Senator Training
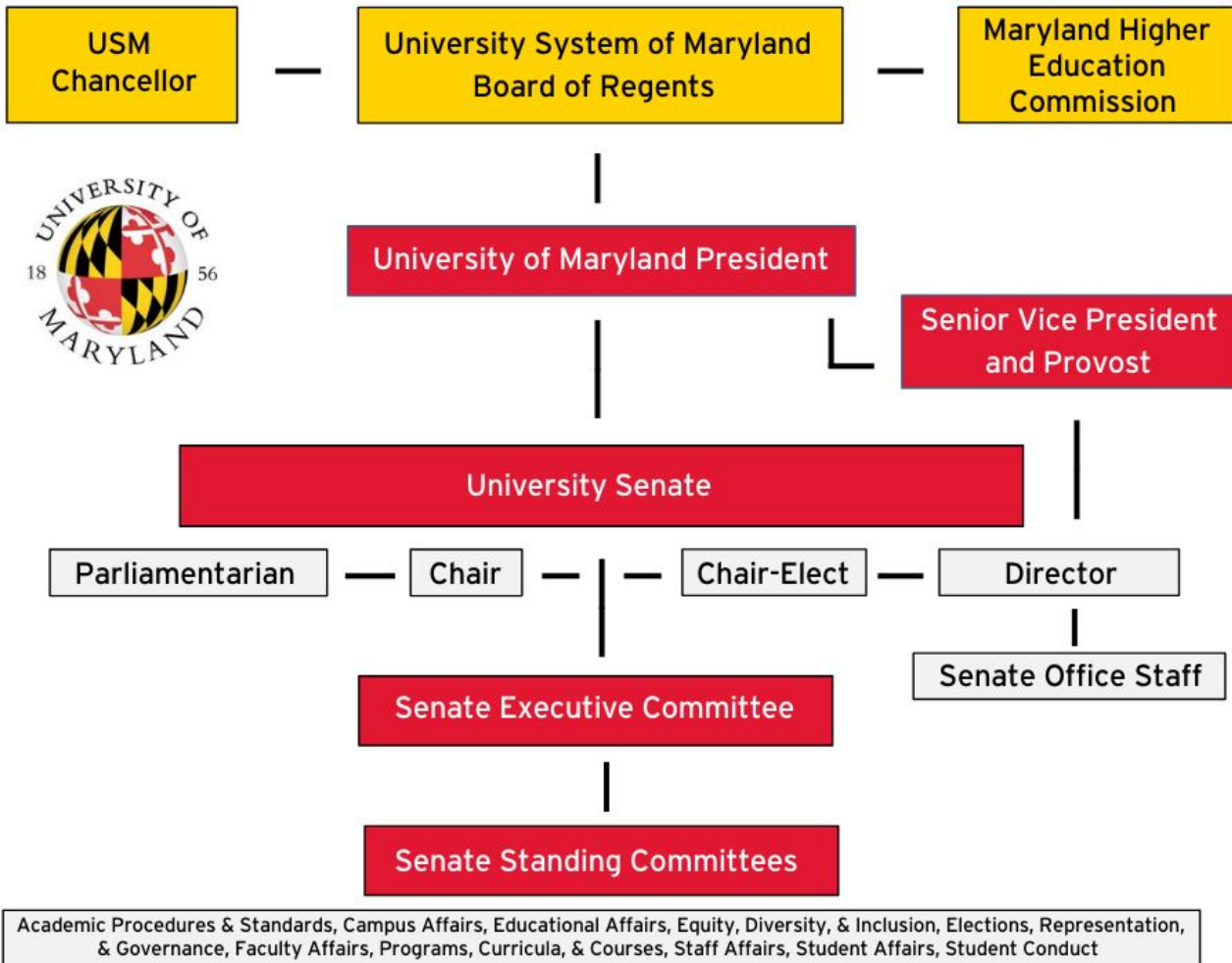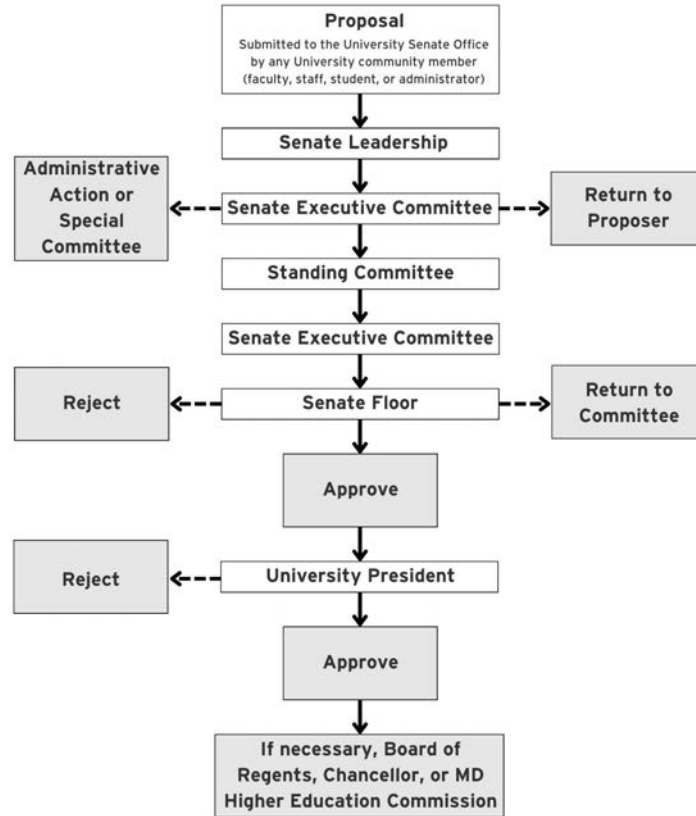
Submitting a Proposal

