

**Note: You'll need 3/25/99 Agenda Attachment B**

1998-99  
FACULTY SENATE  
California State University, Sacramento

AGENDA  
Thursday, April 15, 1999  
Foothill Suite, University Union  
3:00-5:00 p.m.

**OPEN FORUM**

**CONSENT CALENDAR**

FS 99-27/ConC COMMITTEE APPOINTMENTS--Senate

Academic Policies Committee:

JEAN-PIERRE BAYARD, Senator, 2001  
BONNIE RAINGRUBER, At-large, 2002  
LISA TAYLOR, At-large, 2002  
GREG WHEELER, At-large, 2002

Curriculum Policies Committee:

TOM KANDO, Senator, 2001  
ELIZABETH KEAN, At-large, 2002  
MIKE LEE, At-large, 2002  
JONATHAN PRICE, At-large, 2000 (repl. L. Zucker)  
JERRY TOBEY, At-large, 2002

Elections Committee:

ARTHUR JENSEN, At-large, 2000  
CHEVELLE NEWSOME, At-large, 2000  
LISA ROBERTS, At-large, 2000  
CUI ZHANG, At-large, 2000

Faculty Endowment Fund Committee:

- BOB BUCKLEY, At-large, 2002
- CHARLES VARANO, At-large, 2002

Faculty Policies Committee:

- LINDA BUCKLEY, At-large, 2002
- JOYCE BURRIS, At-large, 2002
- WALTER KAWAMOTO, At-large, 2002
- WILL VIZZARD, At-large, 2000 (repl. V-Bolden)
- PIA WONG, Senator, 2001

General Education Policies/Graduation Requirements Committee:

- JACKIE DONATH, At-large, 2002
- ROGER LEEZER, Senator, 2001
- ANNE-LOUISE RADIMSKY, At-large, 2002
- MARY ANN REIHMAN, At-large, 2002

Livingston Annual Faculty Lecture Committee:

- BOB BUCKLEY, At-large, 2001
- ARTHUR JENSEN, At-large, 2001
- ROBERT WASSMER, At-large, 2001

FS 99-28/CPC, Ex. PROGRAM REVIEW -- REGIONAL AND CONTINUING EDUCATION

The Faculty Senate receives the commendations and recommendations (Attachment A) of the Curriculum Policies Committee on the Program Review of Regional and Continuing Education and reserves the right to comment and act upon those recommendations to the Senate it contains.

**REGULAR AGENDA**

FS 99-26/Flr. MINUTES

Approval of the Minutes of March 25 (#15), 1999.

**FIRST READING ITEMS (Discussion only; no action)**

FS 99-25/CPC, Ex. <sup>FR</sup> WRITING AND READING IN THE UNDERGRADUATE MAJORS--  
ADVISORY STANDARDS (per FS 99-09)

The Faculty Senate endorses the (A) 1) Writing Standards, (B) 2) Criteria for Assessing ESL Writing, and 3) ESL Portfolio Scoring Guide (*March 25, 1999, Faculty Senate Agenda*)

*Back to  
Conte  
agreed*

**Attachment B**) as advisory standards for distribution by the Office of Academic Affairs as set forth in the policy on Writing and Reading in the Undergraduate Major (FS 99-09, II.C).

FS 99-29/APC, Ex. ACADEMIC CALENDARS 2000-2001 AND 2001-2002

The Faculty Senate recommends adoption of the proposed 2000-2001 and 200~~1~~<sup>1</sup>-2002 academic calendars (Attachments B-1 and B-2).

FS 99-30/Ex. BY-LAWS OF THE FACULTY SENATE CSUS, REVISED

The Faculty Senate adopts the revised "Bylaws of the Faculty Senate, California State University, Sacramento" as presented in Attachment C-1 (*see Attachment C-2 for background*).

## INFORMATION

1. Moment of Silence:

**GERARD A. LARSON**

Professor of Theatre Arts Emeritus  
CSUS 1957 - 1990

**WILMA F. ALLERTON**

Professor of Accountancy Emeritus  
CSUS 1957 - 1976

**LEAH F. FREEMAN**

Social Science and Business Administration Reference Librarian Emeritus  
CSUS 1966 - 1991

2. Report on progress toward reestablishing Biomedical Engineering Program -- Associate Vice President Ric Brown
3. Revision of Academic Programs Theme, CSUS Strategic Plan -- Provost Jolene Koester
4. Tentative Spring 1999 Faculty Senate Meeting Schedule:  
April 22 (3:00-3:30 p.m., 1999-2000 Senate Nominations; 3:30-5:00 p.m., 1998-99 Senate), 29  
May 6 (3:00-3:30 p.m., 1999-2000 Senate Elections; 3:30-5:00 p.m., 1998-99 Senate),  
13 (3:00-4:00 p.m.; 4:00-5:30 p.m., Outstanding Teacher Award Reception), 20,  
27 (Finals Week)
5. Senate Home Page (<http://www.csus.edu/acse/> or CSUS Home Page *then* Administration and Policy *then* Faculty Senate) - Vice Chair Arthur Jensen

Recommendations of Program Review Team shown as amended by Program Review Team Panel's memorandum of 12/3/98 (strikeover = deletion; underscore = addition):

Spring 1998

COMMENDATIONS AND RECOMMENDATIONS OF THE REVIEW TEAM FOR REGIONAL AND CONTINUING EDUCATION

**COMMENDATIONS TO REGIONAL AND CONTINUING EDUCATION**

The review Team commends Regional and Continuing Education for

- a dedicated, dynamic and productive staff;
- RCE's uniform responsiveness to the needs of its clients, both operationally and programmatically (Gordon:2);
- the creation of a special Flex Force to accommodate peak registration periods and to optimize the quality of Customer Service (Davidson, 14);
- flexibility of scheduling, awareness and accommodation of student needs, accessibility, and a caring attitude (Gordon: 2);
- the ability to initiate programs in a timely manner, and the flexibility and quality of service (loc. cit.);
- the ability to function as a vehicle for programmatic innovation and experimentation, and as a source of "venture capital" for new and entrepreneurial programs (loc. cit.);
- the ability to enable units of the university to reach rural and other underserved populations;
- the long-term, able and stable leadership of both the retiring Dean and the new Dean, who have been instrumental in creating an organizational climate of openness in which people and programs can flourish (Davidson: 14);
- the determination to move away from the high degree of dependence on summer session income by increasing extension programs and thus the University's responsiveness to external constituencies (loc. cit);
- the excellent record of prompt salary payments to faculty;
- RCE's willingness to share financial and other information about its operations with University faculty and administrators.

- RCE's commitment to the concept of the Regional University, and its contributions towards making that concept a reality.

## RECOMMENDATIONS TO REGIONAL AND CONTINUING EDUCATION

The Review Team recommends that

1. Under the guidance of Prof. Chiang Wang, RCE design ways to improve internal relations between the program and operations areas, and standardize operations.
2. RCE accelerate its shift towards extension offerings and further reduce its reliance on Summer School and Intersession;
3. RCE mount an aggressive public relations campaign to inform the campus community and make it aware of RCE;
4. RCE's budgeting process for programs be as open as possible. RCE has developed standard formulas for revenue sharing for programs such as Summer and Open University and these should be as widely disseminated as possible;
5. RCE move vigorously into web-based instruction, and develop economically viable courses and programs for internet technology;
6. RCE develop and offer, through UMS, distance learning packages which can be taken both for credit and for extension, and can be advertised by RCE. RCE should work with the Schools (Business, Health and Human Services, Engineering and Computer Science, etc.) to develop certificate programs offered through distance education, including the internet;
7. RCE ~~be~~ expand its function as a testing ground for curricular innovation, including interdisciplinary and experimental courses and degrees. Courses and degrees which prove successful in a self-support mode could subsequently be moved to academic departments for full integration into the University curriculum as FTE-generating instruction;
8. RCE ~~be~~ promote its capacity to serve "more frequently and consistently" as a vehicle for offering additional courses and sections of courses in impacted areas, when state funds for FTE-generating enrollment are not available. This would be a very important service to students who are excluded from courses because of limited state resources" (Self Study: 49);
9. RCE "find ways that staff at all levels are brought into university-wide activities, so that RCE staff can more effectively utilize their campus faculty resources. Efforts should be made to fully understand the plans of departments so that wherever possible, RCE can play a role through Summer, Intersession and special programs, in achieving departmental goals" (Davidson: 13);

