Guidelines for Systemwide Senate Committees

Overview
These guidelines provide basic information on systemwide committees, including the roles of the chair, members, Senate leaders, and committee consultants; conventions with respect to committee business; communications with divisional committee chairs, senior UCOP leaders, and the Regents; background on committee analysts and other systemwide staff; and various committee logistics.

1. Authority of Committees
A special or standing committee of the Assembly of the Academic Senate acts in accordance with its enabling Bylaw, and as outlined in Senate Bylaw 40. Each committee is required to report its actions to its establishing agency. When the Assembly or the Academic Council refers a matter to a standing or special committee, that committee has an obligation to place the matter on its agenda and give it due consideration. However, neither the Assembly nor the Academic Council may set a committee’s agenda or direct its deliberations. The Assembly retains the right to supersede, amend, or set aside the actions or recommendations of any of its committees.

2. Role of Systemwide Senate Leaders
The chair and vice chair of the Academic Senate are ex officio members of all systemwide special or standing Senate committees except the University Committee on Rules & Jurisdiction (UCR&J). They have voting rights on the Assembly, the Academic Council, and the University Committee on Committees (UCOC) only. In addition, these leaders serve as the Senate’s representatives in all formal discussions with the President, senior administration, UC Regents, and state government officials. They are also faculty representatives to the Regents, serving as advisory members of Regents’ standing committees and communicating the faculty perspective to the Board.

3. Committee Chair, Members, and Student Representatives

Committee Chair
The chair of a committee directs the committee’s business in appropriate consultation with committee members and the Academic Council chair. With the assistance of the committee analyst, the chair identifies issues that fall within the committee’s charge, initiates discussions, formulates proposals, and submits recommendations on behalf of the committee to the Academic Council. The chair works with the committee analyst to keep the Council chair informed about committee activities throughout the academic year and to provide timely committee responses to requests for review and comment on proposals and reports. Responses submitted by the committee chair to the Council chair should accurately reflect the character of the committee’s discussion, its final consensus, and any minority opinion.

Committee Members
Committee members, including members of subcommittees and task forces established by standing committees, are expected to attend and participate in all meetings, carry out tasks as
assigned by the chair, and offer advice based on their experience and expertise. They have the right to request that items be placed on the committee agenda and timely consideration of those matters. By majority vote, members of a committee may also add or omit items from the agenda. Members act as liaisons between the systemwide committee and their divisional counterparts. Members are encouraged to brief their campus committee about discussions in the corresponding systemwide committee, and, in turn, to share information about campus issues with the systemwide committee.

*Senate members holding an administrative position higher than department chair may not serve as members on special or standing committees of the Assembly of the Academic Senate, and department chairs may not serve on UCAP, UCAF or UCP&T (Senate Bylaw 128.H).*

*A committee member’s appointment may be revoked per Senate Bylaw 35.D.5.*

**Committee Alternates**
Committee members who cannot attend a meeting should inform their local Senate office so that an alternate representative can be identified. Committee members may suggest an appropriate alternate to their Senate office but cannot informally “send someone” as a replacement. At the beginning of each academic year, members may ask their divisional Senate office to identify pre-approved alternates to ensure that their campus is always represented.

**Student Representatives**
The systemwide Office of Graduate, Undergraduate and Equity Affairs, in coordination with its campus counterparts, provides opportunities for both undergraduate and graduate students to participate in deliberations of select Senate committees (Senate Bylaw 128.E). Interested students are appointed for one-year terms and are encouraged to solicit comments from their peers on student-related issues. Students are non-voting representatives of the committee. Student representatives typically are excluded from deliberations carried out in executive session but, by majority vote of the committee, may be invited to participate. Student representatives must maintain the confidentiality of committee discussions, may not distribute confidential materials, and must recuse themselves from any potential conflicts.

*Committee members, committee alternates, and student representatives who fail to respect the confidentiality of discussions and/or materials may be asked to leave the committee.*

**4. Committee Consultants and Guests**
The systemwide Senate typically asks one or more Office of the President (UCOP) staff to serve as consultants on each of its committees. These individuals have expertise in the relevant areas of committee work and advise members on policy issues as needed. They are authorized by their department heads and approved by the committee chair and Council chair to consult with the committee on University matters. UCOP consultants (and occasional guests) are valuable resources for Senate committees. However, they are not required to attend every meeting or be present during the entire meeting.

UCOP consultants are responsible for any expense associated with meeting attendance. A committee chair may add or change a UCOP consultant by submitting an email request to the Academic Council chair. Approved requests are then submitted to the relevant UCOP department head. Finally, committees may ask consultants to leave a meeting for any reason.
5. Committee Analysts
Committee analysts serve as liaisons between the standing committee chairs and the Academic Council chair and vice chair, the systemwide executive director and assistant director, UCOP consultants, and other UCOP staff. The analysts keep abreast of issues that fall within the charge of their respective committees; suggest agenda items; draft agendas; recommend and schedule consultant sessions; record and draft meeting minutes; follow up on action items; write up committee recommendations, policy statements, and annual reports; and advise their committees on the proper vetting of proposals (as outlined in systemwide policy). Systemwide analysts also serve as liaisons to the analysts of corresponding divisional committees and maintain a listserv for the analysts to ask questions and share information. Divisional Senate offices are expected to inform the analysts about staffing changes.

