

SENATE ORIENTATION

August 26, 2020



WELCOME

Mark Cooper

Chair of the Faculty Senate

Film and Media Studies / English

College of Arts and Sciences

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AGENDA

- Powers and functions of the Faculty Senate--Mark Cooper
- Functions of the Senate Office--Yvonne Dudley
- Conduct of Meetings--Spencer Platt
- Parliamentary Process of the Senate--Bill Sudduth
- Steering Committee Introductions--Steering Committee Chairs
- Report of the Chair-Elect--Bethany Bell
- The Year Ahead, Discussion--Mark Cooper

FUNCTIONS

“The Board of Trustees is the governing body of the university, and it delegates to the president and the faculty their powers. The faculties of the Aiken, Beaufort, Columbia, and Upstate campuses, subject to the review of the president and the board, have legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members.” (FM p. 4)

WHAT DOES “THE FACULTY” MEAN?

- General Faculty vs. Faculty Senate
- Voting faculty includes “the president; the provost; deans” and all full-time faculty, except Schools of Medicine (3 votes each).
- Standing faculty committees staffed by but not drawn from the Faculty Senate
 - Answer the call the in the fall!
 - Meeting schedule part of the agenda of Senate meetings
- Special advisory committees staffed by the Provost’s office (some may require Senate consent)

STANDING COMMITTEES

- COMMITTEE ON ACADEMIC RESPONSIBILITY
- COMMITTEE ON ADMISSIONS
- FACULTY ADVISORY COMMITTEE
- UNIVERSITY ATHLETICS ADVISORY COMMITTEE
- FACULTY - BOARD OF TRUSTEES LIAISON COMMITTEE
- BOOKSTORES COMMITTEE
- FACULTY BUDGET COMMITTEE
- COMMITTEE ON CURRICULA AND COURSES
- FACULTY GRIEVANCE COMMITTEE
- COMMITTEE ON HONORARY DEGREES
- FACULTY SENATE INFORMATION TECHNOLOGY COMMITTEE
- COMMITTEE ON INSTRUCTIONAL DEVELOPMENT
- INTELLECTUAL PROPERTY COMMITTEE
- COMMITTEE ON LIBRARIES
- COMMITTEE ON PROFESSIONAL CONDUCT
- COMMITTEE ON SCHOLASTIC STANDARDS AND PETITIONS
- UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS
- TENURE REVIEW BOARD
- FACULTY WELFARE COMMITTEE

FUNCTIONS OF THE SENATE OFFICE

- Supporting arm of the Faculty Senate
- Provides support to the Chair and the committees
- Works closely with the Senate Officers.
- Maintains the attendance Records
- Maintains Senator database
- Maintains the website & Bb organization

Administrative Coordinator:
L. Yvonne Dudley

Thomas Cooper Library,
Room L418

(803) 777-6073

faculty.senate@sc.edu

CONDUCT OF MEETINGS

- Meeting schedule and locations on website.
- **Senators should plan to attend all meetings.** Because the Faculty Senate is a deliberative body, active participation requires physical presence at the site of the meeting. However, an exception is made for “extraordinary circumstances when the physical gathering of the Senate might present a risk to public health or safety, as determined by the Faculty Senate Steering Committee.” (FM, p. 12)
- Senators must sign in—once only--at tables outside the meeting room
- Senators are required to sit in a designated section to facilitate counting.
- Senators joining virtually should login through Blackboard

CONDUCT OF MEETINGS – CONT'D

- New senators will receive a “Statement of Acceptance.” Please fill out and return the form as directed.
- Departments/units must notify the Senate office in advance of the meeting if a substitute for an elected Senator will be present.
- Senators must identify themselves when they speak.

PARLIAMENTARY PROCESS—GOVERNING DOCUMENTS

- Faculty Manual – University of South Carolina Columbia – March 30, 2020
- Bylaws of the Faculty Senate (Appendix IV, pp. 84-89)
- Rules of the Faculty Senate (Appendix V, pp. 90-92)
- Robert's Rules of Order, Newly Revised 11th edition, 2011

PARLIAMENTARY PROCESS—UNANIMOUS CONSENT

- Routine, non-controversial decisions
- Agenda approval & some amendments
- Recess, adjournment
- Ending the debate on a proposal
- What if there are objections?

