

Academic Senate Orientation

AY25

Harriet W. Hopf, Senate President
Richard Preiss, Senate President–Elect
Shanti Deemyad, Past President
Paul Mogren, Senate Parliamentarian
Allyson Mower, Senate Policy Liaison
Jane Laird, Senate Secretary
Ally Rocks, Senate Program Manager

Agenda

- Introduction to the Senate (Harriet Hopf)
- History of the Senate (Allyson Mower & Paul Mogren)
- Shared Governance at the University of Utah (Harriet Hopf)
- Regulations & Policy (Allyson Hicks)
- Senate Structure and Processes (Harriet Hopf)
- Meeting Procedures for AY25 (Harriet Hopf)

Introduction to the Academic Senate

Academic Senate: 136 members

- 123 voting members
 - 102 TL and CL faculty (elected by college/unit)
 - 2 deans (elected by CAD)
 - 19 students (elected by students; 2 from ASUU)
- 6 non-voting officers
 - President, Past President, President-Elect (elected)
 - Senate Policy Liaison, Senate Parliamentarian (appointed)
 - Senate Secretary (staff)
- 7 ex officio, non-voting members
 - President, SVP (AA/HS), AVP for Faculty (AA/HS)
 - Staff Council President
 - University Academic Advisors Council Representative
 - <https://academic-senate.utah.edu/>



Academic Senate Presidential Succession, AY24 & AY25



Academic Senate, AY 24
Past, Present, and Future Academic Senate Presidents

First meeting: Monday, August 26, 3-5:30 pm (+)

Shared Governance

- **Joint responsibility** of faculty, administration, and governing boards to govern the university
 - Weight differs by *responsibility* and *expertise*
 - U of U adds the voice of students, deans, staff, and academic advisors
- **Faculty:** primary responsibility for curriculum, instruction, faculty status, research
 - Role in decision-making; President / Board of Trustees have final say
- **Administration:** institutional leadership, operations, communication
- **Governing Boards*:** decision-making authority, ensure financial resources and attention to mission(s)



