**Executive Committee Calendar**

*Drafted 01-08-07 by Craig Turner, Chair of ECUS 2006-2007*

*Updated 05-01-08 by Craig Turner, Chair of ECUS 2007-2008*

*Last Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

**Monthly**

* **Receive motions at least fifteen calendar days prior to University Senate meeting**
* **Prepare University Senate Meeting Agenda and distribute to Senators no later than eight days prior to meeting**
* **Meet regularly with standing committee chairs**

**August**

* **Identify Parliamentarian for University Senate by August US meeting**
* **Appoint membership &chair of subcommittee on nominations (SCoN)**
* **Identify University Senate Archivist (bylaws name the University Archivist or Executive Committee appointee in the absence of same)**
* **Draft Executive Committee Operating Procedures**
* **Receive Operating Procedures from standing committees**
* **Plan Standing Committee Officer Orientation (usually ~Sep 15)**
  + **Advertise date with standing committee officers (chairs, vice-chairs, sec)**

**September**

* **Implement Standing Committee Officer Orientation**
* **Plan Governance Calendar preparation and timeline**
* **Receive Corps of Instruction List from Academic Affairs no later than September 15. Complete apportionment by October 1.**
* **Share information on election expectations (schools, library)**
  + **Letter to Deans/University Librarian**
  + **School/Library Meeting**
  + **Staff Council Leadership**

**October**

* **Announce apportionment for Elected Faculty Senators to Senate no later than October 1**

**November**

* **Plan at-large faculty senator election procedure preparation including timeline (completion deadline March 1)**

**December**

* **Receive election procedures by December 1 (schools, library)**
* **Archive election procedures in the appropriate format**

**January**

* **Finalize details of at-large faculty senator election procedure**
* **Coordinate (if necessary) with Staff Council Leadership about staff senators**
* **Review logistics (timeline, due date, review/modify template) in consultation with standing committee chairs of comprehensive annual reports**
* **Consider/Review/Plan for University Senate Recognitions (Certificates/Pins)**

**February**

* **By Feb 1, receive from Staff Council Chair**
  + **eligibility criteria for membership in Staff Council from the appropriate Staff Council governance document. University Senate bylaws identify these same eligibility requirements to serve as a staff senator on university senate**
  + **the selection process that Staff Council drafts for use in the current year to select the following year’s selected staff senators**
* **By Feb 1, receive the Library/School elected faculty senator election results**
  + **By Feb 6, announce these election results to university community**
  + **Archive election results in the appropriate format**
* **Implement at-large faculty senator election; announce results by March 1.**
* **Coordinate with the incoming Student Government Association Leadership (as named) regarding the student senators and SGA nominees for next year**

**March**

* **By Mar 1, announce results of at-large election to university community**
* **By Mar 1, receive from Staff Council Chair results of selected staff senators** 
  + **Announce these results to university community no later than March 6**
* **Archive election/selection results in the appropriate format**
* **Preparation of SubCommittee on Nominations work**
  + **survey standing committee preference and US representation on university-wide committees (Senators), committee interest (non-Senators),**
* **Plan for committee organizational meetings (election of committee officers)**
  + **Room Reservation (if the organizational meetings are *not* held during the Governance Retreat)**
  + **Election and Meeting Facilitator**
  + **Voting Proxies as necessary**
* **By March 31 Receive from Student Government Association Leadership and** 
  + **eligibility (eligibility to serve as student on University Senate matches eligibility to serve on SGA), selection process, and results for students on University Senate and SGA nominees to RPIPC/SAPC**
  + **By April 6, announce these results to the University Community**
  + **Archive eligibility, selection process, and results in appropriate format**

**April**

* **By April 1, Governance Calendar complete (typically completed by end of Jan)**
  + **Announce and publicize meetings dates, places, and times of the University Senate meetings for the following academic year no later than April 1. (governance calendar)**
* **No later than April 7,** 
  + **Complete work with SubCommittee on Nominations for a slate of nominees for committee assignments for following academic year**
  + **Complete work with SubCommittee on Nominations for University Senate representation on university-wide committees for the following academic year**
  + **Be consulted by University President for Presidential Appointees**
* **Post committee annual reports with the minutes of the last senate meeting of the academic year (typically a link to the reports is included in Executive Committee report)**
* **Implement plan for election of standing committee officers (facilitator, voting proxies as necessary)**