6. Official Committee Communication

Communicating with the Regents
According to Regents Bylaws, the Academic Senate may only use a formal Memorial to address the Board of Regents directly on matters pertaining to the conduct and welfare of the University. Only the Senate chair and vice chair may contact the Regents directly regarding committee or Senate business.

Communicating with UCOP Senior Management and UCOP Administrators
A committee may communicate with members of the UCOP senior management group or other UCOP administrators who are on its approved list of consultants. The committee may add consultants to this list or invite other UCOP staff to meetings as guests with the prior approval of the Council chair. Unless otherwise specified in the Senate Bylaws, committees usually convey advice to the President and other senior managers formally only through the Academic Council.

Communicating with Divisional Committee Chairs
Chairs of special or standing committees should communicate directly with one another and with their corresponding divisional committee chairs on policy matters. Formal requests for action, however, must go through the Council chair.

7. Committee Business

Systemwide Perspective
UC Academic Senate committees are encouraged to approach issues from a systemwide perspective and act in the best interest of the University as a whole. A range of information presented to committees as well as divisional deliberations shared by members inform committee discussions, votes, and recommendations. Members should refrain from advocating specifically for their campus in favor of collective considerations. They also should not unduly delay committee progress on issues due to lack of response or input from their respective campuses. Finally, for any recommendation that requires final action beyond the committee, members who disagree with the majority opinion may append a minority report.
Systemwide Senate Review Process
When the Academic Council chair receives a request for a Senate review, the item is posted to the Academic Senate’s website with a requested due date. Each committee determines whether it wishes to opine. After comments are submitted, the Academic Council discusses the Senate division and committee responses and determines next steps. In most cases, the Council chair will prepare an official response to submit on behalf of the Academic Senate. All letters are posted on the “Reports and Recommendations” section of the systemwide Academic Senate website.

A committee may also request that the Academic Council initiate a systemwide review of a report, a proposed set of principles or recommendations, or another document created by a committee or one of its task forces that it believes would be of general interest to the faculty or have broad policy implications for the campuses and/or Academic Senate.

Bylaw Change Request
A committee may request a revision to a systemwide Senate regulation or bylaw. Such changes normally require the approval of both the Academic Council and the Assembly, following a 90-day systemwide Senate review. The Council usually vets requests prior to their circulation for systemwide review. Prior to final Assembly consideration, UCRJ should opine on whether the proposed change is consistent with the Code of the Academic Senate.1 A committee requesting Senate review of a proposed change to a regulation or bylaw should include a justification for the change and a redline clearly indicating proposed changes to the text.

Distribution of Agendas and Committee Documents
Distribution of committee agendas, draft minutes, and in-progress documents is done via email and is restricted to committee members (including ex officio), student representatives, approved consultants, and other specified agenda recipients. The committee chair, in consultation with the Council chair, must approve any exception to these distribution rules.

Minutes and Recordings of Meetings
Following a meeting, the committee analyst completes and submits to the committee chair a list of action items or set of draft minutes. These should be provided in a reasonable timeframe—typically a week—to move pending items forward and to prepare for the next meeting. The committee chair should review and correct draft minutes as soon as they are available but no later than two weeks under normal circumstances. It is the responsibility of the committee chair to review the minutes and attest to their accuracy. Analysts may record meetings and use other tools to aid in accurately drafting minutes. Recordings are routinely deleted once the meeting minutes are approved. Meeting participants should not use technology tools to record or transcribe meetings.

Executive Session and Confidentiality
Committee chairs are encouraged to designate time on each meeting agenda for closed (“executive”) session. By majority vote, committees may call an executive session at any point during a meeting. Consultants, guests, and student representatives may participate in an

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1 The Code of the Academic Senate comprises the Manual of the Academic Senate and the manuals of its Divisions. [https://senate.universityofcalifornia.edu/bylaws-regulations](https://senate.universityofcalifornia.edu/bylaws-regulations)
executive session only by the express invitation of the committee. Proceedings of these sessions are not recorded or included in the minutes, although action items may be noted.

When confidential discussions occur or confidential documents are circulated, the committee chair must ensure that members, consultants, guests, and student representatives understand the prohibition on sharing the information with their constituents or anyone else outside of the meeting. All committee agendas, email correspondence, working papers, and resource documents are assumed to be privileged materials for the sole use of the intended recipients unless otherwise stated. Unless a document has already been circulated widely (e.g., a proposal or report undergoing systemwide review), any distribution to others is strictly prohibited. Committee members must recuse themselves from any potential conflicts.

A committee member who fails to respect the confidentiality of discussions and/or materials may be asked to leave the committee.

8. Sub-Committees and Task Forces
Committees may allocate some of their approved meeting time for separate task force or subcommittee gatherings. Given additional costs, the formation of a subcommittee or task force that requires participants to meet in-person must be approved by the Academic Council chair. The committee chair should route the request through the executive director with the group’s proposed charge and an estimate of the resources needed to support its work.