*Board of Trustees and Utah Board of Higher Education

History of the Senate

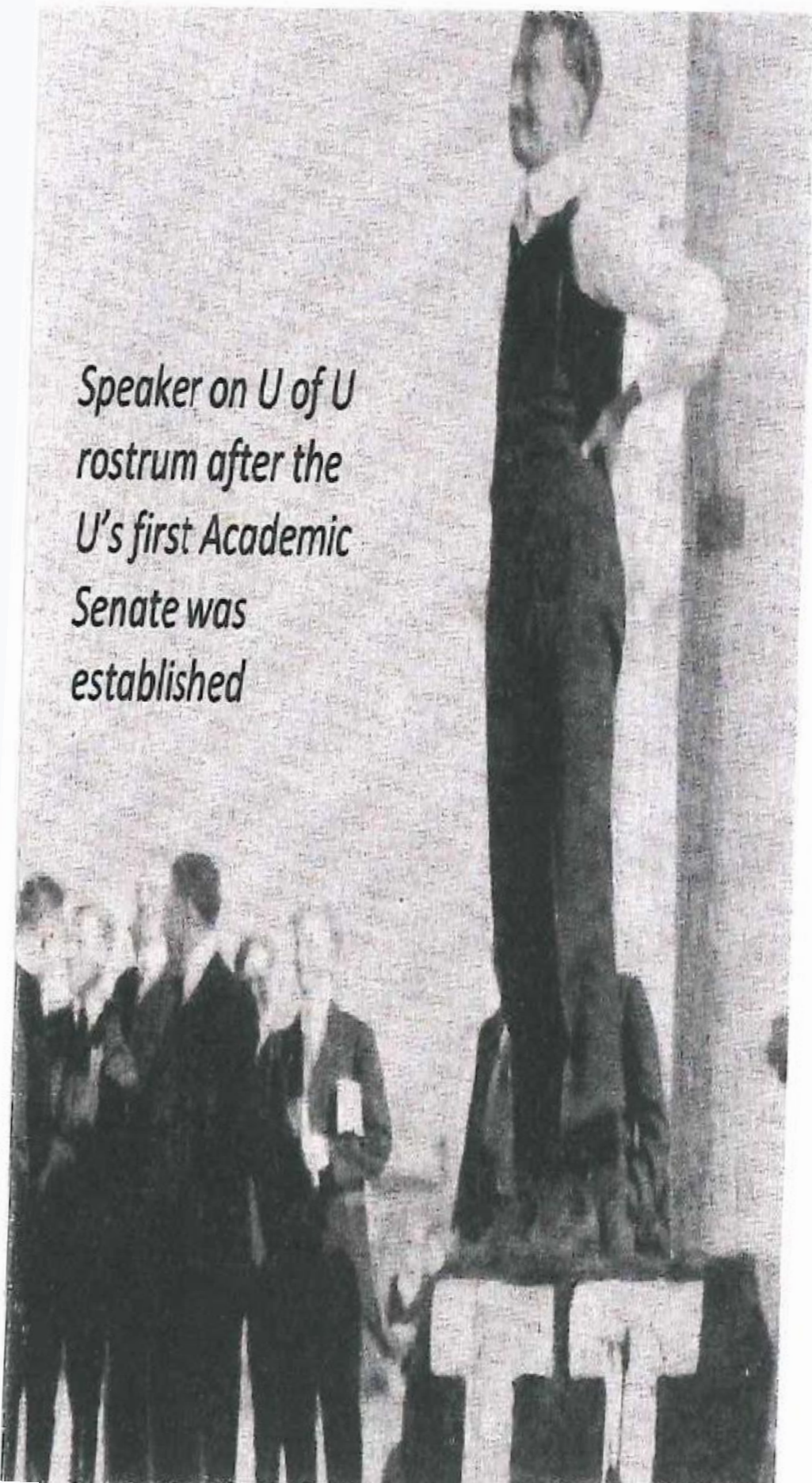
Allyson Mower & Paul Mogren

History of the Senate

- When Rights Clash: Origins of the University of Utah Academic Senate, 2014
 - By Allyson Mower & Paul Mogren (Marriott Library)
 - How the U came to have an Academic Senate
 - Guide to U of U's modern shared governance system.
<https://whenrightsclash.lib.utah.edu/>

History of Senate

- When Rights Clash:
- 100 Years Event
 - 1914 -2014.



*Speaker on U of U
rostrum after the
U's first Academic
Senate was
established*

**THE ACADEMIC SENATE
LEADERSHIP INVITES YOU**

to
COMMEMORATE

**100 Years of Shared
Governance**

*at the
University of Utah*

Thursday, October 23, 2014
Union Ballroom
4 pm to 6 pm

History of The University of Utah & Senate

- “University of the State of Deseret”(1849-1892)
 - Deseret General Assembly Ordinance 1849
 - Chancellor, 12 “Regents” approved by DG-Assembly
 - “Board of Regents/ Regency” powers as “Trustees”:
 - Employ “professors & teachers”
 - Make bylaws
 - Approve transactions– stock library
 - Establish branches throughout State of Deseret (higher & public ed)
??
- *Next= 1849 Ordinance, first Annual Catalogue 1868-69*

AN ORDINANCE incorporating the University of the State of Deseret.

Sec. 1. Be it ordained by the General Assembly of the State of Deseret: That a University is hereby instituted and incorporated, located at Great Salt Lake City, by the name and title of the University of the State of Deseret.

Sec. 2. The powers of the University shall be vested in a Chancellor and twelve Regents; the number of which Regents may be increased when necessary, who shall be chosen by the joint vote of both Houses of the General Assembly, and shall hold their office for the term of four years; and until their successors are qualified.

Sec. 3. The Chancellor shall be the chief executive officer of the University, and chairman of the Board of Regents.

Sec. 4. The Chancellor and Board of Regents are a body corporate, to sue and be sued; to act as Trustees of the University, to transact, or cause to be transacted, all business needful to the prosperity of the University in advancing all useful and fine arts and sciences; to select and procure lands; erect and purchase buildings; solicit donations; send agents abroad; receive subscriptions; purchase books, maps, charts, and all apparatus necessary for the most liberal endowment of any library, and scientific institution; employ professors and teachers; make by-laws, establish branches of the University throughout the State; and do all other things that fathers and guardians of the Institution ought to do.

Sec. 5. The Chancellor and Regents may appoint a Secretary, and define his duties.

HOLINESS TO THE LORD!



FIRST ANNUAL CATALOGUE

OF THE

Officers and Students

IN THE

UNIVERSITY OF DESERET.

FOR THE

ACADEMICAL YEAR 1868-9.

PRINTED AT THE
DESERET NEWS OFFICE, SALT LAKE CITY:
1869.

Chancellor and Board of Regents.

CHANCELLOR.
DANIEL H. WELLS.

BOARD OF REGENTS.

ISAAC GROO.
JOSEPH A. YOUNG.
ROBERT L. CAMPBELL.
HENRY I. DOREMUS.
SAMUEL W. RICHARDS.
GEORGE Q. CANNON.
GEORGE J. TAYLOR.
BRIGHAM YOUNG, JUN.
DAVID O. CALDER.
HENRY W. NAISBITT.
GEORGE REYNOLDS.
DAVID MCKENZIE.

Utah Division 10.2.12 g. 07513 M. III.

FACULTY.

JOHN R. PARK, M.D., PRESIDENT,
AND PROFESSOR OF NATURAL HISTORY AND CHEMISTRY.

ORSON PRATT, SEN., A.M.,
PROFESSOR OF MATHEMATICS, ASTRONOMY AND MORAL SCIENCE.

