

# Introduction to the Academic Senate



**Jody Kreiman**

**Academic Senate Chair (2021-2022)**

Committee/Council Chair Orientation

October 25, 2021

## Welcome & Agenda

Time	Item
11:00-11:20 J. Kreiman	Welcome and Introduction to Academic Senate <ol style="list-style-type: none"><li>Shared Governance</li><li>Divisional Academic Senate</li><li>Committees and Councils &amp; Systemwide Analogues</li><li>Authority versus Advisory</li><li>Principal of No Surprises/Importance of Communication</li><li>Professional and Respectful Conduct</li></ol>
11:20-11:30 A. de Stefano	Roles of Committee and Council Chairs and Analysts <ol style="list-style-type: none"><li>Respective Responsibilities</li><li>Best Practices</li><li>Other Resources: Bylaws, University Policies, “Sturgis”</li></ol>
11:30-11:50 11:30-11:35 11:35-11:40 11:40-11:50	Insights from Experienced Chairs <ol style="list-style-type: none"><li>Tim Groeling, 2020-21 Council on Planning and Budget Chair</li><li>Richard Yarborough, 2020-21 Committee on Diversity, Equity and Inclusion Chair</li><li>Q&amp;A/ Discussion</li></ol>
11:50-12:00 J. Kreiman	Major Issues and Goals for 2021-22 Academic Year