10. Request that the Faculty Senate work with RCE to develop a uniform policy regarding ~~M~~minimum class size for purposes of cancellation be uniform across the campus -- for example at 8. RCE should play the primary role in establishing, implementing and enforcing this policy. Schools which opt for an alternative policy should do this (1) only with RCE's approval and (2) they should disclose and explain their policy to their faculty;
11. Request that the Faculty Senate work with RCE to develop ~~P~~policies regarding "class averaging" (i.e. raising the pay for underenrolled classes out of colleagues' overloads) be uniform across the campus. RCE should play ~~the~~ a primary role in establishing, implementing and enforcing these policies. Schools which opt for different policies should do this (1) only with RCE's approval and (2) they should explain their policies to their faculty.
12. RCE follow up with the remaining schools and develop agreements regarding faculty payment for over-enrolled classes similar to those just adopted by the three former A&S Schools;
13. RCE advertise Summer and Winter Intersession in various ways, including through the inclusion of flyers in the regular registration packets;
14. Summer and Winter Intersession classes be evaluated by students in a manner similar to evaluation of distance education classes. Although such course evaluations are not to be included in faculty ARTP files under present ARTP policies, they would be extremely valuable as a tool for the assessment of one of RCE's most important activities;
15. RCE ~~insist that~~ work with ~~D~~departments- chairs and deans to offer, ensure that during Summer and Winter Sessions, courses are based on programmatic concerns rather than on faculty preference. For example, courses should be offered so as to enable students to complete their major requirements most rapidly;
16. The Provost, the Director and Dean of RCE and the Director of the Office of International Programs decide how to coordinate the offerings of international programs and decrease inefficiencies caused by the duplication of effort. RCE and the OIP should consider sharing staff;
17. RCE continue to administer the ESL program, in partnership with the English Department;
18. For extension, community needs remain the only criterion as to what RCE should offer. However, special session offerings should be determined by additional criteria as well, including (1) likelihood of a class "making," (2) likelihood of class siphoning off FTE from the regular academic year and (3) complementing the department's class schedule during the regular academic, e.g. offering needed courses in the major;
- ~~19. Summer and Winter Intersession offerings not be matters of individual agreements between faculty members and RCE, but be, instead, coordinated by the Dean of RCE in consultation with School Deans and/or Department Chairs;~~

- ~~20~~19. RCE continue to accumulate a building fund and explore potential sites and "partners to facilitate construction or renovation of an appropriate building" (Gordon: 6). A partial list of possible locations includes the public safety building, the alumni center building, the new classroom building to replace the HUES building, a new building along College Town Drive or in the overflow parking lot, expansion of an existing classroom building on campus, or any other private building off campus;
- ~~21~~20. For purposes of public relations, if and when construction of a new RCE building were to commence, this be accompanied by a large and conspicuous sign at the construction site, indicating that RCE is providing funds for the project;
- ~~22~~21. If RCE cannot persuade Food Services to remain open for at least a few evening hours during special sessions, it consider contracting for the services of a lunch wagon;
- ~~23~~22. RCE consider funding some custodial and janitorial services for classrooms and adjacent bathrooms during special sessions, on week-ends, and at other times when instruction occurs without the benefit of the services of Facilities Management;
- ~~24.~~ ~~"The University Union fee not be charged to students who have no opportunity to benefit from the Union and its services (e.g. evening students in Summer Session when the Union is closed)" (Self Study: 49).~~
23. Food services need to be available to students and faculty during all instructional hours. The Faculty Senate recommends that if RCE cannot persuade Food Services to remain open for a least a few evening hours during special sessions, it investigate contracting with an outside vendor for the services of a lunch wagon.

## **RECOMMENDATIONS TO SPACE MANAGEMENT**

The Review Team recommends that

1. "Policies be in place to ensure that RCE has access to appropriate classrooms when they are not being used for State-supported programs" (Gordon: 6) and that "RCE be allowed to schedule its classes through SIS+ or a similar program" (Self Study: 50);
2. The Offices of Space Management an Facilities Management be more responsive and accessible to RCE, ensuring "that classrooms scheduled for use are open at the appropriate time and either heat or air conditioning is up and running" (Self Study: 43). The use of classrooms based on Facilities Management's decision to either heat or air-condition a building, or a portion of it, should not dictate curricular offerings;

3. The University consider handing over to RCE primary "ownership" of some blocks of classroom space/time, including some daytime classroom space, and enable RCE to increase its offerings on Fridays and/or Friday-Saturday combinations.

### RECOMMENDATIONS TO FACILITIES MANAGEMENT

The Review Team recommends that the Offices of Space Management and Facilities Management be more responsive and accessible to RCE, ensuring "that classrooms scheduled for use are open at the appropriate time and either heat or air conditioning is up and running" (Self Study: 43). The use of classrooms based on Facilities Management's decision to either heat or air-condition a building, or a portion of it, should not dictate curricular offerings.

### RECOMMENDATIONS TO FOOD SERVICES

~~The Review Team recommends that if RCE cannot persuade Food Services to remain open for at least a few evening hours during special sessions, it consider contracting for the services of a lunch wagon.~~

### RECOMMENDATIONS TO ADMISSIONS AND RECORDS

The Review Team recommends that RCE be enabled to offer telephone registration for courses, as is available through "CASPER" to matriculated students enrolling in courses for academic credit. This would be especially appropriate for Summer and Winter Intersession students, most of whom are matriculated.

### RECOMMENDATIONS TO UMS

The Review Team recommends that

1. RCE be given a position on CSUS' web page which gives users immediate and direct access. This would make the general campus aware of RCE. At the level of cyberspace, this would be equivalent to having a building located in the library quad.;
2. The University develop a Strategic Plan for distance learning, and that RCE ~~play a major role in the development of this plan~~ be actively involved in distance education planning for the University;
3. The Provost and the Director of UMS sit down with the Director of RCE and iron out problems of RCE-UMS interface, including general policy issues, accessibility, and payments for use of UMS services and equipment. A University official should serve as mediator to ensure cooperation and mutually satisfactory results;
4. "...UMS assess and increase the support it provides to RCE in terms of equipment, the kinds of services rendered, and the hours those services are available (with special reference to evenings and weekends)" (Self Study: 50);



5. UMS provide additional support services for the special sessions. For example, faculty should be able to pick up and return VCRs and other equipment in the evening.

### **RECOMMENDATIONS TO UCCS**

The Review Team recommends that

1. The University Computing and Communications Services place an icon for RCE on the front page of the CSUS Home Page, so as to facilitate access to information about the educational offerings of RCE. This placement would be more consistent with the statewide CSU System's Home Page, where RCE has a more prominent listing;
2. RCE's integration into SIS be simplified, and that the UCCS assist RCE in achieving this.

### **RECOMMENDATIONS TO THE O.I.P.**

The Review Team recommends that the Provost, the Director and Dean of RCE and the Director of the Office of International Programs decide how to coordinate the offerings of international programs and decrease inefficiencies caused by the duplication of effort. RCE and the OIP should consider sharing staff.

### **RECOMMENDATIONS TO THE SCHOOL DEANS**

The Review Team recommends that

1. By whatever mechanisms are in place, the Schools develop a committee structure to oversee and/or recommend the disbursement of monies returned to the Schools from RCE and report the results of their deliberations to the faculties of the Schools. If such a committee is already in place, assure that all faculty in the School are informed of the committee's decisions and recommendations;
2. The various Deans' offices (1) establish their disbursement policies in consultation with RCE and (2) fully disclose their policies to their faculty. Ideally, the sharing of RCE revenues by Schools and their Departments would be uniform across the campus -- for example at 12%-88%, but this is neither always feasible nor always desirable;
3. Minimum class size for purposes of cancellation be uniform across the campus -- for example at 8. RCE should play the primary role in establishing, implementing and enforcing this policy. Schools which opt for an alternative policy should do this (1) only with RCE's approval and (2) they should disclose and explain their policy to their faculty;
4. Policies regarding "class averaging" (i.e. raising the pay for underenrolled classes out of colleagues' overloads) be uniform across the campus. RCE should play the primary role in establishing, implementing and enforcing these policies. Schools which opt for different policies should do this (1) only with RCE's approval and (2) they should explain their policies to their faculty;

5. RCE follow up with the remaining schools and develop agreements regarding faculty payment for over-enrolled classes similar to those just adopted by the three former A&S Schools;
6. Summer and Winter Intersession offerings not be matters of individual agreements between faculty members and RCE, but be, instead, coordinated by the Dean of RCE in consultation with School Deans and/or Department Chairs.

### **RECOMMENDATIONS TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Review Team recommends that

1. The Associate Dean position vacated by Alice Tom be filled promptly, so as to provide continued support for the functions which she performed as Associate Dean;
2. If there is a need for administrative positions with responsibilities over both RCE activities and regular University instruction (e.g. distance learning), the University determine the feasibility of such appointments and consider state funding them;
3. ~~The University not adopt the extended semester plan. Such a schedule would not only eliminate Summer School, but it would also complicate faculty work loads and program offerings, it would be impractical in other ways, and it would not benefit the University; In reviewing the merits of the extended semester plan, the negative impact on RCE should be seriously considered.~~
4. The University explore "the possibility of integrating all off-campus activities and/or alternative scheduling into a single office which might include both FTE and self-support programs. Such a structure could lead to a more seamless operation, eliminate unnecessary duplication of support services, and make the academic resources of the University more accessible to the public." (Gordon: 1);
5. The University decide whether to adopt a centralized or a decentralized approach to regional education, and RCE's role in it. A corollary recommendation is that the choice be the *centralized* approach, as its benefits outweigh those of the decentralized model. For example, as consultant Gordon notes, decentralized "models are very difficult to operate in the CSU due to the nature of CERF accounting and to restrictions against the use of auxiliaries" (Gordon: 3);
6. CSUS develop and offer, through RCE, degree completion programs, as is already happening at Portland State University and elsewhere;
7. The administration continue to recognize RCE as the University's most important link to the community, and that it provide RCE with quick and easy access and response, despite the change in title and reporting line, and the removal of the direct report to the provost (Gordon: 2);