BERNHARD H. BERGMAN, A.M.,
PROFESSOR OF ANCIENT AND MODERN LANGUAGES AND
LITERATURE.

WILLIAM RIESS, PH. D.,
PROFESSOR OF ANALYTICAL CHEMISTRY AND METALLURGY.

LOUIS F. MONCH,
PROFESSOR OF GERMAN, DRAWING AND PENMANSHIP.

HARMAL PRATT,
PROFESSOR OF INSTRUMENTAL MUSIC.

W. D. JOHNSON,
ASST. INSTRUCTOR IN COMMERCIAL DEPARTMENT.

JOSEPH L. RAWLINS,
ASST. INSTRUCTOR IN PREPARATORY DEPARTMENT AND
MATHEMATICS.

VOLNEY KING,
INSTRUCTOR IN TELEGRAPHY.

M. H. HARDY,
INSTRUCTOR IN PHONOGRAPHY.

History of The University of Utah & Senate

Faculty Governance Timeline (U-Deseret & early UU)

- **1850:** First faculty hired by & “at will” of Regency
- **1885:** President organizes Faculty to help govern
- **1890:** Regency allows President to “select & recommend” faculty. Faculty draft bylaws.
- **1892:** Rename – “U of Utah” (in Utah Territory)
- **1893:** Faculty ranks, & right to petition on firings
- **1907:** Regency bans outside faculty employment
- **1910:** President bans professors from political office
- **1913:** Faculty petition to establish tenure

Next --- firings & resignations >> national news – AAUP !!

History of The University of Utah & Senate

Faculty Governance Timeline (early UU)

- **1915:** President fires 4 professors, 14 resign in protest
- National news - New AAUP's 1915 Inquiry
 - *Aftermath:*
 - Regents create Faculty Relations Committee; Faculty create Administrative Council (precursor to Faculty Senate) & first Appointments Committee
 - 1916: Tenure codified
 - **Faculty add student ASUU rep ex officio Administrative Council**

Next --- AAUP Report 1915, Faculty Relations Committee Roster

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THE AERICAN ASSOCIATION
OF UNIVERSITY PROFESSORS

REPORT
OF THE
COMMITTEE OF INQUIRY
ON CONDITIONS AT THE
UNIVERSITY OF UTAH

JULY, 1915

10 AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

spoken in a depreciatory way about the University before his classes, and that he has also spoken in a very uncomplimentary way about the administration.

The four following acts are therefore regarded by President Kingsbury as among the proper grounds for public charges, followed by dismissal: (a) "speaking in a very uncomplimentary way about the administration;" (b) "speaking very disrespectfully of the Chairman of the Board of Regents;" (c) "speaking in a depreciatory way of the University before classes;" (d) "working against the administration." The last mentioned charge appears to the Committee to be of a greater significance than the first three, and is dealt with separately below, under the head of "Truth of Principal Charge." With regard to the other three charges, the Committee has attempted to ascertain more precisely the nature and occasions of the expressions used by Messrs. Wise and Knowlton, which are set down by the President as reasons for dismissing these professors.

(a) President Kingsbury was asked to inform the Committee as to the nature of Mr. Wise's uncomplimentary references to the University administration, and to state whether these references were made in private conversation or on a public occasion. Dr. Kingsbury replies that the expressions complained of were "statements as to the unfitness of the President for his position;" and that "it is not claimed that the uncomplimentary references were made in public, but they were made freely and without reserve." Mr. Wise, however, states that he never categorically declared Dr. Kingsbury to be unfit for his position, though he has in private talk made criticisms of the President and of several of his official acts and policies. "In departmental matters," Mr. Wise writes, "I have frequently differed from Dr. Kingsbury. I have opposed the policy which regulated the number of teachers by the plans of the President of the University and not by the number of students to be helped. Another 'policy' I have fought is that of keeping Germanics and Romance in one department." Mr. Wise adds that once, in reply to a question



BOARD OF REGENTS.

WILLIAM W. RITER, Salt Lake City, term expires 1919.
WALDEMAR VAN COTT, Salt Lake City, term expires 1919.
ANTHON H. LUND, Salt Lake City, term expires 1919.
JOSEPH T. KINGSBURY, Salt Lake City, member *ex officio*.
RICHARD W. YOUNG, Salt Lake City, term expires 1917.
WILLIAM N. WILLIAMS, Salt Lake City, term expires 1917.
MRS. BELLE ANDERSON GEMMELL, Salt Lake City, term expires 1919.
WILLIAM W. ARMSTRONG, Salt Lake City, term expires 1919.
GEORGE W. MIDDLETON, Salt Lake City, term expires 1917.
HENRY H. ROLAPP, Salt Lake City, term expires 1919.
DAVID MATTSO, Salt Lake City, member *ex officio*.
GEORGE C. WHITMORE, Nephi, term expires 1917.
ERNEST BAMBERGER, Salt Lake City, term expires 1917.
NATHAN T. PORTER, Centerville, term expires 1917.

