I. Establishing Authority: The Faculty and Student Policies Committee (FASP) is a Standing Committee of the Academic Senate. The Constitution of the Academic Senate (Article VI) defines the membership and voting rights of FASP and its responsibilities. These responsibilities should be understood as one way that the faculty fulfills its duties to participate in the co-governance of California State University, Chico, in particular, and the California State University System, in general. The Constitution of the Faculty of CSU, Chico has described these faculty responsibilities as follows:

**Article II: Duties and Responsibilities**

- **Section 1.** It shall be the duty and responsibility of the Faculty to formulate, recommend, review, and revise all academic, personnel, and professional policies, including fiscal policies related thereto broadly and liberally defined.
- **Section 2.** It shall be the duty and responsibility of the Faculty to assure through well-established and well-defined channels of communication the maximum cooperation between the teaching and administrative members in order that policy and administrative implementation shall be consonant.
- **Section 3.** It shall be the duty and the responsibility of the Faculty to present through proper channels to the Trustees of The California State University and/or the Statewide Academic Senate of the California State University any appropriate recommendations related to, but not limited to, those policy matters enumerated in Article II, Section 1. Such recommendations may ask for amendment to or the elimination of any law, code section, regulation, or policy when the Faculty deems it to be in the general welfare of this, of any, or of all the state universities. (see also, The Constitution of the Academic Senate, Art. II. Sec. 2)

II. Functions: FASP concerns itself with matters identified by the Academic Senate Constitution and by the 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.** 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 their representative
4. Vice President of Student Affairs (or designee)
5. Vice President for Business and Finance (or designee)
6. Up to three students appointed by the Student Academic Senate
7. One member of the Dean’s Council appointed by the Provost
8. Two staff members (excluding Management Personnel Plan designations) selected by procedures determined by Staff Council, voting.
9. The Director of Student Conduct, Rights and Responsibilities (or designee)

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 the members of the committee who are faculty elected to the Senate. In the absence of the Chair, the Vice Chair takes over their duties at meetings of FASP and the Academic Senate. The Vice Chair also maintains a speakers list at FASP meetings.

3. Secretary: A rotating Secretary is selected from among the members of FASP for each meeting and keeps minutes of the meetings for which they volunteered. 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 full 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 the members of FASP.

E. Faculty, Staff, Students and Administrators who are members of FASP are encouraged to disseminate FASP issues and concerns among their constituents and seek their opinion about the policies/issues/documents FASP considers. As representatives to the Senate, FASP members should promote the input of all their colleagues and their participation in the University Co-Governance system.

F. In cases where FASP proposals require consultation with CSU General Counsel or for issues that require consultation with campus/System bargaining units, such consultations should occur prior to passage of the item for Action by FASP. Likewise, every effort should be made while proposals are being written before introduction, after introduction and before action by FASP to consult with any relevant parties, units, divisions, or expert groups within the University to gain their input into the issues
germane to the proposal. (These may include Student Affairs, Academic Personnel, AS Governance, Provost’s Academic Council, the Chairs’ Council, Staff Council, Permanent committees).

G. Annual Reports: At the last meeting of the academic year, an annual report is due from the FASP faculty representative to the University permanent committees listed below:

1. University Student Feedback on Teaching and Learning Committee

H. Proxies in FASP meetings will follow rules aligned with those set forth for Academic Senate proxies in the Academic Senate Constitution (Article 9, Section 2):

1. A member of the FASP committee may appoint any member of their constituency as their proxy.
2. A written proxy shall be delivered to the Chair of the FASP Committee via e-mail or in writing at least 24 hours before the FASP meeting, if possible.
3. A proxy may be granted for a period not exceeding one academic semester.
4. No individual may carry more than one proxy.

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