**University Senate Recognition Checklist**

*Drafted 01-08-07 by Craig Turner, Chair of ECUS 2006-2007*

*Updated 05-01-07 by Craig Turner, Chair of ECUS 2007-2008*

*Last Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

1. **University Senator Pins will be one-time-in-a-career recognitions. For each academic year, all incoming senators that do not already have a pin will receive one at the organizational meeting of the University Senate.**
2. **Each University Senator (except senior administration as determined through consultation with VPAA and University President) will receive a certificate at the conclusion of her/his term of service, noting that the Presidential appointees and students and staff have one-year terms, while elected faculty have three year terms. These certificates will be presented at the final University Senate meeting (typically mid-April).**
3. **Each University Senate leader (Standing Committee Officers and elected Senators on ECUS) will receive a certificate for her/his service as an officer or ECUS member. These certificates will be presented at the final University Senate meeting (typically mid-April).**
4. **All non-Senators serving on standing committees of the Senate will receive a certificate at the conclusion of their term of service. These certificates could be presented at the final standing committee meeting (typically early April).**

University Senate Education Checklist

*Updated 05-01-08 by Craig Turner, Chair of ECUS 2007-2008*

*Last Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

1. Advertise that University Senate and all committee meetings are open due to sunshine laws. This could coincide with the PO’s FrontPage announcement of the September ECUS and ECUS+SCC agenda.
2. Agenda coordination among Standing Committees
   1. Standing Committee Chairs should send agenda to their own standing committees as well as other standing committee chairs.
   2. Initiation of standing committee business by University President, ECUS, any committee member, proposal from anyone with three University Senator signatures
   3. Ensure duplication of effort (two committees considering the same issue) is intentional
   4. ECUS steering function might be implemented in consultation with Standing Committee Chairs
3. Advertise agenda of University Senate and each standing committee to university community and appropriate stakeholders.
   1. Current practice is that US agenda are posted to the Senate website and advertised on FrontPage. SCC agenda are posted to the Senate website.
4. Educate university community on shared governance.
5. Educate university senators, committee officers, and non-Senator committee members in regard to their role in shared governance.

**Governance Calendar Checklist**

*Updated 01-31-07 by Tanya Goette, Secretary of ECUS 2006-2007*

*Last Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

⁪ The proposed calendar for the next academic year should be ready by fall of the current year since the by-laws require its completion by April 1 and changes take time.

⁪ The calendar is presented to ECUS for feedback, and then deans, department chairs, and standing committee officers may propose further modifications.

⁪ Consult with ECUS regarding when the standing committee organizational meetings (at which committee officers are elected) will occur. Recent practice has been directly after the US organizational meeting or during the Governance Retreat.

⁪ Standing committee meetings should be several days before the deadline to submit motions for the monthly senate meetings.

⁪ Put school and department meeting times on the calendar, and consider scheduling both prior to standing committee meetings.

⁪ Check with the University President and VPAA before adding dates for the senate retreat (both), the academic division meetings (VPAA), and the University faculty meetings (President).

⁪ Put the monthly deadlines (no later than 15 days prior to University Senate meeting) for submitting motions on the calendar.

