

# SPECIAL MEETING OF THE ACADEMIC SENATE

Tuesday, September 12, 2006  
Small Faculty Dining Room  
12 to 1:50 pm

## DRAFT AGENDA

PRESIDING: Jenny Lee

- 1 **Call meeting to order**
- 2 CLARIFICATION OF PROXIES
- 3 ELECTION OF SENATE OFFICERS  
See Appendix 01, Senate Executive Office  
Reference: See Appendix 02, Approved Resolution, September 5, 2006
- 4 USE OF SENATORS' PRIVATE LISTSERV
- 5 TOPIC(S) OF DISCUSSION WITH PRESIDENT SCHUTTE (guest at September 19 Senate meeting)
- 6 OTHER BUSINESS
- 7 ADJOURN  
Next meeting, September 19

### SENATE MEETINGS

FALL 2006  
Sept 12 Election of Officers, VP and Secretary  
Sept 19 guest: President Thomas F. Schutte  
Oct 17 guest: Trustee Michael Pratt  
Oct 24 guest: Provost Peter Barna  
Oct 31 Senate Report: 12-1:50pm; ENG 371  
Nov 14 guest: Trustee Edmund S. Twining III  
Nov 28 guest: Provost Peter Barna

SPRING 2007  
Jan 23 guest: Provost Peter Barna  
Feb 6  
Feb 20  
Mar 6  
Mar 20  
Mar 27 Senate Report, 12-1:20pm; ENG 371  
Apr 10 guest: Provost Peter Barna  
Apr 24 Election of Senate Officers; 12-1:20pm

\*\*\*\*\* Guest to be scheduled: President Thomas F. Schutte

# ALTERNATES

## SENATE BYLAWS

**3D Alternate member:** In the event that a Senate position becomes vacated, the person receiving the next highest vote for that position will become the representative, provided that the voting body and the pool of potential nominees remains the same. An interim election will be held if either the voting body or the pool of potential nominees has changed significantly.

*Original bylaws unanimously adopted by the Faculty Council on 23 April 1991.*

*Article nine (9) unanimously approved 2 May 1991.*

*Revisions unanimously approved 6 May 1993.*

*Article three B (3 B) unanimously approved On 9 December, 2003.*

*Article five (5) unanimously approved on 4 May, 2004.*

*Both amendments approved by the Board of Trustees on 5 May, 2005.*

## SENATE POLICY

**ACADEMIC SENATE ATTENDANCE POLICY:** Senators are expected to use their best efforts to attend meetings of the Senate, including the Senate Report. A Senator who will be absent from several meetings must notify the Secretary, so that the Alternate for that position may be asked to attend in place of the absent Senator. If there is no Alternate, the Nomination and Election Committee will appoint an Interim Alternate from the Senator's constituency.

If a Senator misses three consecutive meetings and does not inform the Secretary, the Committee will immediately replace the Senator with the Alternate. If there is no Alternate, the Committee will hold a new election for that position.

*Adopted by the Academic Senate, 23 March, 2004; Revised, 6 September, 2005.*

TO: Academic Senate  
FROM: Jenny Lee  
RE: SENATE EXECUTIVE OFFICE  
DATE: September 6, 2006

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This is to provide recommendations related to the Senate's September 12, 2006 election of executive officers to serve the final year of the 2004-2007 term, effective immediately and ending on June 30, 2007. The recommendations are only for the Senate term ending June 30, 2007 and are not intended to be precedent setting.

The following summary of general officer duties offers a starting place from which to shape questions about officer responsibilities. It is also intended to get us to think about and discuss the direction of the Senate for the immediate year and in the long run, both in terms of its self-governance and its role in the larger institutional structure. It is a summary of responsibilities that have been encountered, or may be anticipated.

## SENATE OFFICER ELIGIBILITY AND STIPEND

Senators are eligible. Alternates are not. The stipend per position is \$6,240 for the term July 1, 2006 through June 30, 2007. See Appendix A for Compensation Policy.

## SUMMARY OF GENERAL OFFICER DUTIES

### **Time Commitment and Ability**

Elected Senate officers should be willing and able to carry out the fundamental responsibilities specified for each officer position. Time commitment averages approximately 20 hours per month, not including Senate, committee and special meeting times.

### **E-Mail Communication; Document Review and Comment**

Most of the non-meeting time is devoted to checking and, where applicable, responding to e-mails and includes document review, exchange and comment.

### **Meetings**

The newly constituted executive committee shall strive to meet immediately after Sep 12 to finalize and confirm each position specification.

