

## FACULTY AND STUDENT POLICIES COMMITTEE

### PROCEDURES, POLICIES, AND GUIDELINES –Updated Fall 2023

- 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

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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 designee
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 Associated Students
7. One College Dean appointed by the Provost
8. Two staff members (excluding Management Personnel Plan designations) selected by procedures determined by Staff Council
9. The Director of Student 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. Meeting Schedule

- A. Calendar: FASP normally meets on the Thursdays on which full meetings of the Academic Senate are not scheduled.
- B. Procedures to Propose Items for FASP Consideration

FASP considers proposals from a variety of stakeholders from across the university. Stakeholders may make proposals to revise or supersede an active university policy, create a new university policy, suspend or discontinue an active university policy, or propose revisions to the Faculty Personnel, Policies, and Procedures. Additionally, stakeholders may propose resolutions from FASP which are not university policy, but are intended to convey a “sense of the Academic Senate” on critical university, local, state, national, international, and social issues.

Proposals are considered from the following stakeholders:

- Campus Community, including faculty, staff, and students
- Representative(s) from a recognized university office, unit, or division
- Ad hoc Committee
- Sub-committee
- Permanent Committee<sup>1</sup>
- Chancellor's Office
- Community stakeholders

Stakeholders are encouraged to review any relevant active policy related to the policy change or development they propose.

All active university policies are available on the President's website:

<https://www.csuchico.edu/pres/em/index.shtml>.

To begin the process for submitting a proposal for FASP consideration, a representative(s) of a stakeholder group should contact the Academic Senate Chair to discuss the proposed policy change or development, FPPP revision, or resolution.

Representatives of the stakeholder group should be prepared to consult with the Academic Senate Chair to relay the issue they wish to address with the revised, superseded, or new policy, or FPPP section, or gap in active university policy or Academic Senate resolution regarding the issue. If the stakeholder representative(s) has written proposed changes or developed a new policy, they are encouraged to submit that work to the Academic Senate Chair before or during the consultation.

Many university committees, subcommittees, and representatives of university units develop proposals before consultation with the Academic Senate Chair, while others wait to develop proposals until after consultation, or work closely with FASP ad hoc development committees to develop proposals. Stakeholders are encouraged to contact the Academic Senate Chair at any stage of proposal development, including the brainstorming stage, to the fully developed proposal stage.

During consultation, the Academic Senate Chair will provide feedback to assist the representative(s) on next steps in proposal development. As needed or requested, the Senate Chair, in consultation with the FASP chair, may assign a Senate or FASP liaison(s) to assist the stakeholder committee in minor revision, grammatical editing, or developing proposals before the item is discussed or introduced at FASP.

Once the representative(s) or the stakeholder committee is at the stage where they are ready to submit a revised or new proposal, or they request assistance with developing

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<sup>1</sup> Refer to the Academic Senate Constitution for definitions of types of committees.

the proposal further, the Academic Senate Chair will consult with the Executive Committee of the Academic Senate to determine the appropriate FASP steps for the proposal.

### **Determination of FASP Procedure for Individual Proposals**

Proposals may be introduced to FASP either as an approved agenda item by the Academic Senate Executive Committee prior to the meeting or by proposing to amend the agenda to add an item at any FASP meeting during the agenda approval process.

#### *Items approved by Academic Senate Executive Committee Prior to a Meeting*

The Executive Committee of the Academic Senate is the steering committee of the Academic Senate and its standing committees, including FASP. Once a proposal is submitted to the Academic Senate Chair, the Academic Senate Chair will introduce the item to the Executive Committee. The Executive Committee will review the proposal and decide either to:

1. Add the item as a Consent Calendar item,
2. Add the item to a future FASP agenda as an Introduction item, or
3. Add the item to a future FASP agenda as a Discussion item.

The Academic Senate Executive Committee will provide a charge to the FASP chair that will include, at minimum, the 1) purpose of the proposed item, 2) manner in which the item should be included on the FASP agenda, 3) an expected timeline for completion of the proposal, and 4) recommendations for FASP ad hoc development committee membership to ensure content expertise, if relevant.

