

WSU FACULTY SENATE SENATOR INFORMATION PACKET



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SECTION 1. WHAT TO EXPECT AT SENATE MEETINGS

Meetings of the Faculty Senate will occur via Zoom on every other Thursday during the academic year. Call to Order is at 3:30 p.m.

Before the senate meeting:

- On Friday before the meeting, the Principal Assistant, will send you an e-mail alerting you that the agenda for the next meeting is posted on the Faculty Senate website, <https://www.facsen.wsu.edu>, with a direct link to the agenda included in the e-mail.
- Please review the agenda well in advance of the senate meeting and note any items that directly concern your constituents. You are encouraged to communicate (via email if desired) with your constituents if an item of their concern will be discussed.
- Please review the entire agenda, including exhibits, so that you are prepared to discuss them and cast an informed vote on each agenda item. Each agenda item affects programs and initiatives, including personnel, across the University and deserves due attention from the members of Faculty Senate.

COVID-19 specific details:

- Until further notice, WSU Faculty Senate will be meeting via Zoom. General instructions concerning Senate Zoom meetings, including protocol, will be provided. Invitation details of the upcoming meeting will be sent by Gayle Anderson, the Principal Assistant with the e-mail alert for the agenda.
- Attendance will be monitored, and quorum established via the list of participants in the Zoom meeting. Check-in will not be necessary, provided your name is displayed during the meeting.

At the senate meeting:

- Any invited speakers (usually, these are administrators addressing the Faculty Senate) will speak during the first part of the meeting.
- The Chair will call the meeting to order after invited speakers have finished their remarks.
- The Chair will offer remarks and updates on actions taken since the previous meeting along with updates from meetings with the President and Provost.
- The agenda will be followed as posted on the Faculty Senate website, unless a motion to amend the agenda is passed by majority vote of the senate.

- Meetings are conducted using Roberts Rules of Order. To ask for clarification or discuss an item, raise your hand and the Chair will recognize you. If you feel an item is unsatisfactory, you can make a number of motions, including amending the item, returning it to committee, tabling it (keeping it as an active item for the next meeting), or postponing it indefinitely (this kills the item).
- Most agenda items have been thoroughly scrutinized through appropriate channels (see the flow charts included by the Registrar and the Provost's Office) and will pass with little discussion.
- Items are placed on the agenda by the Steering Committee during their meeting on Thursdays when senate does not meet. They are usually referred by standing senate committees (e.g., Academic Affairs, Faculty Affairs, Budget, Graduate Studies, ...).
- An **information item** is an item announced to the Faculty Senate that is not subject to the voting process.
- A **discussion item** is an item being brought before the Faculty Senate for initial consideration. A discussion item becomes an action item for the next meeting if it is not amended or otherwise acted upon.
- An **action item** is an item that is to be voted on during that meeting. Further discussion is allowed on action items.
- The final item on the agenda is **Constituents' Concerns**. This is your primary opportunity to raise issues of concern to the faculty you represent. Additionally, faculty may directly lodge a Constituent Concern on the Faculty Senate website via <https://facsen.wsu.edu/log-a-constituent-concern/>. The Executive Committee will take those concerns to the President, Provost, or other parties as appropriate.

Attendance:

- Your attendance is vital. It is recognized that faculty members are very busy and that conflicts inevitably arise. Nonetheless, you are an elected member of Faculty Senate and attending the meetings is a central duty of the office. Faculty Senate approval is the final step in a long process; you will be among the last individuals to see each item and your input is important. If quorum is not met, then no business can be transacted, delaying agenda items for two additional weeks. This can cause serious repercussions throughout the institution.
- At the end of each semester, the Executive Secretary will examine the rosters and acknowledge those who have done excellent service by attending all meetings. Notice will also be made if many meetings are missed, causing a constituency to be poorly represented.

SECTION 2. ROLE OF THE SENATE AND EXECUTIVE COMMITTEE

From the *Faculty Manual*, Section I B 3, Specific Duties of the Faculty Senate

The purpose of the Faculty Senate is to exercise the legislative powers delegated to it and to make recommendations to the president, to appropriate administrative officials of the University, and through the president, to the Board of Regents on matters affecting the general welfare of Washington State University and its educational, research, and service activities.