The EC shall, thereafter, meet at least ~~twice~~ **once** per month. Any officer may call a meeting. Agendas will be prepared and distributed in advance.

Executive meetings with the President, Provost, Vice-Presidents and administrators will be mutually scheduled as needed. The Senate shall set the Agenda for meetings that it initiates.

## PRIORITY FOR 2006-2007

The primary focus of the Senate in 2006-2007 will be to address internal issues related to self-governance with an eye toward the perpetuation of the organization. They include:

1. Academic Senate nominations and elections process, which will define the senate in the next three years through 2010. The executive committee shall develop for Senate consideration, and implement an effective election process.
2. Review Senate ByLaws and develop recommendations in criteria, guidelines, schedules and procedures in the following areas:
  - Nomination of Faculty Trustees
  - Appointment and/or nomination of faculty representatives to the Board's sub-committees.
  - Appointment of Chairs of Senate standing and ad hoc committees
  - Budget and resources allocation process for the Senate

- Senate committee structure and respective charges
3. The EC will continue to review and develop draft Minutes for Senate review and approval at meetings (this is a standing Senate executive committee policy).

**PAST POSITION SPECIFICATIONS, 2004-05; 2005-06**

<http://www.prattsenate.org/about/03-executive.htm>

*The VICE-PRESIDENT develops recommendations for curricular standards and procedures, such as course review and approval, syllabus format, performance criteria and assessment matrices. The VP provides liaison between, and support for, Senate sub-committees. The VP substitutes for the Senate president when required.*

*The TREASURER secures and manages the senate budget. As Chair of the Senate Nominations and Elections Committee, the Treasurer oversees the yearly nomination and election process of Institute and BoT committees and the senate nominations and elections, which occurs once every three years.*

**RECOMMENDATIONS FOR THE POSITION OF SENATE VICE-PRESIDENT**

The position specification of the vice-president was not fully effected in 2004-05, and 2005-2006. As a result, primary VP duties, including provision of liaison between and support for Senate sub-committees, defaulted to the Senate president. To the extent that this particular process implicates the Senate's budget and resources, this duty should be carried out in cooperation with the treasurer. This aspect should, for 2006-2007, be deleted from Senate VP responsibilities.

The recently appointed Associate Provost for Academic Affairs will be addressing "curricular standards and procedures, such as course review and approval, syllabus format, performance criteria and assessment matrices." This aspect should be removed from Senate VP responsibilities.

Senate VP responsibilities should include chairing the Nominations and Elections Committee.

The Senate VP should, in 2006-2007, assist and substitute for the Senate president when requested (an aspect which was not fully effected in the previous 2 1/2 years).

**PROPOSED INDIVIDUAL POSITIONS SPECIFICATIONS, 2006-2007**

*\*[Proposed amendments, to be resolved by the newly constituted executive committee, are indicated in italics between asterisks]\**

The **PRESIDENT** presides over senate and EC meetings and the Senate Report. This includes preparation of meeting agenda, drafting Motions, reviewing documents, reports and minutes, and general correspondence. The president represents the senate at Senior Staff, Strategic Planning, Budget Advisory, and BoT meetings. The president supervises and/or oversees Senate Assistants (between 1 to 5 students); executive officers and Senate standing/ad hoc committee chairs; and liaisons with off-server host (listservs and website) and Content Mgmt System provider. *\*[The president secures and manages the senate budget. The President provides liaison between, and support for, Senate sub-committees]\**

The **VICE-PRESIDENT** *\*[assists]\** and substitutes for the Senate president when requested. *\*[As chair of the the Senate Nominations and Elections Committee, the vice-president oversees the yearly nomination and election process of Institute and BoT committees and the senate nominations and elections, which occurs once every three years.]\**

The **SECRETARY** records, distributes and archives, in print and electronically, Senate Minutes.

The officer position of **TREASURER** is vacated for the year 2006-2007. This action is only for the Senate term ending June 30, 2007.

# APPENDIX A

## Academic Senate Key Position Compensation Policy

*(Approved by Pratt Institute's Board of Trustees, Dec 09, 2004)*

Compensation for faculty serving as officers of the Academic Senate, the chairpersons of the three (3) standing Academic Senate Committees, and distinguished professor award recipient will be through stipends based on percentages [see chart below] of the minimum salary for a full-time full-professor.

All stipends will be paid for the period July 1<sup>st</sup> through June 30<sup>th</sup>.

