

HUMANITIES AND NATURAL SCIENCES COLLEGE ASSEMBLY

October 18, 2007

Minutes

I. CALL TO ORDER

The meeting of the College Assembly was called to order by Interim Dean Mary McCay at 12:30 p.m. on Thursday, October 18, 2007 in Room 332 of Bobet Hall. Attended: Anderson, Bell, Berendzen, Bernardi, Biguenet, Bioleau, Blundell, Bourgeois, Brazier, Brungardt, Butler, Chambers, Cook, Coolidge, Dewell, Dittrich, Doll, Egejuru, Ewell, Fernandez, Henne, Herbert, Hrebik, Janz, Jeanfreau, Kelly, Kornovich, Mabe, Matthews, McKay, Moore, Mui, Rogers, Sebastian, Smith, Underwood, Watts, Wessinger, Willems, Wilson, and Assoc. Dean Hunt.

II. INVOCATION

Rev. David A. Boileau delivered the invocation.

III. MINUTES

The minutes of September 20, 2007 and March 15, 2007 were accepted as written.

IV. ANNOUNCEMENTS

1. Administrative assistants may not proctor exams, grade or record grades, and student confidentiality is to be maintained.
2. Advising begins October 22; faculty members are to post sign-up sheets on office doors; advisee lists are on LORA. Faculty members are urged to contact any advisees who don't make appointments, as good advising contributes to student retention.
3. Vita updates are due November 1, 2007; faculty members are asked to provide the Chair with electronic and hard copy versions.

V. HELPING FACULTY PREPARE FOR YEARLY REVIEWS, PROMOTION AND TENURE

Melanie McKay explained that she is coordinating and facilitating commonality in promotion and tenure guidelines across the university. She said guidelines will be developed from university-wide distillations of proposals. She said faculty concerns were two-fold: 1) some colleges have clear guidelines for mentoring, other colleges informally mentor; 2) promotion and tenure guidelines across the university lack consistency. Dean McCay referred to agenda attachment 2, "Guidelines for Tenure and Promotion / Subject: Documents to be submitted to CRTTC." Suggestion: insert the word "external," item III.j, to read "Written evaluations of the above by competent *external* authorities." Dean McCay explained that Dean's Office files showed that Frank Scully did not recommend faculty who lacked external reviews. Lively discussion ensued concerning potential increases in preparation and expense for external reviews, definition of "external," pros and cons of external reviews, and appropriate year for any external reviews. After listening to faculty comments, Melanie said she

reluctantly suggests that the college consider forming a subcommittee to draft its proposal. Departmental protocols will be solicited by Dean McCay. Proposed motion: Sara Butler agreed to return to the assembly with a motion, including a definition of “external” review.

VI. MOTION – SALARY EQUITY REVIEW COMMITTEE (Francis Coolidge)

Francis Collidge read the motion as published on the agenda:

By the end of the fall '07 semester, HuNS will elect a Salary Equity Review Committee (SERC) charged with the review of the salary scales of ordinary and adjunct (full and part-time) faculty in the College. This review shall include a comparison of these scales with appropriate reference groups in other colleges or universities as well as an assessment of the methodologies employed in past attempts to address salary inequities in the College. The Committee shall report back to the Assembly and, after discussion, recommend to the Dean and SORC two separate monies, the first for ordinary faculty and a second for adjuncts, to fund equity adjustments. Neither equity raises for ordinary or adjunct faculty nor (if adopted) merit or cost-of-living raises for adjuncts shall be given prior to these SERC recommendations. The recommendations of SERC shall be presented to those responsible for planning the university budget in the '09-'10 year. Should monies be allocated in a future budget for equity raises, SERC shall not supercede the work of the Dean or SORC in the determination of individual equity raises for ordinary or adjunct faculty.

The motion was seconded. **Discussion:** Dean McCay identified two points as being beyond the purview of the assembly: 1) establishing two pools of monies; 2) stopping the dean from awarding raises. Comments from Francis and the assembly participants included: elapse of five years since a review, a subsequent salary freeze, new faculty at higher salaries, compression in associates' and professors' salaries, questions of equity, and need for comparisons to other universities. Comments emphasized that salary increases for fulltime extraordinary and adjunct faculty are long overdue. Observations: quantity and responsibilities of extraordinary and adjunct faculty are increasing, extraordinary and adjunct salary increases are determined by chairs in consultation with the dean, roles of dean and SORC (review ordinary faculty vita updates and recommend salaries), the current lack of a salary disclosure agreement in extraordinary and adjunct faculty contracts. Recommendations: redress the 10-year lag in extraordinary full-time faculty raises without awaiting SERC reviews, find ways to position the college to get more equity money, consider timing the study to equity disbursements rather than to the present deficit-spending mode, and obtain statistical data for analysis by those having statistical skills.

