CAL POLY ACADEMIC SENATE
FALL 2020

BRIEF ORIENTATION
SENATE OFFICERS & STAFF

OFFICERS

Thomas Gutierrez, Chair
Physics, CSM

Jerusha Greenwood, Vice Chair
Experience Industry Management, CAFES

STAFF

Sarah Best, Administrative Support Coordinator

Katie Terou, Francesca Tiesi, Cade Creason, Amelia Solis Macias, Student Assistants
OFFICERS: CHAIR

✧ Develop charges for Senate committees in consultation with the Senate Executive Committee, faculty from across campus, and the administration
✧ Discuss charges with committee chairs/committees
✧ Prepare meeting agendas and review minutes
✧ Conduct Senate and Executive Committee meetings
✧ Provide faculty the opportunity to talk about issues important to our work
✧ Serve as liaison between administrators and faculty
✧ Work with ASI officers
OFFICERS: VICE CHAIR

✧ Member of Executive Committee
✧ Observe procedural rules
✧ Maintain speakers’ list during Academic Senate and Executive Committee meetings
✧ Review minutes
✧ Work closely with Chair
✧ Be ready to take over duties of the Chair
Immediate Past Chair (& Parliamentarian)

Dustin Stegner, English, CLA

✧ Member of Executive Committee
✧ Parliamentarian advises the Chair when they are in doubt about how to rule on an important point
✧ Holds special place in the hearts of all involved; weekly animal-and-altar-friendly sacrifices to the Senate Gods in their name
Senate Staff

✧ Arrange and manage logistics of Senate meetings and Executive Committee meetings
✧ Consult with Senate Chair and Senate committee Chairs about procedures
✧ Help with resolutions
✧ Preparation of minutes and transcripts
✧ Senate correspondence
✧ And much more!
Caucus Chairs

✧ Seven Caucuses: one Chair for each college and one for Professional Consultative Services

✧ Attend Executive Committee and Academic Senate meetings

✧ Fill vacancies from their college/area on Senate and University committees

✧ Keep their college/area apprised of Senate work

✧ Report to Senate officers or Executive Committee with relevant events in their colleges/areas
SENATORS

✧ Attend Senate meetings
✧ Observe parliamentary procedure
✧ Arrange for proxy in writing if not able to attend a meeting. Only a person from your area may vote your proxy.
✧ Technically, a Senator can be dismissed from Senate duty if s/he misses two consecutive meetings without substitutes.
✧ If unable to attend meetings for a whole quarter (or more), work with the caucus chair to find a replacement.
We follow Robert’s Rules of Order (11th ed.) and our own bylaws

For simplicity, most procedures can use abridged rules (see chart)

It is customary to address the Chair when speaking

Senators must request the recognition of guest speakers from the Chair

Meeting content: MINUTES • REPORTS • BUSINESS ITEMS
We keep a speakers’ list during Q&A and debates

- Raise hand, Vice Chair will put you in the queue; questions in the chat are ok, and will be logged in the transcript, but aren’t addressed directly

- Chair will recognize you

- Follow Zoom etiquette as outlined in the agenda email (meetings are recorded)
RESOLUTIONS (SEE CHART)

- Proposed resolutions (our version of “bills”) come from Senate committees and other university community members.
- The Executive Committee determines which to agendize. Once a resolution is agendized, it will be taken up by the Senate as a first reading.
- Resolutions range from legislative to advisory.
- Resolutions placed on the Senate agenda undergo first and second readings.
- During a first reading, the resolution cannot be amended, but the body can discuss the resolution and make suggestions for improvement.
...the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.
RESOLUTIONS (CONT.)

* If a resolution is time sensitive, it may be moved to a second reading at the same meeting.

* A resolution moved, seconded, and voted to a second reading may be amended by the Senate.

* As a courtesy, it is preferable if proposed amendments are provided in advance of meetings.

* Second-reading discussion is focused on arguments directly supporting or opposing the resolution.

* At the second reading, a resolution may be moved and seconded to a vote for adoption.
When a resolution is voted on, the Senate officers and support staff will record the total number votes in the affirmation, opposition, and abstention

Resolutions are either adopted, rejected, withdrawn, referred to committee, or postponed (time certain if we do not intend to postpone indefinitely)

If unresolved at the end of the year, a resolution is dropped and would need to be re-agendized the following year by the Executive Committee
To AS Chair Executive Committee:

Agendize Academic Senate:

First Reading

START with IDEA Committee Senator Faculty

FAIL

Second reading:

• Owned by senate
• Amendments
• Pro/Con advocacy

PASS

First reading:

• Owned by proposer
• Feedback
• Discussion

President

• Acknowledge
• Adjust

Executive Committee: Agendize

Resolve Pathway Schematic

Refine Start over

Resolutions To AS Chair

TDG Fall 2020