Host: Jose Wudka, Chair

Date: Monday October 12, 2015

Time: 12:00 pm - 1:00 pm

Location: 220 University Office Building

Agenda

12:00 – 12:10 Welcome & Introductions
Jose Wudka
Chair, Riverside Division

12:10 – 12:20 Introductions of Senate Staff
Cherysa Cortez – Executive Director
- Riverside Division Organization Chart - Handout

12:20 – 12:35 Shared Governance and Committee Management
Jose Wudka
- Shared Governance

12:35 – 1:00 Systemwide Issues - Announcements
Jose Wudka

Division Issues - Announcements
Jose Wudka

Discussion with Chairs / Chair Questions
Jose Wudka
- Guidelines for Senate Committee Chairs – Handout
- Systemwide Travel - Handout
These guidelines serve to provide you with information about the resources available to you as a UCR Academic Senate committee chair. They include defining the roles of those in the Senate who are available to help you in this endeavor, clarifying what is expected of you as chair, and explaining the lines of communication and information flow in the Academic Senate Office.

**Role of the Divisional Chair**
The senior administrative officer of the Senate is the Divisional Chair. This is a two-year elected position. There is also a Vice Chair of the Senate who is elected for a one-year term. The Vice Chair works closely with the Chair during their tenure, however, the Vice Chair does not automatically succeed to the position of Chair. At UCR, the Chair of the Senate participates in meetings with the Chancellor, Executive Vice Chancellor and Provost, and Deans; represents UCR at all Statewide meetings of the Academic Assembly and the Academic Council; Chairs all Division meetings; appoints special Ad hoc Committees and Task Forces of the Senate; and ensures a smooth transition for Committee Chairs from one Academic year to the next. The Divisional Chair is the voice of the Divisional Senate, and his or her communications with the Chancellor, EVC/Provost and other administrators, the systemwide Senate, and/or the press, explain the Senate’s position on relevant issues. As a result, it is imperative that all Senate committee chairs keep the Divisional Chair fully informed on all matters related to the Senate or the activities of committees. **Committee Chairs may not communicate directly to the Chancellor or Vice Chancellors without concurrence of the Divisional Chair**

The Chair may attend the meetings of any Senate committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee.

**Role of the Committee Chair**
The primary responsibility of the Chair of a Standing Committee of the Senate is to fulfill the charge of his/her Committee, as defined in the Senate's Bylaws, and to report the committee's actions to the Division. In consultation with committee members, the Committee Chair directs the way in which the business of the committee is conducted. The Committee Chair identifies issues that fall within the committee’s charge, initiates discussions, formulates proposals or recommendations, and submits reports and/or recommendations on behalf of the committee to the Executive Council. With the assistance of the Senate Analyst assigned to the Committee, the Chair is responsible for the committee’s timely response to requests from the Division Chair for review and comment on proposals and reports that originate both from the administration and from the systemwide Academic Senate. Committee responses submitted through the Chair to the Executive Council should reflect the character of the committee's discussion, the consensus of the committee, and the minority opinion, if any. The Committee Chair, working with the Committee Analyst, is also responsible for keeping the Divisional Council Chair fully informed about the committee’s activities throughout the Academic year.

**Systemwide Committee Representation**
For several Senate Committees, a member of the Committee, typically but not necessarily the Chair of the Committee, attends systemwide Academic Senate meetings of their committee. These individuals function as the sole representatives of UCR on the various systemwide committees and, therefore, it is imperative that the UCR representative attend and participate in all systemwide meetings.
Systemwide committee members who cannot attend a systemwide meeting are required to inform both the Division Chair and the Executive Director of the Senate Office so that an alternate representative can be named. Also it should be understood that Senate members who hold an administrative position higher than department chair, are not eligible to serve as an alternate member on a Standing or Special Committee of the Assembly; also department chairs may not serve as an alternate member on UCAP, UCAF or UCP&T (SB 128.H).