Friendly amendment: Catherine Wessinger proposed deleting wording that would prevent the dean from giving raises, and inserting wording “unless non-disclosure” with regard to extraordinary salaries. She added that perhaps the dean could poll extraordinary faculty to see whether they would agree to salary disclosures. Dean McCay suggested simplifying those factors by amending the motion to end midway in sentence 3: “The Committee shall report back to the Assembly.” The amendment to shorten the motion was accepted.

Marcus Smith spoke as “interim parliamentarian” to remind the assembly that the motion on the floor requires action to either call the question or table for the next meeting. Dean McCay and Marcus agreed that according to the practice of this body, vote on the motion would be at the next meeting.

VII. Other Business: Marcus distributed 10 copies of a short version of Robert’s Rules of Order (excerpt attached).

VIII. CENTERS OF EXCELLENCE

Dean McCay referenced the agenda attachment “Criteria and Process for Loyola University New Orleans Centers for Excellence.” She encouraged faculty to follow the guidelines to propose additional centers.

IX. ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

Attached Excerpt: Robert’s Rules of Order (Modified)

“Cheat Sheet” for Robert’s Rules of Order”

| Motion | In Order When Another has the Floor? | Second Required? | Debatable? | Amend-able? | Vote Required for Adoption | Can be reconsidered? |
|--|---|-------------------------|--------------------------------------|--------------------|--|---|
| Main Motion | N | Y | Y | Y | Majority unless other spec'd by Bylaws | Y |
| Adjournment | N | Y | N | Y | Majority | N |
| Recess (no question before the body) | N | Y | N | Y | Majority | N |
| Recess (question before the body) | N | Y | Y | Y | N | Majority |
| Accept Report | N | Y | Y | Y | Majority | Y |
| Amend Pending Motion | N | Y | If motion to be amended is debatable | Y | Majority | Y |
| Amend an Amendment of Pending Motion | N | Y | See above | Y | Majority | Y |
| Change from Agenda to Take a Matter out of Order | N | Y | N | N | Two-thirds | N |
| Limit Debate Previous Question / Question | N | Y | N | Y | Two-thirds | Yes, but not if vote taken on pending motion. |
| Limit Debate or extend limits for duration of meeting | N | Y | Y | Y | Two-thirds | Y |
| Division of Assembly (Roll Call) | Y | N | N | N | Demand by a single member compels division | N |
| Division of Question / Motion | N | Y | N | Y | Majority | N |
| Point of Information | Y | N | N | N | Vote is not taken | N |
| Point of Order / Procedure | Y | N | N | N | Vote is not taken | N |
| Lay on Table | N | Y | N | N | Majority | N |
| Take from Table | N | Y | N | N | Majority | N |
| Suspend the Rules as applied to rules of order or, take motion out of order | N | Y | N | N | Two-thirds | N |
| Refer (Commit) | N | Y | Y | N | Majority | Negative vote only |

Robert's Rules (RR) of Order / Common Motions*

This section will summarize some of the provisions of RR.

A. Proceed by Motion. The most basic element of RR is that matters come before the body by motion. A member makes a motion simply by saying "I move that " or "Move adoption of , " or "Move referral of , " or "I move to amend ." It is not the form of the motion, but the substance of it which governs.

B. Role of the Chair. It is the obligation of the Chair to run an orderly meeting. Members of the body are not to speak until they have been recognized by the Chair. Except for a limited class of motions, a member may not interrupt another member when they have the floor. The Chair also rules on any votes and rules on any questions of proper procedure. In the event of a disruption in the meeting, the Chair may call on the sergeant at arms or others to return the meeting to order. Generally, under RR, the Chair does not participate in debate or vote unless the chair's vote affects the outcome of the motion. Some committees have changed this by rule to always allow the chair to vote.

C. Types of Motions. Under RR, motions generally fall into one of four classes. These are:

1. The Main Motion: This is the matter that is before the body at that moment. Nearly all other motions bear some relation to the main motion.

2. Subsidiary Motions: These are a series of motions which propose to do something to or with the main motion. Examples include amendment, referral, laying on the table, calling the question. These motions are all subject to an order of precedence which will be discussed below.

Note that what is the "main motion" for application of the rules of precedence may change during the course of consideration of a matter. For example, if the main motion is to adopt a resolution, and a member offers a subsidiary motion to amend the resolution, the proposal for amendment becomes the main motion for purposes of consideration of the order of precedence of other motions. That is, the motion to amend is subject to further amendment, referral, laying on the table, etc. It is only when that motion has been disposed of that the motion to adopt is then back before the body for consideration.

3. Incidental Motions: Incidental motions relate to the pending matter, but generally relate to it in a procedural way such that the incidental motion must be dealt with before the body may return to either the main or subsidiary motion before it. Incidental motions take precedence over whatever motion is before the body, and in some instances, may be made when the mover does not have the floor. Examples of incidental motions are a point of order or procedure, appeal of a ruling on a point of order or procedure, a point of information, call for a roll call (division of the assembly), or a suspension of the rules.

4. Privileged Motions: These are very few motions that take precedence over all other motions. They include motion to recess, question of privilege, and a motion to adjourn.

