Council and Committee Chairs Meeting

September 26, 2017 (Tue) 2:00 - 4:30 pm
Academic Senate Conference Room, 338, Aldrich Hall

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AGENDA OF THE MEETING
ACADEMIC SENATE ORIENTATION
Tuesday, September 26, 2017
338 Aldrich Hall
2:00-4:30 p.m.

STATUS	ITEM

INFORMATION

1. Welcome and Introductions (2-2:10pm)

2. Chancellor Howard Gillman (2:10pm-2:30pm)

3. Academic Senate Duties, Powers & Privileges (2:30-3:30pm)
- Shared Governance
- UC Regents Bylaw 40
- Councils, Committees, and Representation
- Anticipated Key Issues for 2017-18

DISCUSSION

4. Key Issues Discussion and Action Items (3:30-4:30pm)

Maria Pantelia
Academic Senate Chair
chair@uci.edu

July 18, 2017

Dear Colleagues:

Please mark your calendar for our Academic Senate Orientation which is scheduled for **Tuesday, September 26, 2017 from 2:00 p.m. to 4:30 p.m. in the Academic Senate Conference Room, 338 Aldrich Hall.**

This meeting, the first scheduled for the new academic year, is an opportunity for Senate Council and Committee Chairs and the Senate Office staff to meet and discuss Senate and University goals and issues. We have planned an informative program and look forward to your attendance and active participation.

Sincerely,

Maria Pantelia
Incoming 2017-18 Senate Chair

This is a reference document to an external location.

[UC Regents.Bylaw 40.Academic Senate](#)

Shared Governance Statement

Successful universities are marked by close and healthy collaboration between faculty and administration. The complexity of current issues within higher education requires the multiplicity of perspective, diversity of approach and collective intellectual capacity that can only happen when shared governance flourishes. This statement affirms the central role of shared governance, and asserts that it is the most effective means by which our institution can respond efficiently and effectively to a continuously changing environment.

We understand shared governance, as formalized in Standing Orders 100 and 105 of the UC Board of Regents, to be those processes by which the Academic Senate and the Administration engage on matters of institutional policy and procedure. The Academic Senate determines admission standards and degree requirements and authorizes all courses and curricula. On each campus, the Chancellor has administrative authority, including organization, operation, and budget, with specific duties delegated to various administrative appointees. The Senate is authorized to advise each Chancellor on the campus budget and to lay before the Board of Regents "its views on any matter pertaining to the conduct and welfare of the University."

The goal of shared governance is to collaborate on matters vital to the institution and its members, and to promote a shared understanding through deliberation and dialogue. Where disagreement remains, all parties are assured that their views were heard and considered. In practical terms, shared governance means that administration leaders seek input from the Senate leadership on major administrative matters, weigh that input carefully, and report back to the Senate on final decisions. Likewise, the Senate seeks input from the administration on proposed changes in admission criteria, curriculum, and degree requirements.

Senate leaders and administrators share the responsibility for assuring that governance and consultative procedures are arranged to promote efficient decision-making, and in so doing strive to avoid unnecessary delay, duplication of effort, or blurring of responsibility. Both the Academic Senate and the Administration recognize that there may be circumstances that mandate an expedited decision-making process. The need to pursue an expedited process, however, does not eliminate the responsibility to engage in deliberation, dialogue, and the consultative process to the extent feasible.

ORGANIZATION OF THE ACADEMIC SENATE

Assembly of the Academic Senate

The Academic Assembly is the highest authority in the UC Systemwide Academic Senate. UC Irvine currently has three delegates to the Academic Assembly based on over 1,200 Senate faculty (including Emeriti).

Academic Assembly Membership: President of the University, Chair & Vice Chair of the Senate, Chairs of each Division, forty Division Representatives

Academic Council

Academic Council services as Executive Committee of the Academic Assembly.

Academic Council Membership: Chair & Vice Chair of the Senate, Chairs of some Standing Committees (see UC Systemwide Standing Committee box.)

Each Campus is a Senate Division

- Berkeley
- Davis
- Irvine
- Los Angeles
- Merced
- Riverside
- San Diego
- San Francisco
- Santa Barbara
- Santa Cruz

The Chair of each division is a member of the Academic Council.

