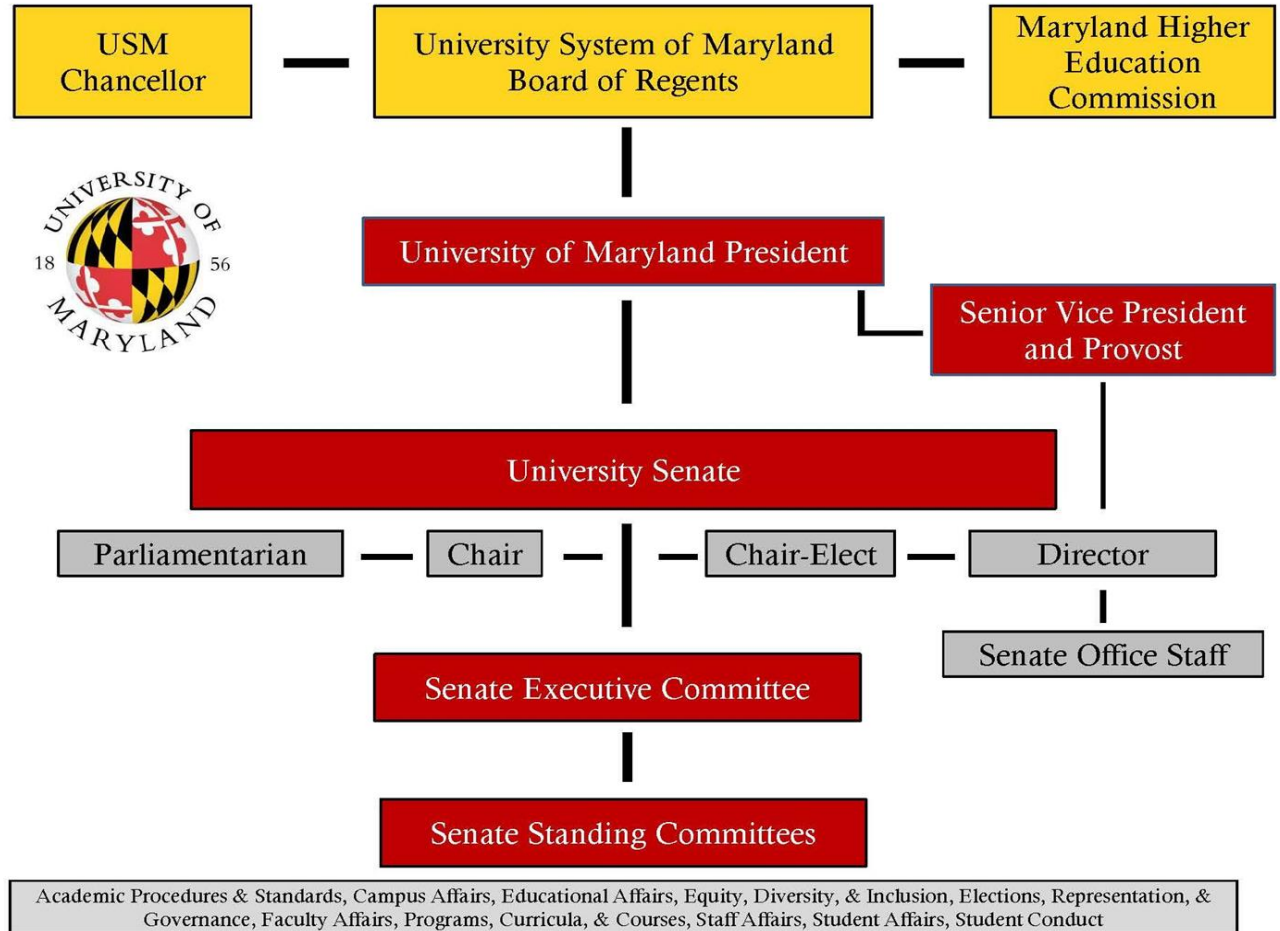


A large red square with a white border, centered on a white background. Inside the square, the text "Senate Committee Orientation" is written in white, bold, sans-serif font, stacked in three lines.

**Senate
Committee
Orientation**

University Senate & Committees



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

[Home](#) > [Committees](#) > [Committee Files](#)

Below is a list of the committee folders and files you have access to, organized by committee and then by computer, simply click on the filename.

You can open and close each **folder** by clicking on the folder name.

— Academic Procedures & Standards (APAS) Committee

+ 2008 to 2009

+ 2009 to 2010

+ 2010 to 2011

+ 2011 to 2012

+ 2012 to 2013

+ 2014 to 2015

+ 2015 to 2016

+ 2016 to 2017

— 2017 to 2018

+ 02-12-18_Meeting

+ 03-05-18_Meeting

+ 04-20-18_Meeting

+ 05-07-18_Meeting

— 09-07-17_Meeting

[1.Meeting_Agenda_09.07.17.pdf](#)

[2.Minutes_05.08.17_Meeting.pdf](#)

[3.Student_Course_Evaluation_Charge_16-17-24.pdf](#)

[4.Undergrad_Admissions_Criminal_Background_Charge_16-17-29.pdf](#)

[5.2016-2017_Application_Questions.pdf](#)

+ 09-26-17_Meeting

+ 10-20-17_Meeting

+ 11-10-17_Meeting

+ 12-01-17_Meeting

+ Admissions_Background_Questions

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?