In accordance with Senate Bylaw 128.1, a standing committee of the Assembly may appoint one or more subcommittees or task forces, 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.

9. Systemwide Senate Office
The staff at the systemwide Senate office supports the Academic Council chair and vice chair and the systemwide committees. The Senate executive director and assistant director are the chief administrative officers of the Senate and the main policy consultants for the Assembly, the Academic Council, and special/standing committees. They lead the Senate staff in providing administrative and analytical support for the Senate chair and vice chair, and are responsible for oversight of the Senate budget. The systemwide Senate office ensures that committees have resources to function effectively. The Senate’s executive assistant and committee assistant field questions on travel and expense reimbursement, maintain a database of faculty who have served at the system level, manage calendars for the Academic Council chair and vice chair, schedule meeting rooms, arrange for food and other logistics, resolve minor IT/email/phone problems for other staff members, and more.

10. Effective Partnerships Between Committee Chair, Vice Chair, and Analyst
At the start of the academic year, analysts and committee chairs should schedule an orientation call to review needs and expectations for the year, clarify how the analyst can be a partner to the chair, and ensure that communication preferences are clear and agreed upon (for example, communication over email versus phone or remote conference service). The conversation might be scheduled late in the academic year to include the outgoing committee chair to help clarify continuing business and priorities among outgoing and incoming leadership.
Committee chairs and analysts should schedule regular agenda planning calls between committee meetings, and/or a debriefing call after each meeting. Such conversations may also occur over email, according to the preference of the chair or vice chair; however, a phone or video call may be more effective.

The committee analyst should normally copy the committee vice chair when sending any correspondence or draft agendas to the chair. In addition, the committee chair and vice chair should include each other and the analyst on correspondence.

11. Logistics

Academic Senate Committee Meeting Schedule
A schedule of meetings for the Assembly, Academic Council, standing committees and task forces is posted on the Senate’s website. Each committee is approved to meet a specified number of times during the academic year. For some committees, meetings are set on certain days of the month. Committee chairs may ask to change a meeting date that conflicts with previously scheduled engagements, and staff will try to accommodate these requests. Meetings are generally scheduled Monday through Friday (excluding holidays) between 10:00 am and 4:00 pm.

Required in-Person Meeting Length
Per UC policy, in-person meetings must last a minimum of five hours to justify the significant cost of convening. Committee chairs should use videoconferencing or teleconferencing services for meetings of shorter duration and may also do so for meetings of longer duration. To meet policy requirements and to cover all agenda items, committees schedule working lunches.

Meeting Venues and Logistics
Most meetings are held via videoconference. With some exceptions, in-person Senate meetings are held at UCOP in Oakland. Other local venues are used if space is unavailable at UCOP. Dietary and other special needs of committee members should be conveyed to the committee analyst.

Eliminating or Adding Meetings
Committees are not required to use all designated meeting dates. In consultation with the committee analyst, a committee chair may cancel a meeting if there is not sufficient business. When a decision is made to cancel a meeting, the analyst should immediately notify members, consultants, other participants, and the executive director. If a committee chair wishes to add one or more meetings to the approved number during the academic year, s/he must submit a written request through the executive director to the Council chair justifying the need for additional meeting(s).

Identifying Committee Leadership
In February, UCOC will begin to identify potential committee leaders for the next academic year. UCOC liaisons contact the committee chair and analyst for input into candidates and then contact potential vice chairs. Committee leaders should begin preparing in February to think about committee leadership for the following year. Committee chairs and vice chairs are usually confirmed in June.
Senate Travel, Expenses, and Reimbursement
The Academic Council does not have a travel/entertainment account. Please refer to the Senate website for details about University/Senate policy governing reimbursement.

Exceptional Costs / Unapproved Costs
The Senate will not reimburse expenses unless they have been explicitly pre-approved by the executive director. If a committee believes it requires additional resources to fulfill its charge, the chair submits an estimate of additional funds needed and details on their intended use.

Contact Information:
Academic Senate
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1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200
Phone: (510) 987-9143

Systemwide Senate Website: http://senate.universityofcalifornia.edu/
Staff Contact Information: http://senate.universityofcalifornia.edu/contact-us/
Divisional Senate Offices: http://senate.universityofcalifornia.edu/resources/divisional-sites.html
SYSTEMWIDE SENATE WEBSITE POSTING POLICY

Committees are required to post:

1. Simplified agendas. These include only the titles of agenda items.
   • Supporting documents may be posted at the discretion of the committee chair.
   • Explanatory agenda notes are not to be included.

2. Final, committee-approved minutes.

3. At its discretion, the committee may post final committee reports, resolutions,
   recommendations, etc. These include:
   • Documents that have been approved or officially received by the Academic Council
     (also available on the “Reports and Recommendations” page of the Senate website);
   • Documents that are under current systemwide review (also available on the “Issues
     Under Review” page of the Senate website); or
   • Documents that have been approved by the committee, but that have not been
     considered or endorsed by the Academic Council. Such documents must have a
     disclaimer attached (see below) that clearly refutes any endorsement by the Council.

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