A) LEGISLATIVE POWERS

The Faculty Senate shall serve as the legislative body of the faculty to make recommendations in all matters requiring faculty action or approval of curricular and educational policies of Washington State University, including

- (1) Standards of admission
- (2) Curricula and courses to be offered and the number of credits for each course
- (3) Standards of scholarship
- (4) Requirements for graduation
- (5) The academic calendar

B) POWER OF RECOMMENDATION

The specific duties of the Senate shall also include, but not be limited to, the formulation of recommendations to the president and appropriate administrative officials of the University with regard to the following:

- (1) Development and review of plans and policies to strengthen the educational program of the University
- (2) Review of the budget of the University to assess its general conformity with policies and priorities established or endorsed by the Senate
- (3) Review of the strategic plan, for the physical and educational development of the University
- (4) Protection and enhancement of academic freedom of members of the University community
- (5) Preservation and extension of academic responsibility of members of the University community
- (6) Promotion of the general welfare of the University community
- (7) Review of policies concerning the University's relations with its supporting community throughout the state of Washington

- (8) Review of policies concerning the University's relations with outside agencies
- (9) Review of rules and procedures of the University concerning the conduct of its members

The Faculty Senate will include a Steering Committee, the duties of which shall include matters relating to agenda, referral, voting, and elections. The Steering Committee shall also act as an emergency advisory council to the president, and it may serve as a Summer Executive Committee to carry out functions delegated to it by the Senate. Numerous other permanent Faculty Senate committees and sub-committees consider issues and make recommendations to the Faculty Senate for action, <http://facsen.wsu.edu>. The Faculty Senate Executive Committee shall consist of the chair, chair-elect, immediate past chair and the Executive secretary. The Executive Committee shall serve as the primary conduit of information between the faculty and the administration.

SECTION 3. FACULTY SENATE COMMITTEES

Approval by a vote in the Faculty Senate is a late step in shepherding an initiative through the institutional process. Much of the earlier detailed work is done in the various Faculty Senate committees. [Full descriptions and compositions may be found on the Faculty Senate Webpage.](#)

THE STEERING COMMITTEE

- 1) Deals with matters relating to agenda, referral, voting, and elections.
- 2) Acts as an emergency advisory council to the President.
- 3) May serve as the Summer Executive Committee to carry out functions delegated to it by the Senate.

The Steering Committee's Composition includes:

- The Executive Committee including the chair, chair-elect, past chair and executive secretary of the Faculty Senate shall, *ipso facto*, be members and officers of the Steering Committee.
- One senator from each of the campuses specifically allotted one or more senators and the chairs of the following committees: Academic Affairs, Budget, Faculty Affairs, Graduate Studies, Professional Health Sciences, and Research and Arts. Note that when there are multiple senators representing a campus, or co-chairs of a committee, they are all welcome to attend the Steering Committee meetings, but each campus or committee shall only have one vote.
- The Faculty Senate Legislative Representative.

THE ACADEMIC AFFAIRS COMMITTEE (AAC)

- 1) On a continuous basis, reviews and appraises educational policies and programs of Washington State University, except those applying exclusively to graduate education or the professional health sciences.
- 2) Makes recommendations to the Faculty Senate concerning academic policies and procedures for undergraduate admission requirements, undergraduate courses and curricula, new bachelor's degree programs, minimum University requirements for graduation, scholastic standards, calendar, catalog, examinations, summer session, and educational innovation. Also considers similar policies and procedures for all non-health-related professional degree programs.
- 3) Receives, reviews, and acts upon policy recommendations of its permanent subcommittees.

