MEMORANDUM OF UNDERSTANDING
BETWEEN
ASMSU ACADEMIC ASSEMBLY AND SECRETARY FOR ACADEMIC GOVERNANCE

The following clarification of roles and responsibilities for the ASMSU Academic Assembly and the Secretary for Academic Governance of the Academic Council were developed by joint agreement on June 15, 2006. Meeting participants included: Dr. Robert Banks – Associate Provost for Academic Human Resources, Dr. Lee June – Vice President for Student Affairs and Services, Dr. Jacqueline Wright – Secretary for Academic Governance, Dr. Denise Maybank – Associate Vice President for Student Affairs and Services, and Mr. Eric Hinojosa – Chair of ASMSU Academic Assembly for 2006-07.

Communication and Cooperation
In order to maintain communication and to facilitate cooperation between the Academic Assembly and Academic Governance, minutes of the weekly meetings of Academic Assembly will be forwarded to the Secretary for Academic Governance. A meeting between the chairperson and appropriate vice chairperson(s) of Academic Assembly with the Secretary for Academic Governance will be held once per month to share information regarding bills being proposed and items of interest being discussed in the Academic Assembly. These meetings may occur as a part of the regularly scheduled meeting between ASMSU chairs and Student Life advisors.

Election Web System
Elections for ASMSU representatives and referenda have been managed through a software system that will be phased out by Academic Computing and Network Services. The proposed voting system will be developed in the ANGEL application. ACNS and AIS are designing a prototype to be piloted fall 2006. Cost for development and implementation has yet to be determined, as has distribution of these costs.

Staff of Student Life, in accordance with their advisory responsibilities, will function in the role of election clerk to verify candidates and referenda and to supervise the overall process. The Office of Student Life will consult regularly with the Secretary of Academic Governance regarding the elections.

Liaison to Academic Governance and Informational Parliamentarian
The Secretary for Academic Governance will serve as the liaison between Academic Assembly and Academic Governance. In this capacity the Secretary will be responsible for sharing information with Academic Governance regarding the actions being taken by Academic Assembly. Additionally, in recognition that the Academic Assembly includes the responsibility of “parliamentarian” in the duties of the Internal Vice Chairperson, the Secretary will serve the role of informational parliamentarian for the Academic Assembly in order to identify university policies and procedures which may have a bearing on bills being considered by Academic Assembly and to insure general adherence to university policy.

Assembly’s Secretarial Function
Minutes of Academic Assembly meeting will be filed with the Secretary for Academic Governance for the record. Minutes of Academic Assembly are required for weekly meetings and take on the form of a transcript of deliberations and actions. Currently the Assembly contracts for this service and plans to continue with this arrangement.
Note: This MOU is to be filed with the Executive Committee of Academic Council as a procedural information item. The actual changes will be incorporated into the Bylaws for Academic Governance at the appropriate time with other amendments.