

WSU FACULTY SENATE SENATOR INFORMATION PACKET 2026-2027



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SECTION 1. WHAT TO EXPECT AT SENATE MEETINGS

Meetings of the Faculty Senate occur via Zoom on every other Thursday during the academic year, beginning at 3:30 pm. The 2026-2027 Schedule is below:

<i>Fall 2026 Meeting Dates</i>		<i>Spring 2027 Meeting Dates</i>	
Orientation	September 10	1 st Meeting	January 14
1 st Meeting	September 24	2 nd Meeting	January 28
2 nd Meeting	October 8	3 rd Meeting	February 11
3 rd Meeting	October 22	4 th Meeting	February 25
4 th Meeting	November 5	5 th Meeting	March 11
5 th Meeting	November 19	6 th Meeting	April 1
6 th Meeting	December 10	7 th Meeting	April 15

Before the senate meeting:

- The Senate Steering Committee meets on Thursday in the week before the corresponding Senate meeting and may advise on additional agenda items. We encourage you to check the website <https://facsen.wsu.edu/2026-2027-faculty-senate-agendas/> for additions or modifications to the upcoming Senate agenda.
- During the week of the meeting, Beth Doyle, the Principal Assistant, will post the agenda for the upcoming meeting to the calendar invite, with a direct link to the agenda and Zoom information included in the invite.
- Please review the agenda well in advance of the senate meeting and note any items (particularly, discussion items and action items) that directly concern your constituents. Communicate with your constituents if an item of their concern will be discussed. If it is an item or concern that they proposed, they should be alerted to arrange to be at the meeting or send a representative to answer questions from the floor.
- Please review the entire agenda, including exhibits, so that you are prepared to discuss them and cast an informed vote on each agenda item. Each agenda item affects programs and initiatives, including personnel, across the University and deserves due attention from the members of Faculty Senate.
- Attendance is monitored using the participants list on Zoom, so please ensure that your name displayed in Zoom matches our records. We use attendance to establish quorum, a necessary requirement for business to be transacted.

At the senate meeting:

- Any invited speakers (usually, these are administrators addressing the Faculty Senate) will begin speaking at 3:30 to open the meeting. Presentation slides are customarily linked in the agenda afterwards.
- The Chair will call the meeting to order after invited speakers have finished their remarks.
- The agenda will be followed as posted on the Faculty Senate website (<https://facsen.wsu.edu/meetings-agendas-2/>), unless a motion to amend the agenda during the “Additions or Changes to the Agenda” phase is passed by a 2/3 majority vote of the senate.
- The Chair will offer remarks and updates on actions taken since the previous meeting along with updates from meetings with senior University administrators.
- Meetings are conducted using Roberts Rules of Order. To ask for clarification or discuss an item, raise your hand and the Chair will recognize you. If you feel an item is unsatisfactory, you can make a number of motions, including amending the item, returning it to committee, tabling it (keeping the item on the agenda for an additional cycle for further discussion), or postponing it indefinitely (this kills the item).
- Most agenda items have been thoroughly scrutinized through appropriate channels (see the flow charts included by the Registrar and the Provost’s Office) and will pass with little discussion.
- Items on the agenda fall into three categories:
 - An information **item** is an item announced to the Faculty Senate that is not subject to the voting process.
 - A **discussion item** is an item being brought before the Faculty Senate for initial consideration. A discussion item becomes an action item for the next meeting if it is not amended or otherwise acted upon.
 - An **action item** is an item that is to be voted on during that meeting. Further discussion is allowed on action items. Action items are passed by a simple majority of votes cast by senators. If there is a tie, the chair casts the deciding vote.
 - All items are assigned a tracking number of the form YYYY.MM.DD_###_Origin where YYYY is the year, MM is the month, DD is the date when the item first appears on a Faculty Senate agenda; also, ### is a sequence number and Origin indicates the committee or other originating source for the item. All exhibits (supporting documents) for an item carry the sequence number. For instance, Item 2025.04.17_521_CoC first appeared on the April 17, 2025 agenda and was brought forward by the Committee on Committees (CoC). All exhibits for this item would be listed as Exhibit 521A, 521B, etc.