PARLIAMENTARY PROCESS—VOTING ISSUES

- What is “a majority”? “50% plus 1”
- Does a tie vote mean we’re stuck?
- How are abstentions counted?
- What happens when someone ‘calls the question’?

PARLIAMENTARY PROCESS—BAD MEETING?

- Mid-sentence interruptions?
- Off topic remarks?
- Rambling? Too much time spent on an item?
- Domination?
- Getting personal?
- Toxic environment?

PARLIAMENTARY PROCESS—BAD MEETING?

Suffering is Optional!

PARLIAMENTARY PROCESS—OFEEDS FORMULA

- **Order**
- **Focus:** on current agenda item, on core mandate
- **Efficiency:** per agenda item, per person
- **Equality:** for fairness & informed voting
- **Decorum**
- **Safe Meeting Environment**

PARLIAMENTARY PROCESS—POINTS OF ORDER

- RONR: “In ordinary meetings it is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one’s rights are being infringed upon and no real harm is being done to the proper transaction of business.”

PARLIAMENTARY PROCESS—MOTIONS

- Main Motion = A formal proposal to take action
- Should be concise, unambiguous, complete, in writing
- Should be submitted in advance of the meeting

PARLIAMENTARY PROCESS—MOTIONS

Motion	Requires a Second	Debatable	Amendable	Needed to Pass
Main Motion	YES	YES	YES	Majority >50%
To Amend	YES	YES	YES	Majority >50%
Close Debate/Call the Question	YES	NO	NO	2/3 RDS
To Reconsider — revisit motion from same meeting; made by person on prevailing side of first vote	YES	YES	NO	Majority >50%
To Rescind Nullify a motion made at a previous meeting	YES	YES	NO	Majority >50% with notice 2/3 RDS without notice



South Carolina

PARLIAMENTARY PROCESS—MOTIONS

Motion	Requires a Second	Debatable	Amendable	Needed to Pass
Table the Motion <small>Must be considered at the next meeting or the motion will die</small>	YES	NO	NO	Majority >50%
Bring to the Table <small>Resume consideration of a tabled motion</small>	YES	NO	NO	Majority >50%
Refer to a Committee	YES	YES	YES, Limited to specific of/for committee and not the motion	Majority >50%
Withdraw	NO	NO	NO	None
Adjourn	YES	NO	NO	Majority >50%

PARLIAMENTARY PROCESS—MOTIONS

- All motions must have a second
 - Exceptions
 - Reports from standing committees
 - Requests of the chair
 - Point of order
 - Parliamentary inquiry
 - Withdraw a motion
 - Divide the question
 - Division of the assembly
 - Question of privilege

PARLIAMENTARY PROCESS—PROCESSING MOTIONS

1. Member is recognized and says: “I move that ____.”

2. Another member seconds the motion: “Second!”

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3. Chair states the motion (if it is clear and in order)

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4. Debate, amendments

5. When debate ends, the Chair takes a vote

6. Chair announces the result

PARLIAMENTARY PROCESS—RECOGNITION OF MEMBERS

- Person presenting the motion speaks first and is usually allowed the last opportunity to speak on the motion
- Person not already spoken has a prior claim over a person that has spoken
- Presiding officer/chair should alternate between opposing views
- Presiding officer/chair has the responsibility of controlling and expediting debate
- Multiple part questions or colloquy should be avoided – this limits access to the floor to other members of the assembly

PARLIAMENTARY PROCESS—AMENDMENTS

Main Motion: “To hold an awards reception in December”

Amendment: “I move to add `with spouses included.’”

The amendment is then debated and voted on.

PARLIAMENTARY PROCESS—AMENDMENTS

After a vote:

Chair: “The amendment is adopted. The Main motion reads: ‘To hold an awards reception in December with Spouses Included.’ “

Or:

Chair: “The amendment is defeated. We are back to the original main motion ‘To hold an awards reception in December.’”

“Is there any further debate on the main motion?”