UC Systemwide Standing Committees

- Academic Freedom
- Academic Personnel*
- Affirmative Action & Diversity*
- Board of Admissions & Relations with Schools*
- Committees
- Computing and Communications
- UC Press Editorial
- Educational Policy*

- Faculty Welfare*
- Graduate Affairs*
- Library & Scholarly Communications
- Planning & Budget*
- Privilege and Tenure
- Research Policy*
- Rules & Jurisdiction
- Preparatory Education
- International Education

*Academic Council Member

UC Systemwide ↑
UCI Campus ↓

UC Irvine Division Officers

Chair, Vice Chair, and Parliamentarian

- Chair – Oversees all activities of the Division
- Vice Chair/Secretary – Assists the Chair
- Parliamentarian – Maintains Parliamentarian procedure

The vice chair becomes chair-elect/secretary

UC Irvine Divisional Assembly

The Divisional Senate Assembly acts on behalf of the Irvine Division in the transaction of all business not specifically delegated to other agencies of the Division.

 Divisional Senate Assembly membership includes: the President of the University, the Chair and Chair Elect-Secretary of the Irvine Division, the members of the Cabinet (chairs of the Councils on Academic Personnel, Educational Policy, Faculty Welfare, Graduate Council, Planning and Budget, Research, Computing, and Libraries, Teaching, Learning, and Student Experience, and Undergraduate Admissions & Relations with Schools), the chairs and elected representatives of the Faculties of the Division, and the Divisional Delegates to the Assembly of the Academic Senate.

UC Irvine Senate Cabinet

The Senate Cabinet advises and works with the Chair of the Irvine Division in administering the rules and regulations prescribed by the Irvine Division, and in coordinating and managing Senate activities. The Senate Cabinet recommends and forwards items to the Divisional Senate Assembly meetings.

Senate Cabinet Membership: Senate Chair and Chair-Elect/Secretary, and the following council chairs: Academic Personnel, Educational Policy, Faculty Welfare, Graduate Council, Planning and Budget, Research, Computing, and Libraries, Teaching, Learning, and Student Experience, and Undergraduate Admissions & Relations with Schools

UC Irvine Faculty Executive Committees

Each Faculty Executive Committee represents its faculty to the Academic Senate and their respective school Dean.

UC Irvine Division Council

- Claire Trevor School of the Arts
- Francisco J. Ayala School of Biological Sciences
- The Paul Merage School of Business
- School of Education
- College of Health Sciences
- School of Humanities
- Donald Bren School of Information and Computer Sciences
- School of Law
- School of Physical Sciences
- School of Social Ecology
- School of Social Sciences
- Any other Faculties in conformity with Irvine Bylaw 41

UC Irvine Committee on Committees

The Committee on Committees nominates members for election to the elected committees and offices and appoints members of other standing and special committees of the Division. Committee on Committee members are elected for three-year terms.

DMS 6 - Item 1-4

ACADEMIC SENATE – REVIEW AND APPROVAL PROCESS

Divisional Issues*
Examples include:
Curriculum Changes
New Graduate/Undergraduate
Program Proposals
Admission Requirements**
→ Appropriate Senate Committee → Committee Reviews → Cabinet for discussion → Division for approval → Academic Senate response sent back to Initiating Body

