Paperwork Responsibilities of the Chair and Secretary of Senate Committees

The committee packet is mailed via campus mail 4 working days before the committee meeting. That means materials need to be received by the Senate staff and then duplicated before the mailing day in order to be ready to be put into campus envelopes and into the 11AM pick-up bins on the mailing day. Campus mail is picked up and delivered only once per day now, which makes timely distribution even more crucial. Therefore, materials for the packet need to be received in the Senate Office at least 8 days (6 working days) before the meeting. We have many committees to keep track of, so we would appreciate it if you would provide materials in a timely manner.

CHAIR:

• The agenda is due, by email to the Senate Office staff, 8 days (6 working days) before the meeting. It is suggested that you mark your calendar. If the agenda is not received in a timely manner, the packets will not be sent out at their usual time. This may disrupt the efficient functioning of the committee.

• Materials that need to be distributed to the committee members in the packets have the same deadline as the agendas (6 working days before the meeting). We prefer to have electronic copies of the materials for ease of retrieval in future years, but if only hard copy is available, we will accept almost anything. When necessary, the Senate Office staff will help to retrieve records from the past for committee packets if you specify what you would like and give us some time to do the research. (NOTE: The Senate Office is not responsible for the cost of duplicating the materials submitted by colleges/departments/offices. They should submit 15 copies of such materials to the Senate Office before the packet mailing date. However, the Senate Office will provide copies of materials requested by the Chair when pertinent to committee discussions.)

• Occasionally there are last-minute materials that will be distributed at the meeting. While it is better to have materials as part of the packet so they may be studied before the meeting, we will try to accommodate any reasonable request to duplicate materials that you need to hand out at the meeting.

• Any lengthy documents which are needed by the committee (not including those submissions which are provided by colleges/departments/offices) will be available to the committee on the web or via email. Due to budget constraints, we cannot duplicate and send everything to committees as a hard copy as we have done in the past. Each committee has a Documents Page on the web now, which will provide a central location for these necessary items.

• Once an issue has been passed in the committee meeting, the chair is responsible for providing the Senate Office with an electronic copy of the committee document, which will go to the Executive Committee/Senate. The “Action Requested” and the “Background Information” need to be sent to the Senate Staff, along with any request for attachments to the document. The Senate Office will give the document its proper
number and heading and give it to the Senate Chair to be put on the ExCom agenda. If
other committee members are writing the documents, it would be a good idea to have all
documents sent to the Senate Office via the Committee Chair. That way the Chair will
know the status of committee documents and will have the opportunity to proof-read
them. If a certain ExCom meeting is being targeted, please note that documents need to
be received in the Senate Office 7 working days (a Friday) before the meeting. Also,
please be aware that if current policies are being amended, the policy needs to be
presented within the new document (or as an attachment) with amendments to the policy
indicated with BOLD and CROSSOUT, so that changes to the current policy are very
clear. The exception to that is that very large documents that are being amended will be
available on the web for review in order to save duplication costs.

• The Chair of a committee is responsible for letting the Senate Office know any time a
member needs to be replaced, due to resignation, conflicts, illness, etc.

• The Chair will notify the Senate Office if packets or agendas need to be mailed to people
who are not on the normal committee mailing list.

• The Chair will keep the Senate Office “in the loop” with regard to committee
information. The only way documents and other information become part of the
permanent Senate records is to provide it to the Senate staff.

• It is helpful if Standing Chairs (or a committee designee) are able to attend
ExCom/Senate meetings where committee documents are on the agenda. Past history has
demonstrated that availability of committee representatives to answer questions has
greatly enhanced the efficiency of the Senate process. The ExCom and Senate agendas
are routinely sent to Standing Committee Chairs.

• Standing Committee Chairs are voting members of the Senate. They are expected to
attend Senate meetings and are bound by the Standing Rules of the Academic Senate
(section 4.8 mentions excessive absences).

• The chair is responsible for providing a year-end report, as stated in the Bylaws. This
report is most useful if it is received in the Senate Office by July 1st, allowing time for
the new Senate Chair, Senate staff and incoming committee Chair to review it and plan
for the coming year.

• Any materials distributed at a meeting should be delivered (or sent) to the Senate staff at
the end of each meeting. Electronic copies are welcomed, since it allows information to
be readily posted to the web or distributed by email. Unofficial documents may be so
labeled. Drafts may be clearly labeled as such or sent only when it is an official piece of
business. Date and author should be clearly indicated on documents.

SECRETARY

• The Secretary will take minutes at the meeting(s) and send them electronically to the
committee in a timely manner. The minutes will be approved and/or corrected at a regular meeting of the committee.

• The Secretary will email the Approved committee minutes, as a Word attachment to the Senate Office, within 3 days of approval by the committee. (The minutes will no longer be sent out on hard copy in the packets.)

• The Senate Office staff will post the approved minutes to the web, so that they are available to the committee for reference (and the campus community).

• The Secretary will notify the Chair if he/she will not be able to attend a meeting