**Standing Committee Officer Orientation Checklist**

*Updated 01-31-07 by Tanya Goette, Secretary of ECUS 2006-2007*

*Last Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

* Select a date (confirm proposed date on governance calendar) and let the officers know well in advance. Depending on the status of the Senate budget, the orientation could be a luncheon.
* Consult handouts and notes from past orientations (on US web page).
* Consider posting notes and handouts used on the web for ready access of officers during the coming academic year and for access by subsequent executive committees when planning this event
* Items to consider discussing at the orientation meeting:
  + Distinction among policy, procedure, information items. How to determine if it should be in your committee.
  + Agenda coordination
  + Minutes format
  + Committee Operating Procedures
  + Roles of officers
  + Officer coordination with predecessor to promote continuity (e.g. incoming chair coordinate with outgoing chair)
  + Ask them what help they need
  + Annual Comprehensive Committee Report Template
  + Guidance and clarification for the submission of motions (into the online motion database)
  + Guidance and clarification of setting up working groups within committees
    - subcommittee (permanent, bylaws change)
    - ad hoc committee (primarily considered if task is expected to span two or more monthly committee meetings, requires charter)
    - information gathering group (informal, short term)
  + Emerging themes from the most recent Governance Retreat
  + Advertise committee meetings on events calendar and agenda for meetings to University Community

**Ongoing Reminders**

**For Standing Committee Chairs**

*Revised from Nov/Dec 2006 ECUS/SCC meetings and distributed 01-23-07*

*Revised on 05-01-08 by Craig Turner, Chair of ECUS 2007-2008*

*Last Updated 8-29-2019 by Alex Blazer, Chair of ECUS 2018-2019*

1. Options for **working groups**:
   * 1. subcommittees (requires bylaws change),
     2. ad hoc committee (formal – Bylaws V.Section2.A.3.b. requires a charter in consultation ECUS)
     3. information gathering group (informal)
2. Be intentional on **sharing information with the entire University Community**. This might include the identification of particular committee members to share information with students, staff, faculty, administration.
3. **Copy monthly committee meeting agenda** to standing committee chairs executive committee when distributing it to committee members to keep all in the information loop.
4. **Upload monthly committee meeting agenda** to Senate website.
5. At the end of each monthly meeting, consider having the secretary summarize the meeting (this allows committee members to clarify the draft minutes while the meeting is still “fresh” in their minds).
6. At the end of each monthly meeting, consider setting tentative agenda of the following meeting.
7. Consider **overflow meeting time** when drafting/revising committee operating procedures.

FYI: From 11-21-06 ECUS meeting: Suggested that for both the larger group and Standing Committees that when motions are made that someone other than the presiding officer (such as the Administrative Assistant or Past Presiding Officer) track and **display in a prominent way the motion statement in the meeting room** reflecting any amendments to a motion so that Senators or committee members are able to see the exact motion statements including amendments made from the floor during debate and when they vote on the motions.

**Governance Retreat Checklist**

*Updated 02-02-07 by Karynne Kleine, Vice-Chair of ECUS 2006-2007*

*Last Updated 09-01-19 by Alex Blazer, Chair of ECUS 2018-2019*

The Governance Retreat is an annual event that offers the University Senate an opportunity to orient incoming members as well as to assess its performance over the previous year with an eye toward continuous improvement. The charge is to: 1) review the data from the last retreat, and 2) plan the retreat for the upcoming year. The timeline for completing the duties associated with this annual event is as follows:

* *In September*, the PO shares Governance Retreat evaluation data with ECUS and SCC, which may generate discussion of revising the retreat venue and format (theme and activities).
* *By late fall*, ECUS finalizes the date of the retreat and identifies locations for holding the retreat. The locations tend to be off campus, with appropriate facilities, and not too expensive. If a new location is being considered, the POE and interested members of ECUS should explore the premises for suitability and share the possibilities for locations with the University Senate for its input.
* *By March*, the POE secures venue.
* *In April*, the POE asks for 3-5 volunteers to serve on the Governance Retreat Planning Committee, which the POE chairs. At least one volunteer should have served on the committee the previous year; ideally, the committee should be comprised of both faculty and staff. The planning committee typically meets once after the spring University Senate organizational committee and once in the week or two prior to the Governance Retreat.
* *At the spring University Senate organizational meeting*, the new PO updates the new on the date, time, and place of the Governance Retreat.
* *After the spring University Senate organizational meeting*, the Governance Retreat Planning Committee holds its first meeting. Duties such as invitations and preference surveys, drafting agenda and collecting resource documents, transportation and door prizes, facilitation and registration are delegated among members, and the date and time for the next meeting are selected.
* *Within one month of the Retreat*, send invitations, food and agenda preference surveys, and ask for RSVP. This information should be sent to not only members of University Senate but also standing committee designees, appointees, and volunteers.
* *Within two weeks of the Retreat*, the Governance Retreat Planning Committee finalizes the agenda, the retreat resource documents, group transportation (if applicable), and committee members’ duties on the day of the retreat.
* *Within one week of the Retreat*, send a reminder to participants.
* *On the day of the Retreat*, set-up the facility and participate in the retreat.
* *After the Retreat*, gather and organize the data for posting at the University Senate website.