OFFICERS OF THE BOARD.

Chairman,
WILLIAM W. RITER.
Secretary,
DAVID R. ALLEN.
Treasurer,
EDGAR S. HILLS.

COMMITTEES OF THE BOARD.

Executive Committee:

RICHARD W. YOUNG, Chairman.
WALDEMAR VAN COTT WILLIAM W. ARMSTRONG
WILLIAM N. WILLIAMS ERNEST BAMBERGER

Faculty Relations Committee:

WALDEMAR VAN COTT, Chairman.
RICHARD W. YOUNG WILLIAM W. ARMSTRONG
WILLIAM N. WILLIAMS NATHAN T. PORTER

History of The University of Utah & Senate

Faculty Governance Timeline (post-WWII U of U to present)

- **1947**: Faculty Council replaces Administrative Council
- **1968**: Faculty Council voting rights of research faculty, & students
- **1970**: University Senate replaces Faculty Council. New college council system. Statewide= new USHE & Regents. UU Governance structure = State-wide Board of Regents, UU Institutional Council/Board of Trustees.
- **1987**: Academic Senate replaces U- Senate. Chair= Provost/VP-AA
- **1990-1994**: Senate leader changes from Provost/VP to appointed & then elected faculty member, Chair re-titled to “Senate President”
- **2014-2016**: Career-line faculty voting members Senate & Committees, & Presidency (joining Tenure-line, including Library Faculty). Staff & Academic Advisor reps as ex officio.

Next – Overview of Modern Senate, Committees, Process

Shared Governance at the U of U

Academic Decision-Making Structures (Policy 6-001)

Required path determined by regulations

- Department or “academic unit”
 - Faculty & committees
 - Department chair & leadership
- College
 - College Council & Committees
 - Dean & leadership
- University
 - Committees
 - Undergraduate & Graduate Councils, Council of Academic Deans
 - Academic Senate and Senate Committees
 - University Administration
- University of Utah Board of Trustees, Utah Board of Higher Education
- Other outside entities (e.g., accreditation)

Policy 6-002: The Academic Senate and Senate Committees: Structure, Functions, Procedures.

- “*Subject to the authority of the Utah Board of Higher Education and Board of Trustees, the Senate shall have power to act for the faculty* of the University in general, and act on behalf of the particular constituency groups of faculty, deans, and students eligible to elect the voting members of the Senate *in the areas specified* by applicable provisions of University Regulations.”
- “Senate powers include *acting on behalf of the faculty and students in all matters of educational policy, receiving reports and making recommendations, being informed of appointments and resignations of faculty members, responding to requests for advice on matters referred by the University President*, and through processes governed by Policy 1-001 *participating in adoption and revising of University Regulations.*”

Emphasis added

<https://regulations.utah.edu/academics/6-002.php>



Senate Structure and Processes

Harriet Hopf

Senate Responsibilities under Policy 6-001

- “The Senate shall have ***the power to act for the University faculty in all matters of educational policy***, including requirements for admissions, degrees, diplomas, certificates, and curricular matters involving relations between colleges or departments.”
 - “***the action of the Senate shall be effective without approval***, subject to the appellate power of the University faculty.”

Senate Responsibilities under Policy 6-001

Additional powers:

- “***to receive and consider reports*** from all faculty committees, councils, departments, divisions, schools, colleges, faculties, libraries, other academic units, and administrative officers, ***and to take appropriate action*** thereon within the scope of this authority;”
- “***to consider matters of professional interest and faculty welfare and to make recommendations to the University President*** and other administrative officers concerned;”
- “***to propose to the Board of Trustees amendments or additions to the University Regulations*** for the government of the University (through the process and under the terms of authority described in Policy 1-001 and Rule 1-001).”