Divisional Issues*
Examples include:
Department Name Changes
Endowments
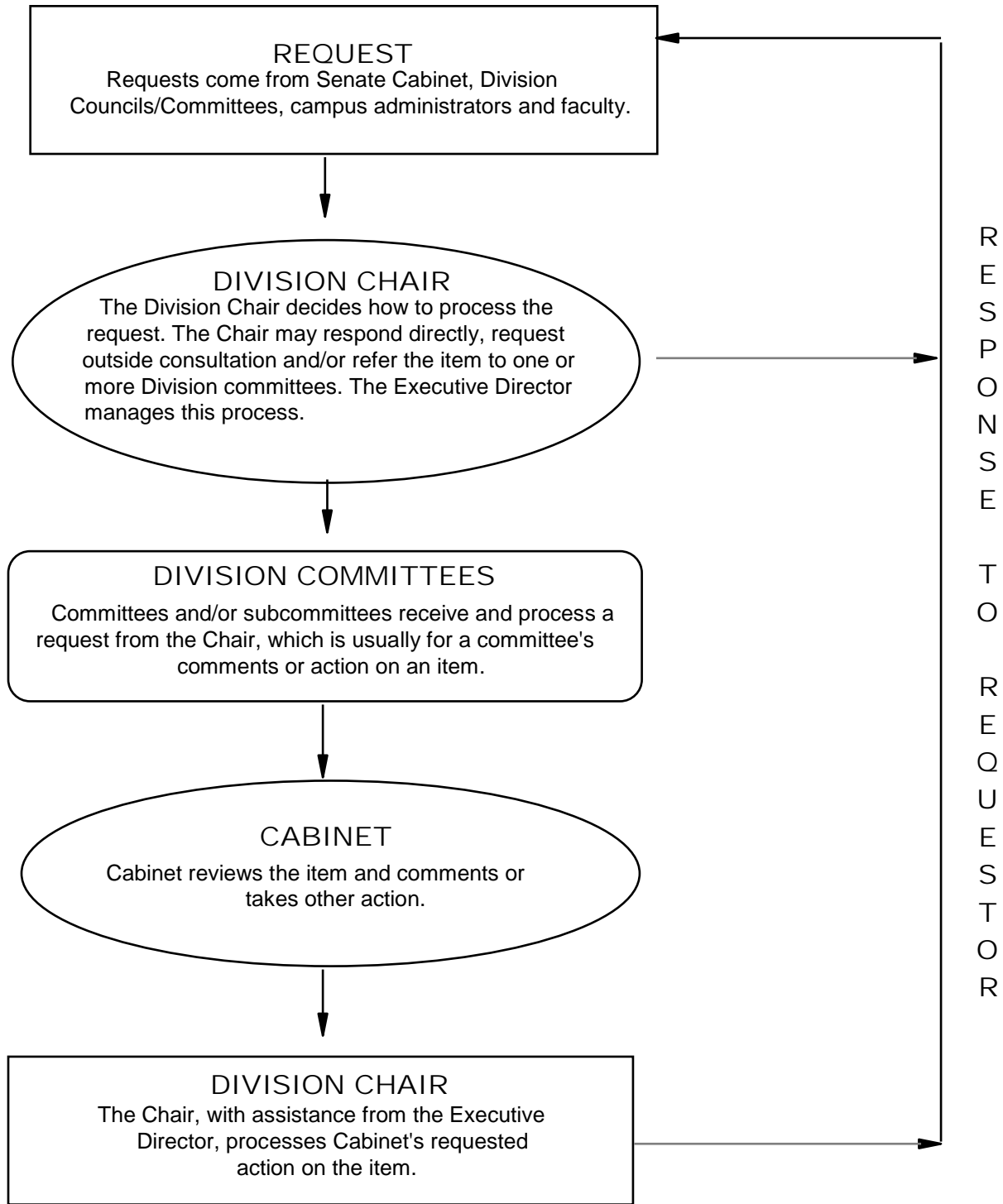Bylaw/Regulation Changes
Administration requests
Ad Hoc Committees/Task Forces
→ Senate Office ― UCI Division Chair

Academic Council

Examples of Issues referred by Academic Council to Divisions include:
University Admission Standards
Faculty Compensation
Joint Senate/Admin Task Force reports
APM Changes
Policy Changes
Requests from the President or Regents
→ Senate Office UCI Division Chair → Committee Reviews → Responses received in Senate Office → Determine whether Cabinet review is necessary → Division Senate response sent to Academic Council

→ Academic Council Chair → Systemwide Committees for Review ― Division Chairs for Review → Systemwide Committee Response to Chair of Academic Council → Divisional Responses to Chair of Academic Council → Academic Council for Action

*This list is not inclusive of everything. If you have a question, please contact the Senate Office.
**Admissions requirements includes undergraduate first-year and transfer students.

DMS 7 - Item 1-5

GENERAL FLOW OF DIVISION BUSINESS

REQUEST
Requests come from Senate Cabinet, Division Councils/Committees, campus administrators and faculty.

DIVISION CHAIR
The Division Chair decides how to process the request. The Chair may respond directly, request outside consultation and/or refer the item to one or more Division committees. The Executive Director manages this process.

DIVISION COMMITTEES
Committees and/or subcommittees receive and process a request from the Chair, which is usually for a committee's comments or action on an item.

CABINET
Cabinet reviews the item and comments or takes other action.

