

Faculty Senate Operations Manual

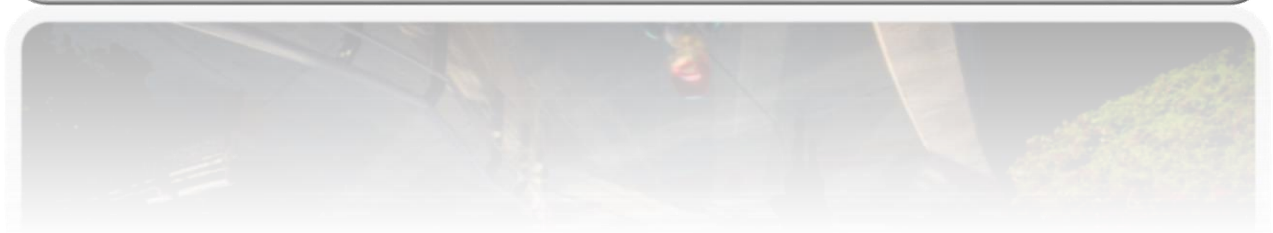
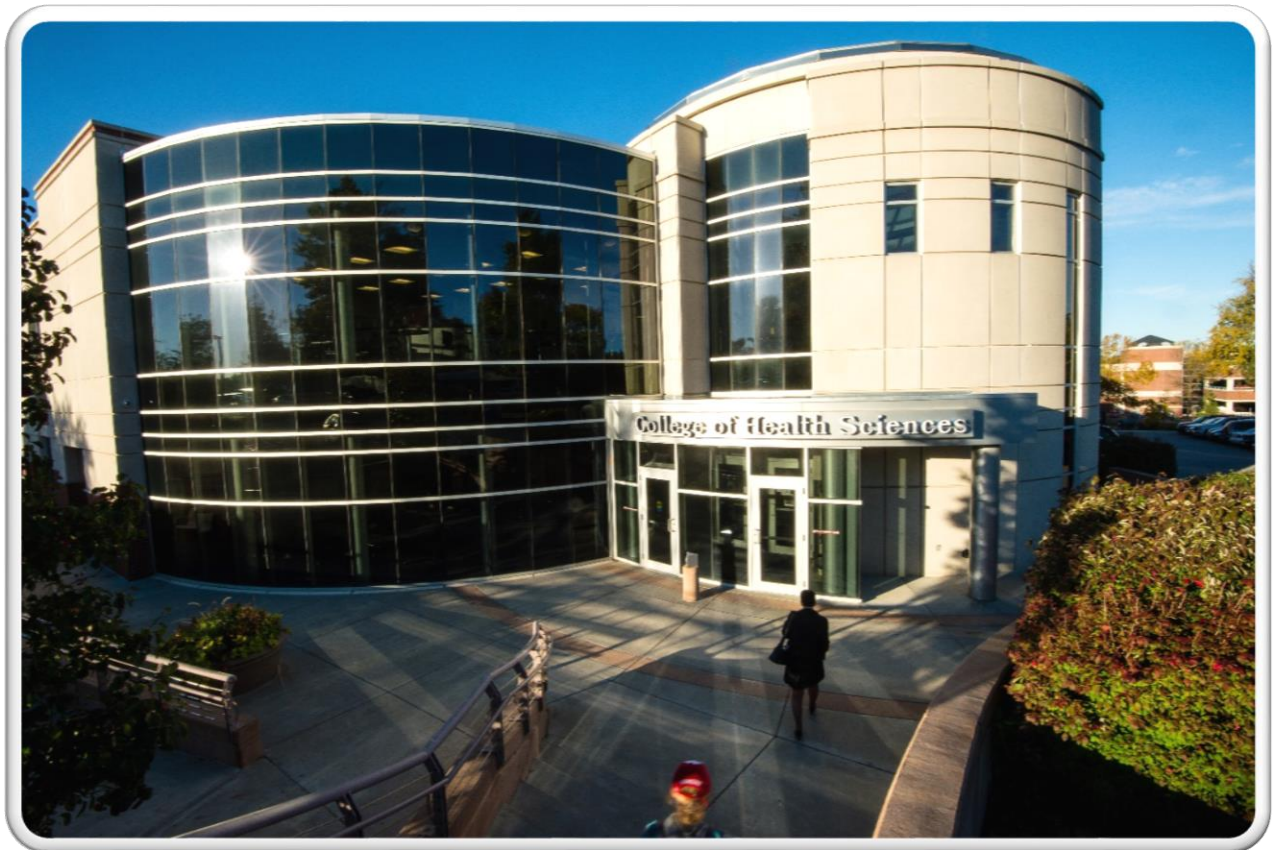


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Email Votes Documentation

1. Conduct the email vote according to Robert's Rules of Order (first motion/section motion/discussion/call for vote).
2. Allow an appropriate period of time for discussion prior to calling for a vote.
3. In the next regularly scheduled committee meeting, document the email vote in the minutes including:
 - a. Name of individual who made first motion.
 - b. Name of individual who made second motion.
 - c. Summary of the discussion.
 - d. Outcome of vote