PERMANENT SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE

1) **Catalog Subcommittee**

- a. Studies and evaluates catalog material referred to it by the Editor of the Catalog (Registrar) for conformity to the educational standards, policies, and regulations of the institution.
- b. Checks for and makes recommendations to eliminate unnecessary duplication and overlapping in course and curricular offerings.
- c. Makes recommendations to the Academic Affairs Committee, the Professional Health Sciences Committee, and the Graduate Studies Committee concerning all major changes in catalog material.
- d. Makes recommendations to the Academic Affairs Committee regarding policies affecting the publication of the catalog.
- e. Advises the Editor on editorial policies pertaining to the catalog.
- f. Presents time schedules for the revision of the catalog to the Academic Affairs Committee for its recommendation to the Faculty Senate.
- g. Reviews and recommends approval of temporary course petitions.
- h. Makes recommendations to the Academic Affairs Committee concerning the academic calendar.
- i. Reports to the Academic Affairs Committee, the Professional Health Sciences Committee, or Graduate Studies Committee on each matter referred to it.

2) **Syllabus Subcommittee** (Jointly a subcommittee of the Graduate Studies Committee)

- a. Develops, reviews, and appraises syllabus guidelines and policies of Washington State University.
- b. Makes recommendations to the Faculty Senate committees concerning syllabus guidelines and policies, including required and recommended elements.
- c. Receives, reviews, and acts upon policy recommendations of the Faculty Senate's permanent subcommittees, serving as the syllabus guideline implementation committee for Academic Affairs, Graduate Studies, and Professional Health.
- d. Maintains a web-based resource for faculty that provides approved guidelines, templates, policies, and evidence-based best practices for syllabus creation and maintenance.

THE ADMISSIONS & ENROLLMENT COMMITTEE

1. Serves in an advisory capacity on issues related to undergraduate recruitment, admissions, retention, and enrollment in the WSU system. Reviews and appraises policies and procedures related to undergraduate recruitment, admission, and retention. Consults with the Academic Affairs Committee on those policies that jointly affect enrollment and undergraduate education.

2. Attends meetings of WSU enrollment management groups (e.g., the Systemwide Enrollment Management Advisory Group), and reports these groups' activities to the Faculty Senate Steering Committee.
3. Serves as an appeals board for all challenges to the administration or application of admission rules and credit transfer regulations in the WSU system.

THE BUDGET COMMITTEE

1. Studies and recommends long-range policies for the allocation of financial resources.
2. Examines budgets and advises the administration on the preparation of the budgets and the allocation of funds within budget categories.
3. Maintains close contact with the Faculty Affairs and Academic Affairs Committees so that the work of these committees is reflected in budget policies.

THE COMMITTEE ON COMMITTEES

1. Submits nominations to the Senate for membership on all Senate standing committees and subcommittees, except for ex officio members and those special seats on subcommittees reserved for members of parent committees, and to the president, and provost for faculty membership on their respective committees.
2. Accepts Associated Students of Washington State University and Graduate and Professional Student Association appointments of student membership to Senate committees and refers them to the appropriate committees.
3. Accepts requests from campus faculty governance units for seats on specified committees to be appointed by the campus faculty governance unit.
4. Conducts a continuing evaluation of the Senate committee system and makes recommendations for improvements to the Steering Committee.

THE FACULTY AFFAIRS COMMITTEE (FAC)

1. Makes recommendations concerning policy on appointments, promotion, tenure, and leave of absence.
2. Makes recommendations relating to standards of performance, professional ethics, faculty rights and responsibilities, academic freedom, and faculty compensation.
3. Receives, reviews and acts upon other policy matters concerning faculty affairs.
4. Maintains liaison with Faculty Status Committee regarding functions 1 and 2.

THE GRADUATE STUDIES COMMITTEE (GSC)

1. On a continuous basis, reviews and appraises graduate educational policies, programs, and procedures.
2. Recommends establishment, continuation, modification, and termination of graduate courses and degree programs.
3. Advises the Dean of the Graduate School.

4. Makes policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships.
5. Consults with the Academic Affairs Committee and the Health Sciences Professional Committee on those policies and procedures which jointly affect graduate and undergraduate education or health professional programs.

THE LIBRARY COMMITTEE

1. Consults with the Dean of Libraries and makes recommendations regarding issues and solutions identified by the Dean.
2. Consults with the Dean of Libraries and makes recommendations regarding issues identified by the Senate or the University community.
3. Reviews proposed degree programs for adequacy of library holdings and services.

