University Senate – Committee Officer Training

Friday August 23, 2013

Committee Chair Responsibilities:

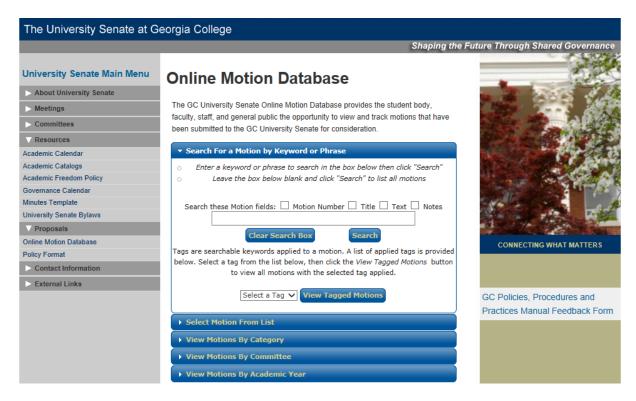
- Follow the operating procedures set forth for your committee
- Chair committee meetings
- Seek guidance from ECUS on issues brought to your committee
- Attend combined ECUS / Standing Committee Chair Meetings
 - Report on committee activities (brief overview of topics not a blow by blow description of your meeting!) and seek clarification or guidance from ECUS as needed
- Attend University Senate Meetings
 - o Report on committee activities and present committee motions to the Senate
 - Written report submitted to Senate Secretary (<u>craig.turner@gcsu.edu</u>)
- If you are unable to attend a meeting, send a representative from you committee in your place. Typically this will be the Vice Chair.

Senate email: senate@gcsu.edu

Senate Website: senate.gcsu.edu

Online Motion Database

- · Search for motions by year, committee, keyword
- Can also be accessed from within the Senate Launchpad (see next page)



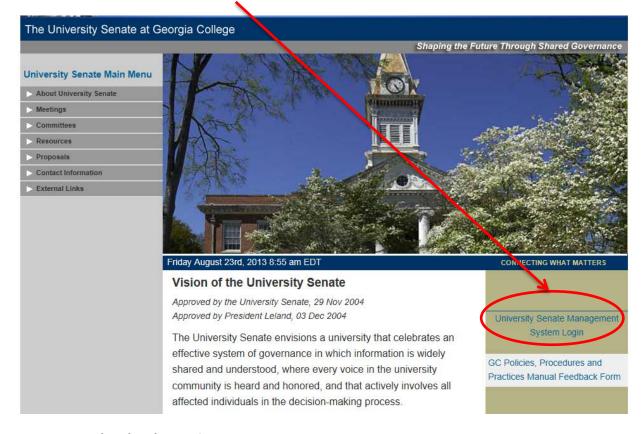
Policy Format

• Policy template and guidelines (link soon to be updated)

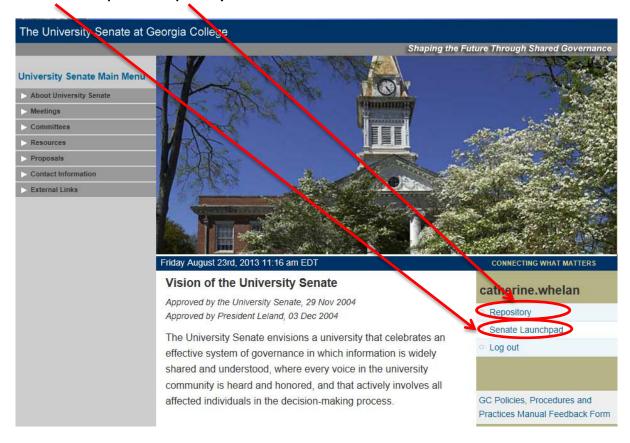
Policies, Procedures, and Practices Manual

policies.gcsu.edu

University Senate Management System: Log in with CAS username and password



Senate Launchpad and Repository



Entering a new motion University Senate Launchpad Click here to return to SENATE.GCSU.EDU Welcome. You are logged in as Catherine Whelan. New Motion Launchpad Agendas My Tags **System Admin** My Access Levels: System Administrator · Source Committee Member Senator Motions Awaiting My Action Please Select One ~ **University Senate Endorsements** Endorsed by University Senate | Not Endorsed by University Senate Please Select One ~ **View My Motions** ~ Please Select One View My Motions By Category Please Select One V GCSU Senate Motion Entry Form Electronic Motion Form for use by all business to come before the University Senate. Proposed By: Whelan, Catherine Date 23 Aug 2013 Source Committee Executive Committee Motion Type Select One Motion Title/Subject Motion Text (In the text box below, enter the exact wording to be read at Senate)

Proposed By: Whelan, Catherine

Motion Type Select One

Motion Title/Subject

Motion Text (In the text box below, enter the exact wording to be read at Senate)

Referenced Materials

Existing Policies and Handbooks
Board of Regents Policy, Business and Finance Policy and Procedures, Employee Handbook, GCSU Academic Affairs Handbook, Graduate Catalog, Student Handbook, Undergraduate Catalog, USG Academic Affairs Handbook,

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