UNIVERSITY OF CALIFORNIA

ACADEMIC SENATE

GUIDELINES

FOR

2014-15 SYSTEMWIDE SENATE COMMITTEES

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I. ROLE OF THE COMMITTEE CHAIR AND MEMBERS

Role of the Committee Chair

The primary responsibility of the Chair of a Special or Standing Committee of the Assembly is to fulfill the charge of his/her Committee, as defined in the Senate’s Bylaws, and report the committee’s actions to the establishing agency, as provided in Senate Bylaw 40.B. In appropriate consultation with committee members, the Committee Chair directs the way in which the business of the committee is conducted. The Committee Chair identifies issues that fall within the committee’s charge, initiates discussions, formulates proposals or recommendations, and submits reports and/or recommendations on behalf of the committee to the Academic Council. With the assistance of the Committee Analyst, the Chair is responsible for the committee’s timely response to requests from the Academic Council Chair for review and comment on proposals and reports that originate both from the Administration and from the Academic Senate. Committee responses submitted by the Chair to the Academic Council should reflect the character of the committee’s discussion, the consensus of the committee, and the minority opinion, if any. Reports and recommendations requiring final action beyond a committee may have a minority report attached to it. The Committee Chair, working with the Committee Analyst, is also responsible for keeping the Academic Council Chair fully informed about the committee’s activities throughout the academic year.

Committee Members

Senate members holding an administrative position higher than department chair may not serve as members on Standing or Special committees of the Assembly, and department chairs may not serve on UCAP, UCAF or UCP&T (SB 128.H). Committee members support the Chair in fulfilling the

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1 These Guidelines were endorsed by the Academic Council on July 25, 2005.
2 This also includes members of subcommittees and task forces as established by Standing Committees (SBL 128.I).
committee's charge by attending and taking an active part in all meetings, carrying out routine and special tasks as assigned by the Chair, and offering advice and information based on their experience and expertise. Committee members have the right to request that an item be placed on the committee’s agenda with the expectation that the committee will give the matter due consideration in a timely fashion. By majority vote, members may also add or omit items from the agenda. As the liaison between the systemwide and campus levels, committee members transmit pertinent information to and from their corresponding divisional committees, and provide the systemwide committee with the campus perspective on issues under discussion. Because actions of systemwide committees should be in the best interest of the University as a whole, the opinions expressed by individual committee members and their votes on committee decisions should be informed both by the deliberations of their own division and the discussion of and information presented at the systemwide committee. If a member or members do not agree with the majority opinion of the committee, a member or members have the right to insist that a minority report reflecting their view is attached to any recommendation that requires final action beyond the committee.

II. **AUTHORITY OF THE COMMITTEE AND COMMITTEE CHAIR**

**Authority of the Committee**

A Special or Standing Committee of the Assembly acts in accordance with its enabling Bylaw, and as outlined in SBL 40.B. The committee is required to report its actions to the establishing agency. When the Assembly/Academic Council refers a matter to a Special or Standing Committee, the committee has an obligation to place the matter on its agenda and give it due consideration, but the Assembly/Academic Council may not set the committee’s agenda or direct its deliberations. The Assembly/Academic Council retains the right to supersede, amend, or set aside the actions or recommendations of any of its committees. When a committee formally advises the President or members of the Office of the President Senior Management on an issue, its advice must be conveyed through the Academic Council unless otherwise specified in the Bylaws. The President and Senior Management adhere strictly to this policy and will not formally accept any committee report, proposal or recommendation that has not been approved by the Academic Council.

**Communicating with The Regents**

According to Regents Bylaw 16.9, members of the Academic Senate or faculty may communicate with members of the Board of Regents only through the President.

**Communicating with UCOP Senior Management and UCOP Administrators**

UCOP Senior Management or UCOP Administrators who are not on a committee’s approved list of consultants may not be officially consulted on an issue without the prior approval of the Academic Council or the Council Chair.

**Communicating with the Chairs of the Divisions**

Special or Standing Committee Chairs are encouraged to communicate directly with one another on policy matters, as well as with their corresponding Divisional Committee Chairs, but formal requests for action from a Special or Standing Committee Chair to the Chairs of the Senate Divisions must be transmitted through the Council Chair.

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3 For further clarification and exceptions, see Legislative Ruling 8.95-B
III. ROLE OF SYSTEMWIDE SENATE LEADERSHIP

Role of the Academic Assembly Chair/Council Chair
The Chair of the Assembly of Academic Senate is the Senior Academic Officer of the Senate and has the dual role as Chair of the Academic Council. As such, he or she is the voice of the Academic Senate, and the Senate’s representative in all formal discussions with the President, Senior Administration, Regents, and State government officials. As Faculty Representative to the UC Regents, the Council Chair is an advisory member of Regents Standing Committees (as assigned), and communicates the faculty perspective to the Board. The Council Chair or his/her designated representative meets with the press to explain the Senate’s position on pertinent issues. In fulfilling his/her role, the Council Chair relies on the Committee Chairs and Committee Analysts to keep him or her abreast of all committee-related activities. In addition, with the exception of UCR&J, the Council Chair is an *ex officio* member of all Special and Standing Committees (with voting rights on the Academic Council and the University Committee on Committees (UCOC) only).

