

STANDING COMMITTEE OFFICERS ORIENTATION AGENDA

12 September 2008 12:30 – 1:45 p.m.

Library Conference Room 302

<u>Time</u>	<u>Activity</u>	<u>Facilitator(s)</u>
12:30	Sign-in, pick up materials, begin lunch	All
12:40	Welcome, packet overview, and introduction of Alison Prock, Graduate Assistant	Dean
12:43	Explanation of committee business Kinds of business (PIC), initiating business, getting on meeting agenda, work group options, steering, and attendance	Deborah
12:50	Overview of web presence Committee Internet site and channel in myCATS tab, suggestions for posting, resources (guidance documents), online electronic suggestion box, University Senate Webpage, online databases for motions and rosters	Deborah
12:55	Motions Routing, policy vs. procedure examples, offer of future assistance	Craig
1:05	Breakout I (by office held) Secretaries Responsibilities, minutes formatting and minutes posting, attendance tools in online senator database Chairs/Vice-chairs Responsibilities, annual report & template, communication of meetings, reporting committee attendance in online senator database	Chris & Doug Deborah & Craig
1:15	Breakout II (by committee) Small group discussion in committee generated from the floor by those in attendance	Dean
1:30	Large group discussion and questions	All
1:40	Finals thoughts	President Leland

Useful Resources

Deborah (x3517) Craig (x0973) Chris (x6176) Doug (x2565) Karynne (x2526) Dean
(x2630) Nancy(x0988)

University Senate Webpage: <http://us.gcsu.edu>

E-mail list for all standing committee officers: sco@list.gcsu.edu

E-mail for University Senate graduate assistant alison_prock@ecats.gcsu.edu