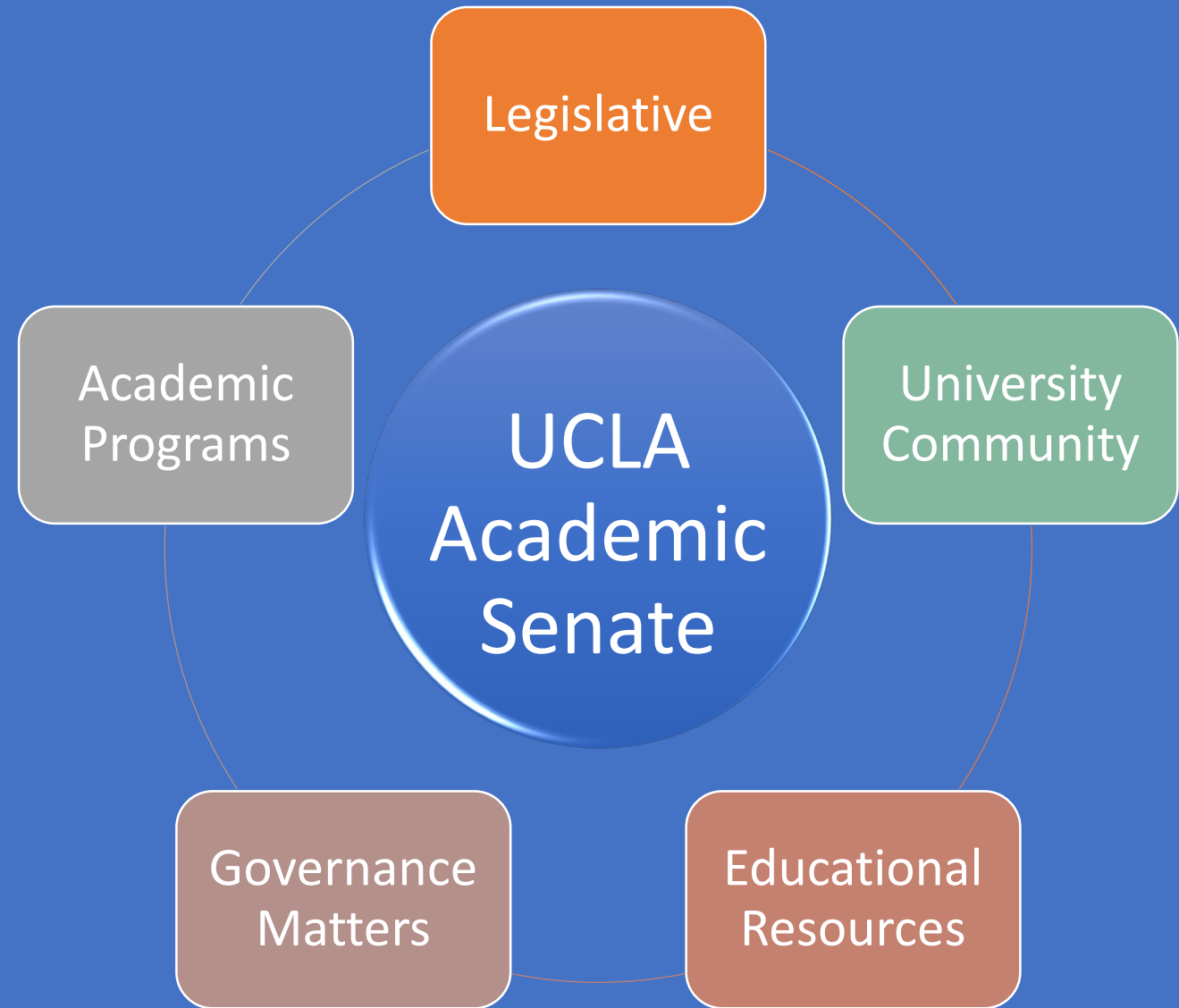
## UC Shared Governance

How is decision-making authority allocated in the University of California?

As codified in the University's State Charter in 1868 and subsequently re-codified by the Regents, notably in 1920, Faculty participate and share in the governance of the University with the Regents and the Administration.

The Academic Senate represents the faculty in all matters dealing with shared governance.

## Components of the UCLA Division of the Academic Senate



## Academic Programs and Policies

- Committee on Continuing and Community Education (CCCE)
- Committee on International Education (CIE)
- Committee on Teaching (COT)
- Committee on Undergraduate Admissions & Relations with Schools (CUARS)
- Council on Planning and Budget (CPB)
- Graduate Council (GC)
- Intercollegiate Athletics Committee (IAC)
- Undergraduate Council (UgC)

## Governance

- Committee on Charges
- Committee on Committees (ConC)
- Committee on Privilege and Tenure (P&T)
- Committee on Rules and Jurisdiction (R&J)
- Council on Academic Personnel (CAP)
- Grievance Advisory Committee (GAC)

## **Educational Resources**

- **Committee on Data, Information Technology and Privacy (CDITP)**
- **Committee on Development (COD)**
- **Committee on Library & Scholarly Communication (COLASC)**
- **Council on Research (COR)**

## University Community

- Committee on Academic Freedom (CAF)
- Committee on Diversity, Equity, and Inclusion (CODEI)
- Committee on Emeriti Affairs (CEA)
- Faculty Research Lectureship (FRL)
- Faculty Welfare Committee (FWC)



## Legislative Committees

- **Council of Faculty Chairs (CFC)**
  - Elected chairs of Faculty Executive Committees (FEC) of the 11 schools in the University
- **Executive Board**
  - 8 at-large members elected by the Legislative Assembly for two-year terms
  - 5 ex-officio members appointed for one-year terms as Chairs of Graduate & Undergraduate Councils, Council on Planning & Budget, Faculty Welfare Committee, and Committee on Diversity, Equity, and Inclusion
- **Legislative Assembly (LgA)**
  - Elected or appointed by departments

## Systemwide Analogues

### UCLA Divisional Academic Senate LgA & Executive Board

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#### Academic Programs and Policies

- Graduate Council (GC)
- Council on Planning and Budget (CPB)
- Committee on Undergraduate Admissions and Relations with Schools (CUARS)

#### Governance

- Council on Academic Personnel (CAP)
- Committee on Privilege and Tenure (P&T)
- Committee on Rules and Jurisdiction (R&J)

#### Educational Resources

- Committee on Academic Freedom (CAF)
- Committee on Diversity Equity and Inclusion (CODEI)

### UC Systemwide Academic Senate LgA & Academic Council

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#### Academic Programs and Policies

- Coordinating Committee on Graduate Affairs (CCGA)
- University Council on Planning and Budget (UCPB)
- Board of Admissions and Relations with Schools (BOARS)

#### Governance

- University Council on Academic Personnel (UCAP)
- University Council on Privilege and Tenure (UCPT)
- University Council on Rules and Jurisdiction (UCRJ)

#### Educational Resources

- Council on Academic Freedom (CAF)
- University Council on Affirmative Action Diversity and Equity (UCAADE)

## The Academic Senate has **authority** to:

- Set conditions for admissions
- Approve & supervise courses, curricula, & academic programs
- Determine degree requirements
- Select its members
- Choose its own organizational committee structure

# The Academic Senate is **advisory** to the Administration (Chancellor, Vice Chancellors) on:

- Faculty appointments, promotions, and separations
- Appointment of Deans
- Violations of Faculty Code of Conduct
- Budget issues and financial planning

## Principle of No Surprises/ Importance of Communication

- Committees work best when they talk to each other, to their constituents, and to leadership.
- If you see trouble on the horizon (or just something interesting), let others know!
- We aim to be pro-active, or at least thoughtfully reactive, and this requires communication.
- Feel free to contact other committees and/or leadership at any time.

