



Committee Management Overview

Managing a Meeting

- Arrive at the meeting prior to the start time, if possible, to make sure everything is ready. Help the Senate Analyst, if needed.
- Sit next to the Senate Analyst so you can easily communicate during the meeting.
- Minutes from the prior meeting should be approved as soon as a quorum is available.
- The Senate Analyst acts as the committee's parliamentarian to help the Chair run an orderly meeting (per Sturgis).
 - Monitor the attendance to determine when a quorum has been reached.
 - Run the meeting on time.
 - Available to provide background knowledge and information, as needed.

Committee Resources

- The Senate Analyst maintains a web page with each committee's roster, meeting schedule, and relevant committee materials (files, links, etc.).
- Draft (i.e., not yet approved by the committee) minutes can be circulated to the committee via e-mail. They will be posted after they have been approved by the committee, either via e-mail or at the subsequent meeting. Minutes may be approved via e-mail if they need to be posted sooner than the next meeting date.

Monthly Committee Meeting Cycle

- Committee meeting adjourns.
- Within one week after the meeting, the Chair and Senate Analyst follow up on any new issues. The Senate Analyst prepares draft minutes.
- Two weeks prior to the next meeting, the Chair and Senate Analyst discuss the draft agenda.
- One week prior to the next meeting, the Senate Analyst distributes the agenda and materials to the committee. If some or all of the materials are not ready by that time, the Senate Analyst will send a meeting reminder to the committee and let them know that the materials will be distributed as soon as possible.
- The Senate Analyst provides printed meeting agendas and arranges for audio-visual equipment.

Annual Committee Meeting Cycle

- **September 1** – Academic Senate begins its academic year
- **September** – First committee meeting
 - Work with Senate Analyst to prepare the agenda.
 - Review committee's bylaw duties.
 - Review committee's practices, processes, and responsibilities.
 - Review prior year's annual report.
 - Orient new members to process committee information, as appropriate.
 - Discuss and document committee's priorities for the academic year.
- **September** - All Chairs and Senate Analysts attend the Leadership Retreat. Vice Chairs may substitute if the Chair is not available. Committee Chairs and UC Systemwide Representatives are invited to attend Orientation Meetings if they will find the experience beneficial.
- **October-December** – Work with Senate Analyst to prepare, hold, and follow-up on committee meetings to conduct business as prioritized in the first meeting and to address any other issues that are brought before the committee.

- **January** – Check in with the Director and COC Liaison about committee members regarding current leadership, possible leaders for the subsequent year, high performing/underperforming committee members, and overall committee function.
- **January-May** – Work with the Senate Analyst to prepare, hold, and follow-up on committee meetings to conduct business as prioritized in the first meeting and to address any other issues that are brought before the committee.
- (February – annual COC Call for Committee Service)
- (March-April – COC works to nominate next year’s committee members)
- **May** – Next year’s committee appointees are confirmed by a vote of the Division.
- **June-July**
 - Hold final committee meetings.
 - Finalize annual report.
- **July-August** – Help incoming committee leadership prepare for the next year. This may be achieved by in-person meetings, phone calls, or e-mail correspondence, as preferred by the current Chair, incoming Chair, and Senate Analyst.