

Welcome to the Faculty Senate Council/Committee Leadership Training



Friday, 5 September 2025
www.wmich.edu/facultysenate

WESTERN MICHIGAN UNIVERSITY

WMU FACULTY SENATE COUNCIL/COMMITTEE LEADERSHIP TRAINING

AGENDA – 5 September 2025

1. Welcome and Introductions
2. Faculty Senate Initiatives
3. Council and Committee Charges
4. Council and Committee Overview
 - a. Duties and Responsibility
 - b. Agenda, Minutes, and MOAs
 - c. Technology Notes
 - d. Guidance on Conducting Meetings
5. Questions and Answers

INTRODUCTIONS

Amy Naugle	President, Unaffiliated Units Curriculum Committee Liaison
Dennis Simpson	Vice-President, Professional Concerns Committee Liaison
Decker Hains	Parliamentarian
Osama Abudayyeh	Campus Planning and Finance Council Liaison
Kimberly Buchholz	Centers and Institutes Committee Liaison
Anthony DeFulio	Research and Creative Scholarship Council Liaison
Kieran Fogarty	Academic and Information Technology Council Liaison
Wanda Hadley	International Education Council
Janet Hahn	WMU Essential Studies Executive Advisory Committee Liaison
David Rudge	Undergraduate Studies Council Liaison
Laura Teichert	Graduate Studies Council Liaison

FACULTY SENATE EXECUTIVE BOARD ACTION PLAN

- Faculty Engagement
 - New Senator Orientation
 - Outreach to departments
- Senate Interactions with WMU Board of Trustees
 - Shared governance retreat
- University Identity/Direction
 - Faculty survey
 - Showcase University Strategic Plan
- Address value of higher education with shared governance partners
 - Coordination with shared governance partners

COUNCIL AND COMMITTEE CHARGES

- How charges are developed
 - Executive Board reviews year-end reports
- How charges are disseminated
 - Faculty Senate President attends first council/committee meeting
- Standard charges for all councils/committees
 - Review the scope and description of the council's/committee's role statement to assess the effectiveness of the council's/committee's practices
 - Annually review the draft year-end report
 - Address continuing or outstanding issues or initiatives
- Process for add/revise/change
 - Discussion with the council
 - Direct liaison to confer with the Executive Board
 - Executive Board approves/denies recommended change(s)

WMU FACULTY SENATE COUNCIL/COMMITTEE OVERVIEW

Mindset

Chair = Leader

Leadership

“Leadership is the process of influencing people by providing *purpose, direction,* and *motivation* to accomplish the mission and improve the organization.”

Chairs provide leadership!

WMU FACULTY SENATE COUNCIL/COMMITTEE OVERVIEW

For specifics on councils/committees view
Constitution Article VIII and Bylaws Article VI

The Faculty Senate and its councils/committees
uses the ***American Institute of Parliamentarians:
Standard Code of Parliamentary Procedure.***

DUTIES AND RESPONSIBILITIES

Council/committee organization:

- a. Permanent and/or advisory members.
- b. Ex Officio members (Executive Board Liaison, i.e. Faculty Senate president or her/his designee; other administrative office designees).
- c. Senate-elected faculty members (specific distribution required for some council/committees).
- d. Student members, undergraduate students appointed during fall semester by Western Student Association.
- e. Must distinguish between voting and non-voting members.
- f. Guests-must be coordinated with the Faculty Senate Office at direction of the chair.

DUTIES AND RESPONSIBILITIES

Council/committee structure:

- a. **Elected Officers** – Each council/committee shall elect from it's membership *annually* at least:
 - i. Chairperson – Provides organization of work, prepares agenda in coordination with the agenda setting committee, and presides at council/committee meetings.
 - ii. Vice chairperson – Serves in absence of chairperson and as assigned.
 - iii. Secretary – Records and prepares minutes.

NOTE: Council/committee chairperson may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, chair must have two-year break as chair.

DUTIES AND RESPONSIBILITIES

b. Members – (member represents their constituents)

- Attend meetings, participate in deliberations, propose and vote on motions.
- Serve on subcommittees of the council/committee, (non-members may also serve).
- The chairperson must orient new members to the committee.

c. Subcommittees –

- Each council/committee may establish standing committees as necessary to carry out its role statement and charges.
- Composition of standing committees is not restricted to council/committee members.

DUTIES AND RESPONSIBILITIES

d. Ad Hoc Committees –

- A council/committee or the Executive Board may appoint special committees to perform specific tasks.
- *An ad hoc committee automatically ceases to exist when its final report is issued.*
- If a council/committee votes to delegate additional work to an ad hoc committee, it continues until the new assignment is completed and another report is submitted.
- The composition of an ad hoc committee is not restricted to council/committee members.

DUTIES AND RESPONSIBILITIES

3. Council/committee duties:

- a. Receive and carry out charges of the Faculty Senate Executive Board.
- b. Determine and carry out own agendas in context of the council/committee role statement.
- c. Periodically reconsider, review, and rewrite, if necessary, role statement (submit to Executive Board for consideration).
- d. Periodically review structure and activities of subcommittees and ad hoc committees and receive reports from them.
- e. Submit council/committee charge-based reports and policy recommendations to Executive Board for consideration.

NOTE: Council/committees do not make policy. Council/committees make **recommendations** to the Faculty Senate Executive Board, which then makes recommendations to the administration.

