

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
 - Report on committee activities and present committee motions to the Senate
 - Written report submitted to Senate Secretary (craig.turner@gcsu.edu)
- 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)

The screenshot shows the 'Online Motion Database' page on the University Senate website. The page has a blue header with the text 'The University Senate at Georgia College' and 'Shaping the Future Through Shared Governance'. On the left is a 'University Senate Main Menu' with links to 'About University Senate', 'Meetings', 'Committees', 'Resources', 'Proposals', and 'External Links'. The main content area is titled 'Online Motion Database' and includes a search form with a dropdown menu for 'Search For a Motion by Keyword or Phrase'. Below the search form are buttons for 'Clear Search Box' and 'Search'. To the right of the search form is a vertical image of a building with a banner that says 'CONNECTING WHAT MATTERS'. Below the image is a link to 'GC Policies, Procedures and Practices Manual Feedback Form'. At the bottom of the search form are four buttons: 'Select Motion From List', 'View Motions By Category', 'View Motions By Committee', and 'View Motions By Academic Year'.

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

The University Senate at Georgia College

Shaping the Future Through Shared Governance

University Senate Main Menu

- ▶ About University Senate
- ▶ Meetings
- ▶ Committees
- ▶ Resources
- ▶ Proposals
- ▶ Contact Information
- ▶ External Links

Friday August 23rd, 2013 8:55 am EDT

Vision of the University Senate

Approved by the University Senate, 29 Nov 2004
Approved by President Leland, 03 Dec 2004

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

CONNECTING WHAT MATTERS

- [University Senate Management System Login](#)
- [GC Policies, Procedures and Practices Manual Feedback Form](#)

Senate Launchpad and Repository

The University Senate at Georgia College

Shaping the Future Through Shared Governance

University Senate Main Menu

- ▶ About University Senate
- ▶ Meetings
- ▶ Committees
- ▶ Resources
- ▶ Proposals
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Friday August 23rd, 2013 11:16 am EDT

Vision of the University Senate

Approved by the University Senate, 29 Nov 2004
Approved by President Leland, 03 Dec 2004

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CONNECTING WHAT MATTERS

catherine.whelan

- [Repository](#)
- [Senate Launchpad](#)
- [Log out](#)

[GC Policies, Procedures and Practices Manual Feedback Form](#)

Entering a new motion

University Senate Launchpad

[Click here to return to SENATE.GCSU.EDU](#)

Welcome. You are logged in as Catherine Whelan.

[Launchpad](#) [Agendas](#) [Search](#) **[New Motion](#)** [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

GCSU Senate Motion Entry Form

Electronic Motion Form for use by all business to come before the University Senate.

Proposed By:

Date

Academic Year

Source Committee

Motion Type

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,

Fill in appropriate references below, if applicable