The Senate will only consider proposal matters within its purview including:

➔ University Policies and Procedures (including revisions to new and existing policies and procedures)
➔ Campus-wide safety issues
➔ Approval of guiding documents (e.g., the Strategic Plan, the Climate Action Plan)
➔ Oversight and creation/elimination of academic programs (e.g., General Education, new degree programs and certificates)

UNIVERSITY SENATE

University Senate Proposal Pathway

Proposal
Submitted to the University Senate Office by any University community member (faculty, staff, student, or administrator)

↓

Senate Leadership

↓

Administrative Action or Special Committee ← - - - **Senate Executive Committee** - - - → **Return to Proposer**

↓

Standing Committee

↓

Senate Executive Committee

↓

Reject ← - - - **Senate Floor** - - - → **Return to Committee**

↓

Approve

↓

Reject ← - - - **University President**

↓

Approve

↓

If necessary, Board of Regents, Chancellor, or MD Higher Education Commission

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Expectations

Senator Expectations

- Review materials before meetings *(e.g. legislation, University policies)*

- Attend monthly meetings

- Contribute to discussions, when appropriate, and in a concise and polite manner

- Vote on reports and proposals

- Elect the members of the Executive Committee, the Chair-Elect, and other University & System councils and committees

UNIVERSITY SENATE
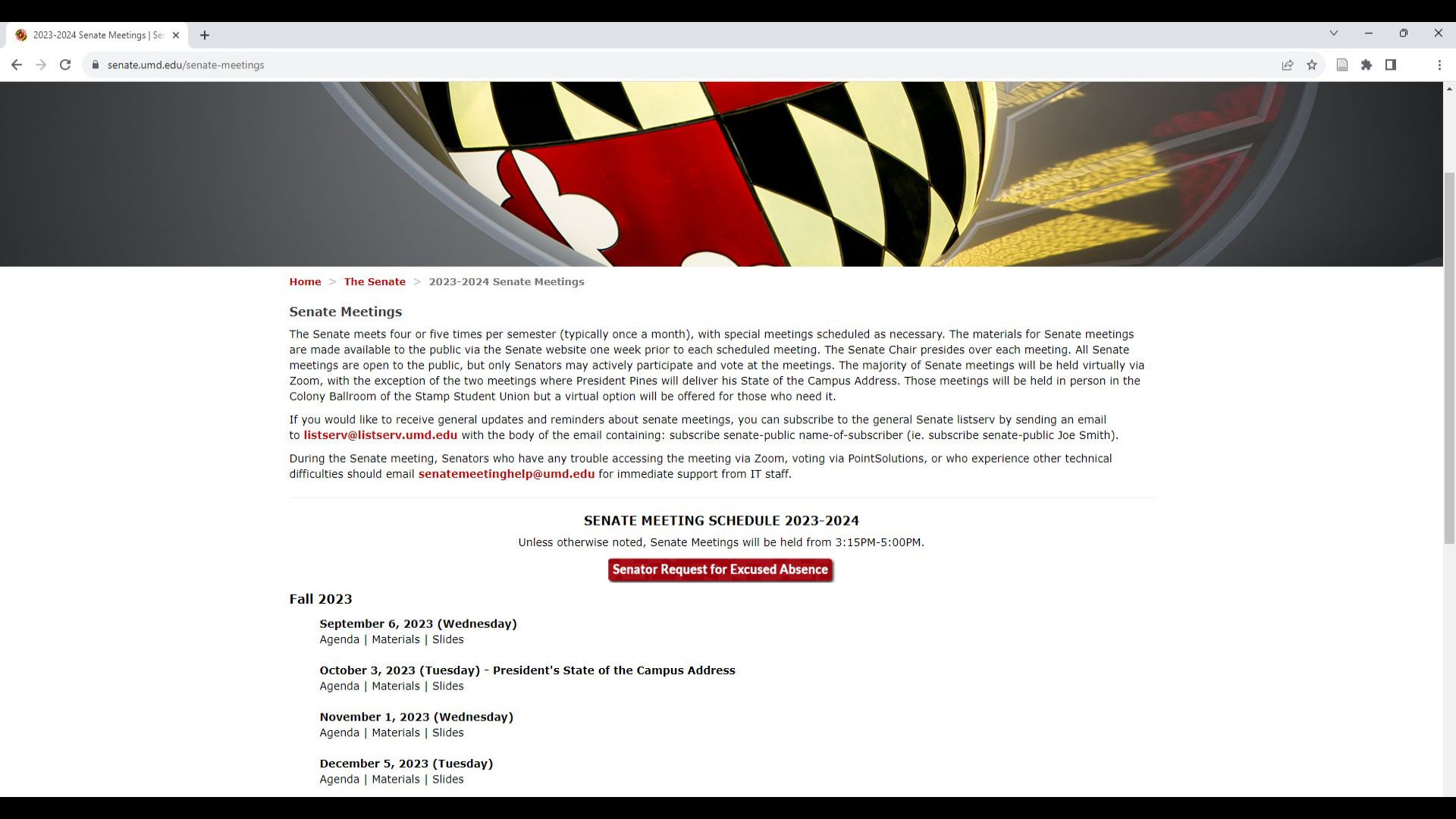
Senate Meetings