**University Senate Faculty Elections Checklist**

*Updated 02-19-07 by Kendra Russell, ECUS Member & Chair Committee on Nominations 2006-2007*

*Last Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

* *September 15*: ECUS receives the Corps of Instruction List from Academic Affairs no later than September 15.
* *October 1*: SCoN Chair apportions elected faculty members to Schools and the Library and reports this apportionment to the Senate no later than October 1.
* *Early October*: after apportionment is known, SCoN Chair distributes letters to each Dean (School and Library) regarding the election of Senators for his/her respective academic unit.
* *Mid-October*: SCoN Chair/Designated members of ECUS meet with respective Deans to share information regarding the election of Senators for his/her respective academic unit and the deadlines for submitting the election procedure (December 1) and results (February 1) to ECUS via email and to answer questions by mid-October.
* *November 1*: Designated members of ECUS meet may also with faculty at school/library meetings to share information regarding the election of faculty senators by November 1.
* *Mid-November*: ECUS identifies one of its members to develop the procedures for the at-large election by mid-November. Recent practice has named the POE/SCoN Chair to present the procedures for the at-large elections to ECUS no later than the first meeting in January.
  + At-Large Election Facilitator will email the faculty a notice about the procedures for the at-large elections no later than the date indicated in the procedures. If the faculty list (authorization is restricted) is used, the notice will have to be emailed by the University Senate administrative assistant.
  + Items to consider for procedures:
    - Designate a person to receive nominations.
    - Indicate how long nominations and voting will be open.
    - Determine the method by which the Secret Ballot (electronic survey, paper/pencil) will be implemented.
    - Determine how ties, if any, would be resolved.
    - Indicate how replacement elections might be avoided.
  + After the at-large election procedures are approved by ECUS, the procedures are posted on the University Senate website.
* *December 1*: Schools/Library send its elections procedures to ECUS by December 1.
* *Mid-January*: At-Large election procedures presented to ECUS.
* *February 1*: School/Library election results are due to ECUS no later than February 1.
* *February 6*: SCoN Chair/ECUS shares elections results with the University no later than Feb 6.
* *March 1*: Results of at-large election are announced by ECUS no later than March 1.

**Facilitator of Standing Committees Organizational Meeting Checklist**

*Updated 04-21-10 by Karynne Kleine, Chair of ECUS 2009-2010*

*Updated 09-01-19 by Alex Blazer, Past Presiding Officer 2019-2020*

* ECUS faculty members select or are assigned standing committee organizational meetings to facilitate.
* At meeting, each ECUS facilitator should address the following:
  + Convey the purpose of the meeting to the members of the standing committee
    - Provide context as someone who has been with US for a while or invite previous members to discuss {Disposition of US business through committees unless the Senate approves by two-thirds majority vote to act as a committee of the whole. (Art. IV, Sec 1) ]
    - Give committee charge: seek out and identify concerns within its area(Art V, Sec 2.B.2) and as such would be called upon to (1) develop new policy (2) revise existing policy (3) serve in advisory role
* Elect Officers: Chair, Vice-Chair, Secretary
  + Bring committee roster that identifies elected faculty senators, selected staff senators, selected student senators, appointees, designees, and volunteers (this helps determine who can serve as chair, vice-chair, and secretary)
  + Bring paper for ballots if necessary

*NOTE: New chair might be prepared to take over or ECUS facilitator may continue to help committee (1) review previous year’s Operating Procedures and consider changes (2) establish vision or sense of direction*

* Review Operating Procedures
* Review Annual Report to identify old business
* Brainstorm new business