THE PROFESSIONAL HEALTH SCIENCES COMMITTEE

1. On a continuous basis, reviews and appraises educational policies and programs of Washington State University relating to the professional health sciences. The professional health sciences are comprised of those degrees, programs, plans, and courses which are not considered undergraduate or graduate and lead to the degrees of Medicine (MD), Pharmacy (PHARM), and Veterinary Medicine (DVM), or professional certificates offered through the professional health science academic units.
2. Curricula in the professional health sciences are recorded on the student's academic record under one of the separate professional health sciences transcripts titled Medicine, Pharmacy, or Veterinary Medicine.
3. Coordinates with the Graduate Studies Committee or the Academic Affairs Committee when reviewing curriculum for dual/combined degree programs (e.g., PharmD/PhD combined degree program).
4. Makes recommendations to the Faculty Senate concerning academic policies and procedures for health sciences professional degree programs.

THE RESEARCH AND ARTS COMMITTEE

1. Advises the president, the provost, the executive vice president, and the vice president for research on research and creative activity directions, policies, and programs.
2. Evaluates select applications for University funds to support faculty and graduate student research and creative activity including the establishment of subcommittees for different disciplinary areas. Recommends allocations of funds to the vice president for research.
3. Reviews and recommends policies on administration of relevant appropriated research funds and special grants.
4. Reviews, recommends, and implements policies with respect to establishing, reviewing, and renewing centers and institutes under the purview of the Faculty Senate.

5. Reviews applications for new centers and institutes and subsequent reports for established centers and institutes to make recommendations to the Faculty Senate.

SECTION 4. FACULTY SENATE COURSE AND CURRICULUM APPROVAL PROCESS

Major Curricular Change Form – Courses

- Used to propose a new course, restore a previous course, significantly revise an existing course, and add cross list or conjoint status.
- Forms and Instructions can be found at the Registrar's webpage under RNET/RO Pubs.
- Completed and signed form must be accompanied by a rationale statement and syllabus.
- For a Summer or Fall effective date, proposal must be submitted to the Registrar's Office by October 1 of the previous year.
- For Spring effective date, proposal must be submitted to the Registrar's Office by March 1st of the previous year
- Items received are added to the Catalog Subcommittee Agenda in the order received and assigned to a committee member.

Major Curricular Change Form – Requirements

- Used to change requirements for an existing major, minor or certificate, add a new major, minor or certificate, or rename a major, minor or certificate.
- Forms and Instructions can be found at the Registrar's webpage under RNET/RO Pubs.
- Completed and signed form must be accompanied by a rationale statement and a 4-year schedule of studies.
- Requirement changes are only effective in the Fall term. Proposals must be submitted by October 1 of the previous year. (please note, requirement changes will only be applied to students who certify after the requirement effective date)
- Items received are added to the Catalog Subcommittee Agenda in the order received and assigned to a committee member.

Minor Curricular Change Form

- Used to change course title, description or prerequisites, decrease course credit, and add UI Co-op phrasing.
- Form and Instructions can be found at the Registrar's webpage under RNET/RO Pubs.

