

Proposal: The ad-hoc committee to review the processes and procedures of the Faculty Senate submits its report to the Faculty Senate. Senators are asked to vote to accept the report, which will be submitted as advice to the Faculty Senate Executive Council.

Background: This ad-hoc committee was formed in Fall 2017 and officially charged by Faculty Senate President Cathy Paris to broadly examine Faculty Senate process and procedures and make recommendations that would support increased faculty engagement in Senate operations. Towards this end, we surveyed members of the Faculty Senate and met with individuals that currently (or historically) have played leadership roles in the Senate's leadership, both at the full Senate and in its various Standing Committees. From these efforts, two major and inter-related themes emerged as underlying barriers to Senator engagement:

- 1) Information relevant to senate meetings is not always disseminated in the most efficient manner, resulting in the majority of the meetings being consumed by "report out" or informational agenda items rather than true discussion/debate.
- 2) An implicit cultural expectation that items under Senate consideration should be expediently voted on and/or approved without being given ample time for discussion and debate.

As a result of our analysis of the Faculty Senate survey results, our individual meetings with various Faculty Senate stakeholders, and internal discussions, this ad-hoc committee has outlined below a number of explicit proposals that are intended to improve both efficiency and engagement of Faculty Senate membership. These items are being presented to the Senate body for consideration and vote.

Faculty Senate Meeting Procedures and Engagement Proposal

1. Establish a New Senator Orientation open to new and existing faculty on an RSVP basis.
2. Limit presentations by administrative offices or committees to those items for which Senate input or vote is required. When informational presentations are necessary (i.e., not requiring a vote), provide context and mark on agenda as "Report out."
3. "Report out" agenda items, such as committee reports that do not require Senate action, should be disseminated electronically and not put on the formal agenda unless otherwise proposed for discussion by the Senate floor.
 - a) Limit standing agenda items such as an address by the President or Provost to times when we have a specific concern we wish for them to address, or alternatively when they have a matter to discuss with the Senate.

4. Provide sufficient time for discussion before a vote takes place. Ideally issues should be discussed at one meeting and brought to the Senate for a vote the next meeting.
5. Provide a brief, dedicated “New Business” time slot on each agenda to appear early in the agenda as opposed to the end.
6. Standing committee representatives should be invited at least once a year to generate discussion on current committee-related issues that may benefit from broader participation/brainstorming from the senate floor and to answer questions. These are not to be “progress reports,” which can be handled and viewed electronically.
 - a) At least once a semester, the FPPC provide the Senate membership with a presentation about the budgetary matters relevant to the Senate.
7. At least once a year, we request an open forum where the President and Provost would field questions from the Senate floor.

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