

Four Campuses ... One Senate ... Your Voice!

Welcome to the



Arizona State University

Welcome! We are pleased to have you serving on the University Senate.



If after reviewing this document you still have questions, please contact your campus President or the University Senate office

[Click Here for Campus President Contact information](#)

The big picture

As a member of the University Senate, it is important for you to represent the interests of your academic unit. It is however, equally important to understand that issues and topics reviewed by the Senate require a big picture perspective of the entire university.



The big picture



There will be times when making decisions from this paradigm will be challenging. It will be at these moments when all members of the Senate will rely on the collegiality and professionalism that is the hallmark of shared governance at Arizona State University to continue to efficiently and effectively represent your constituents.

What does the Senate do?

The Senate assists in the development and review of policy relating to all facets of the university. The University Senate has the power* to act for the Academic Assembly in areas such as: academic affairs, personnel affairs, faculty-student policies, financial affairs and 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

Who runs the University Senate?

- University Senate President
- University Academic Council
- Senate Executive Committee
- University Senate Office Staff

Senate President AY 2017-18



Arnie Maltz
Associate Professor
W.P. Carey School of Business

What is the University Academic Council? (UAC)

The UAC is the leadership arm of the University Senate, and is composed of the President, President-elect & Past Presidents of all four campuses. The chair of the UAC is the University Senate President. The UAC meets monthly with a primary task being discussion, delegation, implementation of Senate issues and strategic planning.

What is the Executive Committee?

The Executive Committee is composed of the UAC members, and also the chairs of each of the Senate standing committees. The Executive Committee meets once per month with its primary responsibility being to set the agenda for the next Senate meeting.

[Click Here](#) to see all of the University Senate Committees

University Senate Office Staff

Chuck Barbee Director

Pamela Hoyle Administrative Specialist

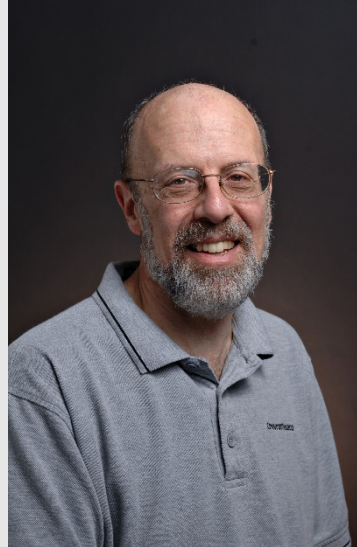
2017-2018 Senate and Campus Presidents



Tamara Rounds
Downtown Campus
President



Igor Shovkovy
Polytechnic Campus
President



Arnie Maltz
University Senate
President and Chair
of the UAC*



Shirley Rose
Tempe Campus
President



TBD
West Campus
President



Chris Kyselka
Secretary of the Academic
Assembly and Senate

*The remaining members of the leadership team (the UAC) are the President-elect and Past President from each ASU campus.

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

- Your term begins on June 1, but your first Senate meeting will not be until August 28, 2017. Your term ends on May 31st, three years after your start date
- Each semester is kicked off with an Academic Assembly Reception (fall-8-22-2017 and spring-1-23-2018). Invitations with exact times and locations will be sent out for this event.
- The first Senate meeting you will attend is on August 28, 2017 at 3:00pm

[Click here](#) to see the Senate meeting calendar for 17-18.

Where are the meetings held?

Senate meetings are video conferenced and you may attend them at any of the locations noted below. If you intend to permanently attend Senate meetings at a location other than your home campus, please notify your campus president and Pam Hoyle in the Senate office. Parking for Senate meetings is the responsibility of each Senator.

The 2015-16 meeting rooms are:

Downtown Senators	UCENT	317
Polytechnic Senators	PICHO	155
Tempe Senators	EDC	117
West Senators	FAB	S101

The Senate agenda is posted 6 days prior to the meeting and a reminder e-mail is sent to all Senators. **Agendas will not be provided at meetings. Please bring a computer or print them in advance.**

Senate meetings start promptly at 3:00pm

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 unexcused absences can result in removal from the Senate.