8. ~~The University develop a Strategic Plan for distance learning, and that RCE play a major role in the development of this plan;~~ The provost advocate for RCE to play a major role in planning for distance education.
9. The Provost and the Director of UMS sit down with the Director of RCE and iron out problems of RCE-UMS interface, including general policy issues, accessibility, and payments for use of UMS services and equipment; that a University official serve as mediator to ensure cooperation and mutually satisfactory results;
10. "Consideration be given to the possibility of combining responsibility for coordination and support for all mediated instruction...on and off campus, into a single unit...(This) can produce numerous efficiencies and benefits, particularly for the on-campus programs..." (Gordon: 6);
11. ~~Extended learning be centralized in RCE, and that University faculty with such plans come to RCE.~~ The provost promote centralization of extended learning in RCE and strongly urge University faculty with plans for extended learning offerings to work with RCE. That office now has vast experience developing and marketing such programs and reaching out to the non-traditional student. Extension offerings should be a source of collaboration between RCE and regular University units, not rivalry. This will cut down duplication and cannibalization of customers;
12. The Provost, the Director and Dean of RCE and the Director of the Office of International Programs decide how to coordinate the offerings of international programs and decrease inefficiencies caused by the duplication of effort. RCE and the OIP should consider sharing staff;
13. Open University students receive the same services and benefits as matriculated students;
14. RCE continue to accumulate a building fund and explore potential sites and "partners to facilitate construction or renovation of an appropriate building" (Gordon: 6). A partial list of possible locations includes the public safety building, the alumni center building, the new classroom building to replace the HUES building, a new building along College Town Drive or in the overflow parking lot, expansion of an existing classroom building on campus, or any other private building off campus;
15. "The University engage RCE in an all-out effort to alleviate the serious, severe parking shortage which afflicts RCE students, faculty and staff. The current arrangements... are sources of constant frustration and can only deter growth in enrollment and service to the community;

16. The University consider handing over to RCE primary "ownership" of some blocks of classroom space/time, including some daytime classroom space, and enable RCE to increase its offerings on Fridays and/or Friday-Saturday combinations;
17. "The University Union fee not be charged to students who have no opportunity to benefit from the Union and its services (e.g. evening students in Summer Session when the Union is closed)" (Self Study: 49).
18. The University establish a standing RCE Advisory Committee, with a broad mandate to include off campus instruction, so as to improve coordination of campuswide activities aimed at off-campus audiences, as well as special sessions. This committee should include representatives of the faculty, the administration, alumni, RCE students, all the colleges, support services, and off-campus constituencies.
19. A standing University RCE Advisory Committee, in addition to its general mandate outlined above, also have responsibility to advise the Dean of RCE on the 1) financial and 2) curricular aspects of special sessions, in particular Summer and Winter Intersessions.

### RECOMMENDATIONS TO THE SENATE

The Review Team Recommends that

- ~~1.~~ ~~The Senate reestablish a standing RCE Advisory Committee, with a broad mandate to include all off campus instruction, so as to improve coordination of campuswide activities aimed at off campus audiences, as well as special sessions. This Committee should include representatives of the faculty, the administration, and all the Schools;~~
21. RCE be given Senate representation, including membership represented on committees where its presence would be helpful -- academic policies and curriculum. This recommendation is not only to help the campus faculty become aware of RCE but also to answer the concern that RCE feels shut off, due to the Senate's committee structure (which no longer has an RCE committee);
32. A mechanism be developed to enable students to utilize extension courses taken from RCE as an entry into the regular University. That is, it should be possible for students who transfer from extension classes into the University's regular programs to then receive some academic credit toward a degree. To many returning adult students, RCE could become a potential pipeline to get back into school;
43. Three standards of review be distinguished for RCE offerings: (1) courses offered for academic credit (e.g. special sessions) should fall under the same review as the regular University curriculum; (2) programs offered for CEUs (e.g. certificate programs) should fall

under an intermediate level of review; (3) non-credit activities (e.g. "wine tasting") should be subject to internal RCE review only;

- ~~5.~~ ~~A standing University RCE Committee, in addition to its general mandate mentioned in an earlier recommendation, also have responsibility over the (1) financial and (2) curricular aspects of the special sessions, in particular Summer and Winter Intersessions;~~
64. The Faculty Senate consider establishing a policy that all external degree programs must be administered by RCE in order to provide student and faculty support in an efficient and consistent manner;
75. The Faculty Senate revisit the conditions under which open university units can be applied toward a degree;
86. Summer and winter Intersession classes be evaluated by students, just like regular academic term courses. University ARTP policies should be revised so as to permit inclusion of summer and winter course evaluations in faculty personnel files;
97. The Faculty Senate establish ~~separate~~ approval processes for certificate programs and non-credit courses that are separate from processes for academic credit courses. These processes should be limited to department and school dean review and approval (this recommendation complements recommendation #4, above);
108. The document submitted as Appendix H in the Self Study -- Draft Policy on Self Support Instruction -- be reviewed by the Senate and that it, or a similar policy which delineates responsibility for such programs, be adopted and become University policy (see Gordon: 2).

Fall, 2000

tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available	Jan. 1, 2001 (M)	New Year's Day (Holiday)
tba	CASPER	Jan. 2-3, 2001 (T-W)	Fall Term Grades Due
tba	CASPER Plus (Late Registration or Schedule Adjustment)	Jan. 3, 2001 (W)	Last Day of Fall Semester
Aug. 21, 2000 (M)	Academic Year Begins	Jan. 4-23, 2001 (Tr-T)	Winter Recess (Faculty)
Aug. 21-25, 2000 (M-F)	University-wide and/or College Meetings	72 Days of Instruction; 88 Faculty Work Days	
Aug. 28, 2000 (M)	Instruction Begins		
tba	CASPER Plus (Schedule Adjustment)		<u>Spring, 2001</u>
Sept. 4, 2000 (M)	Labor Day (Holiday)	tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available
Sept. 9, 2000 (Sat)	*Admission Day (Holiday Observed on 11/24/2000) (Campus Open, Classes Held)	tba	CASPER
Oct. 9, 2000 (M)	**Columbus Day and Indigenous People's Day (Holiday Observed on 12/26/2000) (Campus Open, Classes Held)	Jan. 15, 2001 (M)	Martin Luther King, Jr. Day (Holiday)
Nov. 11, 2000 (Sat)	***Veteran's Day (Holiday Observed on 12/27/2000) (Campus Open, Classes Held)	tba	CASPER Plus (Late Registration or Schedule Adjustment)
Nov. 23, 2000 (Tr)	Thanksgiving Day (Holiday)	Jan. 24, 2001 (W)	Spring Semester Begins
Nov. 24, 2000 (F)	*Holiday (Admission Day Observed)	Jan. 24-26, 2001 (W-F)	University-wide and/or College Meetings
Dec. 8, 2000 (F)	Last Day of Instruction	Jan. 29, 2001 (M)	Instruction Begins
Dec. 9-15, 2000 (Sat-F)	Final Examinations	tba	CASPER Plus (Schedule Adjustment)
Dec. 15-16, 2000 (F-Sat)	Commencement (Sat.: Other Work Day)	Feb. 12, 2001 (M)	+Lincoln's Birthday (Holiday Observed on 12/28/2000) (Campus Open, Classes Held)
Dec. 18, 2000 (M)	Evaluation Day	Feb. 19, 2001 (M)	++Washington's Birthday (Holiday Observed on 12/29/2000) (Campus Open, Classes Held)
Dec. 18, 2000- Jan. 26, 2001 (M-F)	Winter Recess (Students)	Apr. 9-13, 2001 (M-F)	Spring Recess
Dec. 25, 2000 (M)	Christmas (Holiday)	May 18, 2001 (F)	Last Day of Instruction
Dec. 26, 2000 (T)	**Holiday (Columbus Day and Indigenous People's Day Observed)	May 19-25, 2001 (Sat-F)	Final Examinations
Dec. 27, 2000 (W)	***Holiday (Veteran's Day Observed)	May 25-26, 2001 (F-Sat)	Commencement
Dec. 28, 2000 (Tr)	+Holiday (Lincoln's Birthday Observed)	May 28, 2001 (M)	Memorial Day: Observance (Holiday)
Dec. 29, 2000 (F)	++Holiday (Washington's Birthday Observed)	May 29, 2001 (T)	Evaluation Day
		May 30-31, 2001 (W-Tr)	Spring Term Grades Due
		May 31, 2001 (Tr)	Last Day of Academic Year

