

## **Division Council of the Merced Division Guidelines for Senate Consultation**

### **General Flow of Senate Committee Business**

1. Requests come from Academic Council, Division Committees, campus administrators, campus faculty
2. Requests are sent to the Division Chair who decides how to process the request. The Chair may refer the item to one or more Senate committees on behalf of the Division Council. The process is managed by the Senate Director and the Principal Analyst.
3. Division committees receive and process a request from the Chair. Committees may opt not to opine on requests for comments. If a committee decides to opine, the committee comments are sent to the Division Council Chair with a cc to the members of the committee who conducted the review.
4. Committee comments are tabled for discussion at Division Council meetings. The Division Council reviews the item and comments or takes other action.
5. The Division Council Chair, with assistance from the Senate Director, processes all of the Division Council's requested action items.

### **Administrative Consultation**

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#### **Campus and Systemwide Review Items (See Appendix A)**

Direct request to the Merced Division Chair at [senatechair@ucmerced.edu](mailto:senatechair@ucmerced.edu)

- Senate staff (on behalf of the Senate Chair) disseminates request to appropriate Senate committees
- Senate committees complete review and submit recommendations to Division Council
- Division Council formulates response based on committee consultation. Where committee responses do not reflect a consensus, the Division Council will formulate a reply from the Division incorporating committee comments
- Final recommendation is transmitted by the Division Chair to original requestor

#### **Senate Representatives on Administrative Committees (See Appendix B)**

Only Academic Senate members appointed by the Division in the following manner may be regarded as being representatives of the Academic Senate. In instances where these procedures have not been followed, such committees cannot provide advice to the Administration on behalf of the Senate.

Direct request to the Chair of the Committee on Committees

- Committee on Committees identifies representative(s) for requested committee
- Committee on Committees may consult with the Division Council
- The Senate Director notifies the representative and Administration

## Division Council of the Merced Division Guidelines for Senate Consultation

### Non-Administrative Consultation (See Appendix C)

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(From Senate committees, Senate members, other persons/entities)

**Routine Business-** clearly falls within the decision-making authority of a single committee under the Bylaws.

Direct request to relevant Senate Committee

- Senate Committee will complete review and may consult with Division Council
- Senate Committee formulates response and reports back to the original requestor
- Senate Committee Chair reports committee business to Division Council

Examples of routine business include:

Course approval requests (received from the Registrar for processing by either UGC or GRC)

Undergraduate program reviews (UGC)

Graduate program reviews (GRC)

Requests for interpretation of Senate Legislation (CRE)

**Non-Routine Business-** any business which is not routine (as defined under routine business) including all Administration requests for review, consultation or approval.

Direct request to Merced Division Chair at [senatechair@ucmerced.edu](mailto:senatechair@ucmerced.edu)

- Senate staff (on behalf of Senate Chair) disseminates request to appropriate Senate committees
- Senate committees complete review and submit recommendations to Division Council
- School Executive Committees and Curriculum Committees are given the opportunity to opine and submit recommendations to Division Council (for relevant review items)
- Division Council formulates response based on committee consultation. Where committee responses do not reflect a consensus, the Division Council will formulate a reply from the Division incorporating committee comments
- Final recommendation is transmitted by the Division Chair to original requestor

Examples of non-routine business include:

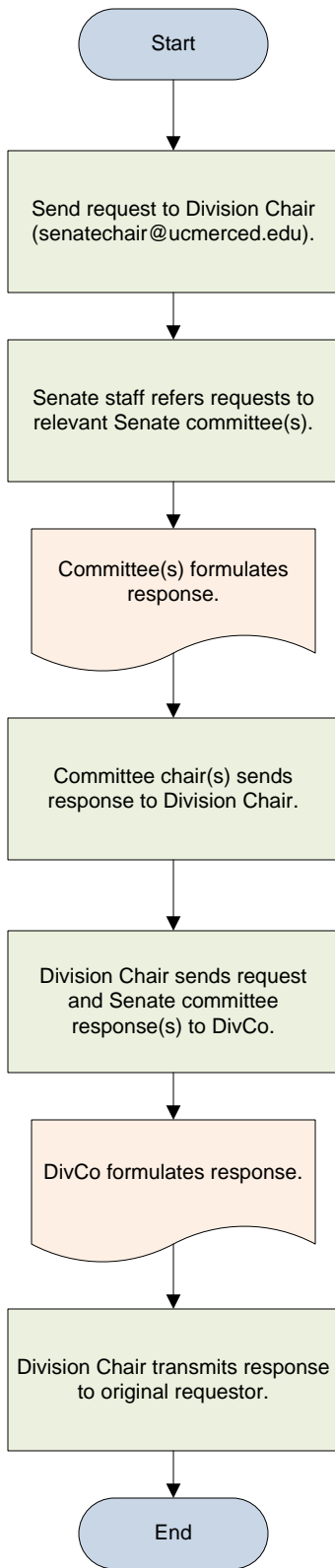
Proposal to establish a new School or College