- The final item on the agenda is **Constituents' Concerns**. This is your primary opportunity during Faculty Senate meetings to raise issues of concern to the faculty you represent. Additionally, faculty may directly lodge a Constituent Concern on the Faculty Senate website via <https://facsen.wsu.edu/log-a-constituent-concern/>. The Executive Committee will take those concerns to the President, Provost, or other parties as appropriate.
- For more substantive motions for senate consideration, Senators may use the Faculty Senate Petition Submission Form (available via <https://facsen.wsu.edu/faculty-senate-petitions-and-motions/>). This process allows for individual senators and groups of faculty to craft rationale and details for proposed actions.

<i>Faculty Senate Item Life Cycle</i>	
<i>Origination</i>	An item can originate externally (e.g. new courses, degrees, policy recommendations, petitions, etc.) or within senate (e.g. amendments to the Constitution and Bylaws, motions by senators, changes to Senate committees, etc.)
<i>Tracking</i>	A new item is submitted to the Principal Assistant who assigns it a tracking number used to identify exhibits tied to the item and for placement on the tracking table.
<i>Committee Review</i>	The item is forwarded to the appropriate committee for review. That committee works with the proposer to reconcile any concerns before the item is forwarded to the Steering Committee.
<i>Steering Committee</i>	The Steering Committee (comprising the Senate executives, Chairs of standing committees, and campus representatives) considers the item for placement on the next Senate agenda either as an information item (no Senate vote needed) or as a discussion item.
<i>Discussion Item Phase</i>	An item requiring Senate approval first appears on the Senate agenda as a discussion item. Any discussion that is relevant to the item is allowed as are parliamentary motions such as to amend language, or in rare cases, send back to the committee. A senator can also move (during “Additions or Changes to the Agenda”) that an urgent discussion item be pushed forward as an action item in the current meeting.
<i>Action Item Phase</i>	Barring unusual parliamentary action, a discussion item automatically becomes an action item on the following Senate agenda. Further discussion and motions are allowed before a final vote is taken on the item. Items must receive a majority vote from senators present to be approved.
<i>Post-Senate Steps</i>	Final action on an item is recorded in the Senate minutes and is reported to appropriate University offices.

Attendance:

- Your regular attendance at Faculty Senate meetings is a critical component of shared governance at WSU. It is recognized that faculty members are very busy and that conflicts inevitably arise. Nonetheless, you are an elected member of Faculty Senate and attending the meetings is a central duty of the office. Faculty Senate approval is the final step in a long process; you will be among the last individuals to see each item and your input is important. If quorum is not met, then no business can be transacted, delaying agenda items for two additional weeks. This can cause serious repercussions throughout the institution. If a conflict (such as a teaching assignment) arises that means missing several meetings during a semester, you should coordinate with your college or campus to arrange for a proxy. This can be anyone from your constituency who has been a senator in the past and who is eligible to participate in senate (at least 0.5 FTE in the same track as yourself).
- At the end of each semester, the Executive Secretary will examine the rosters and acknowledge those who have done excellent service by attending all meetings. Notice will also be made to the constituency if many meetings are missed, causing a constituency to be poorly represented.

SECTION 2. ROLE OF THE SENATE, THE STEERING COMMITTEE, AND THE EXECUTIVE COMMITTEE

From the *Faculty Manual*, Section I B 3, Specific Duties of the Faculty Senate

The purpose of the Faculty Senate is to exercise the legislative powers delegated to it and to make recommendations to the president, to appropriate administrative officials of the University, and through the president, to the Board of Regents on matters affecting the general welfare of Washington State University and its educational, research, and service activities.

