

FS SECRETARY EXIT MEMO

From: George Derek Musgrove, 2011-12 FS Secretary
To: Incoming FS Secretary
Re: Exit Memo for FS secretary
Date: May 10, 2012

The Purpose of this memo is to familiarize the incoming FS Secretary with the duties associated with their office.

The FS Bylaws state that the Secretary must:

“Serve as custodian of the official records and correspondence of the FS and shall keep and maintain the minutes and record of the proceedings. With the approval of the Chair, the secretary shall forward a copy of the minutes and record of the proceedings to the Provost and Vice President of Academic Affairs and post the minutes and record of the proceedings on the FS website within five (5) business days of all meetings, and shall ensure notice of meetings and other notices are sent to every member and appointee of the FS.”

The primary instruments for fulfilling this role are the FS membership list and the FS website.

The FS membership list:

The FS membership list has been updated and posted on the FS website. There are still four senators whose names are outstanding. The Secretary must work with the Chair to secure these names and add them to the membership list. The Secretary should then use this list to send announcements of all meetings to the Senate membership (including any documents to be considered) at least three days prior each meeting.

The FS website (www.udc.edu/senate):

The FS website is the primary repository of the records of the FS. It must be updated constantly to provide a current resource for Senators and other members of the University community.

To update the website, send an e-mail to the webmaster (today that person is Janelle Morrow, jmorrow@udc.edu). Every request for changes to the webpage must include 1. a blue line to the page where you want to make changes, 2. an indication of where on the page you want to make changes, and 3. the change either in quotes or as an attachment.

So, for instance, if the Secretary wishes to post a Committee report on the webpage, they would send a message to the webmaster that looks like this:

“On page <http://www.udc.edu/senate/reports.htm> under the heading ‘Academic Standards Policies and Procedures Committee’, please post the above attached report that begins “ASPPC, report on...”

If the Secretary wishes to alter the structure of a page, say to add more meeting dates to the FS meeting chart listed on page <http://www.udc.edu/senate/meetings.htm>, the message to the webmaster should look like this:

“On page <http://www.udc.edu/senate/meetings.htm> please add a new section for a May 8, 2012 meeting. The agenda for said meeting is attached above. Please post it in the box that you make for the meeting.”

It is best to give the webmaster a call at the start of the semester to become acquainted and clarify the best way for you to communicate.