#### *Amending the FASP Agenda During a Meeting to Add an Item*

Any member of FASP may make a motion to amend the FASP agenda. Amendments to the agenda can include various actions, including adding a new item, removing an item on the agenda, and rearranging the order of the agenda, as example.

Members who wish to add an item to the agenda will ‘make a motion to amend the agenda to add an item’, typically when the agenda is approved at the beginning of the FASP meeting. The member proposing the amendment should be specific about where on the agenda the item should be listed (e.g. “as item number 7, in Introduction items.”). The proposed amendment must be seconded, followed by discussion of the amendment. After relevant discussion, the chair will call for a vote to approve or reject the motion to amend the agenda. The agenda will be modified by a majority vote of members of FASP present and voting.

#### *Category of Agenda Item for Proposals*

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An item added as a Consent Calendar item is considered non-controversial, and a routine item. See the FASP guidelines for examples and parameters for Consent Calendar items.

An item added as an **Introduction item** should be considered ready for full FASP review, with minimal revision expected from FASP during the Introduction and Action process. At Introduction, FASP members and recognized guests are expected to offer comments, ask for clarifications on the proposal, and make informal suggestions for revisions. Introduction items must receive an affirmative majority vote to proceed to Action, which occurs at a subsequent meeting. At Action, any FASP member may make motions to propose formal amendments to the Action Item. Proposed amendments must receive a second<sup>2</sup> from a different FASP member, after which discussion of the amendment is allowed. At the conclusion of discussion of the proposed amendment, the FASP chair will call for a vote on the amendment. Each amendment must receive an affirmative majority vote to be approved. Once all amendments are made, the amended Action item will be voted on for recommendation for Academic Senate. Action items must receive an affirmative majority vote to pass FASP, and move to Academic Senate.

An item added as a Discussion item is considered in need of significant revision or development. A discussion item is an opportunity for feedback and advice on how to further develop the proposal with FASP's assistance.

An item up for Discussion will be discussed with FASP and proposers of the item (the stakeholders) to provide background of the proposal. The proposers of the item will have an opportunity to speak to the need for revisions and need for assistance with proposal development, as well.

At the end of Discussion, the FASP chair will:

- ask for volunteers from FASP to serve on an ad hoc development committee, and
- solicit appropriate experts from the campus community to assist the development of the proposal.

Additionally, the FASP chair will:

- convene the first meeting of the ad hoc development committee,
- supply the charge from the Executive Committee to the ad hoc development committee, and

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<sup>2</sup> A "second" is a verbal affirmation of the proposal, which allows for the proposed item or amendment to be discussed. A "second" does not imply support or approval of the motion. The chair of the meeting must hear a "second", or the motion to make the proposal is lost, and will not be considered.

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- determine a chair for the ad hoc development committee by volunteer, if the Executive Committee has not determined the chairship in the charge to the committee.

### **FASP Ad Hoc Proposal Development Committee**

As appropriate, an ad hoc development committee will work closely with all relevant university committee(s), unit(s), or stakeholder(s) to ensure broad perspective from stakeholders is heard. If there is a university committee or unit whose primary work is determined, or significantly impacted by a proposal, that committee or unit should be closely consulted throughout the proposal development process.

When the ad hoc development committee determines the proposal ready for FASP consideration, the ad hoc development committee will meet with the FASP chair to review the proposal. The FASP chair, in consultation with the Academic Senate chair, will determine if the proposal is ready for FASP Introduction.

The FASP chair will include ready proposals on the next FASP agenda for Introduction, subject to agenda approval by the Academic Senate Executive Committee. Introduction items will move through the FASP process in the Introduction and Action process, followed by full Academic Senate consideration.

### **Preparing documents for FASP**

The proposal should be formatted on the most current EM proposal template (provided by the Academic Senate office), and must be submitted in Word format to the FASP chair. Proposals of revised Executive Memoranda must be submitted with Track Changes visible. New proposals should not contain editing marks or Track Changes.

