1. May 1
   1. After FC Chair elections, schedule meeting with each new chair to discuss
      1. Their Agenda for the upcoming year
      2. What you can do to help them
      3. After meeting with each, send list of agenda items from previous year and encourage them to follow up with past chair for additional agenda items
   2. All Schools and Colleges should hold elections for committee representatives at the last meeting of the spring semester. Ask deans and library director for names of representatives.
      1. Faculty Affairs also has a rep from the Law School.
      2. Student Services has faculty reps selected by Provost
   3. Schedule meeting with Provost to discuss upcoming year
      1. Set dates for Faculty/Faculty Council Meetings
      2. Coordinate dates for executive committee meetings
   4. Schedule meeting with President to discuss agenda and schedule
   5. Find Presidents schedule for Monday at 12:00 so that you can avoid conflicts with executive committee meetings and for scheduling any joint meetings between committees.
   6. For new committee chairs order:
      1. Title - Robert's Rules of Order: Newly Revised IN BRIEF (updated to accord with the 11th edition of the complete manual)
      2. Authors - Henry M. Robert III, William J. Evans, Daniel H. Honemann, Thomas J. Balch
      3. Copyright - 2004, 2011
      4. Publisher - Da Capo Press (A member of the Perseus Books Group)
      5. ISBN - 978-0-306-82019-9
2. June 1
   1. Plan executive committee retreat
   2. Get latest version of bylaws
   3. Read the faculty handbook
   4. Read the FC bylaws
   5. Get a copy of Roberts Rules of Order
   6. send out memo to executive committee including
      1. information on retreat
      2. encourage scheduling meetings before classes get started
   7. Schedule Faculty/Faculty council meetings
      1. Base on previous year’s dates
      2. Check with Steve Wilhite
      3. Send to FC Committee chairs
      4. Send to Deans
      5. Send to A&S associate deans
   8. Start scheduling executive committee meetings
   9. Setup campus cruiser
   10. Meet with Joann Anderson re committee membership and logistics support.
3. August 1
   1. Send out agenda to executive committee
      1. reminder of retreat
      2. schedule of executive committee meetings
      3. bylaws reminders to forward to committee
   2. Opening meeting
      1. Speech
      2. Agenda
   3. Get dates for presidents lectures from Peggy Wyant x4173
   4. Get dates for planning day from Joe Baker
4. September
   1. Planning Day schedule
5. Have Budget and Planning committee review suggestions for budget priorities
6. November
   1. Reminder for scheduling spring meetings
   2. Recommendations for Planning Day
7. February 1
   1. Start planning for Faculty/Faculty Council Elections
   2. Draft Slate – 4 weeks prior to April meeting
   3. Final slate – 2 weeks prior to April meeting
   4. Elections – April meeting
   5. Certification by second Monday in May
8. March 1
   1. Contact Steve Thorpe to determine “Number of full-time faculty in each school or college teaching at least half time at the rank of instructor or above (including faculty on sabbatical leave), or number of professional librarians” So that Executive Committee can identify the number of representatives.
9. March 15
   1. Send out reminder to deans regarding elections – see memo
      1. Council elections 4.04
      2. Committee representatives 5.03, note only 2 terms
      3. Current listing of committee membership
      4. Encourage electing alternates
   2. Send out reminder to A&S Associate Deans for general education subcommittee elections on even numbered years.
10. May
    1. Executive committee meet to review committee membership
    2. Attend Board of Trustees meeting and give presentation on Faculty. From Anne Krouse, board likes to hear about great things that faculty are doing. Work to develop a relationship with board members.

Useful things to know

* Provost Office has a record of all Faculty Council meetings. Each year the faculty secretary gives a book of all agendas, supporting documents and minutes to be archived.