**Standing Committee Officers Orientation**

**Tuesday, September 6, 2016 at 4:00 PM**

**Arts & Sciences 2-55**

1. Overview of Senate Website (<https://senate.gcsu.edu/>)
2. Accessing and Utilizing the Motion Database
3. Accessing and Submitting Meeting Agenda through the file repository
4. Submission of Minutes/Optional Template
5. SCO Responsibilities
6. Required Written Reports
7. How to determine if an item should be in your committee