Secretary Preparation and Storage of Minutes

Template

1. All minutes must be transcribed using the *Minutes Template* that follows this procedure.

Monthly Meeting Minutes Audit

1. Minutes will be audited for the following items prior to their approval:
 - a. Attachments
 - b. Approved template
 - c. Date/time
 - d. Members present/absent
 - e. Minutes audit
 - f. Minutes approval
 - g. Email votes and discussion if applicable
 - h. Topics
 - i. Adjournment

Transcription and Storage/Archiving of Minutes

1. Minutes are to be transcribed and distributed within 10 days by the committee secretary.
2. A draft of the transcribed minutes will be stored in a "Draft Minutes" folder located on the pdrive for each appropriate committee.
3. **After committee approval** of minutes they will be archived using the following process:
 - Print or email the **signed** minutes **and** attachments.
 - Deliver both the minutes and attachments to the Administrative Assistant.
 - The Administrative Assistant will scan or save the minutes/attachments and convert them into a searchable document.
 - The searchable minutes will be archived on the pdrive in the "Minutes" folder.
 - The Administrative Assistant will send the original documents back to the author of the minutes.

Cancelled/No Monthly Meetings

1. In the event that there is no regularly scheduled monthly meeting or a meeting was cancelled, archive a set of Minutes for that date indicating the meeting did not occur. This will allow easy visualization that no minutes are missing from a series.

End of Semester Audit

1. The Chair and Secretary will ensure that all minutes for the academic year are archived by reviewing the committees Minutes folder at the end of the Fall and Spring semester

May Committee Meetings

1. All May committee meeting minutes will be approved via email vote prior to 10 month faculty leaving for the summer. This will ensure that the committee responsible for the items at the meeting also approves the content of the minutes.

Source: Faculty Senate Bylaws; Expectations of Faculty

Minutes Template

Bryan College of Health Sciences

Committee Name

Minutes

DATE AND TIME: A regular meeting of the ____ Committee was held on this date at this time in this room with this person presiding.

MEMBERS PRESENT:

MEMBERS ABSENT:

MINUTES AUDIT: Approved template and attachments included.

MINUTES APPROVAL: The minutes from (date) were approved or approved as corrected.

EMAIL VOTES: Vote and summary of discussion of applicable.

TOPIC: A description of the topic. *Discussion.* Summary of the discussion. If a document is being discussed it can be attached (copy attached). *Action.* What action was taken. Oftentimes this will be a vote or decision. If a vote was taken, include who made the motion, what the motion was, who seconded it, and whether or not the motion carried. *Implementation.* Who will follow-through on implementing the decision, how it will be implemented, who it needs to be communicated with, and when it will be implemented.

ADJOURNMENT: What time the meeting was adjourned. If there was a vote on adjournment include the motion, who seconded it, and whether or not the motion carried.

SUBMITTED BY,

Secretary's signature

SECRETARY

Use and Maintenance of Policy Grid

Definitions

- Policy Review:
- Policy Revision:

Timing of Policy Review

Policies and procedures for the college are reviewed two years after initial approval and every five years after that.

Organization of Review Process

- May: the Faculty Senate Chair, Faculty Senate Chair-elect, and Provost, shall meet to:
 - a. Direct policy review for next academic year.
 - b. Add new policies and procedures to the policy and procedure grid.
 - c. Update policy review dates on the policy and procedure grid.
 - d. Identify policies and procedure up for review in the following year.
- August: The Faculty Senate Chair, Faculty Senate Chair-elect, Provost collaborate to:
 - e. Provide policies and procedures for respective groups
- August: The Faculty Senate chair will place a “Read Only” copy of the current Policy and Procedure Grid Master List into the current year’s faculty senate folder.

Faculty Senate Policies

- Faculty Senate policies include those found in column C of the Policy and Procedure Grid Master List. Select the specific Standing Committee to view the policy list that is to be initiated by that committee.
- The Executive Committee of the Faculty Senate will direct policy and procedure review for shared policies within the Faculty Senate structure. The list for these policies is generated from column C of the Policy and Procedure Grid Master List. Select Faculty Senate and uncheck all other committees. This will generate a list of shared policies. Committees that share the policy can be identified in the row associated with each policy.
- The Faculty Senate Chair will collaborate with leadership for policies that are shared with committees outside of the Faculty Senate structure.

Process for Policy Review

- Committees will review each policy and procedure in all college documents where they are located (College Manual, Undergraduate Handbook, Graduate Catalog, etc). Policy locations are identified on the master list of the policy and procedure grid on the line associated with the policy name.
- Review of the policy should include feedback from those individuals responsible for implementation of the policy.
 - As per Faculty Senate Bylaws, standing committee Chairs shall communicate the need to review respective policies to Standing Committee members and plan for policy review

movement to begin at the level of Subcommittee recommendations, if applicable to policy content/publication locations.