Role of the Executive Director of the Senate Office:
The Executive Director of the Senate Office is the Chief Administrative Officer of the Senate and the chief policy consultant for the Faculty, Executive Council and all standing committees. The Executive Director is also responsible for ensuring that the Senate’s committees are provided with the resources necessary to conduct their business, including competent, reliable, and helpful support staff. Chairs who believe that their committee is not adequately supported should notify the Executive Director. All non-routine requests for expenditures must be directed to the Executive Director prior to incurring the expense. The Executive Director’s contact information can be found on the Riverside Division website: http://senate.ucr.edu/about/staff.html

Role of the Senate Analyst
The primary function of the Senate Analyst is to staff the committee according to the work it has been assigned in its Bylaw. The Senate Analysts provide and assist in the following manner: (a) provides current information related to Committee issues, and suggests agenda items; (b) drafts agendas; (c) recommends, contacts and schedules consultants; (d) provides minutes of the meetings (where applicable); (e) follows up on action items; (f) drafts committee recommendations and statements; (g) helps draft the annual report, and (h) advises on the proper vetting of proposals according to established policies and procedures. The analyst is also expected to work with the Chair and members to produce reports or articles on Committee related issues that are deemed of interest to the general faculty. With the approval of the Divisional Chair or the Executive Director, the articles or reports may be posted on the Senate’s website. It is the responsibility of the Committee Chair to copy the analyst on all committee related communications and to cooperate with her or him on the timely preparation of the agenda and on the follow-up of action items. A current list of staff committee assignment and contact information is included, and can be found on the Riverside Division website: http://senate.ucr.edu/about/staff.html

Role of Representatives, Ex officio Members and Consultants
The number and area of non-Senate Academic personnel representatives, student representatives and ex officio members for each committee are specified in the appropriate Bylaw. The primary role of the representatives is to provide the perspective of their constituents and to serve as liaison between their constituents and the Committee. Unless otherwise specified, an ex-officio member is a regular working member of a committee, is counted in determining the quorum, and has all the rights and responsibilities of any other member of the committee, including the right to vote. An advisory or consultant member has the right to attend meetings, participate in debate, and make motions, but is not counted in determining the quorum and does not have the right to vote.

Student representatives must be formally appointed to the Committees, as stated in the appropriate Bylaw. Records of student representation are kept in the Senate office. Student members may not switch arbitrarily or bring additional student representatives to any meetings. Some Bylaws specify that alternate additional student representatives may be appointed to the Committee’s standing committees. It is the responsibility of the Committee student representative to ensure information flow between the Committee representative and all the representatives of the respective committees and the respective student organization.
While Consultants, usually administrators and staff, provide a vital role in providing timely information to the committees, they are not committee members and may only attend portions of Committee meetings by invitation. Chairs should feel no obligation to have Consultants attend all meetings or to sit in on the entire meeting to which they have been invited. Generally, such consultation is limited to a particular agenda item and the time it takes to accomplish it during the meeting. Chairs should feel free to schedule “executive sessions” - voting members only - at any time.

Committee Meeting Dates
Each Committee should firmly establish a standing meeting time for the academic year, or at a minimum, for each quarter (e.g., every other Monday at 1:00 p.m.). During the Academic year, officers and members of each Committee should arrange with their departments in advance to clear their calendars for these regular meeting times.

Creating External Special Committees
The Chairs of Senate committees may find it advantageous to create an external or ad hoc Special Committee for the following reasons:

- An issue requires in-depth research and formulation of a recommendation that a standing committee cannot, for a legitimate reason, complete.
- The discussion and formulation requires additional expertise not on the Executive Council or a standing Committee.
- The task is specific and not on-going.

To determine the appropriate procedure for establishing a Special Committee that is consistent with Senate bylaws, the committee Chair should consult with the Division Chair. Committee Chairs in consultation with their committee are free to organize subcommittees from their own committee’s membership without external consultation, and they can appoint a Vice Chair provided the Committee on Committees is not assigned this task by the bylaws.

Modes of Communication
The majority of interaction between a committee Chair and the Analyst will be in person or via e-mail. The preferred mode of communication between the Senate office and Committee members is via email or by phone. Most agendas, minutes, drafts and reports will be available to the committee members on the Senate webpage. As paper copies will not be provided, members are encouraged to read the material on screen or print out what would be necessary for meetings. In the Senate, we strive to do as much of our business electronically as we possibly can and we appreciate your support in this effort. Chairs should strongly encourage their members to read the background information for their agenda items prior to meetings so they are prepared to act during the meetings. Agendas should be posted with enough time to allow members sufficient time to acquaint themselves with the pertinent information prior to the meetings.

Routing of Senate Business
All requests from the Administration for review, consultation or approval shall be addressed to the Riverside Division Chair. This is intended to ensure that the Division as a whole is fully engaged in the Shared Governance of the University, to guarantee that the relevant committees are involved in formulating a response, and to provide central record keeping of inquiries and responses which shall be made available to all Senate members on the Senate web site.
All requests from the Administration for the appointment of Senate representatives to administrative committees should be addressed to the Chair of the Division who will formally request the Committee on Committees to make the appointments.

