

## FLOW OF UNIVERSITY SENATE BUSINESS (07-11-07)

1. **University Senate business** is generally handled by a committee of the Senate **UNLESS** the Senate (by 2/3 majority) agrees to act as committee of the whole

***Who can initiate standing committee business?***

- Any member of the standing committee
- Executive Committee
- University President
- Written Request to Executive Committee supported/signed by at least three Senators
- Deans may route academic program information directly to Curriculum and Assessment Policy Committee (CAPC)
- with notification to Executive Committee

2. **Committee Deliberation**

**Forums/Hearings** (as appropriate) and Deliberation

Involve constituencies, stakeholders, administrators likely to be required to implement policy in committee discussion and hearings. (May 2004 Retreat recommendation)

Produce **Committee Report**

In addition to the motion, a committee report includes:

**Philosophy, Committee Vote, Majority Report, Minority Report, Rationale (pros and cons), Summary of Committee Work, Timeline (Effective Date), Implementation Recommendations**

**Committee Chair delivers a committee report** at the Senate Meeting

Submitted **in writing electronically** to Secretary of the University Senate after the University Senate meeting at which it is given

3. Use **Online Motion Database** (*accessible from Senate webpage*) to communicate motion to the University Senate for vote

Subject, Committee, Date, Motion Statement, Policies impacted (if any)

Supporting documents (typically: draft of policy statement, relevant background, and committee report)

4. **All motions to University Senate for vote must be submitted via the online motion database** and must be submitted at least 15 calendar days prior to the University Senate Meeting at which considered; in addition Executive Committee must announce the availability of the meeting agenda to University Senators at least 8 calendar days prior to University Senate Meeting.

5. **Senate hears committee report** on the motion, time for discussion (if any), and **vote**.

6. **After the Senate takes action**, the motion usually goes directly to the **University President**

7. The **University President takes an action** (approve, veto)

8. **President charges** someone to implement (as appropriate)

9. **President plans to report** (periodically) on implementation progress to University Senate