Role of the Academic Assembly Vice Chair/Council Vice Chair
In the absence or disability of the Academic Council Chair, the Academic Council Vice Chair assumes the duties and responsibilities of the Council Chair. As Faculty Representative to the Regents, the Council Vice Chair is an advisory member of Regents Standing Committees (as assigned) and, along with the Council Chair, communicates the faculty perspective to the Board. With the exception of UCR&J, the Council Vice Chair is also an *ex officio* member of all Special and Standing Committees (with voting rights on the Academic Council and UCOC only).

Role of the Executive Director
The Executive Director is the chief administrative officer of the Senate and the main policy consultant for the Assembly, the Academic Council and the Special and Standing Committees. As such, the Executive Director is copied on all Senate-related (non-personal) email communications and requests directed to the Council Chair and Vice Chair. The Executive Director leads the staff in providing the administrative and analytical support for the Senate leadership and committees, and is responsible for the oversight of the Senate’s budget and other resources. The Executive Director is also responsible for ensuring that committees are provided with the resources they need to function effectively. All questions and concerns about committee resources are directed to the Executive Director.

IV. COMMITTEE CONSULTANTS AND GUESTS

UCOP Consultants
Most Special or Standing Committees have one or more consultants from the UC Office of the President (UCOP) who attend meetings to advise and report to members. The committee sets the attendance protocols of its “approved” UCOP consultants (and other non-members). “Approved” consultants are UCOP staff who have been authorized by their department heads and approved by the Committee Chair and Council Chair to consult with faculty members on University matters. As approved consultants, their names appear on the committee’s roster. If a committee wishes to add or change a UCOP consultant, the Committee Chair should submit an email request to the Council Chair through the Executive Director explaining how the change (or addition) would benefit the committee. If the Council Chair approves, the request will be submitted to the relevant UCOP department head. Chairs are reminded that UCOP consultants and non-member participants are a valuable resource for the Senate’s committees, but they are not members and do not need to attend every meeting or be present during the entire meeting. UCOP consultants are responsible for any expenses they may incur to attend a Senate committee meeting. For more information, see the “Overview of Senate Analysts
and UCOP Administrative Consultants” and the “Academic Senate Analysts and UCOP Administrative Consultants Roles and Responsibilities” documents in appendices A and B.

Non-Approved Consultants and Guests
Committee Chairs, members and UCOP consultants may not invite unapproved consultants or guests to a committee meeting without the prior approval of the Council Chair. Requests to invite such participants must be submitted by the Committee Chair to the Council Chair through the Executive Director. Anticipated travel reimbursements (e.g., overnight hotel stays) must be pre-approved by the Executive Director.

Committee Chairs and/or Members Who Serve as Consultants
Special or Standing Committee Chairs and members who are asked to represent the Systemwide Academic Senate or Academic Council at systemwide administrative meetings, campus meetings, other Special or Standing committee meetings or at Legislative hearings may do so only if specifically appointed to represent the Senate by the Council Chair or, if applicable, the University Committee on Committees (UCOC). Appointees must contact the Executive Director in advance of their participation to clarify how their travel expenses will be reimbursed.

V. COMMITTEE ALTERNATES

Alternates
Committee members who cannot attend a meeting are required to inform their local Senate office so that an alternate representative can be named. The Divisional Senate office should be reminded that Senate members who hold an administrative position higher than department chair are not eligible to serve as an alternate member on a Standing or Special Committee of the Assembly, and department chairs may not serve as an alternate member on UCAP, UCAF or UCP&T (SB 128.H). Committee members are encouraged to ask their Divisional Senate offices to identify a “permanent” alternate/s at the beginning of the academic year to ensure that their campus is always represented at meetings. Contact information for the Divisional Senate offices is located at: http://www.universityofcalifornia.edu/senate/links.html

VI. STUDENT REPRESENTATIVES

Role of Student Representatives
The Systemwide Office of Student Affairs, in coordination with its campus counterparts, provides opportunities for both undergraduate and graduate students to participate in the deliberations of selected committees of the Senate, in accordance with the Senate Bylaw 128.E. Interested students are appointed for a one-year term and attend meetings as non-voting participants. Student representatives are encouraged to solicit comments from their peers on the student-related issues that are taken under review by their respective committees. Student representatives are typically excluded from deliberations that are carried out in executive session, but may be invited to participate on the majority vote of the committee.
VII. EXECUTIVE SESSIONS AND CONFIDENTIALITY ISSUES

Closed (Executive) Sessions
Chairs are encouraged to designate time on every meeting’s agenda for a “closed session” – members only (also referred to as an “executive session”). By majority vote, Committee Chairs and members may call for an executive session at any time during a meeting. Consultants, guests and student representatives may participate in an executive session only by the express invitation of the committee as determined by a majority vote. Proceedings of executive sessions are not recorded or included in the minutes.