## Professional and Respectful Conduct

- Shared governance (and chairing a committee) requires ensuring all voices are heard.
- Committee members should feel comfortable expressing their ideas and concerns.
- A climate of thoughtful, active listening is essential. Remember: we're all on the same team here, even when we disagree.

# Responsibilities of Committee/Council Chairs

Chair:

- In consultation with the Analyst, sets the agenda for the year & each meeting
- Responsible for generating and finalizing all memos for submission on behalf of the committee
- Regularly updates the members on important issues and priorities
- Ensures that the integrity of the committee/council is maintained at all times, that confidentiality is respected, and that conflicts of interest are handled appropriately
- Create an active, inclusive and productive committee meeting culture

# Responsibilities of Committee/Council Analysts

Analyst:

- Advises the Chair on the agenda for the year & each meeting
- Assists the Chair in the generation of agenda, minutes, memos and other written records (e.g. drafting, providing notes)
- Advises on relevant policy, procedures, precedents, and practices
- Brings issues and developments to the Chair
- Develops and implements, in consultation with the Chair, timelines and operating procedures to facilitate the committee/council's work



## Best Practices

### Agenda

- ✓ Confer regularly with the Analyst,
- ✓ Use the Senate template,
- ✓ Allot sufficient time for discussion,
- ✓ Allow time for new business/open forum

### Meetings

- ✓ Respect members' time by keeping to the schedule and topics,
- ✓ Actively facilitate so all members have an opportunity to speak,
- ✓ Complete discussion and vote on action items during the meeting
- ✓ Use DMS, encourage preparation, make sure to take votes

## More Best Practices

### Issues & Topics

- ✓ Be proactive to address issues important to faculty
- ✓ Encourage members to represent broader faculty interests
- ✓ Reach out to Leadership to keep information flowing in a collaborative and transparent matter
- ✓ Share systemwide updates with your members

## Resources: Bylaws, University Policies, “Sturgis”

- Bylaws describe how the Senate bodies function--Each committee/council has bylaws addressing membership, duties, etc. Visit <https://www.senate.ucla.edu/committee>. (Note: website text may be a summary of the actual bylaw itself so go to the primary source.)
- Regulations address academic matters.
- Academic Personnel Manual —policies & procedures for academic appointees.
- Each committee/council has a Member Manual with helpful info and resources.
- UC Senate uses *The Standard Code of Parliamentary Procedure* (aka “Sturgis”).

## **Insights from Previous Chairs**

Tim Groeling, Professor, Dept. of Communication Studies  
2020-21 Council on Planning and Budget Chair

Richard Yarborough, Professor, Depts. of English and African  
American Studies  
2020-21 Committee on Diversity, Equity and Inclusion Chair

## **Advice from Tim**

Been asked to discuss “what you wish you knew when you started at the Senate, best practices, and lessons learned.”

- Talk about best practices first
- Lessons learned and “wish I knew” overlap a bit

## **Tim's Best Practices Advice**

- Zoom-specific advice: Good ethernet, big monitor, good “eye contact.”
- Student members might need nudge (Zoom chat private message or email in advance)
- Time management: Agenda isn't a contract, but can help keep you on-task. (If you don't respect people's time, you're not respecting people).
- Analyst is essential (before, during, after meetings).  
Especially helpful in delegation decisions and in coordinating with other committees/councils.

## **Tim's Lessons Learned/Wish I Knew**

- Systemwide meetings were surprisingly useful. Radar.
- Communication within and outside the Senate: not perfect.
  - Confidentiality and formal Senate communication.
  - Work to diversify your information sources; Administration sources are motivated.
- UCLA is a huge place: important to have broadly representative committee to understand local differences
- Pay attention to keeping bylaws updated and details like membership rotation (Worked with ConC to fix unbalanced rotations)