DIVISION CHAIR
The Chair, with assistance from the Executive Director, processes Cabinet's requested action on the item.

RESPONSE TO REQUESTOR

ACADEMIC SENATE
RECUSAL POLICY*

In the university, the term "conflict of interest" refers to financial or other personal considerations that may compromise a faculty member's professional judgment in administration, management, instruction, research, or other professional activities. Conflicts of interest have the potential to bias, directly or indirectly, important aspects of the councils' work, including their recommendations about academic personnel decisions, proposals for degree programs and academic units, budgetary and planning decisions, faculty grants programs, and other areas of shared governance.   Senate council/committee members must always keep potential conflicts in mind and recuse themselves where a conflict of interest arises.

Recusal Policy
(A) Senate council/committee members must recuse themselves in the following circumstances:
1. The Senate council/committee member has, or has had, a family relationship with the applicant, such as that of a current or former significant other, partner, or spouse, or child, sibling, or parent.
2. The Senate council/committee member has a personal financial interest in the outcome of the action item.
3. The Senate council/committee member believes that his or her recusal is necessary to preserve the integrity of the review process.
(B) Upon joining the Senate council or committee, each member will be informed of this recusal policy and will be expected to abide by it.

Comment
In carrying out their work, Senate council/committee members are expected to rely on their academic expertise, experience, and judgment, and so professional agreements or differences of opinion are not by themselves a basis for recusal.

Grey Areas
In "grey areas" where a Senate council/committee member is uncertain regarding recusal, he or she may disclose the potential grounds for recusal to the Senate council or committee Chair. The Chair may then determine whether the member should recuse himself or herself, or the Chair may seek the advice of other council/committee members in making this determination. The Chair or members may suggest that a member abstain from voting when a conflict of interest exists. The Chair should consult the whole council/committee regarding potential grounds for his or her own recusal. In making its determination regarding recusal in grey areas, the council/committee will take into account the fact that, by design, each member brings valuable and unique expertise to the council/committee as a whole.

Roberts Rules of Order, Newly Revised guides all Senate meetings.

Approved by the Senate Cabinet: May 19, 2009

Parliamentary Procedure
(adopted from Robert's Rules of Order, Newly Revised, 10ᵗʰ Edition)

	MOTIONS LISTED IN ORDER OF PREFERENCE					
To do this	*You say this...*	*Interrupt others?*	*Requires a second?*	*Debatable?*	*Amendable?*	*Required Vote*
Adjourn meeting	"I move to adjourn"	No	Yes	No	No	Majority
Call an intermission	"I move to recess..."	No	Yes	Yes (R)	Yes (R)	Majority
Complain about noise, etc.	"Point of privilege."	Yes	No	No	No	None [1]
Temporarily suspend consideration	"I move that the motion be tabled."	No	Yes	No	No	Majority
Close debate	"I move the previous question."	No	Yes	No	No	2/3
Limit (or extend) debate	"I move to limit/extend debate until ..."	No	Yes	Yes (R)	Yes (R)	2/3
Postpone discussion to specific time	"I move to postpone this matter until..."	No	Yes	Yes (R)	Yes (R)	Majority
Have something further studied	"I move to refer this to committee."	No	Yes	Yes (R)	Yes (R)	Majority
Amend a motion (friendly amendment)	"I move to amend by (deleting, etc...)"	No	Yes	Yes	Yes	Majority
Suppress business or further discussion on motion	"I move to postpone indefinitely."	No	Yes	Yes	No	Majority
Introduce business (main motion)	"I move that…"	No	Yes	Yes	Yes	Majority