- If you need to miss a single meeting: locate a replacement, and notify Pam Hoyle prior to the Senate meeting.
 - Pam Hoyle at pamela.hoyle@asu.edu
- 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/assign a replacement, and then notify the Senate office.
 - Pam Hoyle at pamela.hoyle@asu.edu

What is my role as a Senator?

- Listen and talk to individuals within your academic unit. Communicate important issues and 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 e-mail distribution list of faculty and academic professionals within your unit to facilitate communication.

My Senate role (cont'd)

- Review all new course proposals that might impact your particular unit/school/college.
- Review policy motions that come through the Senate (see next slides).
- Attend and promote attendance at the Academic Assembly meeting held each semester.
- Encourage colleagues to visit the University Senate website to stay informed. [University Senate Website](#)

Once I arrive at a Senate meeting ...What do I do?

- Find a seat in the meeting room
 - Tempe Senators (seating chart will be provided)
 - Poly, West & Downtown (open seating)
- If in Tempe, sit in front of the name plate provided to you and sign in on the roster sheet that is passed around after the meeting begins.
- At West, Poly and Downtown, 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.

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”

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
clickers in the room.



[View Larger](#)

Who runs the Senate meetings?

- The Senate meetings are run by the University Senate President. He/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. Agendas are typically posted on the Senate Website and provided to Senators 6-7 days prior to each meeting.

[Click here](#) to see a sample agenda

How do I speak at a Senate meeting?

- Discussion at Senate meetings is encouraged.
- The Senate adheres to Roberts Rules of Order for discussion and conducting business.
- There are two typical occasions for speaking at a meeting: After the presentation of a motion and during the open forum.
- If in Tempe, approach the microphone in the center aisle, and wait to be acknowledged by the President/Chair.
- If at Poly, West or Downtown, notify your campus President.

Before speaking, please state your name and unit.

Additional Senate Meeting Points

- Please be on time so meetings can start promptly and we are assured of having a quorum.
- Speakers must utilize a microphone so they may be heard by all of the campus locations.
- Side conversations are disruptive and should be minimized.
- All speakers must state their name and unit prior to addressing the Senate members.
- All Senators should sign the attendance sheet at each meeting.

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 e-mail.
- 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.

What does the Senate office do?

- Under the direction of the Senate President, the Senate Office is run by the Director-Chuck Barbee.
- The Senate office is located on the Tempe Campus in Interdisciplinary B, Room 361, but services Senate business on all campuses.
- Administrative support is provided by Chuck Barbee and Pam Hoyle.
- The Senate office coordinates all meetings, committees and task forces, and works closely with the Senate leadership team, and committee chairs on all University Senate business.

Watch a Video of a 2016-17 Senate Meeting

[Click here](#)

Senate Business

Processing Request for Consultation

Guided by the University Senate Constitution (ACD 112-01)
and the Senate Office Procedures and Protocol Manual

What is a Request for Consultation (RFC)

A RFC 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 policy development.

How do I submit a RFC

There are several ways you can present an issue for consideration:

- 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 office director.

Request for Consultation (RFC)

Examples

Administrative requests: search committee representation, summer UAC work, faculty governance interpretations, ACD policy change requests, RSP policy change reviews, and other faculty related policy changes.

College/School/Unit requests: curricular changes or modifications, new course proposals, Policy review requests, request for ideas on how to incorporate shared governance concepts within the organization, etc.

Constituent requests: problem resolution, university-wide service resolution, etc.

University committee requests: faculty interpretations and feedback on topics, faculty representation on task forces and ad-hoc committees, consideration for new policies etc.

Student requests: faculty requests for input, joint student-faculty proposals, etc.