### Proposed stipends for the Academic Senate beginning with the FY2004/2005:

President	24.00%
Vice President	12.00%
Secretary	12.00%
Treasurer	12.00%
Chair: Academic Programs & Policies Com.	12.00%
Chair: Academic Initiatives Com.	12.00%
Chair: Academic Support Com.	12.00%
Distinguished Professor	4.00%
	100.00%

The President of the Academic Senate will let the Provost know the names of all members of the Academic Senate that are to receive stipends before start of the next fiscal year.

## APPENDIX 02

TO: Academic Senate  
FROM: Jenny Lee  
RE: **Resolutions on Senate Positions and Budget**  
DATE: September 5, 2006

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At the meeting of the Academic Senate on September 5, 2006, the Senate adopted the following resolutions related to Senate positions and the Senate budget:

**1 RESOLUTION to vacate position of Treasurer for the year 2006-2007.**

RESOLVED, that the Academic Senate vacate the officer position of Treasurer for the year 2006-2007. This action is only for the Senate term ending June 30, 2007.

RESOLVED, that in the absence of the Treasurer, the Senate request that financial reports be sent to the President, Vice-president and Secretary.

It is further RESOLVED, that the Nominations and Elections process revert to the new executive committee, who will identify and develop, by September 19, 2006, nominations and elections criteria, procedures and schedule for the election of Senators for the 2007-2010 term.

**2. RESOLUTION to vacate position of Chair of Academic Concerns and Support for the year 2006-2007**

RESOLVED, that the Academic Senate vacate the position of Chair of Academic Concerns and Support for the year 2006-2007. This action is only for the Senate term ending June 30, 2007.

**3. RESOLUTION to subcontract design services**

RESOLVED, that the Academic Senate subcontract James Reeves of Red Antenna, for the year 2006-2007, for design services as specified in the attached "Scope of Work" dated July 29, 2006. This subcontract is not to exceed \$6000, expires on June 30, 2007 and is non-precedent setting.

**4. RESOLUTION to reallocate funds**

RESOLVED, that the Academic Senate transfer \$12,000 from its "Salaries" line to its OTPS, operations budget. The amount shall be drawn from stipends designated for the vacated positions of Treasurer (\$6,240) and Chair of Academic Concerns and Support (\$6,240). This budget transfer is only for the financial year ending June 30, 2007.

**Proposed amendment (in caps) to number 4, RESOLUTION to reallocate funds:**

Resolved, that the Academic Senate transfer UP TO \$12,000 from its "STIPENDS" line to its OTPS, operations budget. The amount shall be drawn from stipends designated for the vacated positions of Treasurer (\$6,240) and Chair of Academic Concerns and Support (\$6,240). This budget transfer is only for the financial year ending June 30, 2007.

# REFERENCE

TO: Academic Senate  
FROM: Jenny Lee  
RE: **Recommendations on Senate Positions and Budget for Senate Consideration**  
DATE: August 28, 2006

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For Senate consideration and action are recommendations in the form of four proposed Motions in the following categories:

- Senate positions, to be resolved by September 5, 2006; and
- Senate budget, to be resolved by September 5, 2006.

## SENATE POSITIONS

### TREASURE

#### 1 PROPOSED MOTION to vacate position of Treasurer for the year 2006-2007.

**MOVED, that the Academic Senate vacate the officer position of Treasurer for the year 2006-2007. This action is only for the Senate term ending June 30, 2007 and is non-precedent setting.**

**It is further MOVED, that the Nominations and Elections process revert to the new executive committee, who will identify and develop, by September 19, 2006, nominations and elections criteria, procedures and schedule for the election of Senators for the 2007-2010 term.**

### BACKGROUND

The official 2-point job description\* was developed and submitted in 2004-05 and 2005-06. The duties, specified by the Treasurer in May 2004, were not effected by the Treasurer in 2004-05 and 2005-06. During those periods, including the summer of 2006, primary Treasurer duties of securing and managing the Senate budget was effected by default or re-assignment, to the Senate President and student assistants.

It is, therefore, recommended that the Treasurer position, presently non-functional, be vacated in this third and final year of the term.

It is further recommended that the Senate retain and solidify this officer position if the organization intends to maintain its budget and resources (such as an office, equipment and student workers) and its right to participate in the Institute's budget process.

