INSTRUCTIONS:

The agenda serves a final record of topics approved by the Executive Committee and discussed in the Faculty Senate meeting. Amendments to the agenda will be reflected in the minutes.

Format for the Agenda

1. Times New Roman, 12pt font, one-page, if possible
2. Include name of presenter for each line item
3. Keep a running list of Senate meetings in the Announcements section
4. When specific language from the handbook is required (especially when votes will be taken) include the handbook language in the agenda or on the second page

See the template on the next page

See example agendas in the Archives

**AGENDA**

**Faculty Senate Meeting**

Location of Meeting

Date of Meeting

Time of Meeting

1. **Call to Order (presenter name)**
2. **Approval of Agenda (presenter name)**
3. **Approval of Minutes from (previous meeting date here) (Halpin)**
4. **Swearing In of New Senators (or Senators Not Previously Sworn In) (if needed) (Chair of Senate name)**
5. **President’s Report (President Name or Representative)**
6. **Provost’s Report (Provost Name or Representative)**
7. **Committee Reports**
   1. Committee Report 1 (presenter)
8. **General Orders**
9. **Announcements**
   1. Semester Year Faculty Senate Meeting Dates/Times
      * Date Time Location
      * Date Time Location
   2. Other
10. **Adjournment**