

2016-2017 Faculty Senate Meeting Schedule

| | August | September | October | November + | January | February | March ~ * | April |
|--|--|--------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Committee reports/requests for Agenda items <i>in Word.doc format</i> (4 weeks before Senate meeting) | 28 Jul '16 | 18 Aug '16 | 22 Sep '16 | 20 Oct '16 | 29 Dec '16 | 19 Jan '17 | 23 Feb '17 | 23 Mar '17 |
| Agenda to Executive Committee (1 week prior to Exec Committee meeting = 4 th or 5 th TH) | 04 Aug '16 | 27 Aug '16 | 29 Sep '16 | 27 Oct '16 | 05 Jan '16 | 26 Jan '17 | 23 Feb '17 | 30 Mar '17 |
| Executive Committee meeting (1 st TH) – with the exception of Aug & Jan (2 nd TH) | 11 Aug '16 3:30 PM NH 2106 | 01 Sep '16 3:30 PM NH 2106 | 06 Oct '16 3:30 PM NH 2106 | 03 Nov '16 3:30 PM NH 2106 | 12 Jan '17 3:30 PM NH 2106 | 02 Feb '17 3:30 PM NH 2106 | 02 Mar '17 3:30 PM NH 2106 | 06 Apr '17 3:30 PM NH 2106 |
| Email agenda to Senators & announce via VSUFAC (1 week prior to Senate meeting = 2 nd TH) | 18 Aug '16 | 08 Sep '16 | 13 Oct '16 | 10 Nov '16 | 19 Jan '17 | 09 Feb '17 | 16 Mar '17 | 13 Apr '17 |
| Faculty Senate Executive Committee meeting with VSU President | 18 Aug '16 3:30 PM Pres. Brd Rm | 8 Sep '16 3:30 PM Pres. Brd Rm | 13 Oct '16 3:30 PM Pres. Brd Rm | 10 Nov '16 3:30 PM Pres. Brd Rm | 19 Jan '17 3:30 PM Pres. Brd Rm | 09 Feb '17 3:30 PM Pres. Brd Rm | 09 Mar '17 3:30 PM Pres. Brd Rm | 13 Apr '17 3:30 PM Pres. Brd Rm |
| Faculty Senate Meeting (3 rd TH) with exception of Aug. & Jan. meeting (4 th TH) | 25 Aug '16 Opening Session UC Mag 3:30 PM | 15 Sep '16 UC Mag 3:30 PM | 20 Oct '16 UC Mag 3:30 PM | 17 Nov '16 UC Mag 3:30 PM | 26 Jan '17 UC Mag 3:30 PM | 16 Feb '17 UC Mag 3:30 PM | 23 Mar '17* UC Mag 3:30 PM | 20 Apr '17 UC Mag 3:30 PM |
| Items to VSU President for approval (1 week/5 working days after Senate Meeting=4 th TH) | 01 Sep '16 | 22 Sep '16 | 27 Oct '16 | 01 Dec '16+ | 02 Feb '17 | 23 Feb '17 | 30 Mar '17~ | 27 Apr '17 |
| Minutes to Senators (Email, VSUFAC) & Library (2 weeks/10 working days after Senate meeting) | 08 Sep '16 | 29 Oct '16 | 03 Nov '16 | 01 Dec '16 | 09 Feb '17 | 02 Mar '17 | 06 Apr '17* | 04 May '17 |

+ = Items to VSU President for approval normally would be 24-Nov-'16, but because this is Thanksgiving, these will be sent on December 1st.

~ = Items to VSU President for approval normally would be 23-Mar-'17, but because of Spring Break, these will be sent March 30th.

* = Because Spring Break will be March 13-17, 2017; this will require a shift in the faculty senate meeting to the 4th Thursday.

Other Important Dates (Please see *Senate By-laws*)

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| All minutes & records to library (2015-2016) | 30-Jun-'16 |
| Annual Faculty Senate Report (2015-2016) | 01-July-'16 |
| Elected Senators assume duties | 01-Aug-'16 |
| Terms of committee members begin | 01-Aug-'16 |
| Committees send schedule of planned meetings to Committee on Committees | 01-Oct-'16 |
| Committees submit report on goals, etc. to Executive Committee | 01-Oct-'16 |
| Committees to submit written rules governing their procedures sent to Library | 01-Oct-'16 |
| Committee on Committee notifies Deans/Directors on Statutory Committee & Senate elections | 01-Nov-'16 |
| Nominating Committee proposed (last Senate meeting of Fall Semester) | 17-Nov-'16 |
| Deadline for Colleges/Divisions to Conduct Statutory Committee & Senate elections | 15-Jan-'17 |
| Election of Executive Secretary (2 nd Senate meeting of Spring semester) | 16-Feb-'17 |
| Committees submit written annual reports to Senate Secretary (1 month prior to May Senate meeting) | 20-Apr-'17 |
| All minutes and records to library (2016-2017) | 30-Jun-'17 |
| Annual Faculty Senate Report (2016-2017) | 01-July-'17 |