COS 2013 Organizational Meeting Agenda Guide

The purpose of this agenda guide is to provide consistency for all senates and committees as they hold their opening meetings for the fall 2013 semester. As we implement the new elements of our 2013 COS Governance & Decision-making Manual it is important that all senates and committees follow the same steps to appropriately transition from previous practices. The processes in the COS 2013 Governance & Decision-making Manual are integral to our full compliance with the Accreditation standards and the steps below are required to assure consistent and effective implementation of COS 2.0.

A list of steps to assure all senates and committees facilitate a successful transition is provided below and shall be conducted in all opening meeting(s) of the 2013 fall semester:

**AGENDA**

1. Election of officers (in accordance with District Governance Manual).
2. Set and publish a twice-monthly meeting schedule (through at least first semester).
3. Review and discuss the **COS 2013 Governance & Decision-making Manual**.
4. Take appropriate steps to align existing By-laws or operating procedures with new Governance & Decision-making Manual.
5. Review **COS 2013 Institutional Objectives** for the specific purpose of aligning annual work.
6. Establish and codify the structure and timing of committee reports (by or from).
7. Annual Assessment of all Senates and the four committees under the District Governance Senate for effectiveness in advancing institutional objectives (recently completed by Response Task Force Sub-group IV).