Reporting of Policy Review

- Policy Review with No Revisions: The name of the policy and date of review are to be included on the monthly committee reports to faculty senate.
- Policy Review with Revisions: The name of the policy and date of review are to be included on the monthly committee reports to Faculty Senate. Revisions to the policy or procedure must follow the normal proposal routing process (see Proposal Procedure).
- The Faculty Senate Chair will provide the Administrative Assistant with a list of revised and/or reviewed policies and procedures (including date of review).

Recording of Policy Review

- The Administrative Assistant will:
 - a. Update the master copy of the Policy and Procedure grid located at P:\BCHS\SHARED\Policy_Procedure

Source: *Shared Governance Policy*

GRADUATE AND UNDERGRADUATE PROGRAM APPROVAL PROCESS

NEW & REVISED PROGRAMS OR COURSES

The following process should be applied when individuals or departments are proposing **new programs (major, minor, and certificates), tracks, and degree options.**

1. The individual initiating the proposal will meet with the Provost & Dean to present a needs assessment and curriculum information using the Curriculum or Program Change Form.
2. Upon Provost & Dean approval, the individual initiating the proposal will present the documentation to the appropriate departmental Curriculum subcommittee. The subcommittee will vote to move the proposal forward or not. Upon rejection, the proposal will be sent back to the individual for revisions.
3. Upon approval, the proposal documents will be sent to the standing committee of either Graduate or Undergraduate Studies for vote. Upon rejection, the proposal will be sent back to the subcommittee for revisions.
4. Upon approval, the proposal documents will be sent to faculty senate as a vote. The standing committee chair will report this to the Provost who will report the outcome to Leadership Council, thereby informing the President. The Provost will also request a vote from the Academic Affairs Committee of the Board.
5. The Provost will report the outcome of the Board vote to the individual proposing the new program who may then proceed with program development (upon Board approval).
6. Relevant curriculum information will be sent to the Registrar for course numbering and inclusion in the academic catalogs.

The following process will be applied when individuals or departments are proposing **revisions to current programs or program outcomes.**

1. The individual initiating the proposal will present documentation to the appropriate departmental Curriculum subcommittee including a needs assessment and curriculum information using the Curriculum or Program Change Form. The Provost & Dean will be informed that revision is being planned.
2. The subcommittee will vote to move the proposal forward or not. Upon rejection, the proposal will be sent back to the individual for revisions.
3. Upon approval, the proposal documents will be sent to the standing committee of either Graduate or Undergraduate Studies for vote. Upon rejection, the proposal will be sent back to the subcommittee for revisions.
4. Upon approval, the proposal documents will be sent to faculty senate as a report.
5. The Dean of the Program will report the revision to Leadership Council, thereby informing the President and Provost.
6. The Provost will report the revision to the Academic Affairs Committee of the Board.
7. Relevant curriculum information will be sent to the Registrar for course numbering and inclusion in the academic catalogs.

The following process will be applied when individuals or departments are proposing **new or significant revision to course description or course outcomes (change in intent)**.

1. The individual initiating the proposal should present it to the appropriate departmental Curriculum subcommittee and include a needs assessment using the Curriculum or Program Change Form.
2. The subcommittee will vote to move the proposal forward or not. Upon rejection, the proposal will be sent back to the individual for revisions.
3. Upon approval, the proposal documents will be sent to the standing committee of either Graduate or Undergraduate Studies for a report.
4. Upon approval, the proposal documents will be sent to faculty senate as a report.
5. The Dean of the Program will report the revision to Leadership Council, thereby informing the President and Provost.
6. Relevant curriculum information will be sent to the Registrar for course numbering and inclusion in the academic catalogs.

Minutes Submission Process

1. The committee/council **SECRETARY OR DESIGNATED INDIVIDUAL** should take minutes during the meeting.
2. Following the meeting, the **MINUTE TAKER** should forward the minutes to the committee/council for review and comments.
3. At the next meeting, the **COMMITTEE/COUNCIL CHAIR** should call for a vote to approve the minutes.
4. After approval, **THE MINUTE TAKER** should print the minutes and any attachments, sign, and submit to the administrative assistants for archiving.

Proposal Form Submission Process

1. All new or revised policies and procedures should be documented **ON THE APPROVED PROPOSAL FORM** which is found here:
<https://www.bryanhealthcollege.edu/app/files/public/3423/Faculty-Senate-Proposal-Form.docx>
2. After final vote of approval for the policy/procedure, the proposal form should be saved **BY THE INDIVIDUAL RESPONSIBLE FOR THE POLICY REVIEW** in the following folder for the academic year of review: P:\BCHS\SHARED\Policy_Procedure\Proposals_Template
3. **THE INDIVIDUAL RESPONSIBLE FOR THE POLICY REVIEW** will send an email that includes the link to the approved policy to the Administrative Assistant, Director of Student Services, Registrar, and/or Director of Admissions as identified on the proposal form.
4. **THE INDIVIDUAL MAKING THE CHANGES TO THE MANUALS, HANDBOOKS, AND/OR CATALOGS** will indicate completion on the saved proposal form.