A) LEGISLATIVE POWERS

The Faculty Senate shall serve as the legislative body of the faculty to make recommendations in all matters requiring faculty action or approval of curricular and educational policies of Washington State University, including

- (1) Standards of admission
- (2) Curricula and courses to be offered and the number of credits for each course
- (3) Standards of scholarship
- (4) Requirements for graduation
- (5) The academic calendar

B) POWER OF RECOMMENDATION

The specific duties of the Senate shall also include, but not be limited to, the formulation of recommendations to the president and appropriate administrative officials of the University with regard to the following:

- (1) Development and review of plans and policies to strengthen the educational program of the University
- (2) Review of the budget of the University to assess its general conformity with policies and priorities established or endorsed by the Senate
- (3) Review of the strategic plan, for the physical and educational development of the University
- (4) Protection and enhancement of academic freedom of members of the University community
- (5) Preservation and extension of academic responsibility of members of the University community
- (6) Promotion of the general welfare of the University community
- (7) Review of policies concerning the University's relations with its supporting community throughout the state of Washington
- (8) Review of policies concerning the University's relations with outside agencies
- (9) Review of rules and procedures of the University concerning the conduct of its members

The Faculty Senate will include a Steering Committee, the duties of which shall include matters relating to agenda, referral, voting, and elections. The Steering Committee shall also act as an emergency advisory council to the president, and it may serve as a Summer Executive Committee to carry out functions delegated to it by the Senate. Numerous other permanent Faculty Senate committees and sub-committees consider issues and make recommendations to the Faculty Senate for action, <http://facsen.wsu.edu>. The Faculty Senate Executive Committee shall consist of the chair, chair-elect, immediate past chair and the Executive secretary. The Executive Committee shall serve as the primary conduit of information between the faculty and the administration.

The *Faculty Senate Constitution and Bylaws* document provides details about how Faculty Senate is structured, including details on the following:

- Roles of the Senate
- College and Campus Apportionment and Elections
- Terms of Senators, Officers, and Committee Members
- Meetings
- Roles of Officers
- Committees
- Representatives to External Agencies
- Petition and Referendum Processes

This document can be accessed at the link:

<https://facsen.wsu.edu/documents/2025/02/faculty-senate-constitutions-and-bylaws.pdf/>

SECTION 3. FACULTY SENATE COMMITTEES

Approval by a vote in the Faculty Senate is a late step in shepherding an initiative through the institutional process. Much of the earlier detailed work is done in the various Faculty Senate committees.

Faculty members are recruited for these committees

Full descriptions and compositions may be found at <http://facsen.wsu.edu/committees/>.

THE STEERING COMMITTEE

- 1) Deals with matters relating to agenda, referral, voting, and elections.
- 2) Acts as an emergency advisory council to the President.
- 3) May serve as the Summer Executive Committee to carry out functions delegated to it by the Senate.

THE ACADEMIC AFFAIRS COMMITTEE (AAC)

Reviews educational policies and undergraduate curricula.

PERMANENT SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE

- 1) **Catalog Subcommittee**
Reviews catalog material; checks for duplication or overlap
- 2) **Syllabus Subcommittee** (Jointly a subcommittee of the Graduate Studies Committee)
Develops, reviews, and appraises syllabus guidelines and policies of Washington State University.

THE ADMISSIONS & ENROLLMENT COMMITTEE (A&E)

Advises on undergraduate recruitment, admissions, enrollment, and retention.

THE BUDGET COMMITTEE

Evaluates budgets of new degrees or other proposals; studies university-wide budget policies.

THE COMMITTEE ON COMMITTEES

Considers and submits nominations to the Senate for faculty membership on all Senate standing committees and subcommittees.

THE FACULTY AFFAIRS COMMITTEE (FAC)

Considers policy concerning faculty appointments, promotion, tenure, leave of absence, standards of performance, ethics, rights, academic freedom, and compensation.

THE FACULTY COMPENSATION COMMITTEE (FCC)

Monitor, review, and advise on matters concerning faculty compensation; maintain repository for prior salary study investigations.

THE GRADUATE STUDIES COMMITTEE (GSC)

Reviews and appraises graduate educational policies, programs, and procedures.

THE INTERNATIONAL AFFAIRS COMMITTEE (IAC)

Advise on international degrees and programs; serve as liaison to the Office of International Programs; advocate for continued and expanded international scope of University programs.