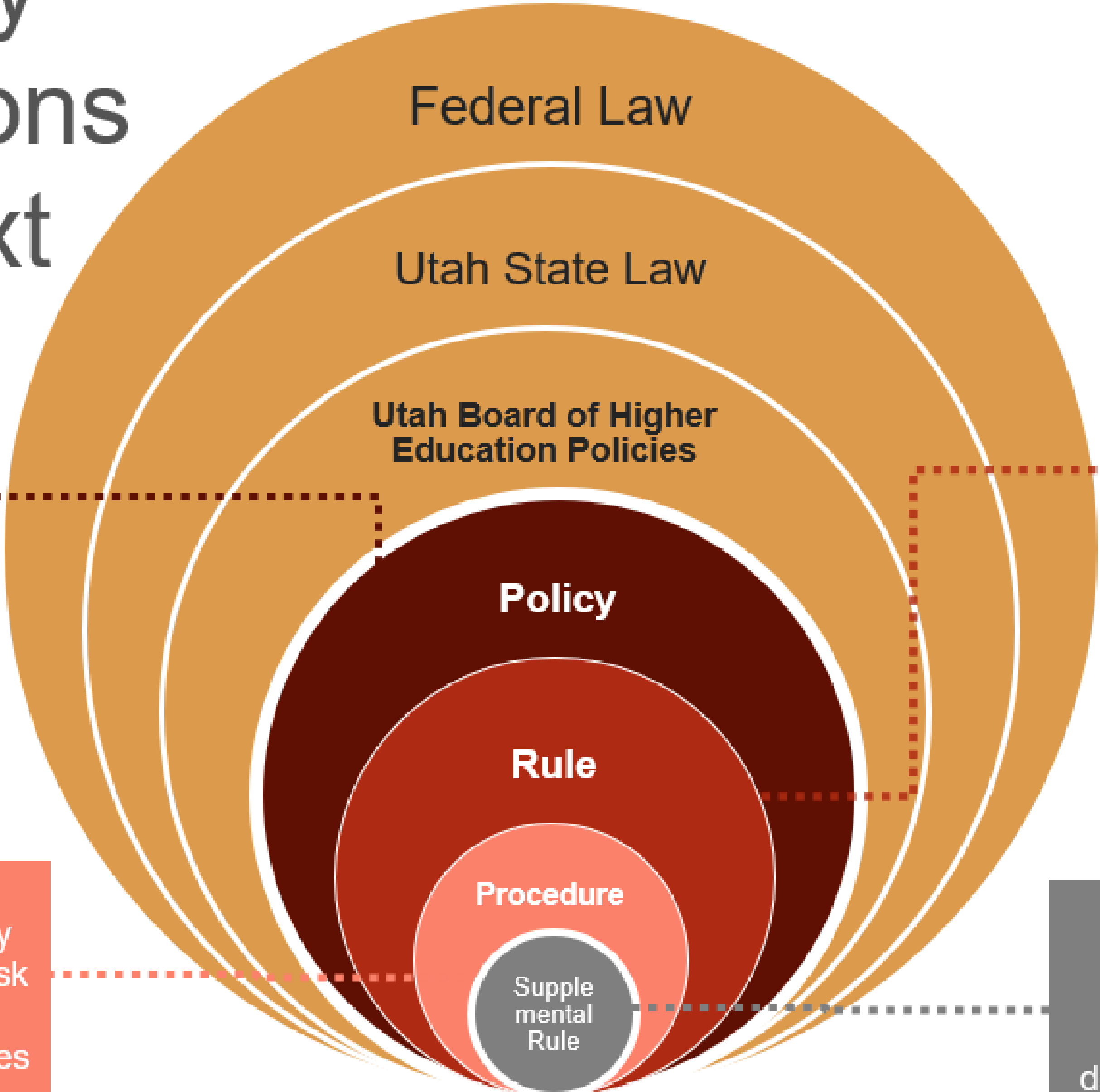
Senate Responsibilities under Policy 6-001

- “the University President shall *inform the Senate of proposed appointments and promotions* of faculty members. *Objections shall be referred to the Executive Committee* of the Senate for investigation and the report of the Executive Committee shall be transmitted to the University President.”
- “the University President shall also *inform the Senate of all faculty resignations*, any faculty member shall have the *right to request the review of any resignation*, and each request for such a review must be referred to the Senate Committee on Academic Freedom and Faculty Rights”
- “The *University President may refer to the Senate any matter* upon which the University President feels it would be *useful to have the advice* of that body.”

Understanding University Regulations

Allyson Hicks, Director, University Regulations

University Regulations in Context



A general statement addressing governance, philosophies, principles or broad concepts inherent in carrying out the missions of the University

Either a general statement governing University operations or may provide interpretive direction of a University policy

