

SENATE ORIENTATION

August 16, 2021



WELCOME

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Chair of the Faculty Senate

Management Department

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AGENDA

- Powers and functions of the Faculty Senate
- Functions of the Senate Office
- Conduct of Meetings
- Staying up to date
- Parliamentary Process of the Senate
- Steering Committee and Key Committees
- The Year Ahead, Discussion

Legislative Authority of the Faculty Senate

- Standards of admission
- Registration
- Requirements for and the granting of earned degrees
- Curriculum
- Instruction
- Research
- Extracurricular activities
- Discipline of students
- Educational policies and standards of the university
- All other matters pertaining to the conduct of faculty affairs, including the discipline of their own members.

Governing Bodies

- **General Faculty**
 - Voting general faculty includes: president, provost, deans and all full-time faculty, except Schools of Medicine
 - Officers: President is Chair and the Faculty Senate Secretary is Secretary
 - Final authority on Faculty Manual
- **Senate**
 - 1 senator for every 10 faculty members, 3 from schools of medicine
 - Remaining legislative authority although some are delegate to standing faculty committees)
- **Standing faculty committees**
 - Staffed by but not drawn from the Faculty Senate
 - Answer the call the in the fall!
 - Meeting schedule part of the agenda of Senate meetings
- **Special advisory committees staffed by the Provost's office (some may require Senate consent)**

STANDING COMMITTEES

- Committee On Academic Responsibility
- Committee On Admissions
- Faculty Advisory Committee
- University Athletics Advisory Committee
- Bookstores Committee
- Faculty Budget Committee
- Committee On Curricula And Courses
- Faculty Grievance Committee
- Committee On Honorary Degrees
- Faculty Senate Information Technology Committee
- Committee On Instructional Development
- Intellectual Property Committee
- Committee On Libraries
- Committee On Professional Conduct
- Committee On Scholastic Standards And Petitions
- University Committee On Tenure And Promotions
- Tenure Review Board
- Faculty Welfare Committee

FUNCTIONS OF THE SENATE OFFICE

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

Administrative Coordinator:
Elizabeth Meade

Thomas Cooper Library,
Room L418

(803) 777-6073

faculty.senate@sc.edu

CONDUCT OF MEETINGS

- Senators should plan to attend all meetings
 - Voting requires physical presence at the site of the meeting.
 - Departments/units must notify the Senate office in advance of the meeting if a substitute for an elected Senator will be present.
- However, an exception is made for public health or safety, as determined by the Senate Steering Committee. (FM, p. 12)
 - Senate Steering has voted for virtual meetings this fall via blackboard
 - Spring TBD but hope to be Face to face

CONDUCT OF MEETINGS – CONT'D

- Virtual Meetings
 - Senators must sign in via Blackboard Senate site to be able to vote and use the chat
 - Raise your “hand” to be recognized
 - Motions must be presented orally, not in chat
 - Senators must identify themselves when they speak.
- Committee call for nomination will be coming soon!

Keeping Up to Date

- **Senate Blackboard Site**
 - Always access meetings through this site!!
- **Faculty Senate Website**
 - Meeting schedule – generally first Wednesday of the month
 - Minutes
 - Resolutions
 - Senators and committees

Introduction to Parliamentary Process

UofSC SC Faculty Senate

Presented By
Bill Sudduth

with additional credit to
Eli Mina Consulting

Governing Documents of the UofSC Faculty Senate

Faculty Manual – University of South Carolina Columbia – June 25, 2021
Bylaws of the Faculty Senate (Appendix II, pp. 69-75)
Standing Rules of the Faculty Senate (Appendix III, pp. 76-79)
Robert's Rules of Order, Newly Revised 12th edition, 2020

The **OFEEDS** Formula

Oder

Focus: on current agenda item, on core mandate

Efficiency: per agenda item, per person

Equality: for fairness & informed voting

Decorum

Safe Meeting Environment

Meeting Etiquette

- Arrive promptly
- Obtain the floor by being recognized by the chair by standing or raising your hand
- Introduce yourself (each time you obtain the floor)
 - Name and Department
- If recognized, the chair will ask you to state your business
 - Introduce a motion/resolution
- The chair will call for a second and then restate the motion/resolution

Main Motions or Resolutions

A Main Motion is a motion whose introduction brings business before the assembly; such a motion can only be made while no other motion is pending.