The Senate meets four or five times per semester (typically once a month), with special meetings scheduled as necessary. The materials for Senate meetings are made available to the public via the Senate website one week prior to each scheduled meeting. The Senate Chair presides over each meeting. All Senate meetings are open to the public, but only Senators may actively participate and vote at the meetings. The majority of Senate meetings will be held virtually via Zoom, with the exception of the two meetings where President Pines will deliver his State of the Campus Address. Those meetings will be held in person in the Colony Ballroom of the Stamp Student Union but a virtual option will be offered for those who need it.

If you would like to receive general updates and reminders about senate meetings, you can subscribe to the general Senate listserv by sending an email to **listserv@listserv.umd.edu** with the body of the email containing: subscribe senate-public name-of-subscriber (ie. subscribe senate-public Joe Smith).

During the Senate meeting, Senators who have any trouble accessing the meeting via Zoom, voting via PointSolutions, or who experience other technical difficulties should email **senatemeetinghelp@umd.edu** for immediate support from IT staff.

SENATE MEETING SCHEDULE 2023-2024
Unless otherwise noted, Senate Meetings will be held from 3:15PM-5:00PM.

Senator Request for Excused Absence

Fall 2023

September 6, 2023 (Wednesday)
Agenda | Materials | Slides

October 3, 2023 (Tuesday) - President's State of the Campus Address
Agenda | Materials | Slides

