Welcome to the Faculty Senate Council/Committee Leadership Training

Friday, 8 September 2023
www.wmich.edu/facultysenate

WESTERN MICHIGAN UNIVERSITY

WMU FACULTY SENATE COUNCIL/COMMITTEE LEADERSHIP TRAINING
AGENDA – 8 September 2023

1. Welcome and Introductions

2. Faculty Senate Initiatives

3. Council and Committee Charges

4. Council and Committee Overview

   a. Duties and Responsibility

   b. Agenda, Minutes, and MOAs

   c. Technology Notes

   d. Guidance on Conducting Meetings

   e. Curriculum Processing

5. Questions and Answers

Mindset

Chair = Leader

Leadership

"Leadership is the process of <u>influencing</u> people by providing *purpose, direction,* and *motivation* to <u>accomplish</u> the mission and <u>improve</u> the organization."

Chairs provide leadership!

WMU FACULTY SENATE COUNCIL/COMMITTEE OVERVIEW

For specifics on councils/committees view **Constitution Article VIII** and **Bylaws Article VI**

The Faculty Senate and its councils/committees uses the ***American Institute of Parliamentarians: Standard Code of Parliamentary Procedure.***

DUTIES AND RESPONSIBILITY

Council/committee organization:

a. Permanent and/or advisory members.

b. Ex Officio member (Executive Board Liaison, i.e. Faculty Senate president or her/his designee; other administrative office designees).

c. Senate-elected faculty members (specific distribution required for some council/committees).

d. Student members, undergraduate students appointed during fall semester by Western Student Association.

e. Must distinguish between voting and non-voting members.

f. Guests-must be coordinated with the Faculty Senate Office at direction of the chair.

DUTIES AND RESPONSIBILITY

Council/committee structure:

a. **Elected Officers** – Each council/committee shall elect from it membership *annually* at least:

   i. Chairperson – Provides organization of work, prepares agenda in coordination with the agenda setting committee, and presides at council/committee meetings.

   ii. Vice chairperson – Serves in absence of chairperson and as assigned.

   iii. Secretary – Records and prepares minutes.

NOTE: Council/committee chairperson may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, chair must have two-year break as chair.

DUTIES AND RESPONSIBILITY

b. Members – (member represent their constituents)
- Attend meetings, participate in deliberations, propose and vote on motions.
- Serve on subcommittees of the council/committee, (non-members may also serve).
- <u>The chairperson must orient new members to the committee.</u>

c. Subcommittees –
- Each council/committee may establish standing committees as necessary to carry out its role statement and charges.
- Composition of standing committees is not restricted to council/committee members.

DUTIES AND RESPONSIBILITY

d. Ad Hoc Committees –

- A council/committee or the Executive Board may appoint special committees to perform specific tasks.

- *An ad hoc committee automatically ceases to exist when its <u>final</u> report is issued.*

- If a council/committee votes to delegate additional work to an ad hoc committee, it continues until the new assignment is completed and another report is submitted.

- The composition of an ad hoc committee is not restricted to council/committee members.

DUTIES AND RESPONSIBILITY

3. **Council/committee duties:**

   a. Receive and carry out charges of the Faculty Senate Executive Board.

   b. Determine and carry out own agendas in context of the council/committee role statement.

   c. Periodically reconsider, review, and rewrite, if necessary, role statement (submit to Executive Board for consideration).

   d. Periodically review structure and activities of subcommittees and ad hoc committees and receive reports from them.

   e. Submit council/committee charge-based reports and policy recommendations to Executive Board for consideration.

NOTE: <u>Council/committees do not make policy</u>. Council/committees make ***<u>recommendations</u>*** to the Faculty Senate Executive Board, which then makes recommendations to the administration.

DUTIES AND RESPONSIBILITY

4. **Council/committee action** –

- Council/committee recommendations are submitted to the Executive Board in the form of a report or a Memorandum of Action.

- The Executive Board may invite the council/committee chairperson to present the report or MOA.

- Recommendations should be succinct and convey the specific action(s) a council/committee has endorsed.

- Any draft MOAs requested by the Executive Board <u>must</u> be submitted using the draft [MOA template](#) and should be sent via email to the Faculty Senate Office.

- A copy of each handout distributed to the council/committee members also should be forwarded to the Faculty Senate Office for its files.

DUTIES AND RESPONSIBILITY

5. **Council/committee minutes** –

- The actions and proceedings of each council/committee meeting shall be recorded in [minutes](#).

- Ensuring the accuracy of the minutes is a duty the secretary and cannot delegate.

- A staff member may prepare the minutes under the secretary's direction but <u>cannot</u> sign them.

- [Minutes](#) will be submitted via e-mail attachment to the Faculty Senate Office for distribution.

As the leader of the council/committee, the Chair is overall responsible for the minutes

DUTIES AND RESPONSIBILITY

6. **Council/committee additional materials**– A copy of additional materials that are distributed to council/committee members <u>must </u>also be forwarded to the Faculty Senate Office for its files (e.g., slides, reports, charts, etc.).

7. **Council/committee annual report** –

   - Each council/committee chairperson should assess progress in March to determine if action which required follow-up has been completed.

   - This review <u>must</u> be provided in a [report form](#) to the Executive Board by June 30 as well as to the new council/committee chairperson at her/his first meeting.