Requests received from other sources (including Senate committees, individual Senate members, and other persons or entities) will be received by the Chair of the Division and routed to the relevant committee. If a committee chair receives a routine inquiry directly, before replying, the chair should forward the inquiry to the coordinating analyst for historical preservation and discussion. If the inquiry is not routine in nature, the inquiry should be forwarded to the Division Chair for processing.

**Definitions and Handling of Business**

**Routine business** which clearly falls within the decision-making authority of a single committee under the Bylaws shall be processed by the appropriate committee according to its established procedures. Examples of routine business include graduate program reviews (handled by Graduate Council), undergraduate program reviews (handled by Educational Policy), course approval requests (received from college and school courses committees for processing by the Senate Committee on Courses), research grant proposals (received from faculty for processing by the Committee on Research), and requests for interpretation of Senate legislation (handled by the Committee on Rules and Jurisdiction).

**Non-routine** business is anything which is not routine under the above definition, including all Administration requests for review, consultation, or approval. Examples include a proposal to establish a new school or college, proposed changes in the Academic Personnel Manual, and proposed changes in Systemwide Senate policies or legislation. These inquiries shall be posted as "Issues under Review" on the Academic Senate website and assigned a response deadline. The Chair (or designee) shall review, track, and direct all such requests to the attention of appropriate committees and shall provide all standing committees and all school and college Executive Committee Chairs the opportunity to opine. The Divisional Chair shall formulate a Divisional reply based on these responses.

Administration requests for the appointment of Senate representatives to administrative committees are referred to the Committee on Committee. Only Academic Senate members appointed by the Division in this manner may be regarded as being representatives of the Academic Senate. In instances where the administration appoints Senate members to administrative committees without following these procedures, such committees cannot provide advice to the Administration on behalf of the Senate as called for in the Standing Orders.
UNIVERSITY OF CALIFORNIA ACADEMIC SENATE
TRAVEL POLICIES AND PROCEDURES:
ARRANGING/BOOKING TRAVEL

Overview

The Systemwide Academic Senate pays for travel expenses for Senate members attending Universitywide Academic Senate committee meetings. In most cases, the Senate is direct-billed for airfare, but Senate travelers will need to pay and be reimbursed for such expenses as cab fare, parking, and local transportation. In order to book air travel without having it billed to the traveler’s personal credit card, travelers from every campus but Santa Barbara should use the customized Southwest Airlines SWABIZ link provided in this document. For flights from airports not served by Southwest, travelers should call, email or submit a web request to UC Travel Center to request a booking. Normally, this service, which is more costly than SWABIZ, is approved only for travelers departing from or returning to Santa Barbara.

For reimbursements, please see Getting Reimbursed for Senate Travel (http://senate.universityofcalifornia.edu/resources/documents/travel.regs_reimbursements.pdf).


Making Airline Reservations

Travelers should book their flights at least 14 days in advance to obtain the lowest fares and should select the lowest available fare. If the meeting is rescheduled or cancelled, the Senate will pay the change fee. Only travelers who know their plans are likely to change should book higher-price fares.

Travelers are responsible for making their own travel arrangements. Flights booked through SWABIZ or UC Travel Center will be billed directly to the Systemwide Senate office, not to the traveler. Travelers who book their flights in any other manner must charge the fares to their own credit cards and request reimbursement after the travel is completed (please see Getting Reimbursed for Senate Travel (http://senate.universityofcalifornia.edu/resources/documents/travel.regs_reimbursements.pdf)).

Please follow the instructions below for the three possible options:

Option 1: Southwest Ticket Purchases via SWABIZ (Southwest) for UC Academic Senate (for all travelers except those traveling to or from Santa Barbara)

First time travelers on SWABIZ will need to 1) Either have a Southwest rapid rewards account or create one; 2) create a SWABIZ traveler account; and 3) book travel using SWABIZ. Those who do not have a Rapid Rewards account can enroll by selecting the Rapid Rewards site, or go to: https://www.southwest.com/rapid_rewards/?int=GNAVRPDRWDS
After creating a Rapid Rewards account, the traveler will also need to create a personalized traveler account at the SWABIZ site (https://www.swabiz.com/cgi-bin/travelerAccountLogin), which only needs to be created once a year. This will be used to allow direct billing to the Academic Senate instead of to the traveler’s credit card. Please follow these steps:

