

ANNUAL OPERATIONAL CALENDAR FOR SHARED GOVERNANCE COMMITTEES

Developed October 2004, Updated 12-15-05, 03-16-06, 03-06-08

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| Fall Orientation Week | <p>Orientation Session/Fall Meeting</p> <ul style="list-style-type: none"> ✓ New and former chairs attend orientation session with the Oversight Committee. ✓ The Oversight Committee responds to committees regarding Annual Committee Reports. |
| Early September | <p>Conduct first committee meetings.</p> <p>Suggested agenda:</p> <ol style="list-style-type: none"> 1. Review annual report from previous year. 2. Establish meeting dates for the year. 3. Establish work plan for the year. <ol style="list-style-type: none"> a. Plan to complete work started previous year. b. Identify any new projects for the year. |
| Before October 15 | As a result of organizational committee meeting, file the Committee Action Report (CAR) with Oversight Committee. |
| As appropriate throughout the year | File Proposal Recommendation (PAR) and/or Recommended Action to the President (RAP). |
| Spring Orientation Week | Committee chairs attend session with the Oversight Committee. |
| February or March | <p>Elect 'Chair-Elect' for coming year.</p> <p>Review data sheet for any changes to be recommended to Oversight.</p> <p>Oversight request Committee Summaries from Committee Chairs for posting to recruit new members.</p> |
| April | <p>Determine 1st term members who seek second term.</p> <p>Determine 2nd term members whose terms are exhausted.</p> <p>Finalize and post Committee vacancies.</p> |
| Last Meeting of School Year | <p>Review work plan for the year and identify progress and accomplishments for inclusion in Annual Committee Report.</p> <p>The Oversight Committee notifies members requesting second terms of reappointment.</p> |
| May | <p>Committee Sign-ups.</p> <p>Committees finalized and posted for upcoming year prior to graduation.</p> |
| Before June 30 | Complete the Annual Committee Report (ACR) and submit to the Oversight Committee. Include goals for new year. |

All forms can be found on the Shared Governance portal.