Confidential Discussions and Documents
When confidential discussions take place during a meeting, or confidential documents are circulated, it is the responsibility of the Committee Chair to make certain that members, consultants, guests and student representatives understand that this information is not to be shared with their constituents or anyone outside of the meeting. To add clarification, all committee agendas, working papers and other resource documents are labeled confidential and privileged materials for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited, unless the document has already been widely distributed, such as a proposal or report undergoing a systemwide review.

Reporting on the Meetings of Other Special or Standing Committees and UCOP meetings
Committee Chairs frequently brief their committee members on the proceedings of other Senate meetings or UCOP administrative meetings they attend in their role as Special or Standing Committee Chairs. Chairs are cautioned not to convey information from executive sessions, closed sessions, or off-record discussions. If a Committee Chair is uncertain as to the nature of a discussion, he/she should check with the meeting staff or chair. Keeping in mind that the approved minutes serve as the official record of any Senate proceedings, Committee Chairs are strongly urged to give oral briefings (as opposed to email reports) and refer those wanting more detailed information to the approved minutes, which are posted on the relevant committee’s web page. These safeguards will help provide assurances to UCOP senior management, consultants and others that the Senate guards and respects the mutual exchange of confidential information.

Recipients of Committee Agendas and Working Documents
Distribution of committee agendas, draft minutes, and “in progress” proposals and reports is restricted to committee members (including ex officio members), student representatives, and approved committee consultants and agenda recipients. Both the Committee Chair and the Council Chair/Executive Director must approve any exception to these distribution rules.

VIII. SYSTEMWIDE SENATE REVIEW PROCESS

Overview
The Senate review process forms a significant part of the faculty’s role in shared governance. A committee’s active participation in this process is one of its chief obligations. Internal and external agencies and individuals, including Standing and Special Committees of the Academic Senate, the Divisional Senates, the President, Office of the President, The Board of Regents (SOR 105.1(c)),

4 Administrative requests for a Systemwide review of new and proposed revisions to the Academic Personnel Manual (APM) occur in two stages. The draft proposal is first sent out for an “informal” review to determine its merits and identify desired changes. Based on the responses received, the draft proposal is revised and sent out for a “formal” or final review with a request for approval.
student organizations and the Intersegmental Council of Academic Senates (ICAS), may initiate a Senate review. Typically, a full Senate review takes place over a two to three month period and occurs in two stages, which allows the Academic Council to have both a preliminary and final discussion* before coming to consensus on a recommendation. The two-stage process also informs the divisional discussions by giving them the benefit of the committees’ deliberations. (For a flow chart of the review process, see Appendix C.)

Requests for Senate Review
When the Council Chair receives a request for a Senate review, the Chair, in consultation with the Academic Council, decides if the draft policy document requires a Senate-wide review, or if it should be directed to specified Standing or Special Committee/s. If a Senate-wide review is recommended, the Chair simultaneously sends it forward to all Standing Committees (and Special Committees as appropriate), and to the Chairs of the Divisional Senates with a requested date for when their comments and/or recommendations are due to the Council Chair. For the most part, committee due dates are determined by the date the originator has indicated for a Senate response.

Committees’ Participation in a Review
Each committee determines whether it wishes to opine on an issue. If it decides not to participate in the review (usually because the issue does not fall within its charge), the Committee Chair notifies the Executive Director either directly or through the Committee Analyst.

Response Due Dates
The due dates for committees are typically 4 to 6 weeks after a formal request for review is received from the Council Chair. For Divisions, the due date is 8 to 10 weeks. If a committee feels it needs more time to conduct its review, the Committee Chair submits a request to the Council Chair requesting an extension of the review period. If the originator of the draft document agrees to an extension, the Council Chair will change the due date and notify the committees. If the originator is unable to extend the review period, the Committee Chair is asked to provide a preliminary report by the original due date and submit the committee’s final recommendation at the time the Divisional responses are considered.

Academic Council’s Preliminary Discussion
When the Council Chair receives the committees’ comment letters, the Council Analyst reviews the letters and prepares a summary of the comments/recommendations. The summary and letters, which are intended to form the basis of Council’s preliminary discussion, are included with the agenda of the meeting where the item will be considered.