- **Step One** – Enter Academic Senate account number in Company ID field. The account number is 99679333
- **Step Two** – Enter your Southwest Rapid Reward number in Account Number field.
- **Step Three** – Enter Southwest Rapid Reward Account Password in Password field.
- **Step Four** – Click on the Login button

  - **Note:** It will take up to 24 hours before permission is granted for access to the direct bill method of payment. If immediate access is necessary please contact Tenneh Fallah at (510) 987-9136 or Tenneh.Fallah@ucop.edu during regular business hours for assistance.
  - **Note:** Traveler will receive confirmation by e-mail that the direct bill method of payment has been activated. Upon receipt of confirmation, the traveler can begin booking Southwest trips through SWABIZ for the Academic Senate.

Follow the steps above, as illustrated in the Traveler Account login page.
In order to book a flight, go directly to the SWABIZ site created for the Academic Senate: http://www.swabiz.com/flight/search-flight.html?cid=99679333

Once the reservation has been completed, Southwest will email the itinerary. The traveler should retain a copy of the Southwest itinerary including the confirmation number. This is required to check-in and obtain a boarding pass. Once the ticket has been issued, the traveler must e-mail the invoice / itinerary to brctravelandent@ucop.edu; The BRC may also be cc'd during the reservation process. This is important! Keep a copy of your receipt.

Note – Personal travel arrangements may not be booked through the SWABIZ for Academic Senate website. Personal travel should be booked through the traveler’s campus Connexxus portal.

Option 2: UCLA Travel Center (for travelers to or from Santa Barbara only)

1. Faculty may book their flights over the phone/email or through the UC Travel website:
   a. By phone/email: Call or email UC Travel Center to book your flight (Gay Kurahashi at (800) 235-UCLA or gkurahas@finance.ucla.edu)
   b. Through the UCLA Travel website (https://www.travel.ucla.edu/). Make sure to change
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“Nature of Trip” to “UCOP Business.” Otherwise, the request will be routed to the wrong team and the reservation may not be completed in time for the trip.

2. Provide your name, committee name, and meeting date. Tell the service representative that you are attending a meeting sponsored by the UC Systemwide Academic Senate Office and that a PAC number for the meeting has already been issued by UCOP’s Business Resource Center. UC Travel will confirm that you are an authorized Senate traveler. Note: PAC numbers are issued only for travelers to or from Santa Barbara. All other travelers will have to request approval.

3. Unless the traveler is aware that his or her plans are likely to change, request the cheapest available fare, typically a non-refundable advance reservation. The Senate will cover the cost of cancellations or changes if required by changes in the meeting schedule or circumstances beyond the traveler’s control.

4. Once you have completed your reservation, UC Travel will email you an itinerary. To ensure that your reservation has been ticketed, click on the “Virtually There” link and verify that you have received an “ELECTRONIC TICKETLESS RESERVATIONS RECEIPT” with a confirmation number. You must have a confirmation number for ticketless check-in. (Forward the email to BRCBlue@ucop.edu if not already cc’d.)

5. Keep a copy of your e-receipt.

6. Note: Personal travel may not be booked through UC Travel

Option 3: Air-Fare Reimbursement (least preferred)

The Senate will reimburse only the amount the same flight would have cost if booked through SWABIZ or UC Travel Center. The Senate will not reimburse costs of cancelling or changing reservations if a meeting is cancelled. Please see Getting Reimbursed for Senate Travel http://senate.universityofcalifornia.edu/resources/documents/travel.regs_reimbursements.pdf. If you are indeed booking air-fare on your own, please keep the following stipulations in mind:

i. Unless the traveler has a medical condition requiring higher class seats, UC will reimburse only the most economical airfare. Upgrade fees, e.g., for Southwest’s “Business Select” fare, will not be approved.

ii. In advance of the meeting, a traveler with a medical condition must submit to the Executive Director a doctor’s letter explaining why a higher class of travel is medically necessary.

iii. No out of state travel will be reimbursed without prior approval by the Executive Director.

Non-Air Travel (car, bus, train, etc.)