75 Days of Instruction; 89 Faculty Workdays

\*, \*\*, \*\*\*, +, ++ Holiday Observance Rescheduled

ACADEMIC HOLIDAYS 2000-01

2000-01 ACADEMIC CALENDAR (DRAFT B) UNIT 3

	Campus	Open	Closed	Fall 2000	Pay Periods	Instr. Days	Exams	Other	Work Days
Labor Day			X	September 4, 2000 (Monday)	(8/21-9/30)	24		5 (Univ. & Dept. Mtgs)	29
* Admission Day		X		September 9, 2000 (Saturday)	(10/1-10/31)	22			22
** Columbus Day and Indigenous People's Day		X		October 9, 2000 (Monday)	(11/1-11/30)	20			20
** Veteran's Day		X		November 11, 2000 (Saturday)	(12/1-12/31)	6	7	2-(Other Work Day, Evaluation Day)	15
Thanksgiving Day			X	November 23, 2000 (Thursday)	(1/1-1/3)			2 (Grades)	2
Christmas Day (Observed)			X	December 25, 2000 (Monday)		72	7	9	88
New Year's Day (Observed)			X	January 1, 2001 (Monday)					
*** Martin Luther King, Jr. Day			X	January 15, 2001 (Monday)					
** Lincoln's Birthday			X	February 12, 2001 (Monday)	(1/24-2/28)	23		3 (Univ. & Dept. Mtgs)	26
** Washington's Birthday			X	February 19, 2001 (Monday)	(3/1-3/31)	22			22
Spring Recess			X	April 9-April 13, 2001 (Monday-Friday)	(4/1-4/30)	16			16
Memorial Day (Observed)			X	May 28, 2001 (Monday)	(5/1-5/30)	14	7	3(Com-mencement, Evaluation Day, Grades)	24
* Admission Day to be observed the day after Thanksgiving					(5/31)			1 (Grades)	1
** Columbus Day, Veteran's Day, Lincoln's Birthday, and Washington's Birthday to be observed December 26, 27, 28, 29, 2000						75	7	7	89
*** Faculty Access						147	14	16	177

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Spring 2001  
 Commencement: 12/15-16/2000  
 Last Day of Fall: 1/3/2001  
 Commencement: 5/25-26/2001  
 Last Day of Spring: 5/31/2001

2000/2001 ACADEMIC CA DAR (DRAFT B) UNIT 4

Fall, 2000

tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available	Jan. 1, 2001 (M)	New Year's Day (Holiday)
tba	CASPER	Jan. 2-3, 2001 (T-W)	Fall Term Grades Due
tba	CASPER Plus (Late Registration or Schedule Adjustment) Academic Year Begins	Jan. 3, 2001 (W)	Last Day of Fall Semester
Aug. 22, 2000 (T)	University-wide and/or College Meetings Instruction Begins	Jan. 4-23, 2001 (Tr-T)	Winter Recess (Faculty)
Aug. 22-25, 2000 (T-F)			<u>72</u> Days of Instruction; <u>87</u> Faculty Work Days
Aug. 28, 2000 (M)			
tba	CASPER Plus (Schedule Adjustment) Labor Day (Holiday)		<u>Spring, 2001</u>
Sept. 4, 2000 (M)			CASPER (Computer Access Student Phone Entry Registration) Materials Available
Sept. 9, 2000 (Sat)	*Admission Day (Holiday Observed on 11/24/2000) (Campus Open, Classes Held)	tba	CASPER
Oct. 9, 2000 (M)	**Columbus Day and Indigenous People's Day (Holiday Observed on 12/26/2000) (Campus Open, Classes Held)	Jan. 15, 2001 (M)	Martin Luther King, Jr. Day (Holiday)
Nov. 11, 2000 (Sat)	***Veteran's Day (Holiday Observed on 12/27/2000) (Campus Open, Classes Held)	tba	CASPER Plus (Late Registration or Schedule Adjustment) Spring Semester Begins
Nov. 23, 2000 (Tr)	Thanksgiving Day (Holiday)	Jan. 24, 2001 (W)	University-wide and/or College Meetings Instruction Begins
Nov. 24, 2000 (F)	*Holiday (Admission Day Observed)	Jan. 29, 2001 (M)	Instruction Begins
Dec. 8, 2000 (F)	Last Day of Instruction	tba	CASPER Plus (Schedule Adjustment)
Dec. 9-15, 2000 (Sat-F)	Final Examinations	Feb. 12, 2001 (M)	+Lincoln's Birthday (Holiday Observed on 12/28/2000) (Campus Open, Classes Held)
Dec. 15-16, 2000 (F-Sat)	Commencement (Sat.: Other Work Day)	Feb. 19, 2001 (M)	++Washington's Birthday (Holiday Observed on 12/29/2000) (Campus Open, Classes Held)
Dec. 18, 2000 (M)	Evaluation Day	Apr. 9-13, 2001 (M-F)	Spring Recess
Dec. 18, 2000- Jan. 26, 2001 (M-F)	Winter Recess (Students)	May 18, 2001 (F)	Last Day of Instruction
Dec. 25, 2000 (M)	Christmas (Holiday)	May 19-25, 2001 (Sat-F)	Final Examinations
Dec. 26, 2000 (T)	**Holiday (Columbus Day and Indigenous People's Day Observed)	May 25-26, 2001 (F-Sat)	Commencement
Dec. 27, 2000 (W)	***Holiday (Veteran's Day Observed)	May 28, 2001 (M)	Memorial Day Observance (Holiday)
Dec. 28, 2000 (Tr)	+Holiday (Lincoln's Birthday Observed)	May 29, 2001 (T)	Evaluation Day
Dec. 29, 2000 (F)	++Holiday (Washington's Birthday Observed)	May 30-May 31, 2001 (W-Tr)	Spring Term Grades Due
		May 31, 2001 (Tr)	Last Day of Academic Year

72 Days of Instruction; 89 Faculty Workdays

\*, \*\*, \*\*\*, \*\*, +, ++ Holiday Observance Rescheduled



ACADEMIC HOLIDAYS 2000-01

2000-2001 ACADEMIC CALENDAR (DRAFT B) UNIT 4

	Campus	Campus		Fall 2000	Pay Periods	Instr. Days	Exams	Other	Work Days
		Open	Closed						
Labor Day	September 4, 2000 (Monday)		x	September	(8/31-9/30)	24		4 (Univ. & Dept. Mfngs)	28
* Admission Day	September 9, 2000 (Saturday)	x		October	(10/1-10/31)	22			22
** Columbus Day and Indigenous People's Day	October 9, 2000 (Monday)	x		November	(11/1-11/30)	20			20
** Veteran's Day	November 11, 2000 (Saturday)	x		December	(12/1-12/31)	6	7	2 (Other Work Day, Evaluation Day)	15
Thanksgiving Day	November 23, 2000 (Thursday)		x	January	(1/1-1/3)			2 (Grades)	2
Christmas Day (Observed)	December 25, 2000 (Monday)		x	Fall Total		72	7	8	87
New Year's Day (Observed)	January 1, 2001 (Monday)		x	*****					
** Martin Luther King, Jr. Day	January 15, 2001 (Monday)		x	*****					
** Lincoln's Birthday	February 12, 2001 (Monday)	x		Spring 2001					
** Washington's Birthday	February 19, 2001 (Monday)	x		February	(1/31-2/28)	23		3 (Univ. & Dept. Mfngs)	26
Spring Recess	April 9-April 13, 2001 (Monday-Friday)		x	March	(3/1-3/31)	22			22
Memorial Day (Observed)	May 28, 2001 (Monday)		x	April	(4/1-4/30)	16			16
* Admission Day to be observed the day after Thanksgiving				May	(5/1-5/30)	14	7	3 (Commencement, Evaluation Day, Grades)	24
** Columbus Day, Veteran's Day, Lincoln's Birthday, and Washington's Birthday to be observed December 26, 27, 28, 29, 2001				June	(5/31)			1 (Grades)	1
** Faculty on Recess				Spring Total		75	7	7	89
				ACADEMIC YEAR TOTAL		147	14	15	176

Commencement: 12/15-16/2000  
 Last Day of Fall: 1/3/2001  
 Commencement: 5/25-26/2001  
 Last Day of Spring: 5/31/2001