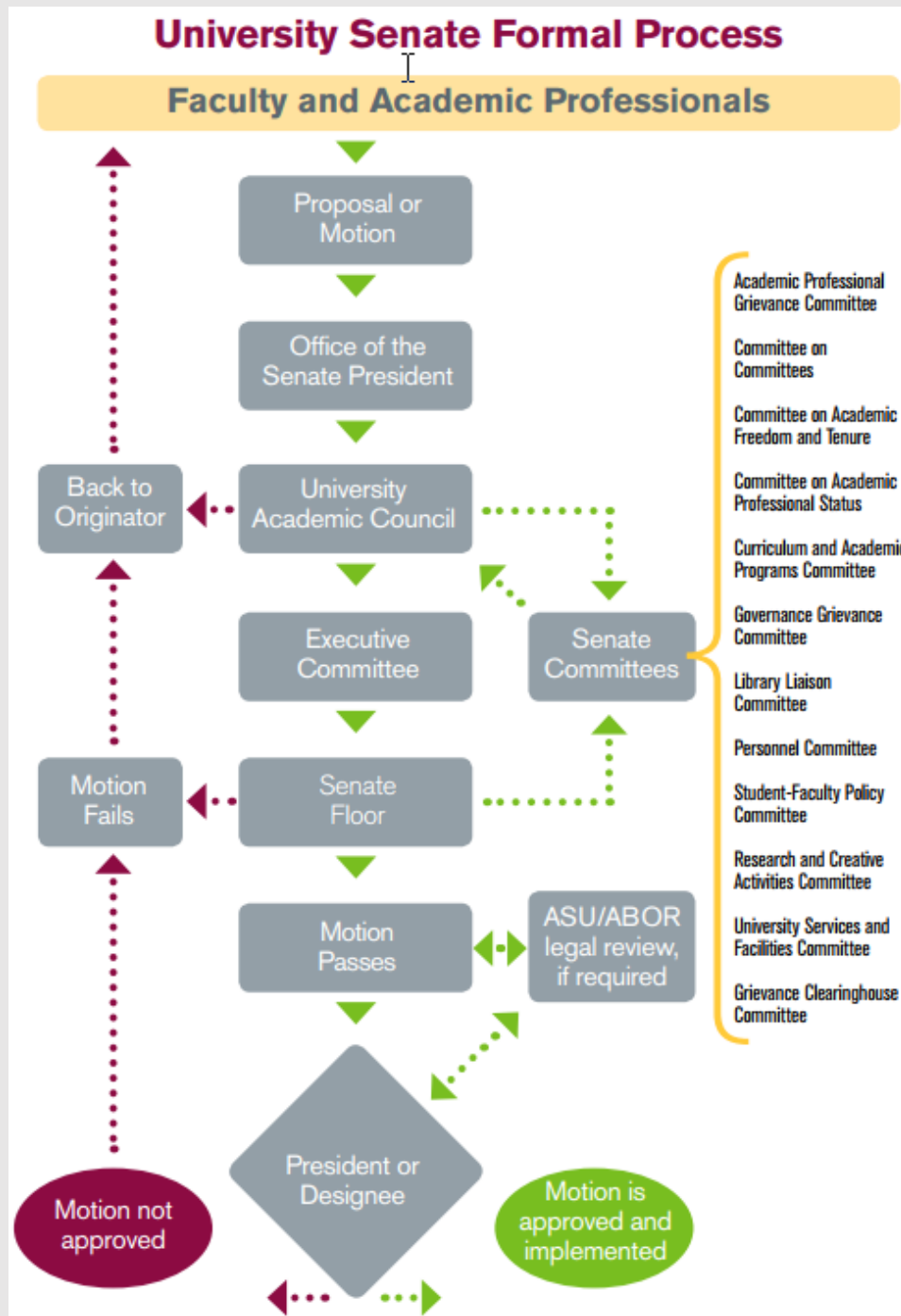
How are request for consultations processed?

Consultatively

- 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 log

Formally

- 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 Provost for review and/or approval



Formal Process Diagram

Typical procedure for formal Senate motions

Most all formal items that come to the Senate for review and vote will follow this process.

