

SHARED GOVERNANCE PROCEDURES

1. The President shall have a standing agenda item at each Senate meeting to provide perspective on relevant campus issues.
2. Owing to the academic and procedural actions that the Senate undertakes, and because the Provost is the Chief Academic Officer and many important issues fall under the purview of the office, the Provost will strive to attend all meetings of the senate, and will have a Special Order of the Day as needed to provide for mediated discussions.
3. A protocol has been put in place to facilitate contact with the Senate Chair and Senate Leadership regarding any issue the President and/or Provost may wish to discuss or receive advice upon.
4. For matters important but not considered an immediate emergency, the Chair will work with the President/Provost or their assigned representative and the Director of the Senate to arrange for a meeting and/or conference call with the Senate Leadership and/or the SEC.
5. The Senate Chair shall provide a brief update of the major issues discussed when giving the Chair's Report at the subsequent SEC and Senate meetings.
6. The Senate Chair will periodically be invited to attend meetings of the Council of Deans to provide information about the shared governance process and structure, Senate input regarding current issues, and gain the information from the Deans on issues that they see as important or developing.
7. The Senate Office shall provide 1-2 summary slides following each Senate Meeting. These slides shall be posted on the Senate website for download by senators and the campus community.
8. Senators will be tasked with serving as a conduit between the campus community and the Senate by engaging their constituents and collecting feedback on issues within the Senate. This can be accomplished by consulting directly with constituents on matters of concern, sharing constituent concerns during the discussion of specific recommendations, and by sharing summary slides following each Senate Meeting.
9. Deans are voting members of the Senate. Many Senate discussions could be enhanced through increased active participation. All college/school assemblies are encouraged to add an ex-officio seat of some kind for an elected Senator from their college/school in order to bolster opportunities for information sharing between governance bodies. The assemblies are encouraged to make time available in their agendas for updates from a Senate representative

10. The SEC will partner more with Deans to ensure that there is information sharing taking place, through a special President's Breakfast meeting once a year when all of the Deans are invited.
11. The Senate leadership should have an annual fall semester meeting with the leaders of the SGA/GSG to share information and ideas about the year ahead and to encourage effective interaction between groups.
12. The SGA and GSG are encouraged to add an ex-officio seat for a Senator; the SGA and GSG are also encouraged to make time available in their agendas for updates from a Senate representative.
13. We are creating a training session or an orientation for new ERG Committee members that focuses on the principles of shared governance and the tools and documents the committee will refer to throughout the year.
14. On the ERG committee, use subcommittees on Plan reviews that will carry over between years and allowing members of the subcommittee to continue to serve on the subcommittee after their term on the full committee expires.
15. New Senator and New Committee Member PowerPoints should be easily accessible and available on the homepage of the Senate website for interested members.
16. The Senate Leadership should attempt to spread a greater general awareness of what the Senate is doing via direct email messages from the Senate Chair to the campus community, perhaps once in the fall and once in the spring
17. The Senate Office will identify annual events/opportunities that would be of interest to staff who do not have regular access to computers; the Senate Office will create engaging flyers about these activities and share them directly with Facilities Management Human Resources for outreach to staff in Facilities Management and Residential Facilities and with Student Affairs for outreach to staff in Dining Services and Transportation Services.