Faculty Senate Officer Standard Operating Procedure Secretary

August	1. Prepare Zoom links for all upcoming FS meetings (Misty House set up the Zoom links and posted to FS website). She set up each meeting to record automatically. She set the FS President and Secretary as co-hosts so they can login with their regular credentials. 2. Set up Google Drive with Folders for each FS meeting. For 2022-23 Misty set up a Drive with Folders for Agenda-Slides-Minutes, FS Secretary Duties, Google Groups, Meeting Recordings, Website/Committees. Drive also includes the FS Roll Call list and a document with Meeting dates, Zoom links, and passwords for each meeting. This Drive is available to Secretary and Misty. 3. FS Officers will also have a shared Google Drive with folders for other FS business. The content specific for FS meetings is a duplicate of what is in the Drive set up by Misty. This way she also has access to FS meeting materials 4.
September	1. Attend RP&A meeting 2. Use the Draft FS meeting agenda to build the agenda for the coming meeting. At the end of the meeting, verify the agenda with the RP&A officers and get their approval to send. Be sure to include the correct Zoom link and password before sending. 3. One week before FS meeting email agenda to allfac-grp@grp.umsystem.edu and fsagenda-grp@grp.umsystem.edu listservs (permission to send to allfac from Misty House) 4. Share agenda with Misty House to post to website 5. Collect PowerPoint slides for all presentations (send reminder on Monday before FS meeting). Combine in a single presentation 6. Share draft of complete slide deck with FS president for approval 7. Upload slide deck to FS Google Drive 8. Note any proxy Senators in the Roll Call sheet when calling Roll. 9. Day of FS meeting arrive with laptop, roster, slide advancer 10. Remind President to record the meeting on Zoom 11. Take notes during meeting 12. After the meeting send final slide deck to Misty House to post to website (By uploading the final slide deck to the Google Drive Misty set up, she can access the slides herself) 13. Ask Misty House to post approved minutes from previous meeting to website. 14. Download meeting recording. I find using a campus classroom computer works best. Login to the computer using the facsenate login information. Go to umsystem.hosted.panopto.com. This will take you to the Panopto page for the facsenate recordings. I usually edit out everything before the meeting starts, save it, and then download it to the desktop and then upload to the Google drive that Misty has set up. 15. Compile meeting minutes and send to FS president for approval (within one week of FS meeting) 16. Send meeting minutes to the fsminutes-grp@grp.umsystem.edu listserv after president's approval (within 2 weeks of FS meeting)

	For September Gen Fac Meeting 1. Get agenda from Chancellor's office and send to allfac listserv one week prior to meeting 2. For introduction of new faculty (including hires arriving later in year) make sure that CAFE sends notice to new faculty asking to attend meeting for introductions 3. Ask Provost Office to notify department chairs about attending the meeting and introducing new faculty for their department 4. Chancellor's office prepares slide deck 5. Take notes and prepare minutes 6. Send Minutes to Chancellor for approval 7. Send minutes within 2 weeks of meeting
October	Same as September
November	Same as October For December Gen Fac meeting 1. Get agenda from Chancellor's office and send to allfac listserv one week prior to meeting 2. Chancellor's office prepares slide deck 3. Get list of December graduates from Registrar 4. Attend Grad Fac meeting to see if any changes to the slate of graduate students graduating in December. 5. Prepare slides with key numbers from list of graduates – total number for each degree type, total from each college, etc. (or just read those numbers) 6. Take notes and prepare minutes 7. Send Minutes to Chancellor for approval 8. Send minutes within 2 weeks of meeting
December	No December meeting. Secretary for General Faculty Meeting
January	Same as November
February	Same as January. 1. Start planning for Curators visit in April 2. Identify students to meet with Curators – 2022-23 we sent a link to a survey for faculty to nominate students. 3. Help select 10 to 12 students to invite.
March	Same as February 1. Invite students to lunch with Curators. 2. Send list of students to meet with Curators to Misty (due around March 20) 3. Send "poster" template to students who accept. Give deadline of 10 days before Curators meeting
April	1. Same as March 2. Elections will be held at this meeting. FS Past President prepares slate

	of candidates. We work with Café to use clickers for voting. They will help put together the slide deck for elections which can be inserted into the final meeting slide deck. For May Gen Fac meeting 1. Get agenda from Chancellor's office and send to allfac listserv one week prior to meeting 2. For announcement of campus award recipients and patent awards, ask Provost Office to notify award recipients about attending the meeting 3. Chancellor's office prepares slide deck 4. Collect memorial resolutions 5. Get list of May graduates from Registrar 6. Attend Grad Fac meeting to see if any changes to the slate of graduate students graduating in May. 7. Prepare slides with key numbers from list of graduates – total number for each degree type, total from each college, etc. (or just read those numbers) 8. Take notes and prepare minutes 9. Send minutes within 2 weeks of meeting
May	No meeting in May – Secretary for Gen Fac meeting in early May
June	Same as April
July	No meeting in July unless a call for a special meeting.
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