

## Basic Timeline of Meetings

May:

Two meetings:

The first meeting is the last meeting of the closing session (2021-22), and the second meeting is the first meeting of the opening session (2022-23) where the following business is conducted:

- Committee lists are approved
- Officers are elected (by ballot)
- Senators rank their preference for which subcommittee they wish to be appointed
- Executive Committee makes the appointments to the subcommittees after the meeting.

Off season:

- Lisa makes Faculty Handbook changes
- Lisa updates website
- Lisa archives the previous year's documents
- Lisa updates Committee Lists and sends out emails so faculty know which committees they are assigned
- Lisa works on special projects that she does not have time to work on during the academic school year
- Faculty Senate Chair and Executive Committee prepares for the year
- Faculty Senate Chair works with Lisa on slating 2022-23 Faculty Senate Meeting Schedule and reserve Red Oak Conference Room
- Chairs of the subcommittees work with Lisa to set up their meeting times and reserve their meeting rooms

August/September:

First meeting of the Fall Semester where following business is conducted:

- Standing Rules & Rules of Order are approved,
- APC in their meetings have approved the APC Procedures for Curriculum Proposals for the year and make the announcement
- Committees name their chairs and submit info to Lisa Sellers who puts the info on the website.
- Send Annual reminder to the Provost that APC expect the academic calendar draft each November for two years out

October:

APC deadlines for Departments to get their proposals submitted.

January:

Preparations for Faculty Elections are made by FWDC and Lisa Sellers.

March/April:

Senate Orientation for new senators.

March/April:

Last of the documents for 2022-23 catalog have to be presented by APC for First Reading.

Between

End of April -  
Beginning of May

Two meetings again.

At the last meeting of the year, the last of the APC documents come up for second reading and vote. See above for what happens at the second meeting which is the first meeting of the new academic session (2022-23).

## Preparation for Each Faculty Senate Meeting

1. Secretary emails the Executive Committee a reminder of their meeting before the Executive Committee Meeting. The Executive Committee meets as they have scheduled for each semester. Attached to her email is the following:
  - a. draft of the previous months Faculty Senate meeting minutes
  - b. draft of the EC agenda
  - c. draft of the agenda for the next Faculty Senate Meeting
2. Executive Committee officers send the secretary their additional agenda items and documents to be included on the agenda. They also send her any edits that need to be made to the minutes.
3. When the Executive Committee meets, they firm up the agenda.
4. On the Friday before the Senate Meeting, upon approval of the chair of Faculty Senate, the secretary emails to the entire UNC Asheville community (sans students) the senate meeting agenda. She also emails to the members of the Faculty Senate (not to the community yet) a draft of the minutes and asks for edits. She places the agenda on the website.
5. The secretary sets the Red Oak Room up for the senate meeting in the morning before 11am on the day of the senate meeting. She returns around 2:00 p.m. – 2:30 p.m. to do the following:
  - a. hooks up the recorder with sd card and sets it to Record
  - b. puts end tables on the ends of the conference table,
  - c. sets out the senate name cards
  - d. adds around 10+ chairs from Whitman Room to the outer edge of the conference room for visitors
  - e. takes attendance of all who are present at the meeting
  - f. introduces herself to those she does not know on sight and get them to relay their name to her.

After the meeting, the secretary does the following:

  - g. fixes the conference room's furniture back
  - h. makes sure she has a good tape for transcription
  - i. collects the name cards
6. On the Friday after a Faculty Senate meeting, the secretary does the following:
  - a. Sends the approved minutes out to the UNCA community and puts them on the website
  - b. Draw up approved senate documents to be signed by the Chair of the Faculty Senate and the Provost
  - c. Transcribe draft minutes of the latest senate meeting
7. Once the senate documents are signed and returned to the secretary, the secretary will place the senate documents on the Faculty Senate Website.

Between the senate meetings, the subcommittees meet. The secretary logs APC documents and other documents to come before the senate.

## Faculty Senate Document Number System

Here is a short chart of how documents are numbered as they proceed through senate and Meaning of the name:

Document Name	Originating Entity	Status of Document	If passes, new document name	Meaning of name
APC A Through APC ZZZZZ	APC	Document before APC or unapproved document	APC ____	Document is coming before APC having been approved by Alicia Shope for catalog editorial review or a document that APC considered and did not pass.
APC ____ (APC 1)	APC	Document passed APC and will be presented to Faculty Senate for Readings and Vote	SD ____	APC has reviewed the document and question the document sponsors and they approve the document. Documents approved unanimously by APC are reported to senate.
FWDC ____ (FWDC 1)	FWDC	Document has passed FWDC and will be presented to Faculty Senate for Readings and Vote	SD ____	FWDC either originated the document or have questioned the sponsors and they approve the document.
IDC ____ (IDC 1)	IDC	Document has passed IDC and will be presented to Faculty Senate for Readings and Vote	SD ____	IDC either originated the document or have questioned the sponsors and they approve the document.
EC ____ (EC 1)	EC	Document has passed IDC and will be presented to Faculty Senate for Readings and Vote	SD ____ or SSR ____	EC either originated the document or have questioned the sponsors and they approve the document.
RS ____	Faculty Senate	An important report with no action items	RS ____	EC decides this
FS ____ FA ____	Faculty Senate or	This is usually given to a	FS ____	Faculty Assembly asking for Sense of Senate and

(FS 1 or FA 1)	Faculty Assembly	resolution that is proposed to Faculty Senate at the time of the meeting and has not been processed through any of the subcommittees		other of the moment Faculty Senate resolutions is presented in minutes as this number to annotate where the resolution was originated.
SD _____ (SD0114F or SD3315S)	Faculty Senate passed document	Passed and sent to the Faculty Senate Chair and Provost for Signatures. After the document has been signed, they are enacted and placed on the website	NA	The document has had two readings (unless Comer Rule waived) and passed the Faculty Senate.*
SSR _____ (SSR0114F or SSR0415S)	Sense of the Senate Resolution	Passed Resolution	NA	These are resolutions of support for Faculty Assembly work and other work that comes before the Faculty Senate asking for support. Number scheme is same as SD documents.*

**\*How Senate Documents and Sense of Senate Resolution are numbered:**

SD = Senate Document

SSR = Sense of the Senate Resolution

First 2-3 numbers = the number of the document

Last two numbers = the year the SD or SSR passed

Last letter denotes which Semester the document was passed F = Fall and S = Spring

**All documents are numbered/lettered in order they are registered with the particular senate entity:**

APC: APC A, APC B, through APC Z then APC AA, APC BB, through APC ZZ and et al.

APC after passage: APC 1, APC 2, and et al.

SD0114F, SD0214F, SD10015S, SD10115S, and et al.

SSR0114F, SSR0214F, SSR0315S, SSR0315S, and et al.