Routing

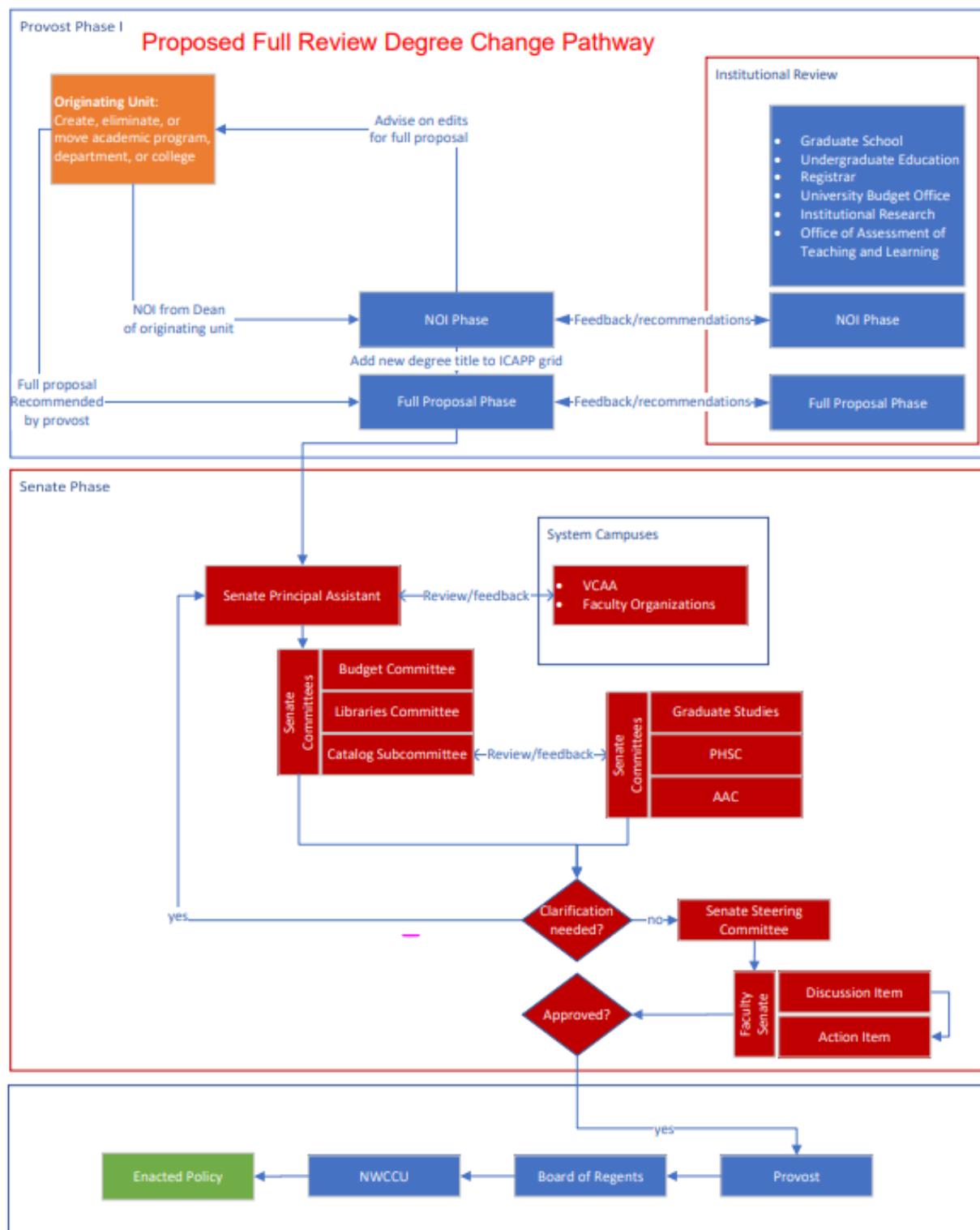
- Undergraduate and Professional Course and Requirement proposals approved by Catalog Subcommittee are forwarded to the Academic Affairs Committee (AAC).
- Graduate Courses and Requirement proposals approved by Catalog Subcommittee are forwarded to the Graduate Studies Committee (GSC).
- Proposals approved by AAC and GSC are forwarded to the Faculty Senate. The proposals are typically discussed at one meeting and voted on at the next meeting.
- Minor Curricular Change Forms are routed directly to Faculty Senate.

General Information

- The Catalog Subcommittee meets weekly during the academic year.
- The AAC and GSC and FS meet 5-6 times per semester.
- Proposals can be tracked on the “CSC Tracking Notes.” These can be found on the Registrar’s webpage under RO Pubs.
- Courses approved by Faculty Senate are typically added to the online catalog within two weeks
- Once courses are listed in the catalog, they become available for scheduling.
- Requirements approved by Faculty Senate are entered into the online catalog at the time of approval, but do not take effect until Fall term.

SECTION 5. DEGREE PROGRAM APPROVAL PROCESS FLOW CHART

This diagram shows the process by which degree program changes are approved. The central portion (boxed in red) details the role played by Faculty Senate and its committees in the overall process.



SECTION 6. ROBERTS RULES OF ORDER – SIMPLIFIED

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
"Call for orders of the day."

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rd vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3 rd s	✓
Close Discussion	✓			2/3 rd s	✓
Recess	✓		✓	Majority	
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