Academic Council’s Final Discussion
When the Council Chair receives the divisional responses, the Council Analyst prepares a draft position letter for the Academic Council to consider as its final recommendation on the matter. The draft letter is based on both the committee and divisional comments, and on Council’s preliminary discussion. The divisional comment letters and the draft position letter are included with the agenda of the meeting where final action is scheduled. In the final discussion, Council members either endorse the draft letter as written or withhold approval until the Council Chair modifies the letter as advised. When the requested modifications are completed, the letter is circulated to Council members for final review and approval.

* There can be more than one preliminary and/or final discussion, as an issue warrants.
Resolution
Once approved, the letter of recommendation represents the official position of the Academic Council. The Council Chair submits the letter to the originator of the draft policy, with a copy to Academic Council members. All letters are transmitted electronically, and are posted on the systemwide Senate’s website “Reports and Recommendations” page, in accordance with the Systemwide Senate’s Web Policy (see Appendix D).

IX. REVIEW OF PENDING STATE AND FEDERAL LEGISLATION

The Senate leadership is frequently asked by UCOP legislative coordinators to review and comment on pending state and federal legislation that could potentially impact faculty, students and the University’s teaching, research and service missions. Since these requests usually come with a short response period, the following abbreviated review process was developed to enable the Senate to have timely input on these issues.

Senate Reviewers are Identified
At the beginning of the academic year, the Council Chair may ask each of the Standing Committee Chairs to identify one or more of their committee members who would be willing to review and comment on pending legislation, as requested. In other cases, the respective Standing Committee Chairs serve in this role. In addition to the standby reviewers, the Council Chair also seeks comments from other faculty members who, because of their expertise and/or experience in a particular area, are able to provide a greater insight on specific issues that might be contained in a bill.

Comments are Requested from Reviewers
When a request for Senate comment is received, the Legislative Analyst, in consultation with the Council Chair, identifies and forwards it to the appropriate Senate reviewers. For example, legislation concerning policies on admissions would be sent to the reviewers serving on the Board of Admissions and Relations with Schools, the Coordinating Committee of Graduate Affairs, and the University Committee on Educational Policy. Depending on the issues involved, reviewers serving on the Committee on Planning and Budget or the Committee on Affirmative Action and Diversity might also be asked to comment. The reviewers are asked to respond by a specified due date – typically within three to four days time, but usually not later than a week.

A Proposed Response is Drafted
The Legislative Analyst formulates a response based on the comments received from the reviewers and his/her own research and analysis, and submits it to the Council Chair and/or Council Vice Chair for review and approval.

The Final Response is Submitted
When the Council Chair and/or Vice Chair approve the draft response, it is forwarded by the Legislative Analyst to the appropriate UCOP legislative coordinator, with a copy to all of the contributing reviewers.

X. ROLE OF THE SYSTEMWIDE SENATE STAFF

Role of the Committee Policy Analyst
The primary responsibility of the Committee/Senior Policy Analyst is to serve as the liaison between the Committee Chair and the Chair of the Academic Council, the Executive Director, and UCOP
Consultants and staff. The Analyst keeps abreast of issues that fall within the charge of the committee; suggests agenda items; drafts agendas; recommends, contacts and schedules consultants; records and drafts minutes of the meetings; follows up on action items; drafts the committee’s recommendations and policy statements; drafts the committee’s Annual Report; and advises on the proper vetting of proposals as outlined in systemwide policy. The Committee/Senior Policy Analyst works with the Committee Chair and members to ensure that the committee’s reports and policy recommendations are submitted to the Council Chair by the date requested, and that the Council Chair is kept fully informed about the committee’s activities. The Analyst also works with the Chair and/or committee members to produce reports and/or articles on issues of interest to the general faculty. With the approval of the Council Chair and Executive Director, the articles and reports may be published in *The Senate Source*, the Systemwide Senate’s newsletter. Committee/Senior Policy Analysts are expected to carry out their responsibilities in accordance with the guidelines set forth in the Systemwide Senate Committee/Senior Policy Analyst Handbook. Also see the “Overview of Senate Analysts and UCOP Administrative Consultants” and the “Academic Senate Analysts and UCOP Administrative Consultants Roles and Responsibilities” documents in appendices A and B.

**Role of the Policy Analysts**

One Committee Policy Analyst and the Associate Director attend meetings of the Academic Assembly and Council, track the progress of issues as they arise, and draft the Council’s formal minutes, reviews, recommendation letters, position statements and policy documents. They also propose/draft policy on procedural matters for the Systemwide Academic Senate, and provide backup support to the Executive Director and recommend strategic approaches on a wide variety of administrative policy and communication matters.

**Role of the Co-Editors of The Senate Source**

In consultation with the Assembly/Council Chair and Executive Director, the Co-Editors are responsible for the content and production of the Senate’s newsletter, *The Senate Source*. In addition to drafting newsletter features, the Co-Editors coordinate the submissions of Analysts and other contributors.

