

Academic Senate Agenda Item Procedure

Purpose: the purpose of this procedure is to outline the steps for bringing Items to the Academic Senate Agenda.

Procedure:

The procedure for presenting Action Items to the Academic Senate are:

1. Any person may propose an Agenda Action Item to the Academic Senate President.
2. The Academic Senate President will review the Action Item, and/or invite the Senate Executive Committee to review the proposed Action Item.
3. At the direction of the Academic Senate President, the Senate Executive Committee will work with the Item proposer to answer questions, provide additional information, including but not limited to, the identification of relevant offices, departments, committees and/or individuals to provide necessary content expertise.
4. The Senate Executive Committee will make a recommendation to the President of the Academic Senate.
5. President may take any of the following actions:
 - Minor Action Item: deem item as minor in nature. May place on agenda for monthly Senate meeting as informational only.
 - Substantive Action Item: deem item as substantive in nature. May place on agenda for monthly Senate meeting as Special Order.
6. Following Senate action, the Academic Senate Secretary will provide in writing the Action Item to the Provost (or designee).