	MOTIONS WITH NO ESTABLISHED ORDER OF PREFERENCE					
To do this	*You say this...*	*Interrupt others?*	*Requires a second?*	*Debatable?*	*Amendable?*	*Required Vote*
Challenge ruling of Chair	"I appeal from the Chair's decision."	Yes	Yes	Yes	No	Majority
Ask vote to be counted instead of y/n	"I request division of the assembly."	Yes	No	No	No	None
Divide a pending question into parts	"I request that the motion be divided as..."	No	No	No	No	None [1]
Request information about procedure, meaning, or effect of pending motion	"I rise to a point of parliamentary inquiry." (point of information)	Yes	No	No	No	None [1]
Avoid discussion of unnecessary/embarrassing matter	"I object to consideration of this matter."	Yes	Yes	No	No	2/3
Object to procedures	"I rise to a point of order."	Yes	No	No	No	None [1]
Withdraw a motion	"I wish to withdraw my motion."	Yes	No	No	No	None [2]
Temporarily suspend the rules	"I move to suspend the rule on..."	No	Yes	No	No	2/3
Reconsider a vote	"I move to reconsider the vote on..."	Yes	Yes	Yes	No	Majority [3]
Rescind a vote	"I move to rescind the vote on..."	No	Yes	Yes	No	Majority [4]
Return to a "tabled" matter	"I move to take from the table the motion."	No	Yes	No	No	Majority

R Restricted discussion or amendment, confined to a few specifics such as time or length

1 Chair decides and may be appealed

Chair decides if motion has not been stated or if no objection. If objection, majority vote is required.

Can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day.

A motion requiring more than a majority vote can be rescinded only by the same vote required to approve it.

Tips on Running a Meeting

As found in _"Guide to Meetings (Guide to Business Communication Series) 1st Edition"_

By Mary M. Munter and Michael Netzley

Get More Done

- Set a clear agenda
- Redirect people back to agenda when they ramble or digress
- Draw out quiet people by asking in advance for a specific contribution
- Ask each participant's opinion, when appropriate, to allow everyone to contribute
- Ask early for objections to avoid derailing discussions later
- Interrupt people who talk too long or talk to each other
- Set an ending time for the meeting and stick to it

Competing Needs of Meeting Management

maximize speed ⇔ maximize information

end on time ⇔ take time for creativity

prioritize task ⇔ prioritize process

emphasize individual ⇔ emphasize group

Avoid Dominating or Disruptive Behavior

Disruptive/Dominating Behavior	Facilitator's Response
Hostile: "That will never work" or "Is that the best we can do?"	"How do others feel about this idea?" "You may be right; let's review the facts."
Loudmouth: constantly blurts out ideas	"Can you summarize your main point?" or "I appreciate your comments. Let's hear from others."
Interrupter: starts talking before others are finished	"Please wait a minute. Let's stick to the ground rules and let people finish."
Silent disrupter: reads, rolls eyes, fidgets, etc.	Try to draw the person into the discussion, or talk to the person individually during a break.

UNIVERSITY OF CALIFORNIA, IRVINE
GUIDELINES FOR CHAIRS OF SENATE COMMITTEES

Thank you for your willingness to serve as Chair of a Senate Committee. The following guidelines are designed to help you understand your role and responsibilities and to provide you with information about the resources available to you. Here is an overview of the Academic Senate and Irvine Division.

Board of Regents
The University of California is governed by the Board of Regents who have "full powers of organization and governance" according to Article IX, Section 9 of the Constitution of the State of California. Regents are appointed by the Governor of California.

Shared Governance
Bylaws 40.1 and 40.2 of the Regents of the University of California empowers the faculty of the University of California to form a systemwide Academic Senate that has the authority to, among other things:

- "determine the conditions for admission, for certificates, and for degrees other than honorary degrees" and "recommend to the President all candidates for degrees in course";
- "authorize and supervise all courses and curricula offered" with the exception of professional schools offering work at the graduate level only, or over non-degree courses in University Extension";
- "advise a Chancellor concerning a campus budget";
- share "its views on any matter pertaining to the conduct and welfare of the University;" and
- "advise the President and the Chancellors concerning the administration of the libraries of the University."

The systemwide Academic Senate and the divisional Senates at each UC campus provide the organizational framework that enables the faculty to exercise its right to participate in the University's governance.

Organization of the Academic Senate
Under the leadership of the systemwide Senate chair, the Senate members' opinions are voiced through a deliberative process that includes the standing committees of the Senate, the Academic Council, the Assembly of the Academic Senate, and their Divisional counterparts. Consultation with the administration occurs in a parallel structure: at the systemwide level between the systemwide Senate chair and the President; and on the campus level between the divisional Senate chairs and the Chancellors.

Under the leadership of the Senate Chair, the Academic Senate exercises its right to participate in the University's governance. The deliberative process of the Senate occurring in the standing committees of the Senate, the Cabinet, and the Divisional Assembly, results in either advice and comment or final action on various issues. The Senate's activities are guided by the Bylaws and Regulations published in the universitywide and divisional manuals; both are available online at www.senate.uci.edu.

