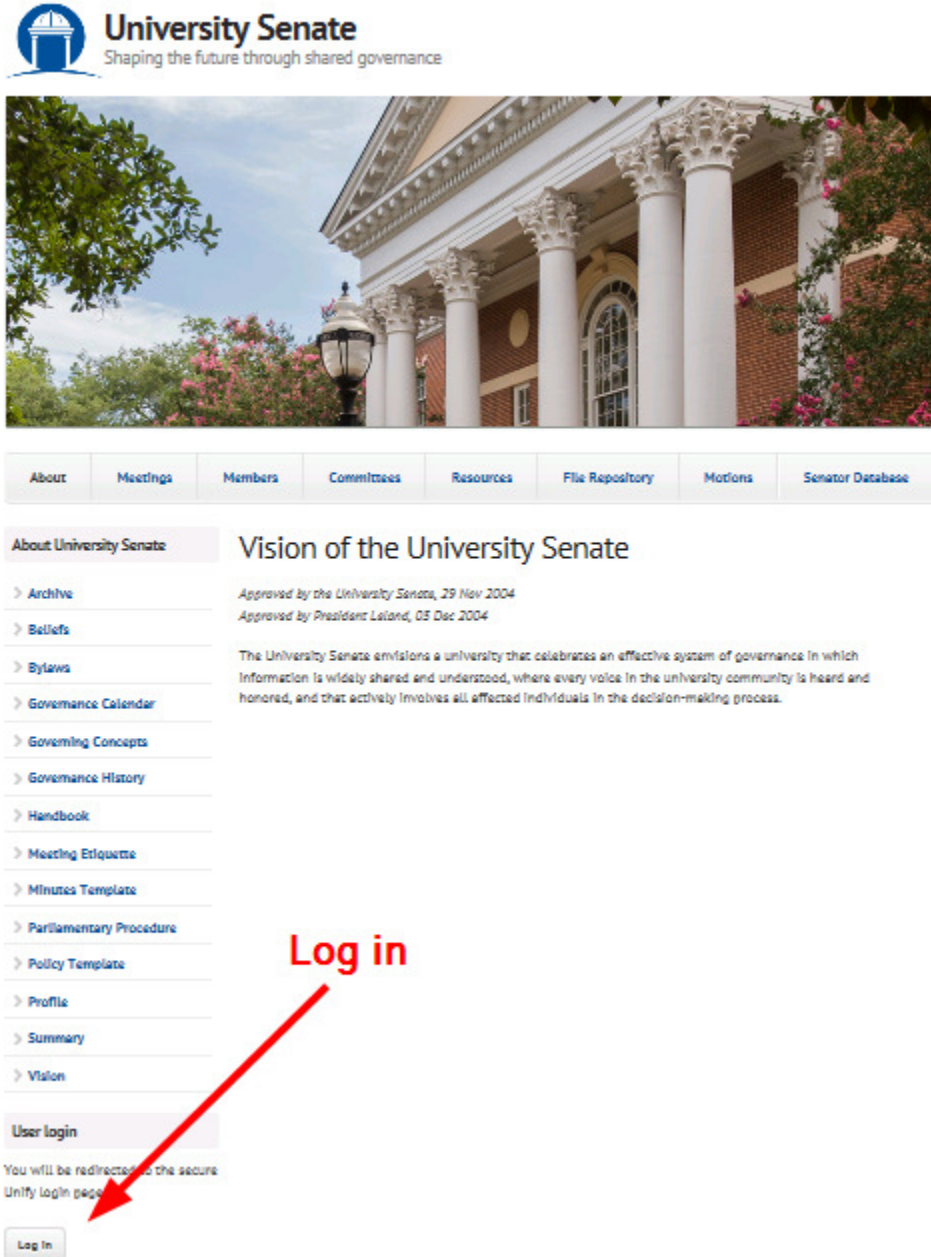


Standing Committee Officers Orientation

How to Navigate the Senate Website

Senate Website (<https://senate.gcsu.edu/>)

