

## ACADEMIC SENATE COMMITTEE CHAIRS' RETREAT

Tuesday September 28, 2004

9:30 am – 4:30 pm

## AGENDA

Action	Item
<b>Information</b>	<b>I. Chair's Announcements (9:30am-10:15am)</b> <ul style="list-style-type: none"> <li>• <b>George Blumenthal, Academic Senate Chair</b> <ul style="list-style-type: none"> <li>➤ <b>Welcome and Introductions</b></li> <li>➤ <b>Objectives of Today's Meeting</b></li> <li>➤ <b>Academic Senate Chair's Goals for AY 2004-05</b></li> </ul> </li> </ul>
<b>Information/ Discussion</b>	<b>II. Understanding the "Big Picture": How the Components of the Systemwide Senate (The Assembly, its committees, and the administrative office) relate to each other as well as to the Office of the President, The Regents, and Divisional Senate Offices. (10:15 am-11:15am)</b> <ol style="list-style-type: none"> <li>1. <b>Overview of Systemwide Senate</b> <ul style="list-style-type: none"> <li>▪ Systemwide/Divisional Senate relations</li> <li>• <b>George Blumenthal, Academic Senate Chair</b></li> </ul> </li> <li>2. <b>The Senate's Administrative Offices (The responsibilities and role of the Senate staff.)</b> <ul style="list-style-type: none"> <li>➤ <b>Legislative Analysis</b></li> <li>➤ <b>Committee Analyst</b></li> <li>➤ <b>Senate Source</b></li> <li>➤ <b>Senate Budget</b></li> <li>• <b>Maria Bertero-Barcelo, Executive Director</b></li> <li>• <b>Betty Marton, Legislative Policy Analyst</b></li> <li>• <b>Kimberly Peterson, Committee Analyst</b></li> <li>• <b>Brenda Foust, Co-Editor <i>Senate Source</i></b></li> </ul> </li> <li>3. <b>Systemwide Senate/OP relations</b> <ul style="list-style-type: none"> <li>▪ <b>Shared Governance</b></li> <li>▪ <b>OP Consultants</b></li> <li>• <b>George Blumenthal, Academic Senate Chair</b></li> </ul> </li> <li>4. <b>Systemwide Senate / Regents relations</b> <ul style="list-style-type: none"> <li>• <b>George Blumenthal, Academic Senate Chair</b></li> </ul> </li> </ol>

- Information/  
Discussion**
- III. Overview of Committee Operations (11:15am-Noon)**
- 1. The Chair’s Handbook: Guidelines for 2004-05 Senate Committee Chairs**
    - Role of Committee Chair and Member (page 1)
    - Role of Student Representatives (page 4)
    - Confidentiality (page 4)
    - Use of Executive Session (page 5)
    - **Cliff Brunk, Academic Senate Vice Chair**
  - 2. Systemwide Senate Website Policy (posting of Committees’ Agendas, Minutes, Documents, etc.)**
    - **Maria Bertero-Barcelo, Executive Director**
  - 3. Proposed Amendment to Senate Bylaw 128**
    - **George Blumenthal, Academic Senate Chair**

**LUNCH (Noon – 1:00pm)**

- Information/  
Discussion**
- IV. Enhancing Committee Effectiveness and Communication and Cooperation (1:00pm-1:45pm)**
- 1. Balancing continuity and fresh faces**
  - 2. The value of periodic self-assessment**
  - 3. Communications between Committees and other Systemwide Senate Committees, Council, Divisional Committees, UC Administration, Regents, etc.**
  - 4. The role of face-to-face meetings, video/telephone conferences, etc.**
  - 5. Other issues affecting effectiveness**
    - **George Blumenthal, Academic Senate Chair**

**Break (1:45pm-2pm)**

- Information/  
Discussion**
- V. The Senate’s Review Process-An Overview (2:00pm-2:30pm)**
- Types of documents Council is asked to consider:
    - APM
    - Academic Initiatives
    - Divisional, Committee, Administration, etc. Initiatives
  - Difference between “informal” and “formal” review process
  - Responsibilities of Committee Chairs

- Responsibilities of the Division Chairs
- What happens to Committees' and Council's recommendations?
- **George Blumenthal, Academic Senate Chair**
- **Cliff Brunk, Academic Senate Vice Chair**

- Discussion**      **VI. The Senate's Work for 2004-05 (2:30pm-4:00pm)**
- 1. Committee Chairs' report on their plans for 2004-05.**
    - **Committee Chairs**
  - 2. Issues for the 04-05 Academic Senate**
    - a. Issues before the 04-05 Academic Council**
      - **George Blumenthal, Academic Council Chair**
    - b. Suggested issues for the Academic Senate**
      - **Committee Chairs**
  - 3. Integrating Committees' work for 2004-05**
    - **George Blumenthal, Academic Senate Chair**
    - **Committee Chairs**

- Discussion/ Action**      **VII. Concluding Comments and Discussion (4:00pm-4:30pm)**
- **George Blumenthal, Academic Council Chair**

### ***COPIES***

*Copy service is not available. If you wish to distribute information to the meeting participants, please bring 30 copies*

**Information Enclosures:**

- A. [2004-05 Universitywide Committee Chairs, Vice Chairs, and Analysts](#)
- B. [2004-05 Universitywide Committee Meeting Schedule](#)
- C. [Travel Procedures and Regulations for Academic Senate Committee Members](#) (also Appendix B Chair's Handbook, p. 11);  
[Travel Expense Voucher \(TEV\) for Committee Members](#) (Excel file)
- D. Directions and map to the Office of the President, 1111 Franklin Street:  
<http://www.ucop.edu/services/directions-franklin.html>