2001/2002 ACADEMIC CAL. JAR (DRAFT B) UNIT 3

Fall, 2001

tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available	Jan. 2-3, 2002 (W-Tr)	Fall Term Grades Due
tba	CASPER	Jan. 3, 2002 (Tr)	Last Day of Fall Semester
tba	CASPER Plus (Late Registration or Schedule Adjustment)	Jan. 4-22, 2002 (F-T)	Winter Recess (Faculty)
Aug. 20, 2001 (M)	Academic Year Begins	72 Days of Instruction; 88 Faculty Work Days	
Aug. 20-24, 2001 (M-F)	University-wide and/or College Meetings		
Aug. 27, 2001 (M)	Instruction Begins		
tba	CASPER Plus (Schedule Adjustment)	tba	<u>Spring, 2002</u>
Sept. 3, 2001 (M)	Labor Day (Holiday)	tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available
Sept. 9, 2001 (Sun)	*Admission Day (Holiday Observed on 11/23/2001) (Campus Open, Classes Held)	Jan. 21, 2002 (M)	CASPER
Oct. 8, 2001 (M)	**Columbus Day and Indigenous People's Day (Holiday Observed on 12/26/2001) (Campus Open, Classes Held)	tba	Martin Luther King, Jr. Day (Holiday)
Nov. 11, 2001 (Sun)	***Veteran's Day (Holiday Observed on 12/27/2001) (Campus Open, Classes Held)	Jan. 23, 2002 (W)	CASPER Plus (Late Registration or Schedule Adjustment)
Nov. 22, 2001 (Tr)	Thanksgiving Day (Holiday)	Jan. 23-25, 2002 (W-F)	Spring Semester Begins
Nov. 23, 2001 (F)	*Holiday (Admission Day Observed)	Jan. 28, 2002 (M)	University-wide and/or College Meetings
Dec. 7, 2001 (F)	Last Day of Instruction	tba	Instruction Begins
Dec. 8-14, 2001 (Sat-F)	Final Examinations	Feb. 12, 2002 (T)	CASPER Plus (Schedule Adjustment)
Dec. 14-15, 2001 (F-Sat)	Commencement (Sat.: Other Work Day)	Feb. 18, 2002 (M)	+Lincoln's Birthday (Holiday Observed on 12/28/2001) (Campus Open, Classes Held)
Dec. 17, 2001 -	Winter Recess (Students)	Mar. 25-29, 2002 (M-F)	++Washington's Birthday (Holiday Observed on 12/31/2001) (Campus Open, Classes Held)
Jan. 25, 2002 (M-F)	Evaluation Day	May 17, 2002 (F)	Spring Recess
Dec. 17, 2001 (M)	Christmas (Holiday)	May 18-24, 2002 (Sat-F)	Last Day of Instruction
Dec. 25, 2001 (T)	**Holiday (Columbus Day and Indigenous People's Day Observed)	May 24-25, 2002 (F-Sat)	Final Examinations
Dec. 26, 2001 (W)	***Holiday (Veteran's Day Observed)	May 27, 2002 (M)	Commencement
Dec. 28, 2001 (F)	+Holiday (Lincoln's Birthday Observed)	May 28, 2002 (T)	Memorial Day Observance (Holiday)
Dec. 31, 2001 (M)	++Holiday (Washington's Birthday Observed)	May 29-May 30, 2002 (W-Tr)	Evaluation Day
Jan 1, 2002 (T)	New Year's Day (Holiday)	May 30, 2002 (Tr)	Spring Term Grades Due

75 Days of Instruction; 89 Faculty Workdays

\*, \*\*, \*\*\*, +, ++ Holiday Observance Rescheduled



2001/2002 ACADEMIC CALENDAR (DRAFT B) UNIT 4

Fall, 2001

tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available	Jan. 2-3, 2002 (W-Tr)	Fall Term Grades Due
tba	CASPER	Jan. 3, 2002 (Tr)	Last Day of Fall Semester
tba	CASPER Plus (Late Registration or Schedule Adjustment)	Jan. 4-22, 2002 (F-T)	Winter Recess (Faculty)
Aug. 22, 2001 (W)	Academic Year Begins	72 Days of Instruction; 86 Faculty Work Days	
Aug. 22-24, 2001 (W-F)	University-wide and/or College Meetings		
Aug. 27, 2001 (M)	Instruction Begins		
tba	CASPER Plus (Schedule Adjustment)		<u>Spring, 2002</u>
Sept. 3, 2001 (M)	Labor Day (Holiday)	tba	CASPER (Computer Access Student Phone Entry Registration) Materials Available
Sept. 9, 2001 (Sun)	*Admission Day (Holiday Observed on 11/23/2001) (Campus Open, Classes Held)	tba	CASPER
Oct. 8, 2001 (M)	**Columbus Day and Indigenous People's Day (Holiday Observed on 12/26/2001) (Campus Open, Classes Held)	Jan. 21, 2002 (M)	Martin Luther King, Jr. Day (Holiday)
Nov. 11, 2001 (Sun)	***Veteran's Day (Holiday Observed on 12/27/2001) (Campus Open, Classes Held)	tba	CASPER Plus (Late Registration or Schedule Adjustment)
Nov. 22, 2001 (Tr)	Thanksgiving Day (Holiday)	Jan. 23, 2002 (W)	Spring Semester Begins
Nov. 23, 2001 (F)	*Holiday (Admission Day Observed)	Jan. 23-25, 2002 (W-F)	University-wide and/or College Meetings
Dec. 7, 2001 (F)	Last Day of Instruction	Jan. 28, 2002 (M)	Instruction Begins
Dec. 8-14, 2001 (Sat-Fri)	Final Examinations	tba	CASPER Plus (Schedule Adjustment)
Dec. 14-15, 2001 (F-Sat)	Commencement (Sat.: Other Work Day)	Feb. 12, 2002 (T)	+Lincoln's Birthday (Holiday Observed on 12/28/2001) (Campus Open, Classes Held)
Dec. 17, 2001- Jan. 25, 2002 (M-F)	Winter Recess (Students)	Feb. 18, 2002 (M)	++Washington's Birthday (Holiday Observed on 12/31/2001) (Campus Open, Classes Held)
Dec. 17, 2001 (M)	Evaluation Day	Mar. 25-29, 2002 (M-F)	Spring Recess
Dec. 25, 2001 (T)	Christmas (Holiday)	May 17, 2002 (F)	Last Day of Instruction
Dec. 26, 2001 (W)	**Holiday (Columbus Day and Indigenous People's Day Observed)	May 18-24, 2002 (Sat-F)	Final Examinations
Dec. 27, 2001 (Tr)	***Holiday (Veteran's Day Observed)	May 24-25, 2002 (F-Sat)	Commencement
Dec. 28, 2001 (F)	+Holiday (Lincoln's Birthday Observed)	May 27, 2002 (M)	Memorial Day Observance (Holiday)
Dec. 31, 2001 (M)	++Holiday (Washington's Birthday Observed)	May 28, 2002 (T)	Evaluation Day
Jan 1, 2002 (T)	New Year's Day (Holiday)	May 29-May 30, 2002 (W-Tr)	Spring Term Grades Due
		May 30, 2002 (Tr)	Last Day of Academic Year

72 Days of Instruction; 86 Faculty Workdays

75 Days of Instruction; 89 Faculty Workdays

\* \*\*, \*\*\* , + , ++ Holiday; Observance Rescheduled

ACADEMIC HOLIDAYS 2001-02

ACADEMIC CALENDAR 2001-02 (DRAFT B) UNIT 4

	Campus		Fall 2001	Pay Periods	Instr. Days	Exams	Other	Work Days
	Open	Closed						
Labor Day			September 3, 2001 (Monday)					
* Admission Day			September 9, 2001 (Sunday)	(8/31-9/30)	24		3 (Univ. & Dept. Mtgs)	27
** Columbus Day and Indigenous People's Day			October 8, 2001 (Monday)	(10/1-10/30)	23			23
** Veteran's Day			November 11, 2001 (Sunday)	(10/30-11/29)	20			20
Thanksgiving Day			November 22, 2001 (Thursday)	(11/30-12/31)	5	8	1 (Other Work Day, Evaluation Day)	14
Christmas Day (Observed)			December 25, 2001 (Tuesday)					
New Year's Day (Observed)			January 1, 2002 (Tuesday)					
*** Martin Luther King, Jr. Day			January 21, 2002 (Monday)					
** Lincoln's Birthday			February 12, 2002 (Tuesday)					
** Washington's Birthday			February 18, 2002 (Monday)					
Spring Recess			March 25-March 29, 2002 (Monday-Friday)					
Memorial Day (Observed)			May 27, 2002 (Monday)					
* Admission Day to be observed the day after Thanksgiving								
** Columbus Day: Veteran's Day, Lincoln's Birthday, and Washington's Birthday to be observed December 26, 27, 28, 31, 2001								
*** Faculty on Recess								
			January (1/1-1/3/2002)			2	2 (Grades)	2
Fall Total					72	8	6	86
*****								
			Spring 2002					
			February (1/31-2/28)		24		3 (Univ. & Dept. Mtgs)	27
			March (3/1-3/31)		16			16
			April (4/1-4/30)		22			22
			May (5/1-5/30)		13	7	4 (Commencement, Evaluation Day, Grades)	24
Spring Total					75	7	7	89
ACADEMIC YEAR TOTAL					147	15	13	175
Commencement: 12/14-15/2001								
Last Day of Fall: 1/3/2002								
Commencement: 5/24-25/2002								
Last Day of Spring: 5/30/2002								

## **PROPOSED (Mar/99) BY-LAWS**

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**Working DRAFT of the PROPOSED (Mar/99) BY-LAWS OF THE FACULTY SENATE  
CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

**Article I. MEMBERSHIP**

**A. Membership**

(see Article II, Section 5 of the Constitution of the Faculty of California State University, Sacramento).

**B. Nomination, election, and succession to the office of representative or alternate**

**1. Representatives and Alternates**

Each electing unit of the full-time faculty (as defined in the Constitution of the Faculty, Article II, Section 5.B.) may elect a representative and an alternate representative to each of its seats to serve as the unit's official voting representative at Senate meetings. The alternate representative may represent the electing unit when the regular representative is unable to attend.

The temporary faculty shall be entitled to two alternates (who may act for any of the four temporary faculty representatives) elected from among those temporary faculty who have been appointed to no fewer than 6 WTUs during the semester of their election.

It shall be the responsibility of the regular representative to notify an alternate when his/her attendance will be required. Neither the temporary faculty nor an electing unit may be represented by both a regular and alternate representative to the same seat at the same time.

**2. Elections**

Elections to the office of representative (or alternate) shall be conducted and the results reported to the Senate Office in the Spring semester prior to the date for the organizational meeting of the new Senate. Each electing unit shall be responsible for its own elections.