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



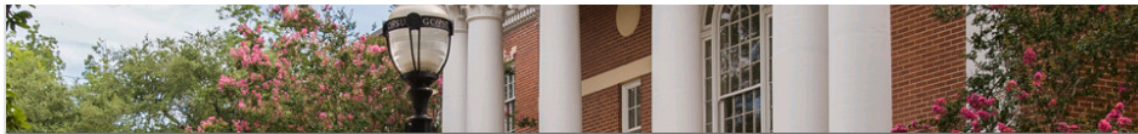
The screenshot shows the University Senate website. At the top left is the logo for the University Senate, which includes a blue circular icon with a white building facade and the text "University Senate" and "Shaping the future through shared governance". Below the logo is a large photograph of a classical building with white columns and a pediment. A horizontal navigation bar contains the following links: About, Meetings, Members, Committees, Resources, File Repository, Motions, and Senator Database. Below the navigation bar is a section titled "About University Senate" with a list of links: Archive, Beliefs, Bylaws, Governance Calendar, Governing Concepts, Governance History, Handbook, Meeting Etiquette, Minutes Template, Parliamentary Procedure, Policy Template, Profile, Summary, and Vision. To the right of this list is the "Vision of the University Senate" section, which includes the text: "Approved by the University Senate, 29 Nov 2004" and "Approved by President Leland, 05 Dec 2004". Below this text is a paragraph: "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." At the bottom of the page is a "User login" section with the text: "You will be redirected to the secure Unify login page." Below this text is a "Log In" button. A red arrow points from the text "Log in" to the "Log In" button.

Log in

[Log In](#)

I. Accessing and Utilizing the Motion Database

Access Motion Database



Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, **Motions**, Senator Database

About University Senate

- > Archive
- > Beliefs
- > Bylaws
- > Governance Calendar
- > Governing Concepts
- > Governance History
- > Handbook
- > Meeting Etiquette
- > Minutes Template
- > Parliamentary Procedure

Logged in via Unify as *chavonda.mills@gcsu.edu*.

Vision of the University Senate


[View](#) [Edit](#)

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.

Access Motion Database (with red arrow pointing to the Motions menu item)

Add New Motion



Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, **Motions**, Senator Database

Motions Menu

- > **Add New Motion** (with red arrow)
- > Actionable Motions
- > My Motions
- > View all motions
 - Motions by Status
 - Motions by Type

Motions Admin

- > Manage Types

Motions Database

Search: [Search](#)

Number, Title, Author, or Committee Abbreviation

Motion	Type	Author	Source Committee	Status	Last Update
[1516.CN.003.O] Slate of Nominees for 2016-2017 University Senate	Other	chavonda.mills@gcsu.edu	CON	Implementation Complete	07/20/2016
[1516.CAPC.023.C] Master of Education in Curriculum and Instruction Proposal	Curricular	angeLabney@gcsu.edu	CAPC	Approved, Pending Review by USG/BOR	05/19/2016

Add New Motion (with red arrow pointing to the menu item)

Complete Motion Entry Form and Save

Create Motion

Motion Status *

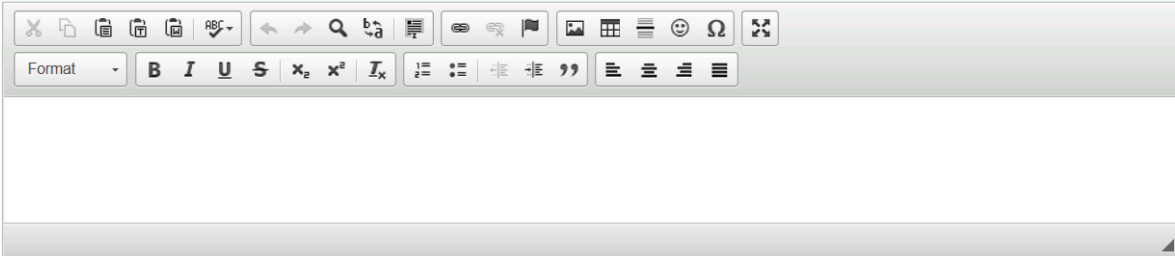
Title *

Source Committee *

The committee submitting the motion

Motion Type *

Referenced Material



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes a 'Format' dropdown menu, bold (B), italic (I), underline (U), strikethrough (S), subscript (x₂), superscript (x²), text color (I_x), bulleted list, numbered list, link, unlink, quote, and indent options. Below the toolbar is a large empty text area for entering the referenced material.

[Switch to plain text editor](#)

