

## Senate Month-by-Month “To Do” Calendar

### June

### July

### August

Senate Retreat/New Senator Onboarding

### September

Set Senate Goals for upcoming year

### October

### November

ad hoc Committee on Constitutional Review to assess need for review

Every two years, odd years

### December

- President puts out calls for:
  - Curriculum Co-Chair
    - Every two years, **even years**
  - Professional Development Coordinator
    - Every two years, **even years**
  - Service Learning Coordinator
    - Every two years, **even years**
  - Credit for Prior Learning Coordinator
    - Every two years, **odd years**
  - Distance Education Coordinator
    - Every two years, **odd years**
  - SLOAC Co-Coordinator (2)
    - Every two years, **one in even years, one in odd years**
  - GP Pillar Leads
    - Every year (if money continues)

### January

### February

- Select President-Elect at 2<sup>nd</sup> meeting of the semester
  - Every two years, even years
- Senate Council plans for year-end faculty celebration
- Selection of (late February):
  - Curriculum Co-Chair
    - Every two years, **odd years**
  - Professional Development Coordinator
    - Every two years, **odd years**
  - Service Learning Coordinator

- Every two years, **odd years**
- Credit for Prior Learning Coordinator
  - Every two years, **even years**
- Distance Education Coordinator
  - Every two years, **even years**
- SLOAC Co-Coordinators (2)
  - Every two years, **one in even years, one in odd years**
- GP Pillar Leads
  - Every year (if money continues)

### March

Elections Chair puts out calls for new senators

President puts out call for:

- Puente Coordinator
  - Every three years (current terms end in '23)
- Umoja Co-Coordinators
  - Every two years, odd years
- Faculty Service Award and Scholarly & Professional Achievement Award

### April

- Senate Council chooses Margie Ruzich Gift of Time Award (but doesn't reveal)
- Review Senate Goals
- Election of new senators
- Selection of:
  - Puente Coordinator
    - Every three years
  - Umoja Co-Coordinators
    - Every two years, **even years**

### May

- Announce Faculty Awards Winners
  - Faculty Service Award
  - Scholarly & Professional Achievement Award
  - Margie Ruzich Gift of Time Award
  - Distinguished Faculty Awards
- Seat new senators (2<sup>nd</sup> to last regular meeting)
- Elect Senate Council (every year, 2<sup>nd</sup> to last regular meeting)
  - Vice President, Secretary, At-Large Member
- Elect Elections Chair
  - Every two years, **even years**
- Elect Committee on Committees Chair
  - Every two years, **odd years**