

ACADEMIC SENATE

EXECUTIVE COMMITTEE DUTIES, AY 2008-2009

The Executive Committee (EC) ensures Senate effectiveness and has responsibilities, which include:

- Develop Senate participation and leadership.
- Foster and facilitate communication among the faculty and with administration and the board.
- Ensure the effective participation of senate constituents (faculty and chairs) in the joint development of institutional policy; and their primacy on academic and governance matters.
- Assure effective participation of senate constituents on various groups within the senate and at the institutional and board levels.
- Provide initiative in identifying and pursuing important institutional issues.
- Develop recommendations relating to academic and governance matters.
- Verify senate standing committees, and create and coordinate a master schedule of regular senate meetings and institute-wide senate reports for each academic year.

The Executive Committee has the authority to act when the Senate is not in regular session, which, during 2008-2009, would include the Summer (July 1-September 9, 2008); Winterim (December 15, 2008-January 17, 2009); Spring Break (March 14,-20 2009) and Summer (May 5-June 30, 2009). Specific officer duties include the following:

The **PRESIDENT** presides over senate and EC meetings and the Senate Report. This includes preparation of meeting agenda, drafting Motions, reviewing documents, reports and minutes. The president represents the senate at Senior Staff, Strategic Planning, Budget Advisory, and BoT meetings. The president supervises and/or oversees Senate Assistants (between 1 to 5 students); executive officers and Senate standing/ad hoc committee chairs; and liaisons with off-server host and Content Mgmt System provider.

The **VICE-PRESIDENT** develops recommendations for curricular standards and procedures, such as course review and approval, syllabus format, performance criteria and assessment matrices. The VP substitutes for the Senate president when required.

The **SECRETARY** records, distributes and archives, in print and electronically, Senate Minutes. The Secretary maintains the Senate roster and representative rosters for Board, Institute and Senate committees. The Secretary is responsible for communications with and collecting reports from representatives and committees.

The **TREASURER** secures and manages all aspects of the senate budget. This includes initial review of applications for Senate sponsorship/funding.

CHECKLIST OF OFFICER DUTIES, AY 2008-2009

The following summary checklist of officer duties is not intended to be all-inclusive or wholly reflective of the executive committee, nor does it preclude additional responsibilities of each officer. The list offers a starting place from which to shape questions about officer responsibilities. It is a checklist of responsibilities (derived from Robert's Rules and for which there is Senate precedent) that have been encountered, or may be anticipated. They are responsibilities that must be completed.

Checklist of Officer Duties	President	V.P.	Secretary	Treasurer	Sen. Asst.
EXECUTIVE DUTIES					
Develop Senate Mission, Goal & Objectives	x	x	x	x	
Develop Senate Policies & Procedures	x	x	x	x	
Maintain ByLaws and Standing Rules	x	primary	x	x	
Senate records/archives	x	x	primary	x	web posting
Minutes	review	review	primary	review	web posting
Motions, preparation, author	x	x	x	x	
Motions, forwarding, follow-up	primary	x	tracking	x	web posting
Correspondence	x	x	tracking	x	x
Rosters: Senate, BoT and Sen sub-com	x	primary	x	x	
Budget	x			primary	
Supervise student assistants	primary	secondary	x	x	x
Communication w/Pres, Provost	primary	substitute	x	x	
MEETINGS					
Preside at meetings, draft Agenda prep	primary	substitute	x	x	
Announce mtg; and schedule	primary	substitute	x	x	x
Lunch Roster, room reservation			supervise		primary
Xeroxes and mtg doc's	supervise	supervise	x	x	x
Senate Roster & Attendance Policy	x	x	primary	x	x
Guest Policy	x	x	primary	x	
Minutes & Roll Call	x	x	primary	x	notes
Reports fr Sen Com, Inst and BoT Reps	x	primary	record	x	
Senior Staff, Budget Advisory Committee, Strategic Planning Committee, BoT	primary	substitute			
SENATE COMMITTEES					
Nominations & Elections	Primary	x	x	x	
Initiatives	To be developed			primary	
<i>Incubator Program</i>	To be developed				
Programs & Policies	x	primary	x	x	assist
<i>MAP</i>	x	primary	x	x	
Support & Concerns	oversight	secondary			
<i>Faculty Development Grant</i>	oversight	secondary			
<i>Distinguished Teacher Award</i>	oversight	secondary			
<i>Website and Publications</i>	oversight	secondary			x
<i>Listservs</i>	oversight				admin
<i>Orientation</i>	x	x		x	x
<i>Faculty Handbook</i>	x	x	x	x	x
BOARD of TRUSTEES					
Meetings	primary	substitute			
Sub-committee Reports	x	primary	record	x	x
Representative Roster	x	primary	record	x	x