-727-1097
ckyselka@asu.edu



Thank you
Any other questions?