When air travel is available, reimbursement for surface transportation may not exceed airfare plus the cost of transportation to and from airports. The current standard mileage reimbursement rate for a personal vehicle is $0.56 per mile (effective 1/1/14). If travelers choose to use a Campus Fleet Car, the Senate will not assume responsibility for any liability or damage. Please note that some campuses have designated parking areas for Campus Fleet Cars. Unless you park in those areas you must obtain a
parking permit to avoid a parking violation ticket. A car rental will be reimbursed only when the traveler can show that it was more economical than other forms of transportation. No charges for insurance or car upgrades will be reimbursed.

Process:

1. The Office of the President has negotiated contracts with the following rental car agencies for employees traveling on University business: Enterprise, Hertz and National.
2. Car reservations can be made on-line through Connexxus travel portal by selecting BCD travel (Cliqbook) or UC Travel Center (GetThere). UC preferred car identifiers are programmed in BCD/Cliqbook and UC Travel Center’s database in order to take advantage of UC’s car discounts. Please use your campus’s Connexxus travel portal; there is no “Academic Senate” Connexxus portal. Click on the following link to find your campus portal: http://www.ucop.edu/connexxus/campuslinks.html.
3. When renting a car, do NOT accept the agency insurance coverage or an upgrade. You will NOT be reimbursed for these charges. (For more information about insurance and liability: http://www.uctrips-insurance.org/).
4. Amtrak reservations can be made through the local campus Connexxus travel portal. UC has a 15% discount agreement with Amtrak for rail service within the California corridor.
5. For trains, shuttles and taxis: Keep original receipts or ticket stubs for train travel. Receipts are not required for BART, local buses, and taxis.
6. Parking: Report parking expenses on reimbursement form; receipts for are not needed.

Lodging

For one-day meetings, overnight lodging will not be reimbursed unless approved in advance by the Executive Director (hilary.baxter@ucop.edu) and if one of the following conditions is met:

i. The traveler is on travel status prior to 6:00 a.m. or after 10:00 p.m.;

ii. Health-related reasons (documented);

iii. Traveler will attend another Senate approved function the day before or the day immediately following the meeting; or

iv. Traveler will attend another non-Senate function the day before or the day immediately following the meeting, and the other party will share the cost.

For two-day meetings, one night’s lodging is automatically approved for members on travel status. Any additional nights must be approved by the Executive Director in advance of the meeting.

Lodging is not to exceed $180 per night (excluding taxes). UC has negotiated favorable rates with the following hotel chains: Marriott, Starwood Hotels, and Wyndham Hotel Group which can be booked on-line through Connexxus appointed travel companies BCD/Cliqbook or UC Travel Center via the Connexxus portal. Please use your campus’s Connexxus travel portal; there is not an “Academic
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*Senate* Connexxus portal. Click on the following link to find your campus portal: http://www.ucop.edu/connexxus/campuslinks.html.

Process:

1. *(Preferred Option)* Hotel reservations can be made on-line through Connexxus travel portal by selecting BCD travel (Cliqbook) or UC Travel Center (GetThere). UC preferred hotel identifiers are programmed in BCD/Cliqbook and UC Travel Center’s database in order to take advantage of discounts. Your hotel cannot be prepaid. *Please use your campus’s Connexxus travel portal; there is not an “Academic Senate” Connexxus portal.* Click on the following link to find your campus portal: http://www.ucop.edu/connexxus/campuslinks.html.

2. Alternatively, traveler may book a hotel reservation by calling a UC Travel Center or BCD agent, using your credit card. If you are being reimbursed for hotel charges, please see *Getting Reimbursed for Senate Travel* (http://senate.universityofcalifornia.edu/resources/documents/travel.regs_reimbursements.pdf).

Meals

Under University travel policy (BFB G-28, Policy and Regulations Governing Travel), travelers will not be reimbursed for meals during a trip of less than 24 hours. Please refer to the policy on “Arranging Lodging” above for information on when overnight stays are authorized. For those meals that are reimbursable, travelers will be reimbursed the ACTUAL COST OF THE MEAL, as documented on an original ITEMIZED receipt, subject to the maximum set by UCOP travel policy BFB G-28. Alcoholic beverages will not be reimbursed. Only the traveler’s own meals will be reimbursed. A morning snack and lunch are provided at most Senate meetings. For such meetings, no individual claims for lunch will be reimbursed.

Process:

1. Keep all original receipts.

2. When two or more attendees at the same meeting eat together, each traveler must request their own receipt and reimbursement. Please see *Getting Reimbursed for Senate Travel* (http://senate.universityofcalifornia.edu/resources/documents/travel.regs_reimbursements.pdf).