- Item is placed on the agenda for a 1st reading (new business). First readings are public announcement of a proposed action, very little Senate meeting discussion occurs at this time.
- In between the 1st and 2nd Senate meeting, discussion, feedback, and edits/amendments can occur on a motion.
- Item is placed on the next Senate meeting agenda as a 2nd reading (old business). At the 2nd reading, edits/amendments are presented, and any remaining discussion or additional edits/amendments occur.

Continued

- After discussion has concluded the President calls for a vote on the motion.
- Approved motions are transmitted to the Provost of the University and/or the office of General Counsel review and implementation consideration.
- If approved by the Provost or President the policy is placed in the appropriate manual and/or the recommendation is implemented.

Formal Senate process for new course proposals

In order to help expedite the process, new course proposals will never show up on the agenda as a 1st read. All new courses receive an electronic 1st read, and are then placed on the next Senate meeting agenda as a 2nd reading under old business.

Here's how it works

Two weeks prior to each Senate meeting you will receive an e-mail with a hyperlink to a Senate motion that contains a list of all the new course proposals for the month. The courses contained in this motion need to be reviewed* within the two week window before the next Senate meeting.

*Questions, feedback or concerns with any proposed new course are to be sent to the CAPC subcommittee on new course proposals POC, which will be indicated in the e-mail when the course list is provided to you.

Reviewing new course proposals

In the fall semester of 2013 an ad-hoc committee was developed to review the new course proposal review process. This committee was charged with reviewing existing practices and implementing new practices that would balance the faculty's purview over curriculum and academic quality, with the institutional need to process new course proposals in a timely manner.

Tips for reviewing new course proposals

- Typically you will look most closely at courses that are similar to courses offered in your home unit so that we might identify cross college redundancies that were not identified earlier in the process.
- You may also review course objectives, impact statements and other comments and paperwork presented by administration and/or college and unit level curriculum committees by logging into Curriculum ChangeMaker.

Curriculum ChangeMaker Instructions are on the following slides

[CLICK HERE](#) to Login to Curriculum ChangeMaker, and then bookmark the site, or copy and past this link: <https://goo.gl/xksHpj>

