FLORIDA GULF COAST UNIVERSITY
Faculty Senate Standard Operating Procedures
Talking Points for 11/14/08 Senate Input

1. Meeting Times for Senate Teams:
   a. **Issue:** Teams have a difficult time scheduling meetings.
   b. **One Proposed Resolution & Rationale:**

      Establish a specific day and block of time to hold senate team meetings, similar to what has been done for Senate and Senate Leadership.

      This would allow those seeking elected positions to consider whether or not there are schedules conflicts.

      Discussion points: Time should not be the same as Senate times - to allow faculty to serve in the Senate and/or as Team members and Team Leaders. Impact on teaching schedules...

2. **Process for Bylaws Changes**
   a. **Issue:** Clarity and transparency of process is needed.
   b. **Process:**

      - **TEAMs:** Senate President requests that teams review respective bylaws and forward proposed changes through the Team Leaders to the Senate Leadership Team.

      The Leadership Team reviews bylaws from a holistic perspective and either accepts team recommendations as presented or makes revisions as necessary. Team leader shares revisions with the team. The Senate Parliamentarian brings the revised bylaws change(s) from the Leadership Team to the Faculty Senate for discussion and vote.

      Bylaws changes are brought forward from the Leadership Team for Senate approval.

3. **Responsibilities of Officers**
   Create a more active role for Senate Vice President.
   **Propose:** include responsibilities delegated by the Senate President.

   Create a role for Past Presidents.
   **Propose** - advisory to the President? (Does occur as needed!)

4. **Replacement of Senators** who are dropped by the Senate for not attending meeting.

5. **Senate President Appointments to Committees for Senate Representatives** – **Process:** Appointments made based on the request. **Clarify Process**
6. **Appointment of ad hoc teams – Process used.**

7. **Process used for attaining document approval:**

   Example used for approved Faculty Emeritus Criteria & Procedures:

   a. The Faculty Emeritus Criteria & Procedures document was revised by the Faculty Affairs Team (FAT) - this team has two representatives from each college/unit.
   b. Upon completion of the revision, the FAT approved the revised Faculty Emeritus Criteria & Procedures document and recommended it to the Faculty Senate for action (vote).
   c. The Faculty Senate discussed the document and approved the Emeritus Faculty Criteria & Procedures on 10/17/08 as the faculty's recommendation for Provost & VPAA approval. I forwarded the document to Dr. Toll, keeping in mind that the Provost & VPAA has final approval.

   Example for FPED following Faculty Affairs team and Senate team approval …:

   1. The FPED 03-13-08 was submitted by the FPED Conference Committee to the Faculty Senate for approval. The Senate approved the said document on 3/14/08
   2. On March 15, 2008, the first e-mail requesting electronic vote (via e-mail) to approve or not approve the revised FPED 03-13-08 was sent to all faculty. This was followed by a reminder to vote on March 20, 2008. Faculty -were given a deadline of 3/21/08 to submit votes to me. This one work week deadline is in accordance with the Senate FPED voting process used in the past, which I (St. Hill) confirmed with Past President Sharon Bevins.
   3. All votes (ballots) received were printed, and on 3/26/08 they were checked for eligibility against the current in-unit faculty list. This list was obtained through Human Resources and Dr. Hudson Rogers, Associate Provost (Provost Office). All ballots (votes received) were eligible and therefore all votes were then counted by Senate Parliamentarian Win Everham and me together in BHG 229. **NOTE:** WE WILL MOVE TO ELECTRONIC VOTING!
   4. Given that the overwhelming majority of faculty who voted were in favor of the 3/13/08 FPED, the said FPED was recommended for Provost approval. (The majority count on votes received was also the same process used for FPED votes in the past. This past practice was confirmed by Past President Sharon Bevins, who also used this process in the 2007 FPED vote.) It was submitted with the following in e-mail:

   I (H. St. Hill, Senate President) hereby submit the attached Faculty Senate approved FPED 03-13-08 document as the recommendation from faculty for your/FGCU and administration's approval. Please respond within the next two weeks **(by April 10, 2008)**. Upon approval (I'm being optimistic) please forward the said document to me with written approval that bears a signature for the Senate record/file and/or as an electronic version (for online access). In the event that you disapprove, please submit reasons for disapproval and recommendations for change in writing within the next two week **(by April 10, 2008)**.