FACULTY AND STUDENT POLICIES COMMITTEE
PROCEDURES, POLICIES, AND GUIDELINES – Revised:  September 6, 2012

I. Establishing Authority: The Faculty and Student Policies Committee (FASP) is a Standing Committee of the Academic Senate. The Constitution of the Academic Senate and the Faculty Personnel Policies and Procedures (FPPP) define the membership and voting rights for FASP and its responsibilities for the supervision of other committees.

II. Functions: FASP concerns itself with matters identified by the Academic Senate Constitution and Executive Committee. Ordinarily these matters include policies and procedures related to students and faculty. They do not include:

A. Issues of interpretation associated with the rights and responsibilities of specific individuals, or

B. Academic issues, which are properly the responsibility of the Educational Policies and Procedures Committee.

III. Organization

A. Members
   1. Chair of FASP
   2. Up to fourteen faculty Senators and up to three faculty non-senators appointed by the Chair of FASP in consultation with the Executive Committee of the Academic Senate
   3. Provost or his/her representative
   4. Vice President for Student Affairs or his/her representative
   5. Up to three students appointed by the Board of Directors of the Associated Students
   6. One member of the Dean’s Council appointed by the Provost
   7. One staff member from a department, school, or college office selected by the Chair of the Staff Council
   8. The Director of Student Judicial Affairs or his/her representative.

B. Officers
   1. Chair: The Chair is elected by the Academic Senate and carries out those responsibilities defined by the Constitution of the Academic Senate or identified by the Executive Committee of the Academic Senate.

   2. Vice Chair: The Vice Chair is elected by FASP from among members of the committee who are faculty elected to Senate. In the absence of the Chair the Vice Chair takes over his/her duties at meetings of FASP and the Academic Senate. The Vice Chair also maintains a speakers list at FASP meetings.

   3. Secretary: The Secretary is elected by FASP from among its members, or a rotating secretary is selected for each meeting and keeps minutes of meetings. In the absence of the voluntary Secretary, the Chair shall identify a substitute.
IV. Operating Procedures

A. Calendar: FASP normally meets on the Thursdays on which meetings of the Academic Senate are not scheduled.

B. Voting

1. All members of FASP have voting privileges except when faculty personnel, policies and procedures are being considered when only faculty members of FASP can vote.

2. A simple majority of the votes cast by members present who are eligible to vote is required to pass a motion unless Robert’s Rules of Order require a 2/3 majority of those present and eligible.

C. Conduct of Meetings

1. Quorum: A quorum consists of a majority of the elected Academic Senators who are members of FASP.

2. Agenda: The Chair of FASP prepares meeting agendas in consultation with the Executive Committee of the Academic Senate. At the beginning of each meeting the members of FASP approve or modify the agenda of the meeting.

3. Rules of Order: Normally, FASP proceeds informally. When a formal motion is under consideration or when a member of FASP calls for formal procedures, the Academic Senate’s rules of parliamentary procedure are followed.

4. Recommendations: To be forwarded, a recommendation requires two affirmative votes, first as an introduction item and then as an action item at a subsequent meeting.

5. Spectators: Meetings are open to the public. Non-members are welcome to speak to issues before FASP after recognition by a member of the Committee.

6. Speakers List: During formal debate every effort will be made to:

   a. give priority to those who have not spoken on the issue under discussion, and

   b. provide equal time for speakers on all sides of the issue under discussion.

7. Suspension of Rules: These rules may be suspended by a 2/3 vote of the eligible voters present.

D. Subcommittees: FASP may establish subcommittees as needed. Members of subcommittees are appointed by the FASP chair in consultation with members of FASP.

E. Annual Reports. At the last meeting of the academic year, an annual report is due from the FASP representative to University level committees listed below:
Campus Equity Council

V. Effective Date: These Procedures, Policies, and Guidelines become effective upon approval by FASP and expire with the last FASP meeting of the academic year.