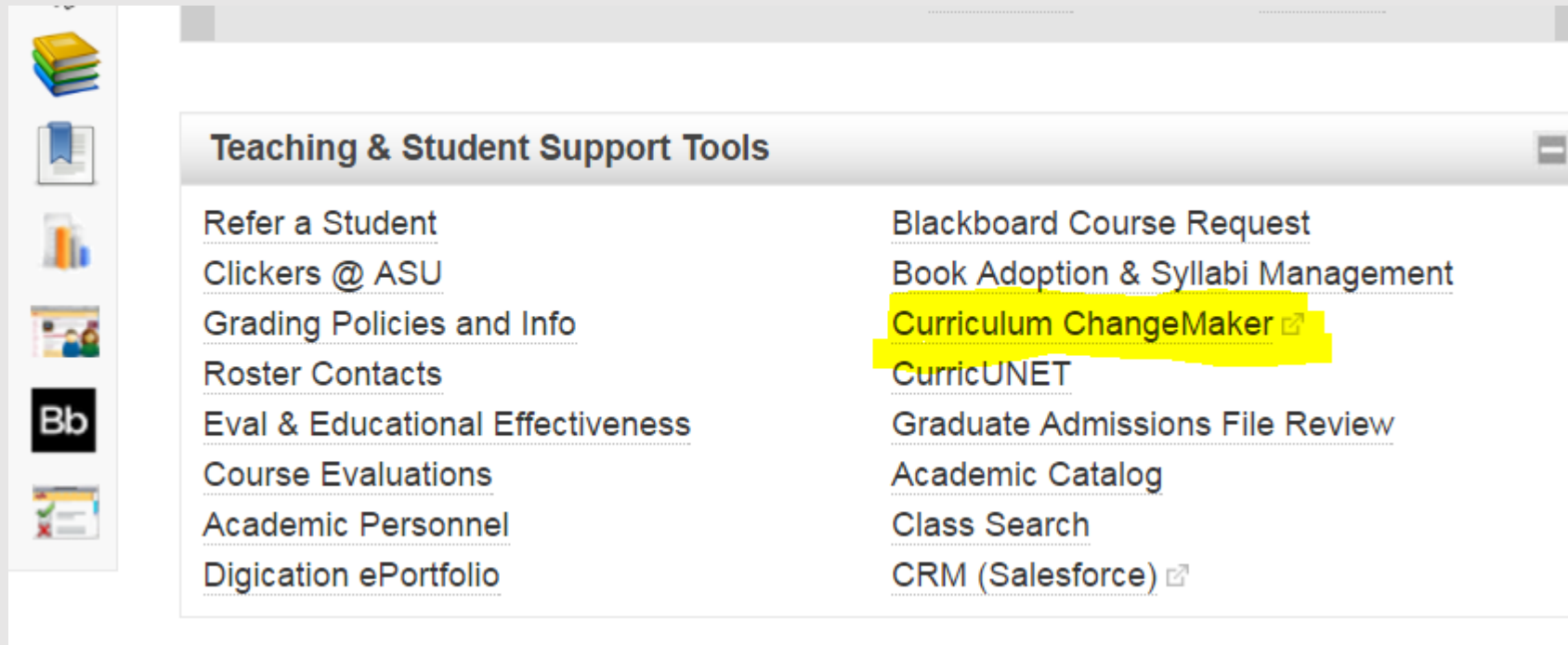
Voting on New Course Proposals

All new course proposals will come up for a vote at the 2nd reading as part of a consent agenda. If there is a new course proposal issue that has not been resolved during the 2 week review period, any Senator may request that the course be removed from the consent agenda. Having been removed from the consent agenda, this course can now be discussed in detail and voted on separate from the others.

The next few slides outline how to go into Curriculum ChangeMaker and review new course proposals.

Curriculum ChangeMaker

Go to your MyASU and look for the highlighted link.



Navigating inside Curriculum ChangeMaker

Once you go to the ChangeMaker site and put in your ASURITE/password, this screen will come up

The screenshot shows the Curriculum ChangeMaker interface. At the top is an orange header bar with the ASU logo on the left and navigation links on the right: ASU Home, My ASU, Colleges & Schools, A-Z Index, Directory, Map, Chuck Barbee, and SIGN OUT. Below the header, the main content area has a large, faint "curriculum changemaker" watermark. On the right side of this area, there is a search bar with a blue arrow pointing to it from a white callout box containing the text "Click search to start". The search bar contains the text "Search Settings Help". Below the main content area is a table with a light gray header row. The first cell of the header row says "You have not created any forms in ChangeMaker". The subsequent cells are "Status", "Form Type", "Department", "Created", and "Submitted", each followed by a small downward-pointing arrow icon.

ASU ARIZONA STATE UNIVERSITY

ASU Home My ASU Colleges & Schools A-Z Index Directory Map | Chuck Barbee SIGN OUT

Click search to start

Search Settings Help

curriculum changemaker

You have not created any forms in ChangeMaker	Status	Form Type	Department	Created	Submitted
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Navigating inside Curriculum ChangeMaker

curriculumchangemaker

Then a search screen comes up. An easy first search is to search by Department

You may also use other search methods and criteria

Course:

Form Type:

Department:

Division

- Accountancy
- Administrative Action
- Aerospace Studies
- Aging and Lifespan Development
- American Indian Studies
- Applied Sciences and Mathematics
- Arizona State University (Provost)
- Art
- Arts, Media, and Engineering
- Aviation Programs
- Barrett, The Honors College
- Biological and Health Systems Engineering
- Biomedical Informatics
- Chemical Engineering
- Chemistry and Biochemistry

Navigating inside Curriculum ChangeMaker

curriculum changemaker

A list of the Department's
courses comes up

[Search](#) [Settings](#) [Help](#)