**Role of the Legislative Analyst**

The Legislative Analyst monitors new and pending state and federal legislation affecting academic policy--including admissions, enrollment, instruction, fees, financial aid, research, libraries, administrative support, salaries, benefits and inter-segmental activities -- to ensure that the Senate leadership is kept informed of, and has timely input on policy issues that may impact UC faculty, students and the University’s teaching, research and service missions. To assist the Senate in forming its position on proposed legislation, the Analyst may ask the appropriate Senate Committee Chair/s, or their designees, to review and comment on bills or bill language. The Analyst drafts the Senate’s position based on independent analysis and research, responses from the faculty reviewers and consultation with the Systemwide Senate Leadership.

**Role of the Senate Administrative Support Staff**

The Executive Assistant/Office Manager manages the administrative and financial functions of the Senate office and maintains the calendars of the Senate Leadership. The Senate Office Assistants’ primary responsibilities are to prepare purchase orders and process bills and travel expense vouchers, and for all meeting logistics, including booking the meeting rooms and securing building passes, and for maintaining the rosters of the committees.
XI. COMMITTEE MEETINGS

Academic Senate 2013-14 Committee Meeting Schedule
An updated schedule of meetings for the 2014-15 Assembly, Academic Council, Standing Committees and Task Forces is posted on the Senate’s Website at: http://senate.universityofcalifornia.edu/Calendar14-15.pdf. Meeting dates for individual committees are included on the committee’s webpage.

Setting Meeting Dates
Each committee is approved to meet a specified number of times during the academic year. The Senate Leadership initially sets the meeting dates, but Committee Chairs may ask to change some dates if they conflict with previously scheduled engagements. To do so, please contact the Committee Analyst assigned to your committee. Meetings are generally scheduled Monday through Friday (excluding holidays) between 10:00 am and 4:00 pm. Requests for exceptions must be submitted to the Executive Director. Note that the University Committee on Committees (UCOC) has adopted the policy that Chairs designate a fixed day of the week for their meetings, since this makes it easier for campus faculty to schedule and attend.

Required Meeting Length
The length of in-person meetings should be between six and seven hours when feasible, but a minimum of five hours is required in order to justify the significant costs of convening an in-person Senate meeting. The Senate will not provide travel reimbursement for meetings lasting less than five hours. For meetings less than five hours in length, Committee Chairs are encouraged to use the Fuze video conferencing and/or ReadyTalk telephonic conferencing services. In order to cover all agenda items, it is common practice for committees to continue their discussions over the lunch period.

Eliminating Meetings
Committees are not required to use all of their designated meeting dates. In consultation with the Committee Analyst, a Committee Chair may cancel a meeting if there is insufficient business to fill five hours. As soon as the Chair decides to cancel a meeting, the Committee Analyst is responsible for immediately notifying the members, approved consultants, and the Executive Director.

Adding Meetings
If a Committee Chair wishes to add one or more meetings to the approved number during the academic year, he or she must submit a written request through the Executive Director to the Assembly/Council Chair stating why an additional meeting is necessary.

Reimbursement for Breakfast, Lunch and Dinner Meetings
Be aware that the Academic Council does not have an entertainment account. Please refer to the, Senate Travel Regulations and Reimbursement Procedures, or contact the Executive Director about University/Senate policy governing reimbursement for meals.

Teleconference and Videoconference Meetings
Committees may use teleconferencing or videoconferencing in lieu of their allocated meetings. Teleconference and videoconference meetings may also be convened in addition to the committee’s approved meeting schedule with the consent of the Executive Director.
Meeting Venues and Logistics
With the exception of the Academic Council and Academic Assembly, all Senate meetings are held in Oakland at the UC Office of the President (UCOP) on Franklin Street building to the extent space is available. (Meetings of the Academic Council convene in Lobby 1 of the Franklin Street UCOP building.) The administrative support staff is responsible for booking the meeting rooms, securing building passes, and making catering arrangements, based on the information provided by the Committee Analyst. Dietary and other special needs should be conveyed to the Committee Analyst, who will notify the Committee Assistant. N.B: All conference rooms in the Franklin Street UCOP building are equipped with a wireless Internet connection and a video projector.

Exceptional Costs / Unapproved Costs
The Senate will not reimburse committees, subcommittees or task forces for expenses incurred in the conduct of their work unless they have been pre-approved by the Executive Director. If a committee, subcommittee or task force believes that it requires additional resources in order to fulfill its charge, a proposal containing a detailed estimate of the additional funds needed and their intended use should be submitted to Assembly/Council Chair through the Executive Director.

