13 February 2019

From: Faculty Senate (FS) Executive Committee

Re: Consent Agenda system for FS Curriculum-Committee items.

 To be implemented on a trial basis beginning in February 2019
 (discussed at the FS meeting of 12/20/18 and revised).

**Introduction**

There are many important issues that deserve time for discussion in the Faculty Senate. However, discussion and approval of curricular items often takes up the whole meeting, and many items are tabled for lack of time. Our current system also often duplicates the work already done by our colleagues serving on the curriculum committees. Based on suggestions from a number of FS members, we plan to start using a consent agenda for curriculum items.
A consent agenda is simply a set of items to be voted on as a package, intended for routine matters where unanimous approval is expected.

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**Process**

(1) All of the items from the curriculum committees (Undergraduate, Graduate, and General Education) will be grouped together in a single consent agenda, to be moved and voted on as a package. Brief questions about the items will be allowed, but if there are objections to an item or discussion of an item is desired, it must first be removed from the consent agenda (see below).

(2) New programs (degrees, majors, minors, certificates) will be automatically removed from
the consent agenda for separate discussion.

(3) An item (or group of related items), will be removed from the consent agenda upon request to the Chair of the Faculty Senate by any Faculty Senate member or curriculum-committee chair, either in advance (strongly preferred) or at the meeting. Please send your request to deborah.franzblau@csi.cuny.edu and cc cindy.wong@csi.cuny.edu.

(4) Curriculum items not on the consent agenda will be considered after the consent agenda has been voted on, in the usual committee-report order.

(5) For every curriculum item (whether or not on the consent agenda), if there is no member of the relevant department or program present, the item will be tabled until the next meeting (standard FS practice).

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**Notes**

The proposed process will be successful only if the FSXC is able to send out correct and complete curriculum-item reports several days before each meeting, and FS members read curriculum items carefully in advance of the meeting. The FSXC will revise the process as needed, based on experience and feedback from members.

Curriculum committees must ensure that items are catalog-ready. To assist the FS members, executive summaries of the items should be included in the cover page to the reports, along with any needed additions to the rationale identified during the committee discussion. Curriculum- committee representatives are responsible for alerting their departments to items that may require consultation.