November 1, 2023 (Wednesday)
Agenda | Materials | Slides

December 5, 2023 (Tuesday)
Agenda | Materials | Slides

THE
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Home > The Senate > Senate Meetings > Senate Meeting Excused Absences
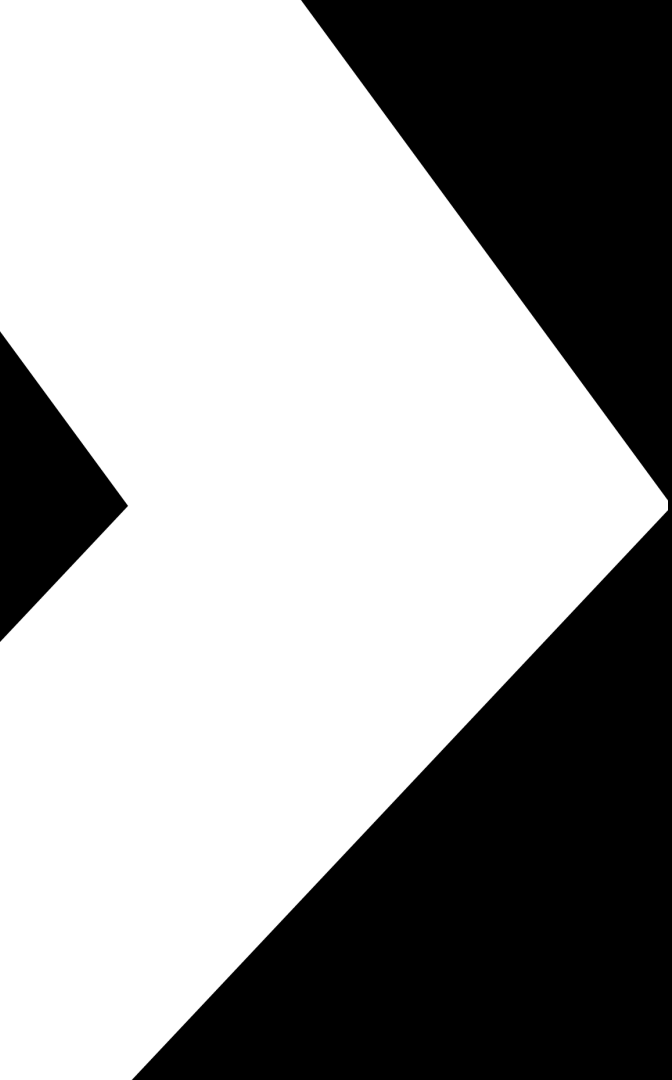
Senate Meeting Excused Absences

Quorum for Senate meetings is set after calculating how many Senators will attend each meeting. If a Senator cannot attend a meeting or will be late, they should notify us using the appropriate excused absence form below so that we can have an accurate quorum. If you submit the form and your schedule subsequently changes and you are able to attend, please email the Senate Office at **senate-admin@umd.edu**.

SENATE MEETING SCHEDULE 2023 - 2024

Senate Meetings will be held from 3:15 p.m. - 5:00 p.m. on Zoom unless noted otherwise.

Fall 2023		
Date	**Location**	**Absence Form**
Wednesday, September 6, 2023	ZOOM	Excused Absence
Tuesday, October 3, 2023	Colony Ballroom, Stamp Student Union	Excused Absence
Wednesday, November 1, 2023	ZOOM	Excused Absence
Tuesday, December 5, 2023	ZOOM	Excused Absence

Spring 2024		
Date	**Location**	**Absence Form**
Tuesday, February 6, 2024	ZOOM	Excused Absence
Wednesday, March 6, 2024	Colony Ballroom, Stamp Student Union	Excused Absence
Wednesday, April 3, 2024	ZOOM	Excused Absence
Tuesday, April 23, 2024	ZOOM	Excused Absence
Tuesday, May 7, 2024	ZOOM	Excused Absence

Meeting Etiquette

Meeting Etiquette

- Sign-in at umd.zoom.us using your UMD directory ID and password first before clicking on the meeting link.

- Use your individualized link to ensure you can participate as a panelist.

- Please mute yourself unless you are speaking.

- Email senatemeetinghelp@umd.edu for tech support during meetings.

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Meeting Etiquette

- The Senate Chair will lead the meeting and moderate all discussions.

- Only Senators, those introduced by Senators, or committee members whose report is being presented at the time, may speak.

- Those who wish to speak must use the "Raise Hand" feature at the bottom of the Zoom window.
  - The Senate Chair will recognize speakers and they will be unmuted to speak.
  - Speakers **MUST** state their **name**, **constituency**, and **unit** for the record each time they speak.

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Meeting Etiquette

When recognized by the chair, senators may:

(a) provide comments on the current agenda item.

