

STANFORD UNIVERSITY MEMORANDUM

DATE: August 24, 2004

TO: Academic Council Committee Staff

FROM: Trish Del Pozzo, Academic Secretary's Office

SUBJECT: Scheduling and Preparing Items for Senate or Steering Committee Presentation

It's important to keep the Academic Secretary's office apprised of issues being considered by each committee. As early as possible when a topic under committee discussion is ready for Senate presentation, call or e-mail Trish Del Pozzo (3-4992 or delpozzo@stanford.edu) to discuss available Senate dates. At that time you should discuss:

1. Identify the item that will be presented to the Senate.
2. Is this an 'Action' item or a 'Report' Item?
3. Confirm that Chair of the Committee and other key people, such as cognizant deans, etc. are available to present the item to the Senate on the date selected.
4. If Chair (others) need to meet with the Steering Committee prior to the Senate presentation, make sure they are available on the corresponding StC date?
5. Anyone else who should be invited to Senate as resource persons or other administrators?
6. What background materials will be presented to the StC? To the Senate?
Order of material i.e., cover memo, documentation and background. BE SURE TO GET A Senate Document #.
7. Call or email Trish for document number. Senate and/or StC Document numbers are required for each document; they are typed in upper right hand corner on top page of document (SenD#xxxx).
8. Deadline for receipt of materials to be sent to StC and to Senate, see attached calendar.
9. Electronic version of documents for Web page (send to priscilla.johnson@stanford.edu as a Word attachment)-- needed at same time as Senate copies.
10. The number of copies needed for distribution is 15 for StC and 95 for Senate mailing
11. Trish will send e-mail invitation to Senate to all invitees approximately one week before the meeting. It is extremely helpful if you supply the current e-mail list of committee members to the Academic Secretary's office.
12. Advise chair (or other person reporting) that a copy of any overhead slides, etc. used in presentation should be provided to the Academic Secretary for use in preparing Senate minutes.