XII. POLICY ON FORMING SUBCOMMITTEES AND TASK FORCES
Creating a Subcommittee or Task Force
Because of potential additional costs to the Senate, a Committee Chair must request approval from the Academic Council Chair through the Executive Director to form a subcommittee or task force that requires physical meetings outside the committee’s approved number. The request should include the proposed charge to the subcommittee or task force and the anticipated resources needed to support its work. A committee is free to allocate some of its approved meeting time to hold separate task force or subcommittee meetings, but the total number of meetings may not exceed the committee’s specified number approved for the year. Subcommittees and task forces may hold iLinc or teleconference meetings, as approved by the Executive Director.

Subcommittee and Task Force Membership
In accordance with Senate Bylaw 128.1, a standing committee of the Assembly may appoint one or more subcommittees or task forces, which must always report back to the main committee, but the University Committee on Committees (UCOC) must appoint all subcommittee or task force members who are not already members of any Standing Committee of the Assembly.

XIII. POLICY ON MINUTES AND RECORDINGS OF MEETINGS
Draft Minutes
Following a meeting, the Committee/Senior Policy Analyst completes and submits to the Committee Chair and the Associate Director: 1) a list of action items or brief within 72 hours; or 2) a set of draft minutes within eight working days. The draft minutes reflect the committee’s deliberations and actions, and conform to the policy governing the production of committee minutes. It is the responsibility of the Committee Chair to review the minutes and attest to their accuracy.

Recordings of Meetings
With the consent of meeting participants, meetings are digitally recorded to aid the Analyst in preparing the minutes. Recordings of meetings are not intended as the “official” record of the proceedings and are erased as soon as the Committee Chair has approved the draft minutes. Legal concerns mandate that the Senate limit the availability of “live” recordings, and for that reason the recording is erased within a maximum of eight working days following a meeting.
Committee Chairs are asked to cooperate in this effort by immediately reviewing the draft minutes as soon as they are available for review.

XIV. DISTRIBUTION OF AGENDAS AND COMMITTEE DOCUMENTS

**Distribution of Meeting Agendas, Primary Documents, and Resource Materials**
All agendas for Senate Committees will be distributed via email, but will also be available on the Senate’s password protected SharePoint website ([https://sp2010.ucop.edu/sites/senate/pages/default.aspx](https://sp2010.ucop.edu/sites/senate/pages/default.aspx)). As no hard copies of the agendas are provided, committee members are expected to either print and bring a copy of the full agenda, or bring a laptop to the meeting and access the agenda as an electronic file.

**Systemwide Senate Website Policy (See Appendix D)**
Each of the standing committees has a dedicated page on the Senate’s website (see [http://www.universityofcalifornia.edu/senate/committees.php](http://www.universityofcalifornia.edu/senate/committees.php)). The pages contain the committee’s bylaw, current roster, meeting dates, list of resources and reports, white papers, resolutions and recommendations. These documents 1) have been approved or officially received by the Academic Council (also available to the public on the “Reports and Recommendations” page of the Senate website); 2) are under current systemwide review (also available to the public on the “Issues Under Review” page of the Senate website); or 3) have been approved by the committee, but either not considered or not endorsed by the Academic Council, providing that a disclaimer is included on the posting and the document clearly stating that it is a committee position, not a position of the Academic Senate and may be subject to review by Council. Simplified agendas and approved minutes are also posted on the committees’ public web pages.

XV. SENATE TRAVEL AND TRAVEL REIMBURSEMENT

**Overview**
The Systemwide Academic Senate pays for travel expenses for Senate members (or their alternates) serving on Universitywide Academic Senate Committees. In most cases, the Senate is direct-billed for airfare, however, Senate travelers will need to pay and be reimbursed for such expenses as cab fare, parking, and local transportation. In order to book air travel without having it billed to the traveler’s personal credit card, travelers should use the customized Southwest Airlines SWABIZ link provided in this document. Travelers booking through the Senate’s SWABIZ site will receive Southwest Rapid Rewards credit for each flight. For flights from airports not served by Southwest, travelers should call, email or submit a web request to UC Travel Center to request a booking.