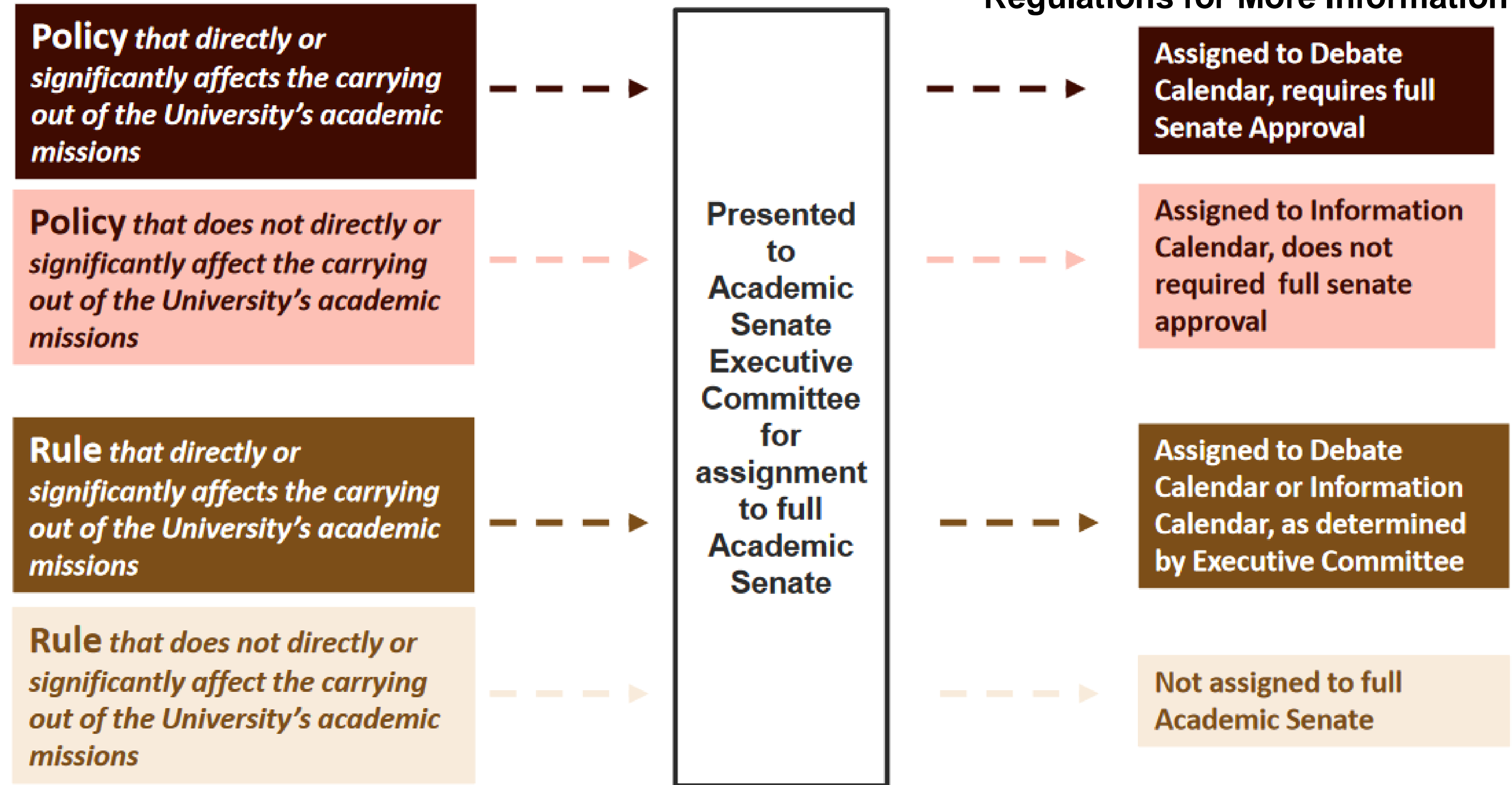
Establishes the steps necessary to appropriately and uniformly perform a task to carry out the external business or internal activities of the University

Regulations that apply only to a particular unit (i.e., college policies, department rule etc.)



Role of Academic Senate

See Guideline G1-001B: Shared Governance and University Regulations for More Information



Senate Committees

- Faculty members self-nominate through annual online process
- Senate Personnel and Elections Committee reviews and presents slate for approval by the Academic Senate
- Students are appointed by ASUU; staff are appointed by UUSC
- Ex officio members serve because of their role
- Senate President appoints committee chair(s) from committee members



SENATE ADVISORY
COMMITTEE ON ACADEMIC
POLICY

SACAP considers any
matter relating to
academic policy broadly
defined



Pedro Romero
Associate Professor
College of Engineering



SENATE ADVISORY
COMMITTEE ON IT

SACIT determines the impact of all
the proposals to the Strategic
Information Technology Committee
on academic mission of the U.



Phoebe B. McNeally
Research Professor
College of Social and Behavioral
Science

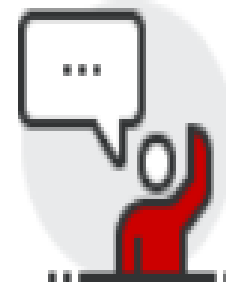


SENATE ADVISORY
COMMITTEE ON STUDENT,
FACULTY, AND STAFF
SUCCESS

SACAP provide leadership and
expertise in promoting student,
faculty, and staff success, and
serves as a forum for the exchange
of ideas



Ademuyiwa Aromolaran
Associate Professor
School of Medicine



SENATE ADVISORY
COMMITTEE ON STUDENT
COURSE FEEDBACK

Develops a standardized
“Student Course
Feedback Instrument”
and a standardized
“Course Feedback
Report” suitable for use in
all credit-bearing courses
at undergraduate and
graduate levels.



**Chair: Jess Tidswell, Health
Associate Professor
(Clinical)**



SENATE ADVISORY
COMMITTEE ON UNIVERSITY
STRATEGIC PLANNING

- **Collaborates with University administration, represent faculty views in academic and budget planning.**
- **Identify and address strategic issues to the Academic Senate**



**Shanti Deemyad
Academic Senate Past President
College of Science**



**SENATE FACULTY REVIEW
STANDARDS COMMITTEE**

Provides guidance to the Senate and University administration on faculty performance reviews and evaluation practices.



