[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 Parliamentatian
    - 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