**Booking Airfare**
*Travelers are responsible for making their own travel arrangements.* Flights booked through SWABIZ or UC Travel Center will be billed directly to the Systemwide Senate office, not to the traveler. Travelers who book their flights in any other manner must charge the fares to their own credit cards and request reimbursement after the travel is completed (please see [Getting Reimbursed for Senate Travel](http://senate.universityofcalifornia.edu/resources/travel.regs_2014-15_reimbursements.pdf)). Please follow the instructions below for the three possible options (SWABIZ, UC Travel, or booking airfare on your own on [Booking/Arranging Travel](http://senate.universityofcalifornia.edu/resources/travelregs_2014-15_booking.pdf)).
Reimbursements
For reimbursements, please see Getting Reimbursed for Senate Travel (http://senate.universityofcalifornia.edu/resources/travel.regs_2014-15_reimbursements.pdf). UC Policy requires that reimbursement forms must be submitted to the Senate office for payment within 21 days after the date(s) of travel. UCOP WILL NOT HONOR REIMBURSEMENT REQUESTS RECEIVED AFTER THIS PERIOD. Overnight lodging must be pre-approved by the Executive Director, Martha Winnacker (martha.winnacker@ucop.edu). Requests should be in writing (email, usually) and include why an overnight stay is required. Questions regarding travel reimbursements should be directed to the Senate Office Assistant, Tenneh Fallah (tenneh.fallah@ucop.edu). The reimbursement form is located at: http://www.universityofcalifornia.edu/senate/resources/travel.reimbursement.form.ucop.senate.pdf.

XVI. VII. CONTACT INFORMATION

Systemwide Senate Address/Phone/Fax/Web:
Academic Senate
University of California
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200
Phone: (510) 987-9143
Fax: (510) 763-0309
Systemwide Senate Website: http://www.universityofcalifornia.edu/senate/

Contact Information: http://www.universityofcalifornia.edu/senate/contact.html

Divisional Senate Offices:
Contact Information for Divisional Senate Offices can be found at: http://www.universityofcalifornia.edu/senate/links.html
Overview of Senate Analysts and UCOP Administrative Consultants

Each fall, Senate and UCOP leaders meet to discuss major issues for the upcoming academic year. The gathering provides an opportunity for introductions and sets the tone for consultation and joint work on a variety of challenges facing the University.

Integral to effective collaboration is the promotion of good relations as well as clear communication among Senate analysts and administrative consultants to Senate committees. This document provides an overview of the consultant selection process, resources and tips for staff serving as committee consultants and information on joint meetings.

Selection Process of Administrative Consultants to Academic Senate Committees

- The Senate committee chair, in consultation with the Academic Council Chair and Executive Director, propose functional units, or specific staff members, as consultant(s) for their individual committees. Appointments are made on an annual basis.

- A letter or email requesting the service of a proposed consultant is made to their department head by the relevant Senate Committee chair through the Chair of the Academic Council. This process is coordinated by the respective Senate analyst.

- The department head selects or confirms the appropriate consultant to the specific Senate committee and responds to the letter of request.

- A formal appointment letter is then issued by the Senate to the Consultant, with a copy to the department head. The “Roles and Responsibilities of Senate Analysts and Administrative Consultants” is included as an attachment to the appointment letter.

- Consultants may serve on one or more Senate committees, and Senate committees may consult with representatives of more than one department.

- The department head is designated as the “principal” while the staff member is the consultant listed on the Senate committee’s roster.

Getting Started as a new Administrative Consultant

Review the following materials available on the Senate website:

- Roles and Responsibilities of Senate Analysts and Administrative Consultants

- Guidelines for Systemwide Senate Committees: Although written for committee members, it is useful for consultants to review some parts of the Guidelines, as they emphasize review processes and time frames.
• **Shared Governance Primer**: Last updated in 2009, this document outlines delegations of authority to the Senate, organization of the Senate, and interface between the Senate and Administration. It also provides an assessment of shared governance.

• Role of Senate Analysts: A bulleted list of analyst duties as they relate to Senate standing committees (TBA).

• **Committee Information**: Committee charge, roster, meeting dates, recent agendas and minutes, annual reports, bylaws, and other reports and resources.

Set up a meeting with the Senate analyst and the previous consultant (if applicable), to discuss the transition. This meeting should include the following topics:

• Questions arising from materials listed above.

• Committee conventions (including formal and informal practices at meetings and communication between meetings).

• Sense of priorities on current committee agenda.

• Initial date of attendance and introduction to chair/members.

• Additional materials to review that are not available on the committee website (such as materials on issues pending from the previous academic year).

Work with the Senate analyst to convene a meeting with the analyst, committee chair, and, if necessary, other committee consultants, to establish mechanisms/practices for relaying information, data, pertinent materials, questions, etc. for the coming year.

**Meeting of Senate Analysts and Administrative Consultants**

• **Fall Orientation Event**: Annual gathering of all analysts and consultants to (1) provide introductions to encourage building relationships throughout the year, (2) hear from both Senate and OP leadership about the importance of shared governance, (3) articulate expectations for the roles and responsibilities of analysts and consultants, and (4) share “best practices” from veteran analysts and consultants.

• **Mid-Year Meeting** (as needed): Convene all analysts and consultants mid-way through the year to discuss themes emerging in the various committees and to address current process or logistical issues.

