September 16, 2004

PROFESSOR ARTHUR OGUS
PROFESSOR DAVID MESSERSCHMITT
Co-Chairs, Committee on Computing and Communications

PROFESSOR DANIEL MELIA
Chair, Committee on Rules and Elections

Subject: Conducting Senate Business Electronically

We had an extensive and fruitful discussion of issues involved in conducting Senate business electronically at the Divisional Council meeting of September 13, 2004. As a result of that discussion, I would like to charge your committees as follows:

**Computing:** Please investigate the technical problems and requirements for
(1) conducting secure Senate voting on-line, both at the Division and Committee levels, and,
(2) conducting secure discussions of Senate issues on line.
The attached document from Rules and Elections gives an overview of those problems that may prove useful to you as you begin your discussion. If possible, could you answer the following queries in your report to DIVCO?
   (a) Is it technically feasible to conduct (a) secure voting on line?
   (b) Is it technically feasible to conduct secure discussions of Senate business on line?
   (c) If the answer to (a) and/or (b) is positive, what equipment purchases would have to be made to allow the Senate to vote and/or conduct business on line? How much training would need to take place to use the equipment/programs?

**Rules and Elections:** Please compose guidelines that briefly tell Senate committee chairs and members what they should know about conducting discussions or voting on line in the current regulations and technology environment. If possible, these guidelines should be kept to a single page, with reference to other sources of further information, if necessary. The material you assembled in your Statement on Conducting Senate Business Electronically provides the information that needs to be compressed for easy reference.
As you compose the guidelines, please keep in mind the cultural and legal aspects of online voting/discussion. As face-to-face meeting is the ‘gold standard’, how can the electronic medium be best used to work alongside such meetings in order to make the whole process more effective and efficient?

Please propose to DIVCO legislation as you deem useful and necessary regarding changes in Senate By Laws that you think should be made to take into consideration altered voting and discussion patterns of the electronic age.

Thank you for working on this important topic. Could you please have your report ready for the DIVCO meeting of November 8, 2004 (i.e., have written report to Andrea by November 1, 2004)?

Sincerely,

Robert Knapp
Chair, Berkeley Division of the Academic Senate

Cc: Sheila Press, staffing COMP
    Linda Song, Associate Director staffing R & R