#### **C. 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.

#### **D. Conduct of Meetings**

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

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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. *Procedures for the Consent Calendar during the meeting:*
  - a) The Consent Calendar is a procedural mechanism to help expedite the work of the committee. It is not intended to circumvent necessary debate on agenda items.
  - b) The Consent Calendar is approved when the meeting agenda is approved.
  - c) During approval of the agenda, the Chair of the committee will call attention to the Consent Calendar.
  - d) Questions for clarification are permitted for items on the Consent Calendar.
  - e) To allow for questions for clarification, the chair should ask, “is any clarification needed on any item on the Consent Calendar?”
  - f) Once clarifications are cleared, the chair should ask, “are there any objections to these consent calendar items?”
  - g) If an item is objected to, or if a Senator requests an item be removed from the Consent Calendar, the item will be removed without debate.
  - h) An item removed from the Consent Calendar shall be added to the current meeting agenda as an Introduction and be placed as the last item on the list of “Introduction Items”. The item will then be considered by the committee in accordance with the committee procedures for full proposals.
  - i) The Consent Calendar as amended shall be approved by general consent without debate.
  - j) Consent Calendar items are presented at committee once, and then move to Academic Senate for consideration.
  - k) At Academic Senate, items approved in a standing committee on a Consent Calendar may be considered as either items on a Consent Calendar or as full proposals requiring Introduction/Action, a decision which is the purview of the Academic Senate Chair and the Executive Committee of Academic Senate, in consultation.
4. 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.
5. 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.

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6. Guests: Meetings are open to the public. Non-members are welcome to speak to issues before FASP after recognition by a member of the Committee.
  7. 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.
  8. Suspension of Rules: Suspension of the standing committee rules will follow a 2/3 vote of all members present. Suspension of these rules may not set aside or suspend a provision of the Academic Senate Constitution or Bylaws, or fundamental Robert's Rules of Orders.
- E. Subcommittees: FASP may establish subcommittees as needed. Members of subcommittees are appointed by the FASP Chair in consultation with the members of FASP.
- F. 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 Shared Governance system.
- G. In cases where FASP proposals require consultation with California State University Office of 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, Faculty Affairs and Success, Associated Students Governance, Provost's Academic Council, the Chairs' Council, Staff Council, Permanent committees.
- H. Annual Reports: At the last meeting of the academic year, an annual report is due from the FASP faculty representative to the University Student Feedback on Teaching and Learning Committee.
- I. Proxies: When a FASP member is absent from all or part of a meeting, the use of proxies is permitted. 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):



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1. A member of the FASP committee may appoint any member of FASP 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 notice of proxy must be received from the FASP member who is absent.
4. No individual may carry more than one proxy.
5. A proxy may be granted for a period not exceeding one academic semester.
6. For absences that exceed one semester, Academic Senate Constitution Replacement rules shall apply (Article 8, Section 4).

## **V. Amendments to Standing Committee Procedures and Guidelines**

As the guidelines for FASP are a set of agreements on expectations for how meetings will be conducted, and the expectations for the behavior of members and guests while conducting FASP business and in meetings, those expectations must be agreeable to the majority of the committee. As such, it is the duty of each new session of FASP to review the guidelines of the committee and come to a consensus about those expectations at the beginning of each academic year. In accordance with the Bylaws of Academic Senate (2022),

*Session is defined to include all meetings during an academic year and the preceding summer. This definition shall apply to the Academic Senate, standing committees, and ad hoc committees with respect to prohibiting the reintroduction of measures during a session, unless the measure has been substantively revised. ([https://www.csuchico.edu/sen/\\_assets/documents/approved-clean-acadsen-bylaws-ec-subcommittee.pdf](https://www.csuchico.edu/sen/_assets/documents/approved-clean-acadsen-bylaws-ec-subcommittee.pdf))*

At the first meeting of each academic year, the committee guidelines shall be opened for review and discussion as an Introduction Item.

A notice of intent to review and open the guidelines for amendments must be distributed to the committee via agenda at least two (2) workdays before the first meeting of the academic year.

At the second meeting of the year, amendments to the guidelines may be proposed and subsequently approved under the following parameters:

1. During the meeting, amendments to the guidelines may be proposed by any voting member of the committee.
2. Approval of proposed amendments to the guidelines requires a 2/3 or greater vote of all members of the committee present.

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3. No amendment may set aside or suspend a provision of the Academic Senate Constitution or Bylaws.

Guidelines for the committee expire at the end of the session or academic year.