Standing Committee Officers Orientation

Tuesday, September 6, 2016 at 4:00 PM

Arts & Sciences 2-55

I.   Overview of Senate Website (https://senate.gcsu.edu/)

II.   Accessing and Utilizing the Motion Database

III. Accessing and Submitting Meeting Agenda through the file repository

IV.   Submission of Minutes/Optional Template

V.   SCO Responsibilities

VI.   Required Written Reports

VII. How to determine if an item should be in your committee