**Timothy Brusseau
College of Health
Professor and Chair**



**SENATE COMMITTEE ON
ACADEMIC FREEDOM AND
FACULTY RIGHTS**

SCAFFR informs the Academic Senate about academic freedom, faculty rights, and grievances

TBD



**SENATE PERSONNEL AND
ELECTIONS COMMITTEE**

Makes nominations for elections of members of standing committees of the Senate and other Senate committees



**Ken Monson
College of Engineering
Associate Professor**



**SENATE CONSOLIDATED
HEARING COMMITTEE**

SCHC reviews grievances and complaints involving University of Utah faculty members, including appeals related to RPT decisions.

**Hearing Panel Chairs appointed as
needed**

Senate Special Committees under 6-002

- “The Senate shall have the power to provide for the appointment or election of such special committees as in its discretion may be needed to serve the best interests of the University.”
 - Sometimes called Task Force or Ad Hoc Committee
- Senate Executive Committee proposes “membership structure and terms, functions, and period of existence” to the Senate
- Senate approves and issues a special charge
- Special committees provide a report to the Executive Committee (and Senate), often with a recommendation for action.

Recent Special Committees

- Free Speech on Campus (2024-2025)
- COVID-19 Special Committee (2020-2022)
- Student Role in RPT (2019-2020)
- Career-Line Faculty – parental leave benefit (2019)
- Centers, Institutes, and Bureaus #2 (2017)
- Honorary Degrees (2016)
- Campus Sexual Assault (2015-2016)
- Learning Outcomes Assessment (2015-2017)
- Safety of Minors (2015)

Academic Senate Executive Committee

- Responsibilities:
 - *Prepare the Academic Senate Agenda*
 - Report on activities to Senate at each meeting
 - Refer questions that stem from reports, committees, or the administration for consideration
 - Refer concerns to the appropriate committee
 - Recommend creation of special committees
 - “Act in behalf of the Senate on urgent matters which cannot wait for action by the Senate in regular sessions”
 - Can be reconsidered
 - Receive confidential committee reports of serious concern about a program, department, college, or other academic unit and bring to the attention of the cognizant vice president
 - Approve College Council Charters, 7 year reviews, and actions required by other regulations

Senate Processes

- Governed by Robert's Rules of Order (<https://robertsrules.com/>)
- Agenda is set by Executive Committee, referencing Policy 6-002
- Policies and proposals come to the Senate after a thorough review process defined by the pertinent regulation

Senate Agenda Sections (Calendars)

- Agenda (set by EC)
 - Minutes
 - EC Report
 - Consent Calendar
 - Report from Administration, ASUU, Staff Council
 - Intent Calendar
 - Debate Calendar
 - Information and Recommendations Calendar (with or without a presentation)
 - New Business (“should be submitted in writing to the President of the Senate by the Friday prior to a regular Senate meeting”)
 - Discussion
-
- Executive Committee determines placement, with reference to regulations, degree of controversy, academic significance, and workload
 - Senators can make a motion to change the calendar assignment at the Senate meeting

Consent Calendar

- Non-controversial items
- Less need for campus-wide awareness
- Faculty appointments report (notification)
- Way to streamline Senate meetings
 - Proposals are not presented– make sure you read them!

Intent Calendar

- For highly controversial proposals, where it is important that Senators have time to seek input from constituents; no vote
- Proposal is moves to the Debate calendar for a vote at the next scheduled meeting
 - Senators can make a motion to move items from the Intent to the Debate calendar so a vote can happen the same day
- Not often used, since most proposals are well-developed and reviewed by the time they get to the Senate.
- Make sure you read them so you are prepared!

Debate Calendar

- Items the EC determines deserve more discussion
- Items where campus-wide awareness is important
- Certain major items (new majors or programs, e.g.) are placed on the Debate calendar by regulation and practice
- Formal (brief!) presentation and opportunity for questions and discussion
- Read ahead of time on BoardDocs so you know what questions to ask!
 - And you don't ask questions answered by the written documents...

Information and Recommendations Calendar

- Items of particular interest are placed on the calendar with a presentation, giving the opportunity for discussion
 - Read these documents so you are prepared with questions!
- Most items are placed without discussion. Make sure you read them!

Expectations of Senators

- Attend all Senate meetings
 - Block the schedule on your calendar
 - Register when Jane sends the email 1 week ahead
- If you can't attend, work with Jane to identify a proxy
- Be prepared for Senate meetings
 - Read all documents in BoardDocs ahead of time
 - Formulate questions
- Bring the information back to your college, department, and colleagues
- Reach out to the Senate President with questions and concerns
 - Email: harriet.hopf@hsc.utah.edu
 - Senate President (in person/virtual) office hours coming soon!

