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8-28-2023

### Faculty Senate XXVIII 2023-2024 - August 28, 2023 Agenda

Faculty Senate

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Faculty Senate XXVIII  
2023-2024  
August 28, 2023  
3:10 – 5:00 PM via Zoom

**I. Call to Order**

**II. Remarks by and questions to President James Dean (3:10 – 3:40)**

**III. Approval of the May 8, 2023 XXVII Minutes and the May 8, 2023 XXVIII Minutes (3:40-3:45)**

**IV. Comments by and questions to the Chair (3:45-4:10)**

- Welcome 2023-2024 Faculty Senate
- Zoom names in meetings: senators need use their full name not a nickname or initials
- A review of the UNH 2023-2024 Faculty Senators SharePoint site
- Introduction of the 2023-2024 Standing Committee Chairs
- Senate Procedures and Resources (Appendix 6-1 – 6.2, please find below)
- Update on the Hamel Honors and Scholars College Development and Implementation Committee
- Update on the 2023 Ad Hoc Discovery Committee
- Update on the Ad Hoc Committee on Diversity Requirement for General Education

**VI. Discussion on Senate Protocols and Priorities (4:10-4:35)**

**VII. New Business (4:35-4:40)**

**VIII. Recess into Committees (4:40-4:50)**

**VIX. Committees Return and Report (4:50-5:00)**

**X. Adjourn (5:00 pm)**

**Appendix 6.1**

## UNH Faculty Senate Meetings Guidelines and Best Practices

### Prior to the meeting

- Be prepared. Most often there is reading to be done ahead of the meeting. Do your best to do this.
- Keep your Zoom app updated to the latest version.
- Please ensure you name in the Zoom meeting as your actual name, not initials or nicknames. This ensures the Senate Admin Coordinator can properly document attendance and that your colleagues know who you are.
- Notify the Senate admin if you will be participating via phone.
- Notify the Senate admin if you will be absent and if you have designated a proxy.

### At the meeting

- Please be on time.
- Indicate that you would like to speak by using the “raised hand” feature to get in the queue to speak or ask a question. The vice chair will call on you when it is your turn.
- Turn your camera on, but please stay muted until called upon to speak.
- Introduce yourself (name, department, and any other context) before speaking.
- Be respectful.
- ***Two minutes is the general recommendation when speaking or posing a question.***
- Please limit meeting minute corrections to those affecting the substance or meaning of text. Small typographical errors should be sent to the Senate coordinator via email [Amanda.peterson@unh.edu](mailto:Amanda.peterson@unh.edu). The Senate chair or coordinator will acknowledge receipt of such edits before a vote is held.
- Avoid discussion in the chat box. Questions and comments should be shared by voice with the Senate. Not all senators, including the chair and vice chair may be able to follow the chat box.

### Suggestion for presenters

- PowerPoint or other visuals are encouraged and should be made available to the Senate admin for publication on the Senate website and in the minutes following the meeting.
- Presenters are responsible for running their own slideshows.

### About Voting

- When discussion concludes, the chair puts the question to a vote. If the chair feels the discussion has reached a point of diminishing returns, or the agenda is pressing, they may suggest it is time to vote, and if there are no objections, they will put the question. Failing that, the chair may ask for a motion for the previous question.
- Voting via Zoom will be conducted using the raised hand feature of Zoom. Senators who are joining by phone will be asked to voice their vote.
- The Faculty Senate shall vote on main motions of a substantive nature, unless otherwise decided, at the regular meeting following the meeting when the motion was introduced. About meeting via electronic means.

### **About visitors**

- The Senate constitution provides that: “The meetings of the Faculty Senate will be open to all faculty. Others may be present only on the invitation of the Agenda Committee. Anyone may be recognized to make a presentation at a Faculty Senate meeting, but only senators may propose motions or vote.”
- Committees wishing to invite non-faculty guests should contact the Chair [Vidya.Sundar@unh.edu](mailto:Vidya.Sundar@unh.edu) for approval of an invitation prior to one being made.
- Non-faculty visitors should contact the Chair to request permission to attend.
- Non-Senator faculty should contact the Senate Administrative Coordinator [Amanda.Peterson@unh.edu](mailto:Amanda.Peterson@unh.edu) to obtain the Zoom instructions.

### **About meeting recordings**

- Faculty Senate meetings are recorded for the purpose of preparing minutes. These recordings are not available for viewing, distribution, or publication.