The Senate Election Committee shall be responsible for the conduct of the temporary faculty elections.

Elections shall be by secret ballot, and all ballots shall be distributed and collected on campus.

### **3. Term of Office.**

The term of office of a representative shall be two years as defined in the Constitution. [*Article II section 6A : The term of office of a representative, whether of an electing unit or the temporary faculty, shall be two (2) years, with terms so arranged that approximately one-half (1/2) of the Senate shall be elected each year. The term of office shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.*]

The term of office of an alternate shall be two years and shall coincide with the term of office of the representative for whom he or she shall act as an alternate.

To remain eligible to hold office a representative or alternate of the temporary faculty shall hold an appointment from the University to no fewer than three (3) WTU's during each semester of the prescribed term of office. Failure to hold the required appointment shall vacate the office.

### **4. Nomination and Election Process**

Each electing unit shall invite nominations to the office of representative or alternate representative from its own members. Each member of an electing unit who is qualified to vote for representatives as defined in Article I- Section 6 of the Constitution shall be eligible to nominate and to be nominated to the office of representative or alternate from his/her electing unit except as provided in the Constitution [*Article II-section 6B: Representatives who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year of service and the beginning of a new term*].

If no candidate for the office of representative or alternate representative of an electing unit receives a majority of the votes cast in a unit's election, the unit shall immediately hold another election to decide which of the two candidates receiving the most votes previously cast shall have the office.

In the case of the temporary faculty, nomination and election shall be by and from the temporary faculty holding instructional appointments in the Spring semester. To be qualified for nomination and election to the office of representative or alternate, a temporary faculty member shall hold an appointment from the University to no fewer than six (6) WTU's during the semester in which the election is held and shall be eligible under Article II-Section 6B of the constitution. The Faculty Senate shall invite nominations from the temporary faculty. If more than twice as many candidates are nominated as there are offices to be filled, the Senate shall hold an election to select from among them twice as many candidates as offices to be filled.



The election of the temporary faculty representatives shall be so conducted that two representatives and one alternate are elected to new terms each year. Each member of the temporary faculty may vote for as many candidates as offices to be filled. To be elected, a candidate shall receive more votes than any candidate not elected.

#### **5. Vacancy in the office of representative.**

Provision for filling a vacancy in the office of representative of an electing unit is made in the Constitution [*Article II, Section 6C: When a vacancy occurs in the representation of any electing unit not caused by the expiration of a term of office, a successor shall be elected by the electing unit in a manner to be determined by the electing unit*].

If a vacancy occurs in the office of representative of the temporary faculty, the Faculty Senate shall appoint one of the alternates to serve for the remainder of the term. In the absence of an alternate, the Faculty Senate may appoint from among the temporary faculty a successor who shall serve for the remainder of the term. The Senate shall confine its choice of a successor to a member of the temporary faculty who holds an appointment from the University to no fewer than six (6) WTU's during the semester of appointment.

#### **6. Electing Units**

The provisions of Section I.B.1-5 of these By-Laws shall apply alike to single and combined electing units.

### **C. Duties and Responsibilities of Individual Senators**

The role of faculty governance within a University is a major part of the collegial environment. The Faculty Senate is the recognized voice of the faculty and is charged with proposing and overseeing policy pertaining to the academic well-being of the institution. A faculty senator, or the designated alternate, duly elected by his/her department/unit is expected to discharge the duties and responsibilities attendant on that office and to exercise its powers and prerogatives in person only. These duties and responsibilities are:

1. To be an informed member of the Faculty Senate;
2. To attend all meetings of the Faculty Senate or if unable to attend to advise the alternate;
3. To consult with and consider the opinions/interests of the department/unit being represented while engaging in Faculty Senate business;
4. To recognize and respect the duties and responsibilities of fellow Faculty Senators; and
5. To maintain a collegial and objective bearing during debate in the Faculty Senate.

## **Article II. OFFICES OF THE FACULTY SENATE**

### **A. Executive Offices**

#### **1. Chair.**

The Chair of the Faculty Senate shall be elected annually by and from the voting membership of the Faculty Senate. The Chair shall preside at meetings of the Faculty Senate. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair and shall end at noon on the last day of the spring semester of the following year. The Chair may be re-elected.

#### **2. Vice Chair.**

The Vice Chair shall be elected annually by and from the voting membership of the Faculty Senate. In the absence of the Chair, the Vice Chair shall preside at meetings of the Faculty Senate, and perform other duties of the Chair as delegated by the Chair. The term of office of the Vice Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Vice Chair and shall end at noon on the last day of the spring semester of the following year. The Vice Chair may be re-elected.

### **B. Other Elected Offices**

#### **1. Standing Committee Chairs.**

Chairs of a Standing Committee as specified in the Standing Committee's Charge, shall be elected annually by the Faculty Senate. Each Standing Committee Chair shall preside over his or her Standing Committee and shall also serve on the Executive Committee of the Faculty Senate. The term of office of a Standing Committee Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair of the Standing Committee and shall end at noon on the last day of the spring semester of the following year. The Chair of the Standing Committee may be re-elected.

#### **2. Elected at large members of the Executive Committee**

In addition to the Chair and Vice Chair of the Senate and the Chairs of the Standing Committees, additional at-large voting members of the Executive Committee shall be elected annually by and from the voting membership of the Faculty Senate to maintain the Executive Committee membership at nine (9). The at large elected members of the Executive Committee shall serve for a term of one year, beginning at noon on the last day of the spring semester in which they are elected to the Executive Committee and ending at noon on the last day of the spring semester of the following year. At

large Executive Committee members may be re-elected.

### **C. Staff of the Faculty Senate**

#### **1. Parliamentarian**

A parliamentarian shall be selected by the Executive Committee and approved by the Faculty Senate at the first meeting of the Faculty Senate during the fall semester of each academic year.

#### **2. Recording Secretary.**

The Recording Secretary of the Faculty Senate shall be the senior ranked staff member of the Faculty Senate office.

### **D. Nomination of Candidates for Elected Offices**

#### **1. Order of Business**

As provided in Article III, Section A. of these By-Laws, the newly constituted Faculty Senate shall first meet to nominate its officers, that is, the Chair, the Vice Chair, the Chairs of the Standing Committees and the at large voting members of the Executive Committee. At the meeting to nominate, the order of business shall be:

1. nomination of candidates for office of Chair,
2. nomination of candidates for office of Vice Chair
3. nomination of candidates for office of Chair of the Selected Standing Committees
4. nomination of candidates for office of at large elected members of the Executive Committee

#### **2. Nomination of candidates for the offices of Chair and Vice Chair of the Faculty Senate**

Nominations of candidates for Chair and Vice Chair shall be made from the floor; nomination of oneself shall be permitted. If more than two nominations either to the office of Chair or the office of Vice Chair are made, the Senate shall immediately select from among the several nominees to the office, the two whose names shall be put to a vote in the subsequent election. The selection shall be made by secret ballot. Each Senator shall have one vote in relation to each office. Each of the two candidates selected shall receive more votes than any candidate not selected.

The candidates for both the Chair and Vice Chair shall submit a one page description of qualifications and intentions to the Faculty Senate office for inclusion with the agenda for the election meeting.

### **3. Nominations for candidates for the office of Chair of a Standing Committees.**

Nominations of candidates for Chair of each Standing Committees may be made from the floor; by the current membership of the Standing Committee; or by a petition signed by ten (10) or more full-time faculty members and filed with the Faculty Senate office before the first meeting of the new Faculty Senate.

The candidates for Chair of each Standing Committees shall submit a one page description of qualifications and intentions to the Faculty Senate office for inclusion with the agenda for the election meeting.

### **4. Nominations for candidates for the office of at large members of the Executive Committee.**

When the Senate has finished nominating candidates for Chair, Vice Chair, and chairs of the Standing Committees, it shall nominate candidates to become the at large elected members of the Executive Committee. Nominations shall be made from the floor; nomination of oneself shall be permitted. Additional nominations of candidates to become at large elected members of the Executive Committee may be made at the meeting to elect the officers of the Senate.

## **E. Election of Officers**

### **1. Order of Business**

As provided in Section III.A. of these By-Laws, the newly constituted Faculty Senate shall elect its officers at a meeting called for the purpose. The order of business shall be as follows:

1. election of the Chair,
2. election of the Vice Chair,
3. election of the Chairs of the Standing Committees,
4. call for additional nominations of candidates to become the at large elected members of the Executive Committee,
5. election of the at large elected members of the Executive Committee.

### **2. Election of Chair and Vice Chair.**

The election of the Executive Officers of the Senate (Chair and Vice Chair) shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

### **3. Election of Chairs of the Standing Committees.**

The election of the Chairs of the Standing Committees of the Faculty Senate shall be by secret ballot. The candidate for each office who receives more votes than any

other candidate for that office shall be elected.