Proposed changes to the Academic Personnel Manual

Proposed changes in Systemwide policies and legislation

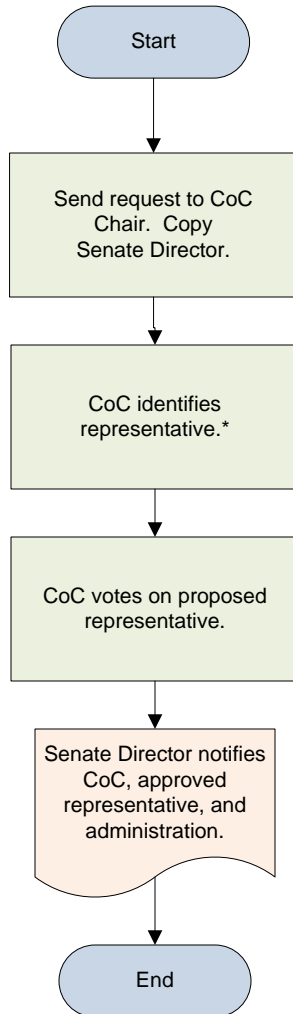
# Administrative Consultation

## Campus and Systemwide Review Items



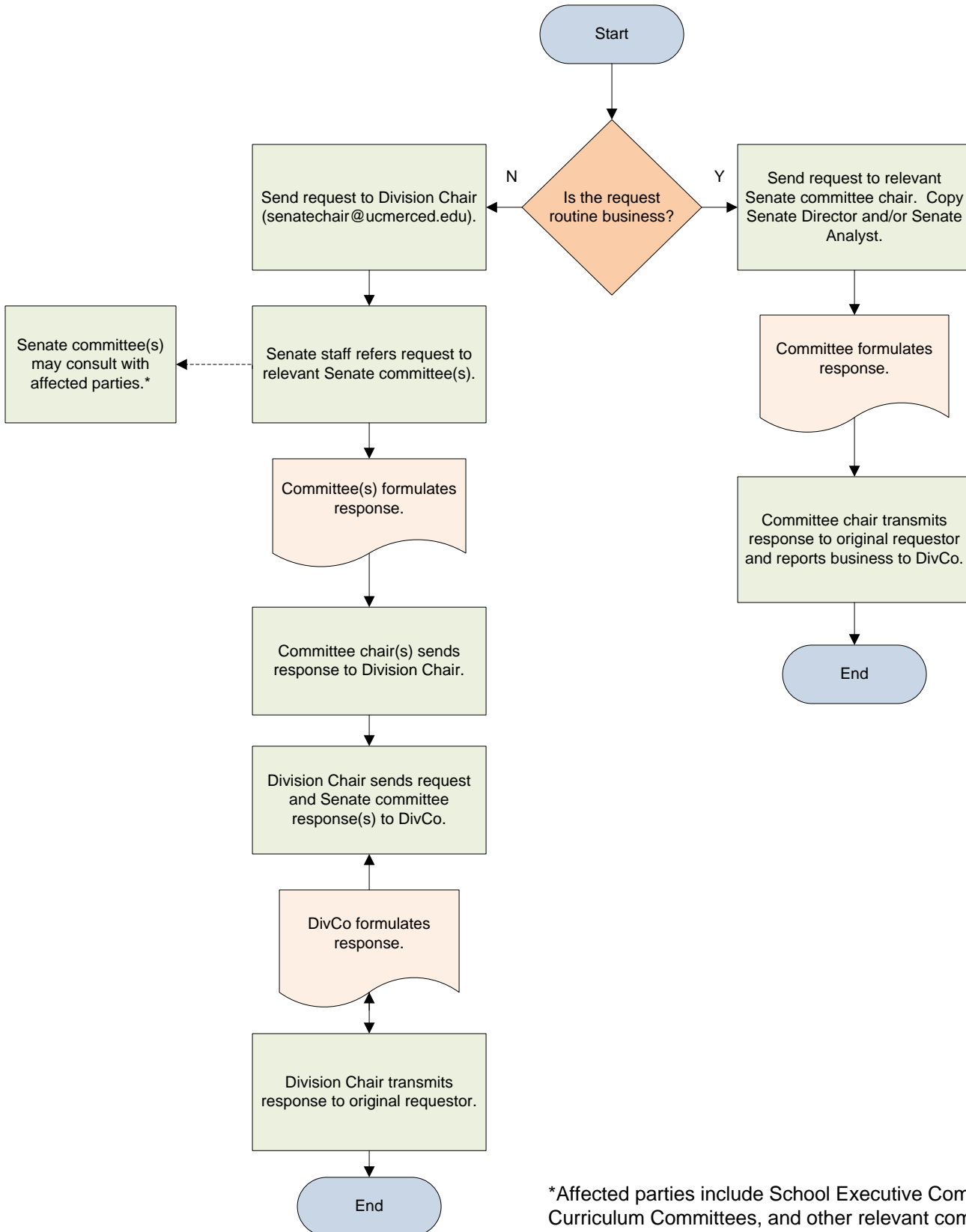
# Administrative Consultation

## Senate Representatives on Administrative Committees



\*CoC may consult with DivCo.

# Non-Administrative Consultation



\*Affected parties include School Executive Committees, School Curriculum Committees, and other relevant committees.