

BRINGING AN ISSUE OR RESOLUTION TO SHARED GOVERNANCE FOR CONSIDERATION

Basic Procedure

Some issues may be forwarded directly to the standing committee via the standing committee chair; these issues include:

- academic standard issues (Academic Affairs Committee)
- articulation/inter-institutional collaborations (Academic Affairs Committee)
- changes to majors or minors, new minors (Curriculum Committee)
- changes to graduate programs (Graduate Council)
- new and revised courses, curricular revisions
(*undergraduate* level: Curriculum Committee, *graduate* level: Graduate Council)
- departmental assessment (Assessment Subcommittee)
- general education issues or assessment (General Education Committee)
- issues to be mediated (*academic staff*: Academic Staff Mediation Subcommittee, *faculty*: Faculty Mediation Subcommittee)
- program/department review issues (Department Review Subcommittee)
- related to a specific personnel category (*academic staff*: Academic Staff Council, *faculty*: Faculty Council, *university staff*: University Staff Council)

For other issues brought for consideration by shared governance by an individual personnel member (i.e., academic staff, faculty, or university staff), administrator, student, department or equivalent unit at UW-Stevens Point, following is the process:

- 1) Typically, the issue is brought to the attention of shared governance by contacting the Common Council chair. The Common Council chair, often in consultation with the Common Council vice chair, will determine if the issue is appropriate for shared governance consideration.
- 2) If appropriate for shared governance consideration, the issue is forwarded to one (or more, if necessary) Common Council standing committees. Please note that at the discretion of the Common Council chair, the issue may be initially brought to the Executive Committee for discussion prior to being assigned to a standing committee(s). This occurs typically when:
 - a) the issue is of very great importance to the university,
 - b) it is unclear which standing committee should take up the issue, or
 - c) the presentation of the issue is not clear.
- 3) If the Executive Committee or a standing committee votes affirmatively (by majority vote) on an issue, the issue is placed on the Common Council agenda as an item either “for action” or “for information.” An item that does not receive a majority affirmative vote in committee will not be taken before the entire Common Council; the matter stops at the committee level. An exception to this occurs when any councilor makes a motion on the floor of the Common Council meeting to consider the item. The Common Council votes whether to consider the item, if the council votes in favor of considering the item, the item will be considered for action by the Common Council.

Examples of items “*for action*” items include new or revised academic standards, new or renewed memorandum of agreements or understandings, new or revised policies, additions or revisions to the University Handbook, authorization to implement a new program.

Examples of items “*for information*” include new courses, course revisions, curricular changes, extensions of time to complete master’s degrees, provisional approvals granted by Executive Committee in Common Council stead (done *only* in extraordinary circumstances).

At the request of any member of the Common Council, an item put forth “for information” may be changed to “for action,” thereby requiring a vote.

- 4) If the Common Council approves (“for action”) or accepts (“for information”) an item, the approval/acceptance goes to the chancellor in the form of a resolution for the chancellor’s consideration.
- 5) If the chancellor approves (“for action”) or notes (“for information”) the resolution, the action/information item is final and becomes university policy. If the chancellor disapproves an item, the chair of the Common Council and the appropriate committee chair discuss and determine whether shared governance should reconsider the item. A process is included in the general operating procedures of the Common Council if/when the chancellor disapproves a Common Council resolution.

When approved/noted resolutions are returned to the Common Council Office from the chancellor, the Common Council Office forwards the resolutions to pertinent persons, as appropriate, for their information and records (e.g., department chairs, publications editor, Office of the Registrar). Finalized resolutions in their entirety are located in the Common Council Office in hard copy format and on the myCommonCouncil site: <https://committees.uwsp.edu/facsen/Site%20Pages/Home.aspx> (for the current academic year under “Current Academic Year” and for past academic years under “Archives” and then by academic year). Resolution summaries by academic year are located in both areas as well.

The *Constitution of the Common Council* provides for personnel review and override of any action of the Common Council:

Review of a Common Council Action

1. The personnel may review and overrule any action of the Common Council on general council business.
2. Review of a council action may be initiated upon the written request of 50 members of all personnel, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of all personnel (see Article 2.5. Personnel Meetings).
5. Quorum for a meeting of all personnel shall consist of one-fourth of the members of all personnel who are in residence.
6. A majority vote of the personnel present and voting at a called meeting shall be necessary to overrule the council action.

Review of a Faculty Senate Action

1. The academic staff and faculty may review and overrule any action of the Common Council on Faculty Senate business.
2. Review of a council action may be initiated upon the written request of 50 members of the academic staff and faculty, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of the academic staff and faculty (see Article 2.5. Personnel Meetings).
5. Quorum for a meeting of the personnel shall consist of one-fourth of the members of the academic staff and faculty who are in residence.
6. A majority vote of the academic staff and faculty present and voting at a called meeting shall be necessary to overrule the council action.

Review of an Action on a Specific Personnel Category

1. The personnel of specific personnel category may review and overrule any action of the Common Council on business specific to their respective personnel category.
2. Review of a council action may be initiated upon the written request of 50 members of the specific personnel, or upon written request of three-fourths of the members of the Student Government Association.
3. Review procedures must be initiated within 90 days of the council action in question.
4. Review of a council action shall be at a called meeting of the specific personnel (see Article 2.5. Personnel Meetings).
5. Quorum for a meeting of the specific personnel shall consist of one-fourth of the members of the specific personnel who are in residence.
6. A majority vote of the specific personnel present and voting at a called meeting shall be necessary to overrule the council action.

(Constitution of the Common Council, Article 2.5. Personnel Meetings)

- A. In addition to the regular meetings of the Common Council and its committees and subcommittees, other personnel meetings can be called. See Article 4.6. Review by the Personnel for more details.
- B. The chair of Common Council can call a meeting of all personnel under one or more of the following conditions:
 1. When requested to do so by the chancellor.
 2. When requested to do so by a majority of the Executive Committee of the Common Council.
 3. When requested to do so by a majority vote of the Common Council.
 4. When requested to do so by a petition signed by fifty members of the personnel.
- C. The chair of one or more personnel councils can call a meeting of one or more respective personnel categories under one or more of the following conditions:
 1. When requested to do so by the chancellor.
 2. When requested to do so by a majority of members in the respective personnel council(s).
 3. When requested to do so by a petition signed by fifty members of the respective personnel category(s).