#### **4. Election of the at large elected members of the Executive Committee.**

The manner of electing the at large voting members of the Executive Committee shall be as follows:

- a. If the number of candidates nominated is greater than twice the number of at large positions available, the Faculty Senate shall reduce the number to twice the number of available positions by selecting, by secret ballot, from among the several nominees, a number equal to twice the number of available positions for a vote in the subsequent election. When making this selection, each representative may vote for twice the number of available positions. In case of ties, the number of nominees shall be increased to include the tied candidates. Each candidate selected shall have received more votes than any candidate not selected.
- b. When the candidates have been selected, the Senate shall immediately elect, by secret ballot, from among those candidates the at large elected members of the Executive Committee. Each representative may vote for each of the available at large positions. Each of the at large candidates elected shall have received more votes than any candidate not elected. In case of ties, the Senate shall immediately vote by secret ballot to break the tie. Each representative shall have one vote. The candidate(s) elected shall have received more votes than any candidate not elected.

#### **F. Vacancies**

A vacancy in the voting membership of the Executive Committee shall be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs. The nominee elected shall have received more votes than any candidate not elected.

If the office of Chair of the Faculty Senate becomes vacant, the Vice Chair shall assume the title and functions of the Chair. A new Vice Chair shall be elected at the first meeting of the Faculty Senate after the vacancy occurs. Any of the other elected members of the Executive Committee shall be eligible to be elected Vice Chair. If the Chair of a Standing Committee is elected Vice Chair, the Vice Chair of the Standing Committee shall execute the office of Chair of the Standing Committee until a successor can be elected as provided below. If an at large member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the at large member of the Executive Committee who has just been elected Vice Chair.

If the office of Vice Chair becomes vacant, the vacancy shall be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs. Any of the other elected members of the Executive Committee shall be eligible to be elected Vice Chair. If the

Chair of a Standing Committee is elected Vice Chair, the Vice Chair of the Standing Committee shall execute the office of Chair of the Standing Committee until a successor can be elected as provided below. If an at large member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the at large member of the Executive Committee who has just been elected Vice Chair.

If the office of Chair of a Standing Committee becomes vacant, the office shall be executed by the Vice Chair of the Standing Committee until the Faculty Senate shall elect a successor as provided in Article II, Sections D,3 and E,3 of these Bylaws. The Vice Chair executing the office of Chair under this provision shall not serve as a voting member of the Executive Committee.

If several vacancies occur at once in the voting membership of the Executive Committee, the Faculty Senate shall fill those vacancies by nomination and election at the first meeting to be convened after the vacancies occur. Vacancies shall be filled in the following order: Chair of the Faculty Senate, Vice Chair, the at large members of the Executive Committee. Vacancies among Chairs of the Standing Committees are filled by the Vice Chairs of the respective Standing Committees as described in Article II, Section F. of the Faculty Senate Bylaws.

### ***Article III. MEETINGS OF THE FACULTY SENATE***

#### **A. The Meetings to Elect Officers**

Each year following the election of representatives during the spring semester, the Faculty Senate constituted by that election shall hold two meetings to nominate and elect its officers as provided in Article II.D of these By-Laws. At least two weeks shall elapse between the two meetings.

#### **B. Business Meetings**

1. The Faculty Senate shall hold a meeting at least once every month during the academic year. The Senate may hold additional meetings from time to time at the call of the Chair of the Faculty Senate, on motion of the Faculty Senate, or at the request of the President via the Chair of the Faculty Senate. The Chair of the Faculty Senate shall not refuse or fail to give effect to the President's request for a meeting of the Faculty Senate.
2. Items shall be placed on an agenda at the request of the President of the University, or the Chair of the Faculty Senate, or the Executive Committee of the Faculty Senate, or the Faculty Senate itself.
3. The Faculty Senate shall adopt and publish in the *Standing Rules of the Faculty Senate*, its own rules of procedure for the conduct of its meetings. Such procedures may include means of distinguishing between agenda items that are ready either for

action or for discussion only, with action to be taken at a subsequent meeting.

4. Votes in the Faculty Senate may be taken by voice, show of hands, by secret ballot, or by roll call. The procedures for voting are provided in the *Standing Rules of the Faculty Senate*.

5. Every business meeting of the Faculty Senate shall be open. Individuals who are not members of the Faculty Senate may participate in the discussion at the discretion of the Chair.

#### 6. Quorum

a. A quorum shall consist of a majority of the total number of elected voting senators or their alternates. For the purpose of constituting a quorum, the Chair shall be considered a voting senator.

b. However, continuously absent members of the Senate shall not be counted as voting senators for purposes of calculating the number of senators who must be present to constitute a quorum. "Continuous absence" is herein defined as absence from two successive Faculty Senate Meetings in their entirety by both an electing unit voting regular representative and her or his alternate. The designation of a member as continuously absent shall be applied at the beginning of the third meeting at which the previously absent member does not appear to answer the initial call of the roll; it shall be removed upon the next appearance of the electing unit's representative or alternate in the Senate.

c. Notwithstanding the provisions of 6.b., a quorum shall in all cases consist of no less than 40% of the total number of elected voting senators.

### **Article IV. COMMITTEES OF THE FACULTY SENATE**

Committees of the Faculty Senate shall be the Executive Committee, the Committee on Committees, and such other committees as the Faculty Senate may establish from time to time.

#### **A. The Executive Committee**

##### **1. Membership**

The nine (9) voting members of the Executive Committee shall be the Chair and Vice Chair of the Faculty Senate, the Chairs of the Selected Standing Committees, and at large members of the Executive Committee elected by and from the voting members of the Faculty Senate. The ex officio, non-voting members shall be the immediate past Chair of the Faculty Senate provided his/her term has expired at the end of the

preceding academic year; one Statewide Academic Senator, selected by the delegation of Statewide Senators; the President of the Student Body, or his/her representative; the Academic Vice President; and the President of the University or his/her representative. The Chair of the Faculty Senate shall be the Chair of the Executive Committee.

## **2. Responsibilities**

The responsibilities of the Executive Committee include the following:

### **a. Ordering the Senate Agenda**

The Executive Committee shall meet at least one week prior to each Faculty Senate meeting to order and approve the agenda. It shall order the agenda so as to provide the Faculty Senate an opportunity to discuss and decide important issues in the time allotted for Senate meetings. It shall attempt to prepare an agenda that the Senate can clear in one of its meetings.

When appropriate the Executive Committee shall:

- 1) Establish the priority of first and second reading items on the agenda. Procedures for setting an agenda for a Faculty Senate meeting are specified in the *Standing Rules of the Faculty Senate*
- 2) Identify information pertinent to the Senate's consideration of agenda items and attach it to the agenda distributed to senators.
- 3) Identify proponents and opponents of specific agenda items and allocate time for their presentations.

The Executive Committee may also:

- (1) recommend that the Faculty Senate take specific action on an item.
- (2) recommend clarifying language or amendments or both to items to be placed before the Faculty Senate for action.
- (3) refer an item to a Faculty Senate Committee or other agency.

### **b. Receiving Reports**

The Executive Committee shall receive reports and recommendations from Faculty Senate Committees. It may place such reports and recommendations



on the Faculty Senate agenda either as items for action or items for information.

When appropriate, the Executive Committee may:

- 1) Recommend clarifying language or amendments to the recommendations of Faculty Senate Committees or both.
- 2) Endorse the recommendation of a Faculty Senate Committee for Faculty Senate action.
- 3) Refer the reports and recommendations of Faculty Senate Committees to other Faculty Senate Committee(s) or other agencies.

#### **c. Planning**

The Executive Committee shall meet prior to the beginning of each academic year for the purpose of:

- 1) Reviewing the actions taken in the previous year and identifying items carried over from it that require discussion and action in the coming year.
- 2) Identifying the critical issues to be discussed and acted on by both the Faculty Senate and its Standing Committees in the coming year.
- 3) Setting tentative agendas for the Faculty Senate and its Standing Committees.
- 4) Planning the program for the annual Faculty Senate Retreat.
- 5) Planning and implementing an orientation program for new members of the Faculty Senate.

#### **d. Reporting to the Faculty Senate**

- 1) The Executive Committee shall provide the Faculty Senate with a list current to the moment of items being considered by the Faculty Senate's Standing Committees, a brief description of the reports and recommendations or policies to be produced by each Committee, and an estimate of the date by which each Committee may be expected to act on each of these items.
- 2) The Executive Committee shall provide the Faculty Senate with a current listing of the Senate's recommendations to the President of the University and the action taken by the President of the University on

each of those recommendations.

### **3. Meetings**

The Executive Committee shall normally meet in open or public session. It may meet in a session closed to the public to discuss and act on personnel matters not subject to public disclosure. The motion to close its meeting to the public shall be in order during an open meeting of the Committee. The Committee shall return to open session immediately upon disposing of the agenda item or items taken up in closed session. In no case of a current employee or staff member of the Senate shall the Committee close its session to the party or parties or their representatives whose status for conduct may be the subject of discussion in closed session.

#### **a. Regular Meetings**

The Chair of the Faculty Senate shall call a regular meeting of the Executive Committee *at least one week* prior to each scheduled meeting of the Faculty Senate to order the agenda for that meeting. Other meetings of the Executive Committee shall be called as necessary.

#### **b. Executive sessions**

- 1) The Executive Committee may hold executive sessions to discuss and act upon personnel matters relating to the staff of the Faculty Senate.
- 2) Under circumstances that permit no delay, the Executive Committee may constitute itself as, or become part of, a search committee for the purposes of filling, on an interim basis, a vacancy in the University administration. Such a purpose is initiated at the request of the President.
- 3) The President may consult with the Executive Committee in executive session about personnel matters related to the central administrative staff.
- 4) The subject of any executive session of the Executive Committee shall be reported in the minutes of the Executive Committee.