THE LIBRARY COMMITTEE

Reviews degree programs for adequacy of library holdings; consults with the dean of libraries.

THE PROFESSIONAL HEALTH SCIENCES COMMITTEE (PHSC)

Reviews professional program educational policies, programs, and procedures

THE RESEARCH AND ARTS COMMITTEE (RAC)

Advises on research and creative activity, policies, and programs; evaluates applications for university funds supporting research and creative activity; reviews applications and policies concerning centers and institutes.

SECTION 4. FACULTY SENATE COURSE AND CURRICULUM APPROVAL PROCESS

The WSU Faculty Senate plays a central role in approving adoptions and revisions to the curriculum across the WSU system.

From <https://curriculumchange.registrar.wsu.edu/process/> :

The Office of the Registrar is the starting point for

- New Courses
- Course Revisions
- New plans/majors/specializations, minors and certificates
- Requirement changes for majors, minors, and certificates
- Dropping courses, majors, minors, and certificates
- Extending majors, minors, and certificates, to other campuses

Major and minor curricular change forms may be accessed through
<https://curriculumchange.registrar.wsu.edu/forms/>

Major Curricular Change Form – Courses

- Used to propose a new course, restore a previous course, significantly revise an existing course, and add crosslist or conjoint status.
- Forms and Instructions can be found at the Registrar's webpage
<https://curriculumchange.registrar.wsu.edu/forms/>
- Completed and signed forms must be accompanied by a rationale statement and syllabus.
- For a Summer or Fall effective date, proposals must be submitted to the Registrar's Office by October 1 of the previous year.
- For Spring effective date, proposals must be submitted to the Registrar's Office by March 1st of the previous year
- New and revised courses are added to the Catalog Subcommittee Agenda in the order received and assigned to a committee member. The Catalog Subcommittee reviews information about courses that will appear in the WSU Catalog.
- Once the Catalog Subcommittee clears a new or revised course, the course will appear on the Course Challenge site (<https://facsen.wsu.edu/course-review-site-24-25/>).

Major Curricular Change Form – Requirements

- Used to change requirements for an existing major, minor or certificate, add a new major, minor or certificate, or rename a major, minor or certificate.
- Forms and Instructions can be found at the Registrar's webpage
<https://curriculumchange.registrar.wsu.edu/>
- Completed and signed form must be accompanied by a rationale statement and a 4-year schedule of studies.
- Requirement changes are only effective in the Fall term. Proposals must be submitted by October 1 of the previous year. (please note, requirement changes will only be applied to students who certify after the requirement effective date)
- Items received are added to the Catalog Subcommittee Agenda in the order received and assigned to a committee member.

Minor Curricular Change Form

- Used to change course title, description or prerequisites, decrease course credit, and add UI Co-op phrasing.
- Form and Instructions can be found at the Registrar's webpage
<https://curriculumchange.registrar.wsu.edu/>

