

**Appalachian State University**  
**Faculty Senate Agenda**  
**April 28, 2008 (Second Session) 4:15 p.m.**  
William C. Strickland Conference Room - 224 I.G. Greer  
NOTE: All Faculty Senate meetings are being recorded.

- I. Announcements
  - A. Welcome and Introduction of New Faculty Senators and Visitors.
  - B. Nominations and elections for Faculty Senate Chair, Vice Chair, and Secretary (Appendix A).
- II. Visitors' Reports
- III. Provost's Report
- IV. Committee Reports
  - A. Academic Policies
  - B. Agenda Committee
  - C. Budget Committee
  - D. Campus Planning Committee
  - E. Committee on Committees
  - F. Faculty Handbook Committee
  - G. Faculty Welfare and Morale Committee
  - H. Welfare of Students Committee
- V. Unfinished Business
- VI. New Business
  - A. Faculty Senate end-of-the-academic year reception, Monday, May 5, 2008.  
5:00 pm – 8:00 pm, I G Greer Conference Room 224. RSVP by Wednesday,  
April 30, 1:00 pm.

## **The Elected Members of the Faculty Senate Executive Board Chair, Vice Chair, Secretary**

### **The duties of the Chair include:**

The Chair is the chief officer of the Faculty Senate. The Chair presides at regular meetings, all special meetings, the monthly meetings of the Agenda Committee, serves as Vice Chair of the Faculty (of which the Provost and Vice Chancellor for Academic Affairs is the Chair), and as delegate to and head of Appalachian's delegation to the Faculty Assembly. The Chair attends the meetings of the Appalachian State University Board of Trustees as an ex officio non-voting member. Like other members of the Board, the Chair serves on two committees. The Chair has the privilege of inviting two or three Senators to attend Board of Trustees' meetings, rotating this invitation to different Senators for each meeting. The Chair is responsible for having the minutes of the Board of Trustees' meetings available via the Faculty Senate Web page.

The Chair is responsible for the general performance of the Senate and for the organization of committees. The Chair additionally has the following specific functions and responsibilities:

1. Serves as a member of the Academic Council;
2. Serves as a member of the Athletic Council;
3. Serves as a member of the Campaign for Appalachian;
4. Serves on the Strategic Planning Commission;
5. Serves as a member of the Convocation Council;
6. Serves as a representative of the faculty for meetings and functions of the University when requested;
7. Attends the meetings of the Council of Chairs as the representative of the Senate;
8. Nominates persons to fill vacancies on Senate committees and faculty committees;
9. Administers the office budget and the social budget of the Senate;
10. Administers the Senate office; and
11. Serves for one year as immediate past Chair on the Agenda Committee.

**The duties of the Vice Chair include:** Serving as the faculty elections officer and presiding at the Faculty Senate meetings in the absence of the Chair.

**The duties of the Secretary include:** Being responsible for the accuracy of the motions, resolutions, voting results, and major discussion points during the Faculty Senate meetings and reviewing the accuracy of the transcribed minutes. In short, the Office Assistant provides a form for the secretary to use to record the motions and whether the motions passed or failed during the senate meetings. All meetings are recorded electronically--supervised by the Office Assistant. The Office Assistant drafts the minutes and emails the Executive Board for their approval, revisions, comments before they are distributed to the full Senate and university.