As the leader of the council/committee, the Chair is responsible for the annual report

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

The Faculty Senate Office sends all official council/committee correspondence.

Must allow adequate lead time! Plan ahead!

Agendas and Minutes

- Disseminated to council/committee members **one week prior** to the scheduled meeting date.
- With lead time, requests for the Faculty Senate Office to prepare and distribute any materials for council/committee meetings must be received **10 business days before the date of the meeting.**
- All agendas and minutes should be sent via e-mail to faculty-senate@wmich.edu.

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

Notices

- Please notify the Faculty Senate Office of any change in location, date, time, or cancellation of council/committee meetings so that notification can be provided to the council/committee members as soon as possible and room arrangements confirmed.

- The Faculty Senate Office needs adequate lead time to process agendas, minutes, notifications, etc.

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

FACULTY SENATE OFFICE STAFF

Administrator: Sue Brodasky (7-3312)
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4060 Moore Hall
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TECHNOLOGY NOTES

Meeting Medium:

- Virtual meetings have been scheduled in Webex by the Faculty Senate Office staff.

- In-person meeting locations have been scheduled by the council/committee chair.

- Do not use Webex personal rooms.

Process:

- Meeting notices distributed via email approximately one week prior to the meeting date including the Webex link.

- Executive Board liaison or the presiding officer will open the Webex meeting room at least 5 to 15 minutes prior to the meeting start time.

- The presiding officer will call the meeting to order at the meeting start time. **[Start on time!]**

GUIDANCE CONDUCTING MEETINGS

Quorum:

- Before proceeding with the acceptance of the agenda, quorum must be observed and recorded.

- Presiding officer must explicitly take a roll call to establish quorum of **voting** members.

TIP: Prepare an alphabetized list of all **voting** members and use it for the roll call and when polling members to vote on all motions.

- At any time if quorum is broken, i.e. there are no longer enough members participating in the meeting, **action** <u>cannot</u> be taken; however, discussion may continue.

- If there are technical difficulties and members are dropped from the meeting due to connection, they are considered absent from the meeting and do not count toward quorum.

- The late arrival or early exit of members must be recorded in the minutes.

GUIDANCE CONDUCTING MEETINGS

- If it is not clear who is speaking, members should state their name before speaking.
- The presiding officer will monitor this and ensure the participants know who is speaking.
- Discussion should take place on a rotating basis.
- Members are encouraged to raise their hand to be recognized so the presiding officer knows that they would like to address the group.
- The presiding officer will facilitate the order of speaking.
- Motions must be clearly made and seconded and the identity of those making motions and seconding, must be recorded in the minutes. Only voting members may make motions and second them.

GUIDANCE CONDUCTING MEETINGS

- The presiding officer must call for a vote by asking for all voting members in favor to state "aye" , then ask for any voting members that are opposed to say "nay" and finally ask for any voting members that wish to abstention to state "abstain".

- If a member was not present at the prior meeting they would abstain from approval of the minutes of that meeting.

- Alternatively, voting may be conducted in a transparent fashion by roll call or by secret ballot in writing.

- Following a vote, the presiding officer must clearly articulate the results.

CURRICULUM PROCESSING

Important Dates

WMU Essential Studies Courses (new, delete, change)

- WMU Essential Studies Course Review and Approval Committee, WMU Essential Studies Executive Advisory Committee, and WMU Essential Studies Faculty Director approval by December 31.

Programs (new, deleted, rename)

- Undergraduate Studies Council, Graduate Studies Council, and Graduate College Dean approval by November 30.

- Provost and President approval by December 31.

- Board of Trustees approval by January 31.

All deadlines will be heeded so other approvals can be done in a timely manner and the Registrar's Office has adequate time to get changes into the catalog prior to New Student Orientation in June.

CURRICULUM PROCESSING

Converting Concentrations to Majors

Why is this being done?

Concentrations have evolved over time and, in practice, are technically the same as majors. Concentrations are internal to WMU. Students see concentrations as majors.

How is this being done?

There are two new forms in Curriculog, the Conversion of Concentration to Major/Program.

When is this being done?

Now, if departments choose. It will be easier to do this within the next two years. After these two years, the process will revert back using the "new program" and "delete program" forms.

CURRICULUM PROCESSING

Faculty Senate Council/Committee Appeals – Process Only

Undergraduate Studies Council ⟶ Faculty Senate Executive Board

Graduate Studies Council ⟶ Faculty Senate Executive Board

WMU Essential Studies Executive Advisory Committee ⟶ Faculty Senate Executive Board

WMU Essential Studies Course Review and Approval Committee ⟶ WMU Essential Studies Executive Advisory Committee

CURRICULUM PROCESSING

Appeals on Process Violations at the Council/Committee Level

Examples of process violations, include but are not limited to:

- Failure of council/committee to allow discussion or debate.

- Failure to permit presentation of relevant information.

- Exclusion of interested parties.

- Demonstration of bias among council/committee.

- Allegations of conflict of interest.

- Failure to provide feedback/guidance on how to remedy deficiencies in proposal.

Examples of what is **NOT** a process violation, include but are not limited to:

- Not attending a meeting.

- Not sending a representative.

- Disagreeing on a content decision.

Q&A