DUTIES AND RESPONSIBILITIES

4. Council/committee action –

- Council/committee recommendations are submitted to the Executive Board in the form of a report or a Memorandum of Action.
- The Executive Board may invite the council/committee chairperson to present the report or MOA.
- Recommendations should be succinct and convey the specific action(s) a council/committee has endorsed.
- Any draft MOAs requested by the Executive Board must be submitted using the draft [MOA template](#) and should be sent via email to the Faculty Senate Office.
- A copy of each handout distributed to the council/committee members also should be forwarded to the Faculty Senate Office for its files.

DUTIES AND RESPONSIBILITIES

5. Council/committee minutes –

- The actions and proceedings of each council/committee meeting shall be recorded in [minutes](#).
- Ensuring the accuracy of the minutes is a duty of the secretary and cannot be delegated.
- A staff member may prepare the minutes under the secretary's direction but cannot sign them.
- [Minutes](#) will be submitted via e-mail attachment to the Faculty Senate Office for distribution.

As the leader of the council/committee, the Chair is overall responsible for the minutes

DUTIES AND RESPONSIBILITIES

6. **Council/committee additional materials**— A copy of additional materials that are distributed to council/committee members must also be forwarded to the Faculty Senate Office for its files (e.g., slides, reports, charts, etc.).
7. **Council/committee annual report** —
 - Each council/committee chairperson should assess progress in Feb./March to determine if action which requires follow-up has been completed.
 - This review must be provided in a [report form](#) to the Executive Board by **May 30** as well as to the new council/committee chairperson at her/his first meeting.

As the leader of the council/committee, the Chair is responsible for the annual report

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

The Faculty Senate Office sends all official council/committee correspondence.

Must allow adequate lead time! Plan ahead!

Agendas and Minutes

- Disseminated to council/committee members **one week prior** to the scheduled meeting date.
- With lead time, requests for the Faculty Senate Office to prepare and distribute any materials for council/committee meetings must be received **10 business days before the date of the meeting.**
- All agendas and minutes should be sent via e-mail to faculty-senate@wmich.edu.

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

Notices

- Please notify the Faculty Senate Office of any change in location, date, time, or cancellation of council/committee meetings so that notification can be provided to the council/committee members as soon as possible and room arrangements confirmed.
- The Faculty Senate Office needs adequate lead time to process agendas, minutes, notifications, etc.

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

FACULTY SENATE OFFICE STAFF

Administrator: Sue Brodasky (7-3312)

email: sue.brodasky@wmich.edu

Administrative Assistant: Magnolia Little (7-3309)

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Faculty Senate Office 5332

4060 Moore Hall

Telephone: (269) 387-3310

faculty-senate@wmich.edu

www.wmich.edu/facultysenate

TECHNOLOGY NOTES

Meeting Medium:

- Virtual meetings have been scheduled in Webex by the Faculty Senate Office staff.
- In-person meeting locations have been scheduled by the council/committee chair.
- Do not use Webex personal rooms.

Process:

- Meeting notices distributed via email approximately one week prior to the meeting date including the Webex link.
- Executive Board liaison or the presiding officer will open the Webex meeting room at least 5 to 15 minutes prior to the meeting start time.
- The presiding officer will call the meeting to order at the meeting start time. **[Start on time!]**

GUIDANCE CONDUCTING MEETINGS

Quorum:

- Before proceeding with the acceptance of the agenda, quorum must be observed and recorded.
- Presiding officer must explicitly take a roll call to establish quorum of **voting** members.

TIP: Prepare an alphabetized list of all **voting** members and use it for the roll call and when polling members to vote on all motions.

- At any time if quorum is broken, i.e. there are no longer enough members participating in the meeting, **action** cannot be taken; however, discussion may continue.
- If there are technical difficulties and members are dropped from the meeting due to connection, they are considered absent from the meeting and do not count toward quorum.
- The late arrival or early exit of members must be recorded in the minutes.

GUIDANCE FOR CONDUCTING MEETINGS

- If it is not clear who is speaking, members should state their name before speaking.
- The presiding officer will monitor this and ensure the participants know who is speaking.
- Discussion should take place on a rotating basis.
- Members are encouraged to raise their hand to be recognized so the presiding officer knows that they would like to address the group.
- The presiding officer will facilitate the order of speaking.
- Motions must be clearly made and seconded and the identity of those making motions and seconding, must be recorded in the minutes. Only **voting members** may make motions and second them.

GUIDANCE CONDUCTING MEETINGS

- The presiding officer must call for a vote by asking for all voting members in favor to state “aye” , then ask for any voting members that are opposed to say “nay” and finally ask for any voting members that wish abstention to state “abstain”.
- If a member was not present at the prior meeting they would abstain from approval of the minutes of that meeting.
- Alternatively, voting may be conducted in a transparent fashion by roll call, or by secret ballot in writing.

GUIDANCE CONDUCTING MEETINGS

- A conflict of interest occurs when an individual has a personal, financial, or professional interest that may interfere with their ability to act impartially and in the best interest of the group, then adhere to the following:
 - It is the responsibility of the individual to disclose it promptly to the council/committee
 - Individuals should recuse themselves from that agenda item, if discussion or voting may be impartially compromised
 - If it is uncertain whether a conflict exists, contact the Faculty Senate Parliamentarian
- Following a vote, the presiding officer must clearly articulate the results.

Q&A