Guide to Effective Senate Proposals for Change

Any proposal for change that requires the approval of the Academic Senate shall be vetted by the Executive Board before the Senate President can place it on the Senate agenda. Any person wishing to add such an item to the Senate agenda shall complete and submit an Agenda Item Request form, which is available on the Senate website. They will then be invited to attend a meeting of the Executive Board to present their proposal both verbally and in writing. The Senate President will then decide whether to add the item to the Senate agenda based on the recommendations provided by the Executive Board.

When preparing a written proposal, the following elements should be considered and included as appropriate.

1. Identify the key Issue, novel situation, challenge, problem, etc.
2. Provide underlying rationale for addressing the issue.
3. Include any relevant background and institutional history.
4. Anticipate opposing arguments.
5. Articulate possible solution(s), highlighting support for the most desirable outcome.

If the proposal is placed on the Senate agenda, the proposer may be allotted time to present their agenda item and participate in discussion or debate even if they are not a voting member of the Senate. It will be the responsibility of the proposer to provide updated documents for subsequent Senate meetings as discussion modifies or contributes to the content of the original proposal.

Any exception to these guidelines must fulfill the criteria for being considered an item that requires immediate action that did not come to the attention of the Senate in time to be added to the agenda and must be approved by a 2/3 vote of the Senate.