RONR 10:1

Should be concise, unambiguous, complete, in writing

Should be submitted in advance of the meeting

Motions

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

Motions, p. 2

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

Motions, p. 3

- All motions must have a second
 - The “seconder” does not have to be identified in the minutes
- Exceptions
 - Reports from standing committees
 - Requests of the chair
 - Point of order
 - Parliamentary inquiry
 - Withdraw a motion
 - Divide the question
 - Division of the assembly
 - Question of privilege

Debate

- Begins once the motion has been stated by the chair – NOT after it has been seconded
- Once the chair has stated the motion it is before the assembly for debate
- Members are allowed to address an issue twice for a total of 10 minutes
- Debate should alternate between pro and con presentations of the motion

Recognition of Members During Debate

- Person presenting the motion speaks first and is usually allowed the last opportunity to speak on the motion
- Person not already spoken has a prior claim over a person that has spoken
- Presiding officer/chair should alternate between opposing views
- Presiding officer/chair has the responsibility of controlling and expediting debate
- Multiple part questions or colloquy should be avoided – this limits access to the floor to other members of the assembly
 - Can be disallowed by the chair if considered dilatory
- Each member may speak twice on a topic for no more than 10 minutes. (RONR 43:8) This can be altered through
 - Unanimous consent
 - Limit or Extend Limits of Debate (RONR 14 and 15)

Closing Debate

- Most times debate ends naturally, and the chair will ask for unanimous consent to proceed to a vote
- Debate can be closed by an individual seeking recognition, obtains the floor, and calls for the motion – “Previous Question” aka “call the question” or “question” either which may or may not be recognized by the chair
- “Previous Question”
 - NOT Debatable
 - NOT Amendable
 - Requires a 2/3 vote in favor
 - Vote on the amendment/motion that is currently before the assembly
- “Previous Question” can be superseded by the following motions
 - Lay on the Table, Call for Orders of the Day, Raise a Question of Privilege,
 - Recess, Adjourn, Fix the Time to Which to Adjourn

Processing Main Motions

1. Member is recognized and says: “*I move that ____.*”
2. Another member seconds the motion: “*Second!*”



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



4. Debate, amendments
5. When debate ends, the Chair takes a vote
6. Chair announces the result

Unanimous Consent

- a. Routine, non-controversial decisions
- b. Agenda approval & some amendments
- c. Recess, adjournment
- d. Ending the debate on a proposal

Amending RONR 12:7(1)

- When applied to a main motion; takes precedence over the main motion (RONR 12:7,1.a)
- When applied to other than a main motion it takes precedence over the motion it intends to amend (RONR 12:7,1.b)
 - However, it does yield to the following motions
Amend, Limit or Extend Limits of Debate, Previous Question
- Note amend can be used only on the main motion (creating a primary amendment) and on a primary amendment (creating a secondary amendment) – tertiary amendments are not allowable

Amending, part 2

RONR 12:7(2)

- Can be applied to any main motion
- Can be applied to any incidental motion that can be amended
- Can be applied to any motion that has a variable factor like time or duration of a process
- Can not have the following motions applied to it: Commit, Postpone Definitely, or Lay on the Table – see RONR 12:7-2

Amending, part 3 – RONR 12:7(3-8)

- Is out of order when another has the floor
- Must be seconded
- Is debatable whenever the motion it's attached to is debatable
- Generally is amendable
 - Secondary amendment can not be amended
- Requires a majority vote
- Can be reconsidered

Voting Issues

What is `a majority'? Is it `50% plus 1

Does a tie vote mean we're stuck?

How are abstentions counted?

No see RONR 4:35 and 45:3

What happens when someone 'calls the question'? RONR 16:5 (1-8)

Individual must have the floor; you can not just yell "question"

Formally "I move the Previous Questions"

Motion is not debateable

Requires a 2/3 vote to close debate

Points of Order

RONR 23:2

- Takes precedence over any pending question
- Can be applied to any breach of assembly's rules
- Is in order when another has the floor
- Does not require a second
- Not debateable
- Not amendable
- No vote – chair rules unless appealed
- Can not be reconsidered

Is a Quest for Perfection Advisable?

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

Processing Amendments

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

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

The amendment is then debated and voted on.