(b) make motions related to the current item (e.g. amend the proposal, refer the proposal to back to committee, postpone consideration of the current item)

(c) ask the Chair to clarify any procedural issues;

(d) with the Chair's permission, direct a question relevant to the current item to the presenter or another Senator

(e) with the Chair's permission introduce a non-Senator who wishes to speak on the current agenda item

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Meeting Etiquette

- The **Chat box** will be used for communication from <u>Senators</u> when someone else has the floor. This may include special motions, such as Points of Order, Points of Information, and Points of Personal Privilege.
  - Points do not require a seconder.
  - <u>Senators</u> may post Points in the Chat for the Senate Chair to respond to immediately without using the Raise Hand feature.
- You must stay on topic. Discussion must be relevant to the current agenda item.
- Comments should be concise and to the point in order to allow all interested parties an opportunity to contribute.
- To speak more than once on an agenda item you must wait until every other Senator has had a chance to speak.

UNIVERSITY SENATE

Voting

Logging into pointsolutions

- Using your University email address, sign in to the pointsolutions app or web browser https://ttpoll.com/

- You will then have to log in with your Directory ID and password through the University's CAS login.

- Enter Session ID and click Join Session.

- "Vote" on the attendance/quorum slide to be marked as present.
    - Select the circled "1"
    - Once you've selected it, the circled "1" should become **pink** in color.

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Voting

- All Senate votes are anonymous except for the quorum slide.

- For each action item, Senators will select:
  - **1 - In favor**
  - **2 - Opposed**
  - **3 - Abstain**
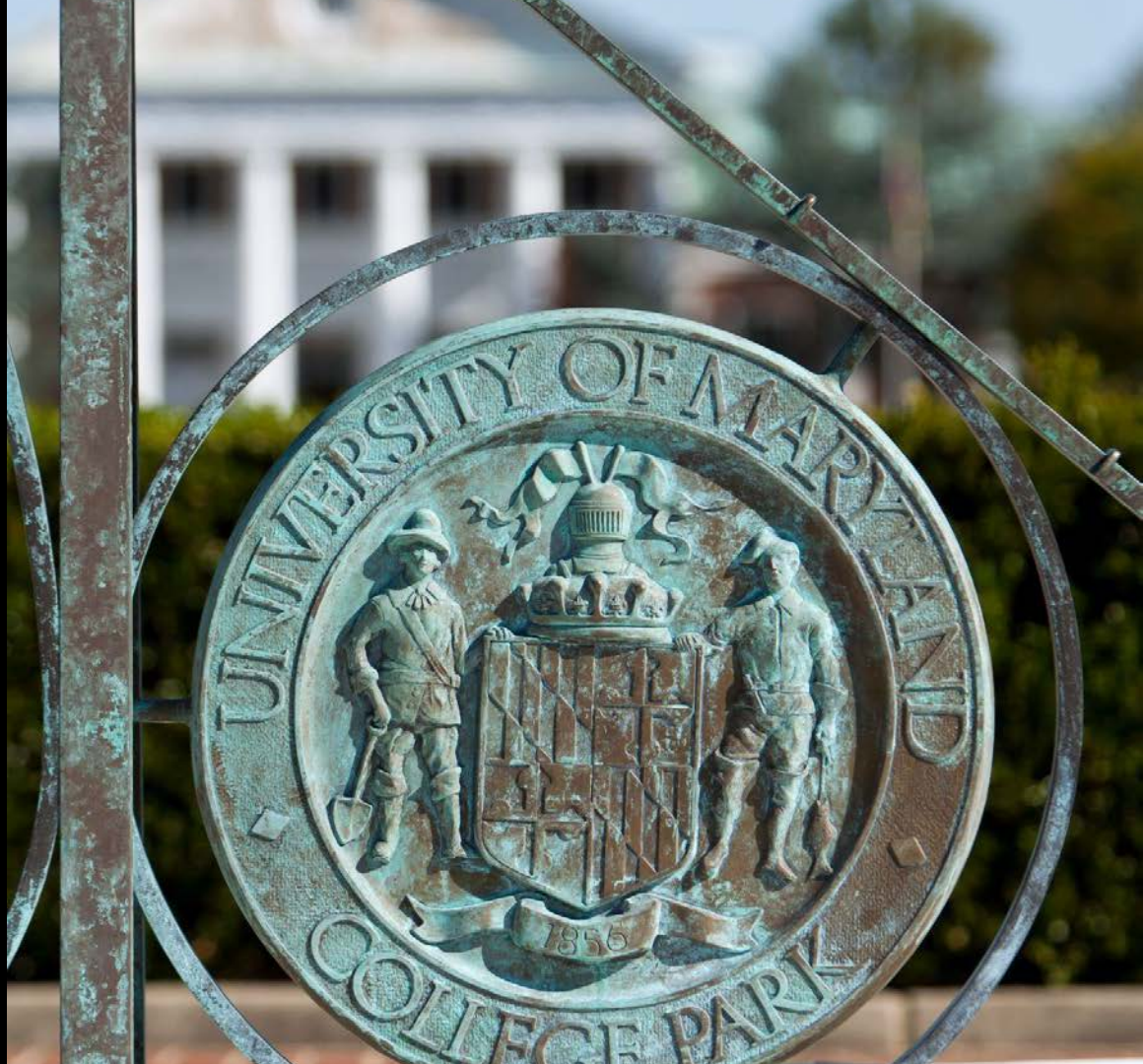- Recorded votes will appear in **pink**.

