Academic Senate Information System
Consultation Requests

The following information explains how the Davis Division manages the consultation request process within the Academic Senate Information System (ASIS) as well as how they are, in most cases, made available for public access/review.

Your Consultation Requests

A new feature has been added to the Academic Senate Information System (ASIS). This feature will be improving the means in which requests for consultation are communicated, processed and made available for viewing within ASIS and the Academic Senate’s public facing web site at [http://academicsenate.ucdavis.edu](http://academicsenate.ucdavis.edu).

Now, when the Academic Senate Office receives a request for consultation, it will be communicated to the standing committee chairs via ASIS. When you log in to ASIS, you should see a boxed section at the bottom of the home page with the title Your Consultation Requests. If there are any pending requests they will appear with one of the following response statuses:

- **Requested**: A response from the committee is needed/preferred.
- **Optional**: A response from the committee is appreciated.
- **Informational**: For informational purposes only. No responses to be submitted.

Responses flagged as “Requested” will appear at the top of the consultation request list.

Committee Review of Consultation Requests

Prior to responding to a request, you may view the document and/or web link by clicking on the request’s corresponding **RFC (Request for Consultation)** and/or **Web Link** links to review the information.

Below the consultation request’s title is a link entitled **Add to Whiteboard**. Clicking this link will add the request to the top of your committee’s Whiteboard list, making it available to committee members.

Adding the item to the whiteboard enables you to make it available to the committee membership. Committees have several options for discussing whiteboard items including, meetings, e-mail and the comments feature on the whiteboard. The whiteboard comments feature was recently added after chairs and members asked for a method to collect responses that would not involve tracking a variety of e-mail. The comments are available to committee members and the committee analyst. Comments are posted in order received. All committee members receive an alert when a comment is posted.

Using the comment feature to collect committee responses (outside of a meeting) will allow you as Chair and the analyst to collected by data and to have them available in a single location.

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comments will remain available on the whiteboard for future reference and should be very useful in creating the official committee response to each consultation request.

**Committee Response to Consultation Requests**

To respond to a consultation request simply click on the request’s corresponding link with the status title **Yet To Respond**. The Chair or Analyst may write the committee’s response directly into the system or copy and paste it from an electronic document. Please forego introductory paragraphs, addresses and signatures. The analyst should create a letter and obtain signature for the official committee file. The responses will be collected within the system such that a complete listing of all committees responses is available at any time but particularly after the deadline.

Once a response has been submitted by either the committee chair or analyst, the link will change to the date and time when the ASIS system recorded receipt of the response.

Below this link is a link with the title **View All Responses**. This links to a page displaying all responses submitted to date for the particular consultation request.

The Committee Chair or Analyst may revise the submitted committee response up to the deadline date/time. Consultation requests will remain on the home page until the deadline passes at which time they are “archived.” To view archived consultation requests, as well as current requests, click the link with the title **View All Consultation Requests** at the bottom of the **Your Consultation Requests** box.

**Davis Division Position and Response to Consultation Requests**

Following the deadline, the Responses Report will be provided to the Division Chair for review and crafting of the Davis Division response. For most items, the committee responses will inform the Davis Division position. Many responses will be unanimous; however, for those with majority and minority positions, the Davis Division position will reflect both perspectives and will serve as the official response. In those instances that the Consultation Request has a far-reaching impact or is controversial, the Responses Report at a minimum will be taken to the Executive Council for discussion and determination of the Davis Division position on that request.

**Response Availability to the Committees and Academic Senate Membership**

Most responses will be made available to the Academic Senate membership as well as UC Davis community via the Academic Senate’s public facing web site at [http://academicsenate.ucdavis.edu](http://academicsenate.ucdavis.edu), depending on the request’s publication designation within ASIS.

Consultation requests will be designated with one of the following publication statuses:

- **From Onset**: responses made available on public site immediately after submission.

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- **After Response is Complete**: responses made available on public site once the consultation request’s response deadline has passed.

- **Never**: responses will not be made available on the public site. This feature will normally be utilized when the Division is consulting on an item that is confidential or not yet ready for full public review.

As Consultation Requests are processed through this system, a list of items reviewed including (the original request, report of responses received, and the official Davis Division position will be posted to the home page. Once the archive is created, you will be able to view a request’s responses on the Academic Senate’s public site by doing one of the following:

- From the home page body, click on the corresponding academic year under **Issues Under Review / Consultation Requests**.

- In the left navigation bar, click on **Consultation Requests** and then select the academic year you wish to view request responses from in the list of academic years.

If you have any questions regarding the Consultation Request functionality within ASIS, please do not hesitate to contact Brian Biehle at bbiehle@ucdavis.edu.