After the Amendment is Voted on

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

Or:

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

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

Bylaws and Rules

Bylaws of the Faculty Senate

(Faculty Manual, Appendix II, pp. 69-75)

Standing Rules of the Faculty Senate (Faculty Manual, Appendix III, pp. 76-79)

Bylaws – Form and function of the organization

Rules – Specific to the organization; precedence over adopted parliamentary authority

For example, Rule III – Conduct of Electronic Meetings (pp. 76-77)

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

*“Common sense is the least common of
all the senses...”*

Key Committees

STEERING COMMITTEE

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

Steering Committee Members

- Andrea Henderson, FACULTY WELFARE Sociology
- Liam Hein, FACTULY ADVISORY College Of Nursing
- Gregory Niehaus, BUDGET Finance
- Chun-hui Miao, IT cochair Economics
- Scott Phinney, IT co-chair Cataloging
- Matthew Miller, ADMISSIONS Mathematics
- Celeste Caulder, SCH STAND & PET Clinical Pharm And Outcome Sci
- Stacy Winchester, C&C Library Digital Resources
- Robert Mullen, UCTP, Civil And Env Engineering
- Vacant, Chair of University Athletic Committee
- Sheryl Mitchell, co-chair FACULTY WELFARE, College Of Nursing,

ADMISSIONS

- Chair: **Matthew Miller, Chair**, Mathematics (2022)
- “shall consider policies on undergraduate entrance examinations, admissions, and readmissions and may recommend changes in policy to the Faculty Senate. To assure conformity with undergraduate admissions policies, the committee may review policies and changes proposed by faculties of the various academic units. The committee shall act on appeals of applicants for admission who fail to fulfill established standards of admission or readmission.

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

COMMITTEE ON CURRICULA AND COURSES

Stacy Winchester, Chair, Library Digital Resources (2023)

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

FACULTY ADVISORY COMMITTEE

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

FACULTY BUDGET COMMITTEE

- Chair: Greg Niehaus, Finance
- “This committee will serve as a liaison between the university administration and the university faculty (through the Faculty Senate) on matters pertaining to the university budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the university budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee will have input into university budget policy in two ways. First, the chair of the Faculty Budget Committee, two other elected members, and the chair of the Faculty Senate will be welcomed to attend the president’s budget hearings. Second, members of the committee will represent the faculty on any permanent committee that may be established by the administration as part of the university-wide budget review process.”

FACULTY WELFARE COMMITTEE

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

SCHOLASTIC STANDARDS AND PETITIONS

Chair: Celeste Caulder, Chair, Clinical Pharm And Outcome Sci (2022)

“shall consider matters concerning university academic requirements, standards, policies, and practices. It shall review changes proposed by colleges and shall make recommendations to the appropriate faculty or the Faculty Senate. Decisions of a college committee concerning academic regulations may be appealed to the university committee by either the student involved or the dean of the college. Grounds for appeals shall be limited to a contention that a university academic regulation was misinterpreted or that the college committee hearing was fundamentally unfair. The appealing party shall describe in writing the basis for the appeal and shall provide available supporting information. If the committee considers an appeal, it may confirm the decision of the college committee, return the case to the college for reconsideration, or under exceptional circumstances reverse the decision of the college committee in matters involving the interpretation of university regulations. In addition to the six elected faculty members, there shall be two student members. The director of admissions and the registrar, or representatives of those offices, shall serve as ex officio members.”

FACULTY SENATE IT COMMITTEE

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

UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS

Chair: Robert Mullen, Chair, Civil And Env Engineering (2022)

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

INSTRUCTIONAL DEVELOPMENT

Chair: Ramy Harik, Mechanical Engineering

This committee will initiate studies and make recommendations to the faculty and administration to enhance the practice and status of teaching. It will review and initiate as necessary policies governing: the approval of new courses and curricula; general education requirements; co-10curricular activities; as well as student evaluation and faculty assessment of instruction. In addition, the committee will coordinate instructional innovation efforts with such bodies as may be established administratively or by the faculty for such purposes, to include innovation efforts with respect to learning spaces and instructional technology

THE COMING YEAR

- Professional Conduct
- Freedom of Expression
- Sustainability
- Digital Accessibility
- Online initiatives
- Carolina Core

THANK YOU