**UA Faculty Senate** Annual Action Items

- **April**
  - **prepare for 1st mtg of new Senate**
    - organize intro mtg for new Senators
      - **update Senate web pages to reflect new Senate**
      - create e-mail distribution list for new Senate
      - tell OLD steering committee to attend April mtg to give annual rpts
      - query senatorats for their preferences for
    - senate committees & university standing committees liaisons
      - mail **form** to senators
      - officers populate committees
      - distribute senate committee membership
      - e-mail agenda and minutes of previous mtg - **sample**
      - prepare packet for all senators at April mtg, including:
        - Constitution
        - By-Laws
        - preliminary roster, with e-mail addresses & phone numbers
        - . . . returned to Secretary w/corrections at end of 1st meeting
        - Senate Committee assignments
        - University Standing Committee assignments
      - select Parliamentarian
      - select Webmaster, if different from Secretary
  - **1st mtg of new Senate**
    - distribute packets of Senate documents
    - annual reports from committees
    - confirm parliamentarian
    - divide into committees
    - elect committee co-chairs or
    - conveners of quick meetings in which co-chairs will be elected

- **May**
  - reserve room for summer steering comm mtgs

- **June**
  - reserver Ferguson Forum for coming year's senate mtgs

- **July**

- **August**
  - 1st senate mtg of new academic year (2nd mtg of new senate)
  - Senate President & Provost select a liaison to any grievance tribunals that may occur in the coming year

- **September**

- **October**

- **November**
  - select faculty for grievance committee

- **December**

- **January**

- **February**
  - **by 14 Feb,** remind (by mail) College Deans to organize elections for new Senators
elections must be held last two weeks of Feb or 1st two weeks of March
  • see sample letter
  • encourage candidates for Senate offices
  • distinguished service award nominees
  • submit at least two names to ??? for faculty senate ??? representation on Selection of Dean, etc. comm
  • March
    • elect officers (as 1st order of business) at Senate mtg
    • organize intro mtg for new Senators
    • remind Committee Co-Chairs (during Steering Comm mtg & Senate mtg) to write annual reports to present at April Senate meeting. Co-Chairs attend April Senate meeting even if they have rolled off Senate.

For each Senate meeting . . .

  • reserve mtg room
    • call 8-2827 for Ferguson Forum (Joyce Mayfield, events coord)
    • fill out reservation forms & return to J. Mayfield
  • collect agenda items
  • provide coffee/soda - call Bama Dining 8-6816
  • e-mail agenda & previous minutes -- sample
  • at meeting:
    • take roll
    • correct previous minutes
    • take minutes
  • make linked headlines
  • post uncorrected minutes to web
  • mail headlines to faculty w/link to uncorrected minutes -- sample
  • reconnect link to previous uncorrected minutes to corrected minutes

To Do

  • Missing minutes:
    • 97-98 -- 18 Nov 97 -- 20 Jan 98 -- 17 Feb 98
    • 96-97 -- 17 Sep (only uncorr)
    • 95-96 -- 16 Apr 96
    • 94-95 -- 17 Jan 95 -- 21 Feb -- 21 Mar