

**Standing Committee Officers Orientation**

**Friday, September 22, 2017 at 3:30 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