
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 senators 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