SENATE ROLES

The Divisional Chair

The Divisional Chair is the senior officer of the Senate. This is a one-year term following a one-year term as Chair Elect-Secretary. The Divisional Chair is the voice of the Senate; he or she transmits the Senate's position on relevant issues to the Chancellor, Provost and Executive Vice Chancellor, the systemwide Senate, and the press. It is critical that all Senate Committee Chairs keep the Divisional Chair fully informed on all matters related to the Senate and the activities of its councils and committees.

Most requests for advice and comment will come directly to the Divisional Chair. Issues are entered into a tracking system in the Senate Office and then routed to the pertinent councils and committees. Specific information may be addressed directly to the council or committee chair. All correspondence to the Chancellor and Executive Vice Chancellor on matters of policy, stating final action, or Senate comment for the division must be routed through or copied to the Divisional Chair. In most cases, the Divisional Chair or Executive Director first vets such important correspondence.

The Committee Chair

You are the chief officer of the committee. You should be familiar with and comply with university and divisional bylaws, regulations, and policies to set the committee's agenda for the year and for each meeting. You ensure that the integrity of the review process is maintained at all times, that confidentiality is respected, and that conflicts of interest are handled appropriately (Senate Recusal Policy, 5/19/09). After issues are reviewed, you should report outcomes as soon as possible to the Senate Chair. A Senate Analyst is assigned to each committee to assist the chair and its members. The Analyst is well informed, knowledgeable about administrative process and policies, and has worked to build a solid working relationship with administrative and school counterparts. The analyst will guide the Council chair regarding divisional and University protocol. **Please see "Conducting Committee Business" and "Day-to-Day Operations" sections below.**

The Executive Director

The Executive Director is the chief policy advisor and the chief administrative officer of the Academic Senate Office, the Divisional Assembly, the Senate Cabinet, and all standing councils and committees. The Executive Director supervises and monitors the work of the councils to ensure they are in compliance with divisional and university policies and procedures. The Executive Director evaluates the Senate staff and is responsible for all assignments of staff to assist the committee chairs and members in the conduct of Senate business. The Executive Director is responsible for ensuring that the Senate staff provides committee chairs and members with the institutional expertise necessary to effectively conduct its business. Chairs who have questions about the support of their committee should contact the Executive Director. All requests for expenditures and reimbursements from the Divisional Senate Office are directed to the Executive Director and must have prior approval. Proposed changes to the council/committee workload requiring additional staffing should include an

assessment of resources. Current contact information is Natalie B. Schonfeld, nschonfe@uci.edu.

The Committee Analyst

The primary function of the analyst is to staff the committee according to the work that has been assigned by its bylaw. Effective council/committee functioning depends on a professional, highly trained, career staff who provide the expertise essential for the faculty to fulfill its responsibilities. The analyst provides current information related to committee issues, sets up yearly meeting schedules, advises on established policies and procedures, suggests agenda items, drafts agendas, attends meetings, produces minutes, follows up on action items, drafts committee recommendations and statements, and drafts the annual report. The analyst serves as liaison between the council and the Executive Director and Senate leadership. You are encouraged to work closely with the Senate Analyst assigned to your committee. The analyst provides continuity of knowledge and process related to the work of the Academic Senate, which is a key factor in moving the council and the Senate forward, despite the routine rotation of committee members and chairs. As team members, the staff are entitled to a work environment that models the very best of Senate values.

Ex Officio Members and Consultants

The number and area of non-Senate representatives, student representatives, and ex officio members are specified in the bylaws. Their primary role is to provide the perspective of their constituents and to serve as liaison between their constituents and the committee. Ex Officio members are committee members; they may voice their opinions on issues and have their opinions recorded separately, but they do not vote. Consultants and advisors, usually administrators and staff, provide a vital role in providing timely information to the committee. They are not committee members; they may be invited to attend all or portions of committee meetings. Chairs should feel no obligation to have consultants attend all meetings or to sit in on the entire meeting. Generally, consultation is limited to a particular agenda item. Chairs are expected to schedule executive sessions – voting members only – as needed to conduct Senate business.