## **Appendix 6.2**

### **HOW DOES THE UNH FACULTY SENATE FUNCTION?**

Overview: The UNH Faculty Senate’s substantive deliberations are governed by its [Constitution and By-Laws](#). Procedures under which discourse is conducted and decisions made are specified by Robert’s Rules of Order, which are intended to ensure that debate is fair, orderly, and democratic. These rules are designed so that all members have an equal opportunity to be heard and that the rules of procedure are the same for all. All business of the UNH Faculty Senate is intended to be controlled by the general will of the whole. It is also the right of the minority to ensure that decisions are made only after a full and fair discussion of the issues involved. Paragraph two of the Faculty Senate constitution’s preamble sets the context for our shared system of governance: “The distinctive responsibility of the faculty is the academic mission of the university.” In particular, the joint statement asserts that:

“The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters, the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.”

The Faculty Senate is an elected, representative legislative body with authority to review and develop policies related to the academic mission of UNH. Senate recommendations are developed under the shared governance system, in consultation with the appropriate administrators (deans, the vice-presidents, the senior vice provosts, the provost and the president) and forwarded for the president’s approval. Findings and/or proposals arising from committee or task force deliberations are routinely reported to the senate for consideration and debate. Sometimes administrators, in consultation with the Senate’s Agenda Committee, may suggest topics for senate deliberation. Proposals are generally developed in the appropriate standing committee or special purpose task force or ad hoc committee in consultation with university administrators. Adoption of recommendations requires formal motions, further debate, and a majority vote by the senators. You are representing your department and your colleagues’ interests and concerns, not just your own. Please bring their concerns to the senate’s attention and report back to your colleagues regularly regarding issues of interest and concern. Senators receive the senate minutes, agendas and other documents by email and should forward them to their departmental colleagues, with or without comments. Senators also may give oral reports about the current senate issues, at the departmental faculty meetings.

The senate has a public website, where approved minutes, motions, committee charges and memberships, and other public information is stored. That website is: [www.unh.edu/fac-senate](http://www.unh.edu/fac-senate)

Agenda Committee: Composed of several at large members, a vice chair, and a chair, plus the previous senate chair who serves ex-officio, the Agenda Committee is responsible for structuring the senate’s agenda and for the overall operations of the Faculty Senate. If a senator wishes to have an item placed on the agenda, s/he should request this in advance from the Agenda Committee. (The Agenda Committee meets on the “off-senate” Mondays). If an issue is of pressing importance, the matter could be raised during “new business”, with the request that the Agenda Committee refer the issue to the relevant standing committee if the senate agrees, OR *that* time be scheduled for discussion at a subsequent senate meeting. Contact the senate chair or a member of the Agenda Committee, if you have a concern you wish to bring before the senate. Motions must be presented in writing. See the Faculty Senate’s website.

**Senate Work:** You will note that most of the workload of the senate is carried out under the leadership of its standing committees (e.g., Academic Affairs, Academic Program, Finance and Administration, Research and Public Service, Student Affairs, Campus Planning, Library, Information Technology), and permanent committees (Professional Standards and the University Curriculum and Academic Policy Committee). Other work may initially be accomplished by an ad-hoc special-purpose committee or through such university-wide joint committees as the Council for Inclusive Excellence and Equity, Athletic Advisory Committee, and the MUB Board

of Governors. Members of standing committees or special representatives of the senate are also appointed to serve as members or observers to such bodies as the Central Budget Committee, the Alumni Association Board of Directors, and various committees of the USNH Board of Trustees. The senate has had representation on the Academic Plan Review Committee, and the Discovery Committee as well.

Senate Procedure: If you have a question about senate procedure or how to be sure an issue of concern is brought to the floor, please contact any member of the Agenda Committee or the Senate Administrative Coordinator, Amanda Peterson. You may also consult the chair of the committee to which you are assigned if questions arise.

Committee Assignments: Each of you is assigned to a working committee. Most of the senate committees meet during the senate hours on alternate Mondays. If you are unsure about when your committee meets, check with your committee's chair. Please make every effort to contribute to the committee's work, as this is where your substantive concerns can be part of the deliberations from the beginning. In addition, you may be asked to serve on one or more university-wide committees or boards on which faculty representation is needed. Please note that your work on the senate and on senate standing committees may be documented and used during promotion review.

Absences: Senators who will be absent are asked to arrange for a proxy from the department to attend the senate meeting, participate in the discussion, and vote on motions. Note, "No senator or proxy may have more than one vote" (Faculty Senate Constitution) so Senators cannot serve as proxies. There are no absentee ballots. Please contact Amanda Peterson if you have a proxy or have tried and are unable to find a proxy.