Search Forms Found: 110

	Status	Form Type	Department	Created	Submitted
ACC 502 & 503 Fall 2014	Approved	Administrative Action	Accountancy	07/08/2014	07/08/2014
ACC 360 Fall 2014	Approved	Administrative Action	Accountancy	02/10/2014	02/10/2014
ACC 340 Fall 2014	Approved	Administrative Action	Accountancy	02/10/2014	02/10/2014
ACC 591 Seminar. (1-12) - Fall 2014 Corporate Governance & Sustainability	Approved	Topics Form	Accountancy	02/05/2014	02/05/2014
ACC 591 Seminar. (1-12) - Fall 2014 Financial Forensics & Fraud Detection	Approved	Topics Form	Accountancy	02/05/2014	02/05/2014
ACC 516 Government and Not for Profit Accounting 3 - 2151: Spring 2015 CL: None 11/4/2013	Not Approved	New Course Form	Accountancy	09/13/2013	09/18/2013
ACC 577 Tax Research, Professional Responsibilities & Property Transactions 3 - 2157: Fall 2015 CL: None 11/4/2013	Approved	New Course Form	Accountancy	09/13/2013	09/18/2013
ACC 515 Forensic Accounting 3 - 2151: Spring 2015 CL: None	Not Approved	New Course Form	Accountancy	09/13/2013	09/20/2013

Navigating inside Curriculum ChangeMaker

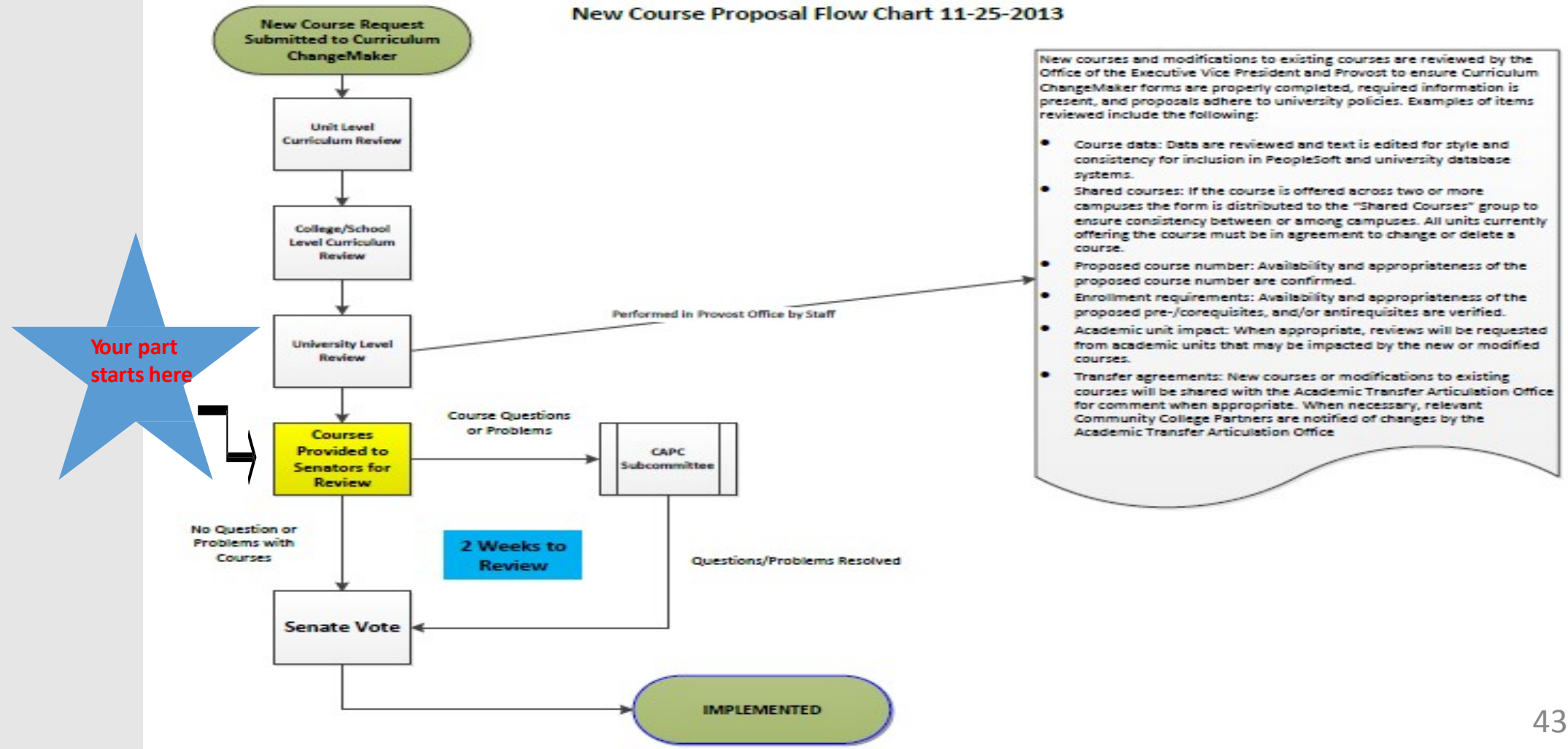
ACC 577 Tax Research, Professional Responsibilities & Property Transactions 3 - 2157: Fall 2015 | CL: None 11/4/2013