PARLIAMENTARY PROCESS—BYLAWS AND RULES

- Bylaws of the Faculty Senate (Faculty Manual, Appendix IV, pp. 84-89)
- Rules of the Faculty Senate (Faculty Manual, Appendix V, pp. 90-92)
- Bylaws – Form and function of the organization
- Rules – Specific to the organization; has precedence over adopted parliamentary authority
- **Note** – At the September 9th meeting of the Faculty Senate there will be a votes on:
 - A new Bylaw (Article IV – Meetings, Section 4. Meetings Held Electronically)
 - A new Rule (Rule III – Conduct of Meetings; re-number each subsequent Rules III through IX as Rules IV through X)

PARLIAMENTARY PROCESS—FINAL THOUGHTS

- RONR: “... any presiding officer will do well to bear in mind that no rules can take the place of tact and common sense on the part of the chair...”
- “Common sense is the least common of all the senses...”

STEERING COMMITTEE

“shall serve as a nominating committee and as a planning body that studies issues confronting the university and recommends action to be taken by existing faculty committees, the faculty, and the administration. The committee is composed of the nine chairs of the following committees: Admissions, Athletics Advisory, Curricula and Courses, Faculty Advisory, Faculty Budget, Faculty Welfare, and Scholastic Standards and Petitions, Information Technology, University Committee on Promotion and Tenure, and one faculty member appointed by the chair of the Faculty Senate. The provost and parliamentarian shall serve as ex officio members. Ad hoc committees shall be created as needed, and the Faculty Senate chair shall consult with the Senate Steering Committee before appointing their members.”

ADMISSIONS

- Chair: Brandon Bookstaver, Pharmacy
- “shall consider policies on undergraduate entrance examinations, admissions, and readmissions and may recommend changes in policy to the Faculty Senate. To assure conformity with undergraduate admissions policies, the committee may review policies and changes proposed by faculties of the various academic units. The committee shall act on appeals of applicants for admission who fail to fulfill established standards of admission or readmission.

Of the ten members, five shall be elected by the faculty and five appointed by the provost. Two faculty representatives shall be elected each year for a term of three years, except every third year, when only one member shall be elected. The director of admissions shall serve as secretary, ex officio.”

ATHLETICS ADVISORY

- Chair: Jean Clenney, Libraries
- “shall review and monitor admissions decisions and the academic performance of all student-athletes by regularly receiving appropriate and relevant information regarding the academic eligibility and progress of student-athletes, including graduation rates. The committee also receives reports on, reviews and advises, as appropriate, the Faculty Senate, the NCAA Faculty Athletic Representative (FAR), the president, the director of athletics, and the Board of Trustees on the following: annual inter-collegiate athletic program schedules and major changes to them; the annual budget of the Athletics Department; admissions decisions for athletes receiving grants-in-aid; NCAA certification reports, including Title 9 reports; major requests for waiver of any institutional athletic policies; major changes in Athletics Department personnel (specifically the director of athletics, director of the academic support unit, and head coaches for each sport); the needs, interests, and concerns of student athletes; all other issues regarding inter-collegiate activities as referred to it by University officials. The committee shall make at least an annual, written report of its activities to the Faculty Senate, the president, and the director of athletics.”

COMMITTEE ON CURRICULA AND COURSES

- Marianne Bickle, HRSM
- “shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law, medicine and pharmacy. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. The committee shall consist of eight faculty members, elected for terms of three years. In addition to the members elected by the faculty, there shall be one member appointed by the provost to serve ex officio, one representative from the regional campuses elected by the Palmetto College Campuses Faculty Senate, a representative of the Office of the University Registrar and two student members.”

FACULTY ADVISORY COMMITTEE

- Co-Chairs: Charley Adams, Comm. Sciences & Disorders
Liam Hein, Nursing
- “shall advise the faculty and administration on all matters pertaining to the general policies and operations of the university that lie outside or cut across the responsibilities of other standing committees. It shall initiate studies and make recommendations to the faculty and administration regarding any matters affecting the general welfare of the university that faculty members, faculty bodies, and administrative officers refer to it. It also shall review proposals of other standing committees and recommend procedures for their implementation. The committee consists of eight elected members; the chair of the Faculty Senate, the provost, and vice provost responsible for faculty development are ex officio members.”