Representatives to Universitywide Committees

By early spring quarter of the previous year, most UCI Senate councils and committees select a member to represent them at the systemwide level at meetings of the equivalent university committee. This representative may be either the Chair or another member of the council or committee. Your university committee representative, as the liaison between the two groups, should take your committees' advice and questions to systemwide meetings and report regularly back to your committee. It is advised that all Council Chairs and university committee representatives visit the Systemwide Senate website for updated information: http://www.universityofcalifornia.edu/senate/

CONDUCTING COMMITTEE BUSINESS

Note on Confidentiality

When confidential discussions take place during a meeting or documents are circulated that are considered confidential in nature or still in draft form, it is the responsibility of the committee

chair to clearly inform members, guests and student representatives that this information is not to be shared with their constituents or anyone outside of the meeting. If meeting participants are unclear as to the nature of a discussion or document, they should be reminded to seek clarification from the chair.

Scheduling Meetings

The committee analyst will work with the committee chair to schedule committee meetings. Some committees have a set meeting time that does not vary. Other committees schedule a time each academic year or quarter. It is wise to schedule all meetings for the academic year or quarter early, and revise the schedule as needed.

Adding or Eliminating Meetings

In consultation with the analyst, a committee chair may add a meeting if there is sufficient business or cancel a meeting if there is insufficient business. Once the chair decides to add or cancel a meeting, she or he should inform the analyst who will notify the members and guests.

Setting Meeting Agendas

The committee chair, in consultation with the analyst, sets the agenda for each meeting. The analyst prepares a draft agenda, which may include a consent calendar for non- controversial items. The committee chair should review and return it to the Senate Analyst promptly. The committee chair, in consultation with the analyst, should prioritize agenda items in order to meet deadlines for committee comments and reviews.

Ongoing functions of Senate committees include:

Committee comment: generated at the meetings and recorded in the committee meeting minutes. If further discussion is required and no definitive position is reached, then the issue may be placed on the next meeting's agenda. When the committee's review is complete and resolution for action voted on, committee comments are forwarded to the division chair for discussion by the Cabinet and/or Divisional Senate Assembly. When consensus opinion is not reached and discussion has been thorough, both majority and dissenting opinions should be forwarded. Committee comments are submitted through the Division Chair, unless the committee has legislative authority to comment directly.

Initiating recommendations, proposals, and studies: the committee chair or any committee member so requesting of the chair, may place an item for the committee's consideration on the committee's agenda. The committee analyst may also recommend agenda items to the committee chair, based on their knowledge of pending issues under consideration by campus or University administration.

Reviewing reports and policies: reports and policies generally originate from either the Office of the President, campus administration, other Senate committees, or the Division Chair.

Ensuring continuity through transitions: In order for shared governance to be effective, the administration and the Division should work as partners. The Division should strive to be a reliable partner, changing a previous position only rarely, and only for good cause. The following are suggested guidelines for changing a position reached by the previous committee:

• New information comes to light that was not previously available to the committee;
• There were substantial procedural errors in earlier deliberations; or
• A strong majority of committee members believe that the previous committee reached an untenable position.

DAY-TO-DAY OPERATIONS

Conducting Meetings
It is important at the first meeting of the year to review the committee's bylaws and determine how your committee will carry out its charge. This is an excellent time to review the roles of members, ex officio members, consultants, and student representatives. Remember that the Chair, in consultation with the Senate Analyst, sets the agenda for the year and for each meeting.

Best Practices
In order to make meetings more effective and productive, here are some recommendations you might consider to shape the collaborative culture of your committee or council:

1. Utilize multiple sources of information, solicit both quantitative and qualitative data, and see what others have done with similar issues (other campuses or a system-wide body).
2. Listen to each other's ideas, opinions and perspectives; remember that everyone can make a contribution to the decision-making process - but always heed the Senate recusal policy.
3. Do not defer to your consultants even though they may be "content experts" on your team; listen carefully to each team member's expertise, but don't give up responsibility for contributing to the decision-making process. This is key for shared governance. Many groups are tempted to defer to a recognized content expert; it is much easier to do so than think through the implications of a particular decision. It is certainly better to solicit the content expert's perspective and advice, openly discuss what your council or committee is learning about the content areas - and then, be sure to make a decision as a group.
4. Take the time needed to make an informed decision, but don't get bogged down with a slow decision process.
5. *Roberts Rules of Order, Newly Revised* guides all Senate meetings. (see Parliamentary Procedure)
6. Making Motions: It is helpful to have a written copy of a verbal motion so that it is accurately recorded in the meeting minutes.
7. Voting: You should decide what constitutes a majority vote (usually one more than half of all present and voting). Abstentions are not counted in the vote but may be recorded in the minutes.
8. *Ex Officio members, students, and consultants do not vote.*
9. Electing a Chair or Vice Chair: It is useful to elect a Vice Chair early in the fall quarter. If the Vice Chair will not be Chair in the next academic year, you should elect the Chair early in the spring quarter.