Originator: Kathy Palmanteer **Status:** Approved **Department:** Accountancy
Date Created: 09/13/2013 **Submitted:** 09/18/2013 **Completed:** 04/30/2014
College: Business
Course: ACC 577 Tax Research, Professional Responsibilities & Property Transactions 3
Shared subject: No **Abbreviated title:** Tax Rsrch Prof Resp Prop Trans
Effective term: - 2157: Fall 2015
Course description: Federal tax issues and consequences, tax authority, property transactions & tax consequences of acquiring, holding and disposing of property.
Prerequisite(s): Master of Taxation **Corequisite(s):**
Pre- or corequisite(s): Antirequisite(s):
Crosslisting: | CL: None **Crosslisted course(s):**
Primary/graded component: Lecture
Optional component(s):
Grading basis: A-E
Repeat for credit?: No
Special fee?: No
Course justification: This has been an omnibus course for more than 2 semesters. The School of Accountancy is requesting a permanent number.
Related courses: WPC MBA
 College of Law
Required for a degree program?: Yes
Program name and plan code: Master of Taxation; Plan code: BATAMTAX
Omnibus course 1: ACC 591 Research and Prop Trans **Topic ID 1:** Fall 2012 42
Omnibus course 2: Topic ID 2:
Current faculty: Donald Goldman
Additional resources:
Library holdings: CCH Tax Research Database, RIA Tax Research Database which students access via the ASU Library website
Edited course: ACC 577 Tax Research, Professional Responsibilities and Property Transactions. (3)
 Federal tax issues and consequences, tax authority, property transactions and tax consequences of acquiring, holding and disposing of property. Lecture. Prerequisite(s): Master of Taxation major
Tentative Senate consent agenda: 11/4/2013

Course review information.
Attached documents and memos
are found at the bottom of this page,
if applicable.

Document	Document Name	File Type
Review Document	ACC 577 updated syllabus - 2014-04-17 19:44:19 Etc/GMT	application/msword

Overview of the new course proposal process



Where do I get Senate information?

As a University Senator, you should be familiar with our website and the resources noted below.

[Website Link Click Here](http://usenate.asu.edu) or paste <http://usenate.asu.edu>

Some of the information found on the website

- Agendas, Minutes & Motions
- Video Rebroadcast of Senate Meetings
- Constitution, Bylaws and other Documents
- Meeting Calendar
- Senate and Committee Rosters

Welcome to the University Senate

If you have questions please do not hesitate to call, write, or check out the University Senate website.

Chuck Barbee 480-965-7940
Pam Hoyle 480-965-2222
Chris Kyselka 480-727-1097
Senate Website

charles.barbee@asu.edu
pamela.hoyle@asu.edu
ckyselka@asu.edu
usenate.asu.edu

Thank You for Your Service