#### **\* Treasurer Job Description, 2004-05, 2005-06:**

1. *The Treasurer secures and manages the senate budget.*

2. *As Chair of the Senate Nominations and Elections Committee, the Treasurer oversees the yearly nomination and election process of Institute and Board of Trustees committees and the senate nominations and elections, which occurs once every three years.*

#### 2. CHAIR OF ACADEMIC CONCERNS AND SUPPORT

**PROPOSED MOTION to vacate position of Chair of ACS for the year 2006-2007**

**MOVED, that the Academic Senate vacate the position of Chair of Academic Concerns and Support for the year 2006-2007. This action is only for the Senate term ending June 30, 2007 and is non-precedent setting.**

**BACKGROUND**

The Chair of ASC, James Reeves, appointed in 2004-05 and reappointed in 2005-06 no longer works at Pratt as of May 2006. Attempts at identifying a comparable replacement were unsuccessful.

## **SENATE BUDGET**

### **3. PROPOSED MOTION to subcontract design services**

**MOVED, that the Academic Senate subcontract James Reeves of Red Antenna, for the year 2006-2007, for design services as specified in the attached “Scope of Work” dated July 29, 2006. This subcontract is not to exceed \$6000, expires on June 30, 2007 and is non-precedent setting.**

**BACKGROUND**

James Reeves, who was appointed Chair of ACS in 2004-05 and reappointed in 2005-06, no longer works at Pratt as of May 2006. As evidenced by the Senate's publications (print and web), including those for the Pratt Film Society, James's work is excellent and his working relationship with the Senate has been productive.

For those reasons and the benefits of continuity, it is recommended that the Senate retain his services by sub-contract.

### **5. PROPOSED MOTION to reallocate funds**

**MOVED, that the Academic Senate transfer \$12,000 from its “Salaries” line to its OTPS, operations budget. The amount shall be drawn from stipends designated for the vacated positions of Treasurer (\$6,240) and Chair of Academic Concerns and Support (\$6,240). This budget transfer is only for the financial year ending June 30, 2007 and is non-precedent setting.**

**Reason:** The budget reallocation is required to address increased expenses in operations, such as sub-contracts and projected costs in the Senate's Nominations and Elections process.

# ATTACHMENT: SCOPE OF WORK

From: Jenny Lee  
To: James Reeves, Red Antenna  
Re: SCOPE OF WORK, ACADEMIC SENATE, 2006-2007  
Date: July 29, 2006

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As discussed at our July 27 meeting, the following describes the scope of work for the period July 1, 2006 through June 30, 2007.

**PENDING** is the *Film Journal for Pratt Film Society* on page 3. This is a new item, which specifications are not yet defined. This item will be considered separately.

**DEADLINES** for job items are indicated in the listing; Calendars are provided in *Appendix A*.

**SPECIFICATIONS** for specific job items are included in *Appendix B*. I will be adding details to specific jobs as they arise.

Deadlines and job specifications are subject to change with advance notice and by mutual agreement.

**STORE** all original work files, including amended versions in "master\_files" folder in main www folder of remote server, prattsenate.org

**CONTACT INFORMATION** for responsible parties is in *Appendix C*.

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## NEW FACULTY ORIENTATION

1 GIF pop-in (150 px W x 175 px H) for pratt.edu home-page  
Copy: Faculty Orientation Fall 2006 ASAP for Fall 2006

1 GIF pop-in (150 px W x 175 px H) for pratt.edu home-page  
Copy: Faculty Orientation Fall 2006 Jan for Spring 2007

The above may be one generic and dateless GIF.

## HANDBOOK REVISIONS

*New Faculty and Staff Guide, 2006-2007* (64 pages) by Aug 16, 2006  
*Pull Out Section, Fall 2006* (34 pages)

<http://www.prattsenate.org/calendar/NFG.pdf>

Minor updates in copy; separation of Appendixes (dynamic content) into a pull-out section

*Pull Out Section Spring 2007* by Jan 5, 2007

*Faculty Handbook, 2006* (111 pages) by Aug 16, 2006

<http://www.prattsenate.org/handbook/FHB.pdf>

Minor updates in Part 6 only and Organization Chart (after Foreword)

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## SENATE REPORT

2 GIF pop-ins (150 px W x 175 px H) for pratt.edu home-page

They may be one generic and dateless GIF

2 color posters, 11x17 color; PDF

Senate Report by Oct 20

ENG 371

Oct 31, 2006

12-1:50 pm

Senate Report by Mar 16

ENG 371

March 27, 2007

12-1:20 pm

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**ACADEMIC INITIATIVES COMMITTEE** (Michael Eng to confirm)