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

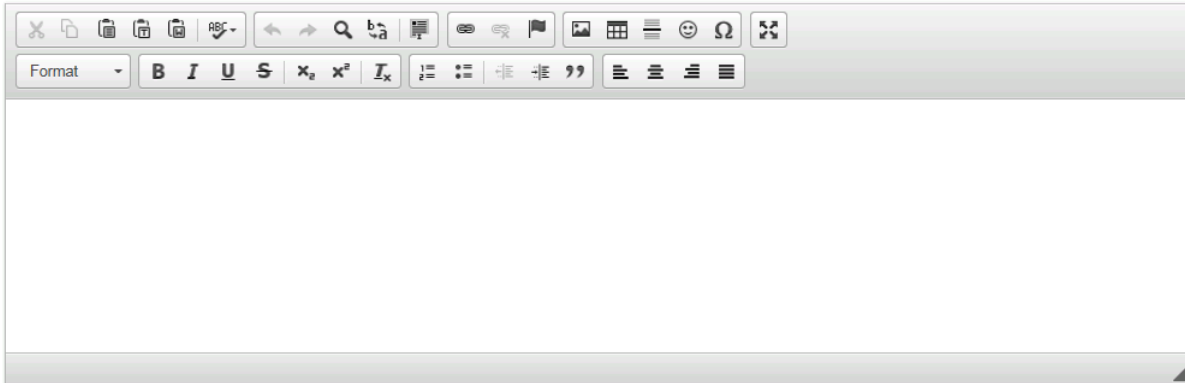
Supporting Documents

Add a new file

Files must be less than 2 MB.

Allowed file types: doc docx pdf xls xlsx ppt pptx jpeg jpg gif png txt rtf.

Motion Text *



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes a 'Format' dropdown menu, bold (B), italic (I), underline (U), strikethrough (S), subscript (x₂), superscript (x²), text color (I_x), bulleted list, numbered list, link, unlink, quote, and indent options. Below the toolbar is a large empty text area for entering the motion text.

[Switch to plain text editor](#)

II. Accessing and Submitting Meeting Agenda through the File Repository

Access File Repository



- About
- Meetings
- Members
- Committees
- Resources
- File Repository**
- Motions
- Senator Database

About University Senate

- > Archive
- > Beliefs
- > Bylaws
- > Governance Calendar
- > Governing Concepts
- > Governance History
- > Handbook
- > Meeting Etiquette

Vision of the University Senate

[View](#) [Edit](#)

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

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Access File Repository

Select File Type, Public or Private

File Repository Menu

- > Add Public File
- > Add Private File

Add Public or Private File

File Repository

The file repository aggregates all documents uploaded to the University Senate site into one searchable database.

Search

Filter By Category

- Any -

Filter By Committee

- Any -

Title	Description	Document Date	Category	Committee	Download	Actions
Annual Report Template (MSWord)		09/01/2016	Resource	Senate	<input type="button" value="v"/>	Details Edit Delete
ECUS-SCC September 2, 2016	ECUS-SCC Meeting	09/02/2016	Agendas	ECUS	<input type="button" value="v"/>	Details Edit Delete

Complete Create Document Form and Save

Create Document - Public

Title *

Description

Optionally enter a description for this document

Document Date

Date

E.g., Sep 2 2016

Category

← Select Document Category
For Example, Agendas

Committee

Optionally associate a committee with this document. The document will then be shown both in the repository and on the committee's page.

Document *

This document will be public and can be seen by any person with a direct link to the file.

Files must be less than **2 MB**.

Allowed file types: **txt pdf doc docx rtf xls xlsx odt png jpg bmp**.

III. Submission of Minutes

Access Minutes



Navigation menu: About, **Meetings**, Members, Committees, Resources, File Repository, Motions, Senator Database

About University Senate

- › Archive
- › Beliefs
- › Bylaws
- › Governance Calendar
- › Governing Concepts
- › Governance History

Vision of the University Senate

[View](#) [Edit](#)

Approved by the University Senate, 29 Nov 2004
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Access Meetings

Add Minutes



Meeting Info

- › Agendas
- › Attendance Procedure
- › Meeting Etiquette Guidelines
- › Rules for Conducting Debate
- › Minutes
- › Archived Minutes
- › Meeting Dates

Meetings Admin

- › **Add Minutes**

University Senate Attendance Procedure

[View](#) [Edit](#)

Approved by Standing Committee Chairs and ECUS members effective 19 September, 2006

Relevant Bylaw

II, Section 3.B.5.

Each University Senator is expected to attend every University Senate meeting. Each member of a senate committee is expected to attend every meeting of that committee. A report that contains an aggregation of the attendance records of committees and the University Senate shall be accessible to all members of the University Community in an appropriate format. Substitutes are not allowed to vote on any issue. A person who is on authorized leave for an extended period of time shall notify the Chair of the Committee to which the person has been elected, or the Chair of the Executive Committee, of his/her anticipated absence.

Attendance Procedure

When a member of the University Senate (US) or one of its committees (APC, CAPC, ECUS, FAPC, RPIPC, SAPC) is absent from a meeting, the absence will be coded as "Regrets" if the member has notified both the Secretary and Chair prior to the meeting time. This notification should be by email. Failure to make this notification will result in the absence being coded as "Absent".

Add Minutes