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Communication

Media Requests

Chairs, committee members, and Senators **cannot** speak on behalf of the Senate.

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Senator-Constituency Communication

- In May 2023, a Senator Communication Working Group was created to create a way for Senators to communicate with their constituency and launch at the beginning of the 2023-2024 academic year.

- We have created Google Groups for all Senators to directly communicate with their constituency and provide updates after our Senate meetings.

- University Senate Leadership will provide an updated email template for Senators to share information that was discussed at the Senate meeting with their constituency.

- Senators can use this email template as a starting point, and then add their own commentary regarding how these issues are relevant to their constituents.

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Senator-Constituency Communication

193	217	45,569
Google groups	Senators	Constituents

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Gmail

Compose

Mail
Chat
Spaces
Meet

Inbox 4,150
Starred
Snoozed
Sent
Drafts
More

Labels

rgnanase@umd.edu wants to invite you to 'Gmail Email Templates' team   Inbox ×

rgnanase@umd.edu   Fri, Aug 18, 3:28 PM (3 days ago)
to me

cloudHQ

Hi there,

cloudHQ user rgnanase@umd.edu wants to add you to their "Gmail Email Templates" team. After you join the team you will have access to all shared team templates and collaborate on them.

Private message from rgnanase@umd.edu is the following:

Accept Invite

GMAIL TEMPLATES

NOW WITH MAILCHIMP TEMPLATES

Active

Search in mail

Recipients

Subject

--
John Regan
(he/him/his)
UNIX Engineer / Email Administrator
Division of IT, Platform Services
Phone: 301-405-0154
jreganjr@umd.edu

Compose

Inbox 272

Starred

Snoozed

Sent

Drafts 70

More

Labels

Automated Things

VoiceMessages

More

UMD Senate Notes - August 17, 2023   Inbox

John Regan .admin   2:24 PM (2 minutes ago)
to senate-demo-agnr-undergrad

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Senate Meeting Notes - August 1, 2023

Dear Senate Constituency Member,
At this meeting:

- The Chair of the Senate reported that the Senate Nominations Committee is still

Senator-Constituency Communication

- Please ensure you are communicating the meetings items highlighted in the updated template after each Senate meeting. You may add your thoughts to your email, **but you must specify** that they are your own and not of the University Senate.

- You must use Google Chrome to access your Google Group and share the Senate meeting notes template, which is accessible using the Chrome extension, CloudHQ.

- The University Senate Office will send an email to Senators with further instructions and provide a list of your designated Google Groups on Thursday, September 7, 2023

- Senators will receive access to CloudHQ and their Google Groups by Friday, September, 8, 2023.

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Thank you to our committee members

Nicole Joie (Office of Marketing and Communications)

Veronica Marin (University Senate)

Rochelle Newman (BSOS, Hearing & Speech Science)

Axel Persaud (Division of Information Technology)

University Senate

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Welcome!

Thank you for volunteering your time and skills as a member of the University Senate. Here you will find a variety of resources to assist you during your service with the Senate. We hope that you will utilize these resources often.
Do not hesitate to reach out to The University Senate with any questions or concerns.

Click Here for Senator Training and Resources

1100 Marie Mount Hall, 7814 Regents Drive
College Park, MD 20742
301.405.5805 | senate-admin@umd.edu
senate.umd.edu

To Do

Nothing for now

How to use UMD Canvas ▾

Textbooks

Adopt Textbook

Thank you!

Please reference the Senator ELMS modules throughout the year for additional resources.

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