See 2006-2007 Program: <http://www.prattsenate.org/aic.htm>

2 GIF pop-ins (150 px W x 175 px H) for pratt.edu home-page

2+ color posters, 11x17 color; PDF in Fall and Spring

**ACADEMIC SENATE NOMINATIONS + ELECTIONS**

2 GIF pop-ins (150 px W x 175 px H) for pratt.edu home-page

2 color posters, 11x17 color; PDF

**NOMINATIONS** Poster and pop-in by Oct 27

Start: Oct 30

Deadline: Nov 17, 2006

What, How, Where information

**ELECTIONS** Poster and pop-in by Feb 16

Start: Feb 5, 2007

Deadline: March 2, 2007

What, How, Where information

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**Letter-sized page layouts:**

2 single pages (Instructions & Nomination Form) by Oct 20

1 single page (Elections Instructions) by Jan 15

8 sets Ballots and Candidates' Statements: by Jan 15

	<u>Ballot</u>	<u>Candidate Statements (2-sides)</u>
1. A&D FT	1 page	2 pages (1 sheet)
2. A&D PT	1 page	4-6 pages (2 to 3 sheets)
3. ARCH FT	1 page	2 pages (1 sheet)
4. ARCH PT	1 page	3-4 pages (2 sheet)
5. SLAS FT	1 page	2 pages (1 sheet)
6. SLAS PT	1 page	2 pages (1 sheet)
7. SILS	1 page	1 page (1 sheet)
8. LIB	1 page	1 page (1 sheet)

Election Results/Report to the Community; 10 to 12 pages (5 to 6 sheets) by March 19

PRATT FILM SOCIETY; Use existing templates and specifications (Deb/Ethan to confirm)  
Clean up and correct current site  
Add one new Menu item

<b>Item</b>	<b>Deadline</b>
1 Fall 2006 Calendar	<u>by August</u>
10 Weekly screenings	
All material and info to James by September;	<u>see PFS schedule in Appendix A</u>
10 posters; 11x17 color; PDF	
10 program notes B+W print	
10 program notes for PFS website	
10 GIF (150 px W x 175 px H) pop-ins for pratt.edu homepage	
10 rotating B+W background images for PFS website	
1 Spring 2007 Calendar	<u>TBD</u>
10 Weekly screenings:	
10 posters; 11x17 color; PDF	
10 program notes B+W print	
10 program notes for PFS website	
10 GIF (150 px W x 175 px H) pop-ins for pratt.edu homepage	
10 rotating B+W background images for PFS website	

**Correct** existing PFS web pages (wrong content or wrong links)  
**Add** one new menu item

**PENDING:**

1 PFS Film Journal, approx 40pp To be determined  
TBD w/Ethan: format (dimensions, etc.) and whether it should be in b&w or involve some color

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TO: Academic Senate  
FROM: Jenny Lee  
RE: SENATE EXECUTIVE OFFICE  
DATE: August 28, 2006

---

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#### SUMMARY OF GENERAL OFFICER DUTIES

The following summary of general officer duties offers a starting place from which to shape questions about officer responsibilities. It is a checklist of responsibilities that have been encountered, or may be anticipated.

##### **Time Commitment and Ability**

Elected Senate officers should be willing and able to carry out the fundamental responsibilities specified for each officer position. Time commitment averages approximately 20 hours per month, not including Senate, committee and special meeting times.

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#### PRIORITY FOR 2006-2007

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  - Appointment of Chairs of Senate standing and ad hoc committees
  - Budget and resources allocation process for the Senate
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6. The EC will continue to review and develop draft Minutes for Senate review and approval at meetings (this is a standing Senate executive committee policy).

## RECOMMENDATIONS FOR THE POSITION OF SENATE VICE-PRESIDENT

The position specification of the vice-president was not fully effected in 2004-05, and 2005-2006. As a result, primary VP duties, including provision of liaison between and support for Senate sub-committees, defaulted to the Senate president. To the extent that this particular process implicates the Senate's budget and resources, this duty should be carried out in cooperation with the treasurer. This aspect should, for 2006-2007, be deleted from Senate VP responsibilities.

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POSITION SPECIFICATIONS, 2004-05; 2005-06

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The VICE-PRESIDENT develops recommendations for curricular standards and procedures, such as course review and approval, syllabus format, performance criteria and assessment matrices. The VP provides liaison between, and support for, Senate sub-committees. The VP substitutes for the Senate president when required.

The TREASURER secures and manages the senate budget. As Chair of the Senate Nominations and Elections Committee, the Treasurer oversees the yearly nomination and election process of Institute and BoT committees and the senate nominations and elections, which occurs once every three years.

PROPOSED INDIVIDUAL POSITIONS SPECIFICATIONS, 2006-2007

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It is recommended that the Academic Senate vacate the officer position of **TREASURER** for the year 2006-2007. This action is only for the Senate term ending June 30, 2007 and is non-precedent setting.