

FACULTY AGENDA ITEM NO 17-6

Date: 3/27/17

Submitted by: *Shaun E. Schmidt ext: 2265*

SUBJECT: *ESTABLISHING A TIMELINE FOR AGENDAS FOR FACULTY SENATE, ACADEMIC AFFAIRS, FACULTY AFFAIRS AND THE GRADUATE COUNCIL*

Description: *Currently the Faculty Senate (FS) Constitution and Faculty Handbook requires the agenda for Faculty Senate to be set and distributed one week in advance of a meeting. There is no such requirement for Academic Affairs, Faculty Affairs or the Graduate Council. This agenda item would specify and reduce the requirement to six calendar days.*

Delete current wording in Section V.A. of the FS constitution and Section 1.VI.E.1 of the Faculty Handbook

Agendas for each meeting will be distributed to all members of the Faculty Senate a week in advance of any scheduled meeting time and made available to the University community.

Add proposed wording as Section IV.G. of the FS constitution and Section 1.VI.D.7 of the Faculty Handbook

Agendas for each Faculty Senate meeting will be distributed to all members of the Faculty Senate six days in advance of any scheduled meeting time and made available to the University community. Academic Affairs Committee agendas, Faculty Affairs Committee agendas and Graduate Council agendas which contain items which constitute first reading for Faculty Senate will be distributed to all members of the applicable committee six calendar days in advance of any scheduled meeting time.

Rationale: *In an effort to encourage transparency and openness, this legislation will establish a timeline for agendas for the sub-committees of the Faculty Senate which conduct the first readings for most of the items coming before Faculty Senate. While all of the committees have followed the "week" guideline in practice, it is not an actual policy in the Constitution of the Faculty Senate or in the Faculty Handbook*

The second change that this legislation proposes to make is to reduce the timeline for agenda dissemination by one day, from one week to six days. As a practice meeting of the subcommittees of Faculty Senate and Faculty Senate meet on alternate Mondays in the late afternoon. By delaying the disseminations by one day, there would be actual time to prepare and edit agenda items before the deadline. The impact on transparency and openness in the process would be minimal as the community would still have days to read, research, and prepare for the meeting where the item will be acted upon.

Financial Implications: *Costs involved are minimal to none.*

Proposed Effective Date: *July 2017*

Request for Action: *Approval by FS/ Gen Fac*

Approved by: *Faculty Senate on April 17, 2017*

Attachments Yes No