D. Common Motions. An almost limitless number of motions may be made. RR lists at least 84 potential motions. This section will discuss some common motions; the reader is also referred to the accompanying "cheat sheet" attached as an appendix to this manual.

1. Adjourn: To end the meeting. Not debatable.

2. Adoption: This is to adopt the matter before the body.

3. Amendment: To modify the main motion before the body.

4. Division of Assembly / Roll Call: A call for division is the same as calling for a roll call vote. Any member may do this and the motion need not be seconded; it is simply granted when asked for. It is not debatable.

5. Division of the Question / Separation: This is a request to have separate votes on different paragraphs or portions of the proposal before the body. It is not debatable, but does require a second.

6. Lay on the Table / Take off the Table: This is a motion to temporarily defer consideration of a matter and then to ask that the matter be taken up again. It is often used, when, for some

reason, a member of the assembly or some information necessary for consideration is temporarily unavailable. Motions to lay on the table or take off the table are not debatable. The motion is often made simply as a motion to "table." The motion should not be used if the intent is essentially to kill a proposal.

7. Place on File/Postpone Indefinitely: This is a common motion used in proceedings of the Madison Common Council and is the equivalent of a motion to postpone or defer indefinitely. This is the motion to be used if the intent is to not adopt the matter before the Council, without explicitly voting it down.
 8. Point of Information: This is an incidental motion in which a member of the assembly desires some information prior to proceeding to a vote on the matter before the body. It does not require a second and no vote is actually taken on the point of information. A member simply says "I rise to a point of information" or "Point of Information?" It is proper when another has the floor.
 9. Point of Order or Procedure: This is another incidental motion and again is not subject to a second or a debate. It raises a question about the procedure being followed by the body. The ruling on the Point of Procedure is committed to the Chair of the body. If a member of the body disagrees with the ruling, they may appeal the ruling of the Chair to the full body. An appeal does require a second, and a majority of the body must disagree with the Chair's ruling for it to be reversed.
 10. Point of Privilege: This is one of the privileged motions, and again does not require a second, nor is it debatable. This normally relates to some personal matter or something relating to the operation of the body, such as a room that is too hot, too cold, too loud, some confidential information which should not be discussed before the body, etc.
 11. Previous Question: This is a motion requesting that the body immediately vote on whatever matter is otherwise before it; it cuts off debate and proceeds to an immediate vote. The motion can be made either by "calling the question", "moving the previous question," or simply stating "Question." The motion requires a second and is non-debatable and requires a two-thirds vote.
 12. Recess. The motion asks that the body take a short break. The length of time of the recess should be established. This is a privileged motion, in that it takes precedence over almost all other pending motions. It requires a second, it is not debatable, and requires a majority vote.
 13. Reconsideration: A motion for reconsideration asks that the body reconsider something it has already acted upon. It must be made either at the same meeting at which the matter was considered, or at the next succeeding meeting. If it is to be made at the next succeeding meeting, it must be on the official agenda of the meeting.
"Point of Order"
A motion to reconsider may only be made by a member who voted on the winning side of the prior question. This normally will be a member in the majority, but if a matter fails because it does not reach the required majority, it may be that the motion for reconsideration may be made by a member who actually is less than a majority. For example, if a matter needing a 2/3 vote falls one vote short of 2/3, reconsideration may only be moved by a member of the minority. If the motion to reconsider is approved, the prior proposal is then again before the body.
 14. Motion to Refer/Commit: This is a subsidiary motion which asks that a matter be referred to another body, or to another meeting of the same body. Called a motion to commit in RR.
 15. Suspension of the Rules: This is an incidental motion because it relates to the manner in which the body will take up an issue. It requires a two-thirds majority, but is not debatable.
- E. Debate.** Once a debatable motion is before the body, members of the body proceed to debate. In both the making of motions and in debating the motions, members should wait to be recognized by the Chair.
- F. Unanimous Consent.** Asking for unanimous consent is a quick way to dispose of non-controversial items. The Common Council does this by proposing a "consent agenda" near the beginning of every

meeting. Items that no member of the body objects to are disposed of by unanimous approval. The Chair may ask for unanimous consent, or a member may ask for it on any pending matter. The Chair may do this by asking: "Is there any objection to recording a unanimous vote on item?"

Precedence of Motions

Some common motions are listed in descending order of precedence, that is, a motion is not in order if it has a higher number than the pending matter.

Undebatable Motions

1. Adjourn
2. Recess
3. Question of Privilege
4. Lay on the Table
5. Previous Question
6. Limit or Extend Debate

Debatable Motions

1. Postpone to a Definite Time
2. Refer or Commit
3. Amend
4. Postpone Indefinitely / Place on File
5. Main Motion

Incidental Motions (e.g., Point of Order, Point of Information, Suspend the Rules, Division of the Assembly or of the Question) take precedence over whatever matter is pending.

**RR excerpt from: <http://www.ci.madison.wi.us/mayor/RobertsRulesGuide.pdf>*