

## Standard Operating Procedures

### Senate Assembly Committee Administration

#### The Role of the Faculty Senate Office in Committee Administration

The Faculty Senate Office (FSO) provides support for all Faculty Governance Entities. The FSO schedules meetings and reserves conference rooms for Senate Assembly Committees. FSO is the central contact for governance matters, and is the institutional record keeper for Senate Assembly Committees.

FSO can be reached at [facultysenateoffice@umich.edu](mailto:facultysenateoffice@umich.edu).

#### Scheduling Committee Meetings

From past experience, we have learned that following the practices below will maximize participation, streamline administration of committee meetings, and save committee chairs time:

1. Identifying Committee Meeting Dates and Times
  - a. To begin the process of scheduling committee meetings for the year, FSO will contact the committee chair and committee members for each committee to identify a time frame that is suitable for most members. The FSO will ask the committee chairs to specify their preferred meeting location. Please keep in mind that FSO is unable to pay for rooms that have a fee.
  - b. Based on committee member availability, FSO will set up recurring meetings for the term or the year, depending on the committee chair's preference.
2. Scheduling Meetings with Executive Officers
  - a. If your committee advises an executive officer, FSO will coordinate availability identified in step 1 above with the executive officer's calendar through the executive officer's administrative contact.
  - b. FSO will schedule the executive officer to attend a committee meeting and advise the committee chair of the scheduled date and time.
3. Preparing for Meetings with Executive Officers
  - a. Committee chairs should meet with executive officers separately to discuss and plan the executive officer's visit to a committee meeting. Please keep in mind that Senate Assembly committees are advisory to executive officers to convey the interests of the faculty, and executive officers may have specific items for which they would like faculty input. FSO is available to arrange these meetings.
  - b. Prior to meeting with an executive officer, committees should identify items for discussion and provide these items to FSO at least five days before the meeting.

FSO will share the items with the executive officer's administrative contact so that the executive officer can prepare for the meeting.

### Suggestions for Effective Committee Meetings

1. Meetings should be at least 1 hour in length.
2. Meetings should occur at least twice per term, but meeting monthly is preferred if appropriate for the committee.
3. Consider emailing an agenda to members of the committee and FSO at least one or two days ahead of the meeting.
4. Designate a minute taker or rotate for each meeting to record committee meetings. The minutes should include a summary of topics, concerns or issues that the committee discussed, and can be brief.
5. Committees should determine at the first meeting what their plan is for the year based on the charge or other matters the committee may want to pursue.
6. Committees are encouraged to invite guests on topics that help provide the committee with information. Please let FSO know if you would like FSO to make meeting arrangements with guests.
7. Committees should think about collaborating with another committee on issues or concerns that may overlap. Scheduling a joint committee meeting may be a good idea. Remember to contact FSO for help with scheduling if desired.

### Committee Records

1. Send final approved minutes to FSO for posting on the website.
2. Prepare an annual report for your committee in May each year so that work may continue when membership changes. Distribute your report to committee members and to FSO for posting on the website.
3. Suggested templates are available on the website for agendas, minutes, and reports.