

Lee, Lori

From: Lee, Lori
Sent: Thursday, September 19, 2013 5:50 PM
To: Faculty Senate; Henze, Brent; Theurer, Britton Edwin; Jubran, Hanna; Danell, Allison; McCarthy, Mark; Hodge, Elizabeth; Stellwag, Edmund J; Justiniano, Edson; Mitchell, Linda Crane Mit; Killingsworth, Brenda; Bailey, George; Campbell, Robert; Brinkley, Jason; Dotson-Blake, Kylie; Polito, Tony; Willis, Carolyn N; Roberson, Donna; Zoller, Christine; Popke, Jeff; Kain, Donna; Garza, Hector; Christian, Cal; Gopalakrishnan, Krishnan; Lapicki, Gregory; Cerutti, Steven; Finley, Todd Blake; Perry, Megan
Subject: Faculty Senate efficiency

This is being sent on behalf of Professor John Given, Parliamentarian.

Dear Academic Committee Chairs, Graduate Council, and Faculty Senators,

It has been a pleasure meeting all of you at the beginning of this new year. I am writing to you to reiterate something you have already heard me say and to add a few details. One of the faculty officers' goals this year is to make Faculty Senate meetings more efficient and thereby to allow more time for significant debate and discussion about the important issues facing the university. We know that service work takes away from your teaching, research and clinical time. We want to make sure that Senate meetings are time well spent.

To achieve this, we ask:

- those making reports to the Senate to submit written reports and keep oral presentations as brief as possible;
- faculty senators to read committee reports in advance and to keep their speeches on topic.

For Committee Chairs

When you need to bring business before the Senate, we ask you to

- write a report that contains (in order):
 - a list of actions (motions) you are recommending to the Senate,
 - a summary of the reasons for the actions, and
 - any background information necessary for the Senate's deliberations about the issue(s). For some committees, that will include their committee minutes.
 - The report should be approved by the full committee before submission.
- submit all materials to the Agenda Committee in time for their meeting two weeks before the Senate meets. (That's September 24 for the October Senate meeting.)
- prepare oral remarks that focus the Senate's attention on the issue(s) and state, for the record, the recommended actions. You do not need to describe the background information contained in the written report.
- be prepared to answer any questions that might reasonably arise.

For Faculty Senators

We ask you to:

- read the full Senate agenda and its attachments before coming to the meeting.
- prepare in advance questions you have for the speakers and/or comments you wish to offer during debate. Speaking from written notes is a good way to help yourself be concise!

- prepare in advance the wording of any motions you know you wish to make. If it is a complex motion, make copies that can be distributed.
- follow *Robert's Rules* on debate: make an on-topic speech about the issue under consideration, a speech that states your views and the reasons behind them; do not engage in conversation with other members of the body. Know that *Robert's* calls for all members to have a chance to speak before anyone gets a second speech. While we have traditionally been relaxed about enforcing that rule during lively debate, do speak as if you will not get an immediate opportunity to respond to others' ideas. Thinking like that helps to shape the type of comments you make. It makes them more focused on the issues instead of responding to others.

We thank you for cooperation. We believe that these guidelines will in fact enable us to have *more* debate, and *better* debates that will make everyone's contributions more valuable and their decisions better informed.

John Given
Parliamentarian of the Faculty

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