BoardDocs

- The Senate agenda is available on the public page, which does not require a log in:
<https://go.boarddocs.com/ut/uutah/Board.nsf/vpublic?open>

201 Presidents Circle, Rm 201 | Salt Lake City, UT 84112 | 801.581-3088 The University of Utah

Board of Trustees

Board of Trustees
Council of Academic Deans
Health Choice
University of Utah Academic Senate

FEATURED MEETINGS

Monday, August 26, 2024
August 26, 2024 Academic Senate Meeting
University of Utah Academic Senate

Academic Senate Executive Committee Meeting
University of Utah Academic Senate

Documents

- University of Utah - Administrative contact list
- 2023 Meeting Schedule
- Bylaws

Board of Trustees

Meeting Agendas and Minutes

The University of Utah Board of Trustees meets regularly, in most cases monthly during the academic year. Meetings are held on the second Tuesday of each month. The location of each meeting will be announced in the agenda materials and posted on the Board's website no later than three business days prior to the meeting.

Meeting times may vary according to business needs. Generally, the Trustees will meet in an Open Meeting (public meeting) at approximately 9:00 a.m. Exact times will be announced and posted on the website no less than three business days prior to the actual meeting.

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BoardDocs

- The Senate agenda is available on the public page, which does not require a log in:
<https://go.boarddocs.com/ut/uutah/Board.nsf/vpublic?open>

1-3088 The University of Utah

FEATURED MEETINGS AGENDA

>

August 26, 2024 Academic Senate Meeting

Monday, August 26, 2024

Date: August 26, 2024
Time: 3:00 pm
Location: Zoom Online Meeting Platform

Register in advance for this meeting using the Zoom registration link emailed to you. After registering, you will receive a confirmation email containing information about joining the meeting.

University of Utah Academic Senate

[View the Agenda](#) [Download Agenda as PDF](#) [Print the Agenda](#)

BoardDocs

- The Senate agenda is available on the public page, which does not require a log in:
<https://go.boarddocs.com/ut/uutah/Board.nsf/vpublic?open>

The screenshot displays the BoardDocs interface. On the left is a sidebar with a search bar and a table of contents. The main content area on the right shows the details for the selected 'A. Agenda' item, including meeting information, category, subject, access level, and type. Below this, there are sections for 'Public Content' (with a file upload), 'Administrative Content', and 'Executive Content'.

Search Agenda

1. Call to Order

- A. Agenda** (selected)
- B. Senate Social Mon, Sep. 23, 3-5pm-Hosted by President Randall
- C. Senate Orientation Slides and Recording Link
- D. Senate 2024-25 Meeting Schedule

2. Minutes

- A. April 29, 2024

3. Request for New Business

4. Executive Committee Report

- A. Provisional Summer Authority Actions

5. Consent Calendar

- A. Faculty Appointments Report
- B. Program Change: Diplomacy
- C. Name Change: Department of Sociology and Criminology

6. Special Order: Annual Appointments for Senate

Agenda Item Details

Meeting	Aug 26, 2024 - August 26, 2024 Academic Senate Meeting
Category	Call to Order
Subject	Agenda
Access	Public
Type	

Public Content

08.26.24 agenda.docx (22 KB)

Administrative Content

Executive Content

Meeting Procedures

Harriet hopf

Senate Meetings

- Senate meetings are open to the public and are held on the Zoom meeting platform. The meetings are recorded only for the purposes of meeting minutes. Although Senate meetings are not required to be public under Utah law, the Senate has elected to conduct its business in a transparent way and all attendees are welcome.

Virtual Meeting Etiquette

- Sign in a few minutes early, in case Zoom has an update or there are technical issues
- Make sure your full name shows so Jane can admit you and so participants know who you are
- Keep yourself muted except when you are speaking
- Turn on your video if you can
- Once you are in the meeting, add your Senate role (e.g., "Sen") to facilitate counting quorum and votes
- Raise your virtual hand when you want to speak and wait until recognized by the President
- Say your name when you make or second a motion (for minutes capture)
- We monitor the Chat, so you can use it for questions and adding information. Please don't use Chat for making motions.

Academic Senate Meeting Roles

- President: runs the meeting, calls on speakers, requests motions, calls votes
- President-Elect runs the slides
- Policy Liaison provides information on regulations and process, often via Chat
- Parliamentarian ensures we follow Robert's Rules
- Senate Secretary runs Zoom, manages waiting room, captures minutes

For More Information

- Jane Laird, Senate Secretary--Senate Office
 - <https://academic-senate.utah.edu/contact/>
- Current Senate Officers
 - <https://academic-senate.utah.edu/executive-committee-membership/>
- Senate Website
 - <https://academic-senate.utah.edu/>
- Board Docs site– agenda materials
 - <https://go.boarddocs.com/ut/uutah/Board.nsf/Public#>