### 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 senatators 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