FACULTY BUDGET COMMITTEE

- Chairs: Vacant
- “shall advise the faculty and administration on all matters pertaining to the general policies and operations of the university that lie outside or cut across the responsibilities of other standing committees. It shall initiate studies and make recommendations to the faculty and administration regarding any matters affecting the general welfare of the university that faculty members, faculty bodies, and administrative officers refer to it. It also shall review proposals of other standing committees and recommend procedures for their implementation. The committee consists of eight elected members; the chair of the Faculty Senate, the provost, and vice provost responsible for faculty development are ex officio members.”

FACULTY WELFARE COMMITTEE

- Co-Chairs: Andrea Henderson-Platt, Sociology
Marco Valtorta, Computer Science & Engineering
- “shall consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees. A representative of the Office of the Provost shall serve ex officio.”

SCHOLASTIC STANDARDS AND PETITIONS

- Chair: Hunter Gardner, Languages, Literatures & Cultures
- “shall consider matters concerning university academic requirements, standards, policies, and practices. It shall review changes proposed by colleges and shall make recommendations to the appropriate faculty or the Faculty Senate.

Decisions of a college committee concerning academic regulations may be appealed to the university committee by either the student involved or the dean of the college. Grounds for appeals shall be limited to a contention that a university academic regulation was misinterpreted or that the college committee hearing was fundamentally unfair. The appealing party shall describe in writing the basis for the appeal and shall provide available supporting information.

If the committee considers an appeal, it may confirm the decision of the college committee, return the case to the college for reconsideration, or under exceptional circumstances reverse the decision of the college committee in matters involving the interpretation of university regulations.

In addition to the six elected faculty members, there shall be two student members. The director of admissions and the registrar, or representatives of those offices, shall serve as ex officio members.”

FACULTY SENATE IT COMMITTEE

- Co-Chairs: Neset Hikmet, Integrated Information Technology
Chun-Hui Miao, Economics
- “provides a faculty voice in assessing and planning Information Technology (IT) services, resources, and infrastructure for administration, instruction, and research at the University of South Carolina. The committee shall consist of eight elected members of the voting faculty; one graduate student representative; one undergraduate student representative; and no more than six ex-officio representatives, typically one each from the University Technology Services (UTS), Research Computing, the University Libraries, the Office of the Vice President for Research (VPR), the Office of the Provost, and the Office of the University Registrar. The composition of the committee shall reflect the need for expertise in the complex field of IT and general interest of the University faculty. Specific charges to the committee are: [4 items follow]”

UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS

- Chair: Wayne Outten, Chemistry and Biochemistry
- “shall publish guidelines for departmental tenure and promotion criteria and procedures, approve departmental tenure and promotion criteria and procedures, review all tenure and promotion cases, and make tenure and promotion recommendations to the president. It shall be composed of twenty-four tenured full professors, fifteen elected by the faculty and nine appointed by the president or designee. No more than three elected members may be from any single college or school except the College of Arts and Sciences, which may have up to nine elected members. Of the nine appointed members, no more than two may be chosen from any single college or school.”

INSTRUCTIONAL DEVELOPMENT

- Chair: Ramy Harik, Mechanical Engineering
- “shall initiate studies, make recommendations to the faculty and administration on enhancing the practice and status of teaching, and review distributed learning course proposals for compliance with best practice benchmarks as defined by the university and accreditation bodies. The committee shall then recommend compliant distributed learning course proposals for approval.”

ADDITIONAL MEMBERS

- Spencer Platt, Ed. Leadership & Policies (Secretary)
- Bill Sudduth, Libraries, Government Information and Maps (Parliamentarian)
- William Tate, Provost
- Ramy Harik, Mechanical Engineering (by Appointment as Chair of InDev)
- Bethany Bell, Social Work (Chair-elect)

REPORT OF THE CHAIR ELECT

- Awesomeness of being a Faculty Senator
- Diversity of Faculty Leadership
- Future Planning Group
- Getting Involved

THE COMING YEAR

- Curriculum Process Improvements
- Unit Level Governance
- Board Reform
- Committee of 9
- COVID-19 Response
- And ??????

THANK YOU