10. <u>Confidentiality</u>: Make clear how members, students, and consultants are expected to handle confidential material and discussions. Undergraduate Student Representatives are required by ASUCI to report on meetings they attend; these are then published on the ASUCI website. You, or your analyst, will be asked to review student reports for accuracy.
11. <u>Conflict of Interest</u>: The Chair or members may suggest that a member abstain from voting when a conflict of interest exists. (Senate Recusal Policy, 5/19/09)
12. <u>Executive Session</u>: The Chair is encouraged to call for executive session or schedule it as part of the meeting.
13. All Senate members are governed by the Faculty Code of Conduct (APM 015):

> *Faculty Code of Conduct (APM 015) II.*D. **Colleagues - Ethical Principles**. "As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debts and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution." (AAUP Statement, 1966; Revised, 1987).

> The Committee Chair is responsible for addressing any concerns regarding civil discourse that occur during discussion. If there is a problem, the Committee Chair should bring this to the attention of the Senate Chair.

Keeping a Record of Attendance
Members are expected to regularly attend meetings; their attendance is important to the successful operation of the committee or council; therefore, attendance should be recorded. If a member of your council does not attend meetings regularly or does not participate in the group's work, and you are unable to change this behavior, you should contact the Committee on Committees for a replacement.

Finding Substitutes for Systemwide Meetings
As soon as you learn that the designated university committee representative from your council or committee cannot attend a systemwide meeting, please follow the process below. It will help both the Divisional and Systemwide Senate Offices keep track of business and ensure that the substitute will be reimbursed for travel to the meeting.

It is <u>your responsibility</u> to:
(1) Work with your council analyst to find a substitute within your committee (an elected or appointed committee member). Keep in mind that no administrator at the level of department chair or above may substitute at a systemwide meeting.
(2) Forward the substitute's contact information to your council analyst.

It is the <u>Systemwide Senate Office's responsibility</u> to:
(1) Send the substitute an agenda and any e-mail notices regarding the meeting.

(2) Process travel reimbursement (instructions are usually on the last page of the meeting agenda).

Information on the Web
It is important to visit the Senate's Website (www.senate.uci.edu) for current Senate news and for information on meetings, annual reports, and Senate bylaws and regulations. The Senate website includes links to your committee and other useful resources and references.

Annual Reports
At the end of the academic year, the Senate Chair will call for a report of your group's activities. The Senate Analyst assigned to your committee will help you prepare this report. All reports are posted on the Senate's Website and are presented on the consent calendar at the first meeting of the Divisional Senate Assembly in the fall quarter.

OFFICE OF THE ACADEMIC SENATE
STAFF CONTACT 2017-18

Staff	Divisional Committees & Assignments	Systemwide Committees
Christine Aguilar Administrative Specialist (949) 824-7458 cmaguil1@uci.edu	• Committee on Scholarly Honors and Awards (SHA) • Council on Academic Personnel (CAP) support • Committee on Committees (COC) support • Senate Website • Senate Newsletter	
Michelle AuCoin Council Analyst (949) 824-6728 maucoin@uci.edu	• Council on Educational Policy (CEP) • Subcommittee on Programs and Policy (Policy) • Subcommittee on Courses (SCOC) • Assessment Committee (CAC) • Non-Degree Granting Undergraduate Program Reviews	Educational Policy (UCEP) Preparatory Education (UCOPE)
Adriana Collins Council Analyst (949) 824-5205 ajcollin@uci.edu	• Graduate Council • Academic Program Review Board (APRB) • Subcommittee on International Education (SCIE)	Coordinating Committee on Graduate Affairs (CCGA) International Education (UCIE)
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