Senate Committee Orientation
University Senate & Committees

Academic Procedures & Standards, Campus Affairs, Educational Affairs, Equity, Diversity, & Inclusion, Elections, Representation, & Governance, Faculty Affairs, Programs, Curricula, & Courses, Staff Affairs, Student Affairs, Student Conduct
Senate Committees: What do we do?

- The Senate advises on policy matters; committees can recommend changes to existing policies or draft new policies for adoption.
- Committees can also make administrative recommendations that become University practice or procedure when adopted.
- Receive charges from the SEC to address concerns of campus community.
- Analyze issues presented in proposals & charges.
- Conduct research and consult with campus units as needed.
- Work with other committees as needed.
- Make recommendations to the SEC for full Senate consideration.
Committee Operations

- Meetings
  - Committees meet 5 times per semester
  - Minutes are prepared from each meeting
  - Committee chair will lead the meeting

- Members
  - All committees are made up of faculty, staff, and student volunteers
  - All committees have ex-officio members from relevant units/groups
  - The committee chair is a Senator
  - Terms of members are staggered
  - All committees have a set quorum that must be present to conduct a vote
Committee Materials

- Materials are posted 1 week in advance
- Access is restricted to members, because they are working documents and should not be shared with anyone outside of the committee until released to the Senate
- Meeting materials usually include the agenda, minutes, and any reports/documents for that particular meeting
- Reference materials related to charges or other issues may be posted on the secure webpage in individual folders
Committee Materials

- Log in to the materials page using your Directory ID and password.
- Click on the red plus sign to open a folder.
Committee Member Responsibilities

- Notify the coordinator if you are unable to attend a meeting, so that we can ensure quorum
- Review materials before each meeting
- Participate in discussion during the meeting
- Make motions and second specific actions
- Vote by a show of hands
- Ex-Officio members: report back to your unit and relay feedback to the committee
- If contacted by a Diamondback reporter or by off-campus media outlets, please refer questions to the chair
Coordinator Responsibilities

- Maintain listserv and membership
- Send reminder emails 1 week prior to each meeting
- Post materials for review
- Draft minutes following each meeting
- Draft reports on behalf of committee
- Conduct research
- Consult with Office of General Counsel on proposed policy changes
- Consult with Senate Leadership
Any Questions?