#### **c. Quorum**

For all meetings of the Executive Committee, a majority of the voting members of the Executive Committee shall constitute a quorum.

### **4. Powers**

The Executive Committee shall have powers to:

- a. Take action on behalf of the Faculty Senate when time does not permit the Faculty Senate to act. Such actions shall be reported to the Faculty Senate on a Faculty Senate agenda as soon as possible after the Executive Committee has acted.
- b. Advise the President about the interpretation of University policy. The Executive Committee shall report the substance of its advice to the Faculty Senate on a Faculty Senate agenda as soon as possible.
- c. Propose clarifying statements of University policy to the Faculty Senate.
- d. Create ad hoc committees as necessary.
- e. Nominate faculty for consideration by the Faculty Senate to fill vacancies that occur in the membership of Faculty Senate committees after the Committee on Committees has made its nominations for the year.
- f. Nominate faculty for consideration by the Faculty Senate for recommendation to the President for appointment to institutional task forces, advisory committees, and auxiliary organizations.

## **B. Committee on Committees**

### **1. Membership**

The Committee on Committees shall be composed of the Chair and Vice Chair of the Faculty Senate, the other seven (7) voting members of the Executive Committee, the senior representative to the Faculty Senate from the Library electing unit, the senior representative to the Faculty Senate from the Student Services electing unit, and one representative from an electing unit within each college elected by the incumbent Faculty Senate.

### **2. Nomination and election of school representatives**

At one of its meetings, the Faculty Senate shall nominate and elect by secret ballot the representative of each of the seven (7) colleges to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the colleges shall be eligible to be nominated to be the representative of that college. Every representative may vote for one nominee from every college. If none of the candidates from a college receives a majority of the votes cast, the Faculty Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the college's representative. As between the two candidates, the candidate who receives the most votes shall be elected.

### **3. Meetings**

Each spring, the Chair of the Faculty Senate shall convene an initial meeting of the Committee on Committees. At a subsequent meeting, the Committee on Committees shall nominate to the Senate, candidates to be appointed members of the standing committees of the Senate to serve during the following academic year.

### **4. Charge**

Having considered the results of an annual survey of the faculty members' interest in serving on any one or more of appointed standing committees, the Committee on Committees shall make a recommendation to the Faculty Senate specifying who the members of the Faculty Senate's standing committees shall be during the following academic year. Between the annual deliberations of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing committees.

### **C. Other Committees of the Faculty Senate**

The Faculty Senate may create standing and ad hoc committees as it deems necessary. Every committee created by the Faculty Senate shall be a committee of the Faculty Senate and shall report to the Faculty Senate by way of the Executive Committee. Faculty Senate committees shall recommend policy and the interpretation of policy to the Faculty Senate by way of the Executive Committee, and perform such administrative functions as are identified in their charge.

The Executive Committee may specify in the charge of any standing committee created by it that the Chair of that standing committee shall be a voting member of the Senate and its Executive Committee to be selected as provided in Article II, Sections B.1, D.3 and E.3 of these By-Laws.

## **Article V. ELECTION OF REPRESENTATIVES TO THE CSU ACADEMIC SENATE**

### **A. Membership**

Three CSU Academic Senate representatives shall be elected from each university with an enrollment of more than ten thousand, but less than twenty thousand, full-time equivalent students on an annual average. Each year in which such an election is held, the election results shall be certified to a designated officer of the CSU Academic Senate by the Chair of the local Senate on or before May 15. Representatives elected shall take office on or before June 15.

### **B. Terms of Office**

1. Representatives shall serve a term of three (3) years, to be established on a staggered basis so that one of the three members is to be elected each year.
2. A Statewide Academic Senator who has served for nine (9) consecutive years in that office shall not be eligible for re-election to that office until at least one (1)

academic year has elapsed between the conclusion of his/her ninth consecutive year of service as Statewide Academic Senator and the beginning of his/her next term as Statewide Academic Senator.

### **C. Nomination and Election of Representatives and Appointment of Alternate**

1. The nomination and election of every representative to the CSU Academic Senate shall be by and from those members of the faculty who are members of an electing unit as defined by the Constitution (*Article II, Section 5.B. 1 and 2*) and are eligible to vote for the representative of an electing unit, as defined by the Constitution (*Article 1, Section 6.*) To become a candidate, an eligible member of the faculty shall submit to the Chair of the Faculty Senate a nominating petition signed by ten (10) members of the faculty eligible to elect a representative to the CSU Senate. If three (3) or more members of the faculty become candidates, an election shall be held to choose no more than two of them to contest the office subsequently. If one of the three (3) or more candidates receives a majority of the votes cast in the election to choose two candidates that person shall be declared elected without further contest. If no candidate receives a majority of the votes cast, the two candidates who receive the most votes shall contest the office in a second election. The candidate receiving the most votes in the second election shall be elected representative to the CSU Academic Senate

2. The alternate representative to the CSU Academic Senate shall be the Chair of the Faculty Senate of CSU Sacramento. If the Chair cannot serve, the Executive Committee shall designate an alternate.

3. If an incumbent shall vacate the office of representative to the CSU Academic Senate before his/her term expires, a successor shall be elected as provided in Article V, Section C.1 of these By-Laws.

### **Article VI. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order* shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Senate may adopt.

### **Article VII. AMENDMENT OF BYLAWS**

(see Article IV, Section 3 of the Constitution of the Faculty Senate of California State University, Sacramento).

MEMORANDUM

April 2, 1999

To: Thomas Krabacher, Chair, Faculty Senate  
From: Art Jensen, Chair, ad hoc Faculty Governance Committee

RE.: Revision of the Bylaws of the Faculty Senate

After much deliberation and debate, the ad hoc Faculty Governance Committee has completed a revision of the ByLaws of the Faculty Senate and forwards the document as an attachment to this memorandum.

Several points need to be made regarding the proposed revision:

1. The ad hoc committee decided to present the document as a complete revision of the original document rather than in the traditional ~~cross out~~ and underline mode. The ad hoc committee reached this decision after considering the extensive changes that are being proposed and the resulting confusion that the traditional mode would present. A Web page has been created on the ad hoc Faculty Governance Committee's Web Site which presents both the current Bylaws and the proposed Bylaws side-by-side for review and consideration. The Web page can be reached from the Faculty Senate Web Site by linking to the ad hoc Faculty Governance Committee's entry or directly with the Web address of <http://www.csus.edu/acse/tffg/0byl.htm>
2. The proposed Bylaws reflect the information gathered by the ad hoc committee from the surveys that were conducted during the Summer of 1998; the revisions to the *Constitution of the Faculty of California State University, Sacramento* that were approved by the faculty in December, 1998, but not yet (as of this date) accepted by the President; and the need to make the format of the Bylaws conform to the standard outline for Bylaws recommended in *Robert's Rules of Order*.

The specific changes that were made were:

Article I: MEMBERSHIP

1. Section 2 was rewritten to allow for the nomination, election and succession of the alternates as well as the elected senators.
2. Section 3 was added to fulfill one of the ad hoc committee's charges.

Article II: OFFICES OF THE FACULTY SENATE

1. Section B. was expanded to include the Chairs of Selected Standing Committees.
2. Sections D, E & F were expanded to include the Chairs of Selected Standing Committees.

Article III: COMMITTEES OF THE FACULTY SENATE

1. Section A was extensively rewritten to reflect the new makeup of the Executive Committee.

Article VI: PARLIAMENTARY AUTHORITY was added to the document.

Article VII: AMENDMENT OF BYLAWS was added to the document.

The ad hoc Faculty Governance Committee has several tasks remaining.

1. The *Standing Rules of the Faculty Senate* will be revised, based on the approval of the proposed Bylaws. It is the committee's hope that this revision will be completed by the beginning of the Fall Semester, 1999 and presented to the Faculty Senate for approval at its first meeting of the academic year.
2. Item 4 of the first resolve clause of **FS 98-12** directed the committee to examine the "use of university committees by the administration that results in the usurpation of the Senate role in governance." This part of the committee's charge has resulted in the creation of a joint Senate/Administration task force reviewing university committees' charges as well as all of the other charges and policy statements contained in the University Manual. The task force has met weekly (as time permits) for the last five months and has identified a number of areas of concern, including inappropriate and out-of-date charges and policies, that are being updated and/or eliminated. The changes that apply to the Faculty Senate's role in governance will be referred to the appropriate Senate Standing Committees and will require Faculty Senate approval. It is the ad hoc committee's understanding that the review process established by the task force will become a permanent joint undertaking by the Senate and the Administration to maintain the University Manual as an appropriate and up-to-date source of policy information for the campus community.
3. The establishment of a Faculty Senate committee to review and recommend fiscal/budget policy has been referred to a sub-group of the ad hoc committee for evaluation and recommendation. It is the ad hoc committee's expectation that the sub-group will make a recommendation to the Executive Committee of the Faculty Senate by the end of the semester regarding the need and feasibility of such a committee.

aj/attachment