• **Ad hoc meetings between consultants and Senate analysts**: Throughout the year, consultants meet as needed with the Senate analysts of the committees they serve to coordinate their work and share information.
Academic Senate Analysts and UCOP Administrative Consultants
Roles and Responsibilities

Role of Administrative Consultants

- Provide subject matter expertise and analytic support to Senate committees during regular meetings.
- Serve as communications liaison between the UCOP administration and the Senate to support good decision-making.
- Initiate and foster strong relationships between Senate committees and UCOP administration.

Specific Responsibilities of Administrative Consultants

- Attend committee meetings as requested by respective committee chairs for relevant parts of the agenda. Some consultants may attend entire meetings—except executive sessions—while other consultants may join selected portions of meetings, provided both the chair and other presenters agree. Consultants’ principals may attend meetings, or portions thereof, as their schedules permit and as their expertise is needed.
- Provide data upon request by working with the Institutional Research (IR) Unit.
- Provide respective UCOP principals with routine updates on developments from Senate committee meetings.
- Identify and provide information on upcoming issues of interest.
- Check in with the Senate analysts regularly to discuss meeting issues, pending items, upcoming topics and other relevant activities.
- Brief guests from the consultant’s department prior to attending Senate meetings.
- Attend Senate analyst and UCOP administrative consultant meetings (typically twice per year).

Role of Senate Analysts

- Staff committees, providing analytic and logistical support.
• Serve as the primary liaison between the committee chair, Senate leadership, UCOP administration, and consultants to ensure that parties are properly informed of developments.

• Initiate and foster strong relationships between Senate committees and UCOP administration.

**Specific Responsibilities of Senate Analysts**

• Draft committee agendas, minutes, annual reports, correspondence letters, white papers and other materials as required.

• Coordinate meeting logistics with the chair, committee members and consultants, including scheduling iLinc and teleconferences.

• Serve on special committees and task forces, such as joint Senate-administrative work groups that typically include consultants.

**“Best Practices” for Successful Analyst/Consultants Relations**

• Engage in respectful communication, even when there is disagreement among Senate and UCOP administration representatives.

• Maintain confidentiality. Keep apprised of which materials, topics, elements of deliberation, pieces of information, etc. are to be kept confidential. If materials may be shared, expectations on distribution, including any restrictions, should be clearly stated.

• Exercise good judgment for review protocols. Confirm what specifically must be reviewed by the Senate committee and when the review should be completed. Analysts, consultants and committees should clarify/agree on instances when courtesy notification is sufficient and whether a prospective alert is desired or ex post facto reporting is acceptable.

• Maintain diplomacy and consider the campus viewpoints of the committee members.

• Be succinct in comments and be careful to distinguish the views of the consultant’s principal or administrative unit from the consultant’s personal opinions about issues. Use good judgment in determining when it is appropriate to state a personal opinion.

• Candid about what can or cannot be provided in terms of data and analytic support.

• Proactive in seeking data and analyses relevant to committee’s business.

• Proactive in alerting committees about impending agenda items, activities, reports.
SYSTEMWIDE SENATE REVIEW PROCESS

1. **Academic Council/Academic Council Chair**
   - Initiates a review by Systemwide Committees and Senate Divisions

2. **Delegates review to specified Committees**
   - Committees complete review and submit comments to Academic Council (4 to 6 weeks)
   - Divisions complete review and submit comments to Academic Council (8 to 10 weeks)

3. **Preliminary discussion by Academic Council based on Committees’ comments**

4. **Final discussion by Academic Council based on all submissions**

5. **Final recommendation transmitted by Academic Council Chair to originator and appropriate agencies or to the Assembly for full Senate approval**
The following policy on website publication of Senate documents for the Academic Council and its committees is effective beginning September 30, 2010.

**The public section of committee websites**

Committee documents to be posted are:

1. **Simplified agendas.** These include only the titles of agenda items.
   - Supporting documents associated with the agenda may be posted publicly, at the discretion of the committee Chair.
   - Explanatory agenda notes are not to be included in the posting.

2. **Approved minutes.** These are final (committee approved) minutes that cover all regular agenda items, but do not include executive session coverage.
   - Executive sessions may be covered in an addendum to the minutes, which can be posted on the committee’s password protected page.

3. **Final committee reports, resolutions, recommendations, etc.** This category includes documents that either: 1) have been approved or officially received by the Academic Council (also available to the public on the “Reports and Recommendations” page of the Senate website); 2) are under current systemwide review (also available to the public on the “Issues Under Review” page of the Senate website); or 3) have been approved by the committee, but either not considered or not endorsed by the Academic Council, providing that a disclaimer is included on the posting and the document clearly stating that it is a committee position, not a position of the Academic Senate and may be subject to review by Council.

**SUGGESTED DISCLAIMER LANGUAGE:**

This document has been approved by the University Committee on XXX. However, it has not been adopted by the Academic Council and may be subject to review by Council. It may not be cited as representing the views of the Academic Senate unless formally approved by Council.