Routing

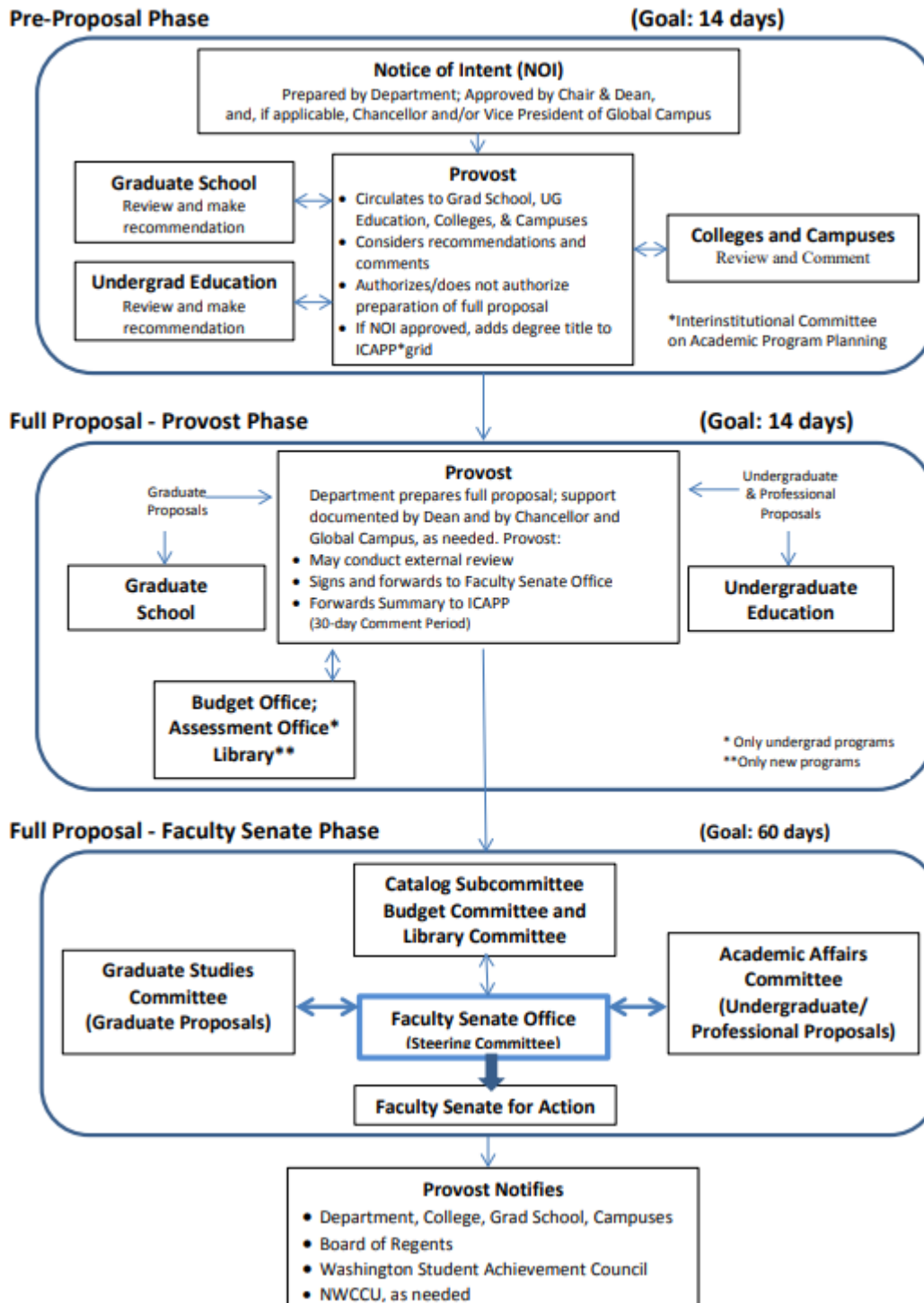
- Undergraduate and Professional Course and Requirement proposals approved by Catalog Subcommittee are forwarded to the Academic Affairs Committee (AAC).
- Graduate Courses and Requirement proposals approved by Catalog Subcommittee are forwarded to the Graduate Studies Committee (GSC).
- Proposals approved by AAC and GSC are forwarded to the Faculty Senate. The proposals are typically discussed at one meeting and voted on at the next meeting.
- Minor Curricular Change Forms are routed directly to Faculty Senate.

General Information

- The Catalog Subcommittee meets weekly during the academic year.
- Most committees meet 5-6 times per semester.
- Proposals can be tracked on the “CSC Tracking Notes.” These can be found on the Registrar’s webpage <https://curriculumchange.registrar.wsu.edu/status/>
- Courses approved by Faculty Senate are typically added to the online catalog within two weeks
- Once courses are listed in the catalog, they become available for scheduling.
- Requirements approved by Faculty Senate are entered into the online catalog at the time of approval, but do not take effect until Fall term.

SECTION 5. DEGREE PROGRAM APPROVAL PROCESS FLOW CHART

Approval Process for Creating, Extending, Moving, Consolidating, Renaming, or Eliminating a Degree Program (7/25/14)



Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
"Call for orders of the day."

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rd vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3 rd	✓
Close Discussion	✓			2/3 rd	✓
Recess	✓		✓	Majority	
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