**ATTENDANCE**: [Term range] Faculty Senate & Guests:

|  |  |  |
| --- | --- | --- |
| COLLEGES | MEMBERS PRESENT (if checked) – V\* Virtual ☒ Present  Absent  Virtual attendance recorded per Teams auto entry |  |
| **CAM:** |  | |
| **CECS:** |  | |
| **LCOB:** |  | |
| **COHP:** |  | |
| **COLA:** |  | |
| **COS:** |  | |
| **COEPD:** |  | |
| **SOM**: |  | |
| **SOP:** |  | |
| **South Charleston:** |  | |
| **ULIB:** |  | |
| **DOAR:** |  | |
| **SGA** |  | |
| **EX-OFFICIO, VOTING** |  | |
| **EX-OFFICIO, NON-VOTING** |  | |
| **BOG REPRESENTATIVE:** |  | |
| PARLIAMENTARIAN |  |  |
| **GUESTS** | (**V- Virtual attendance**) | |

**Call to Order**: Declaring that there was a quorum, Faculty Senate Chair, [Name], called the meeting to order at approximately [Time]

1. **Approval of Proposed Agenda** –
   1. Motion to approve agenda as presented.
   2. Include any motions to amend here.
   3. [Key: **MSAP[[1]](#footnote-1)**. **MSAPAA[[2]](#footnote-2).]**
2. **Approval of Minutes**: Motion to approve the following minutes (pending Presidential approval):

|  |  |  |
| --- | --- | --- |
| Dates of Minutes | Discussion | Approval |
| Click or tap to enter a date. | None | **MSAP,** or other designator |

1. **Announcements** – [Chair Name]:

|  |  |
| --- | --- |
| **Items** | **Reports & Discussion** |
| Chair Announcements | 1. Topic One:    1. Description 2. Topic Two:    1. Description 3. Topic Three:    1. Description |

1. **Recommendations / Resolutions**:

|  |  |  |
| --- | --- | --- |
| **Items** | **Discussion** | **VOTE** |
| 1. SR 01-01-01 EC [insert abbreviation of SR] | * None | **MSAP** |
| 1. SR 01-01-02 EC | * None | **MSAP** |
|  | * None | **MSAP** |
|  | * None | **MSAP** |
|  | * None | **MSAP** |
|  | * None | **MSAP** |
|  | * None | **MSAP** |
|  | * None | **MSAP** |
|  | * None | **MSAP** |

1. **Regular Reports:**
2. **President’s Report** – [President Name] (15 mins) –

Provided updates on the [overall summary here].

**Item 1** –

* Point one
* Point two
* Point three, etc.

**Item 2 –**

* Point one
* Point two
* Point three, etc.

**Item 3 -**

* Point one
* Point two
* Point three, etc.

**Question(s) for President**:

**1**. [Name] (College) – **Question:** text here. **Ans.** (Person)text here.

**2**. [Name] (College) – **Question:** text here. **Ans.** (Person) text here.

1. **Report of the Provost** – [Name] (15 mins) –

Provided updates on the [overall summary here].

**Item 1** –

* Point one
* Point two
* Point three, etc.

**Item 2 –**

* Point one
* Point two
* Point three, etc.

**Item 3 -**

* Point one
* Point two
* Point three, etc.

**Question(s) for Provost**:

**1**. [Name] (College) – **Question:** text here. **Ans.** (Person)text here.

**2**. [Name] (College) – **Question:** text here. **Ans.** (Person) text here.

1. **Board of Governors** – [Name] (15 mins) —

Text here.

**Question(s) for BOG Rep:** Text here.

1. **Advisory Council of Faculty** – [Name] (5 mins) –

Text here.

**Questions for ACF Rep**:Text here.

1. **Graduate Council** – [Name] (5 mins) —

Text here.

**Question for the GC**: Text here.

1. **Student Government Association** – [Name] (5 mins) –

Text here.

**Questions for SGA** – None.

1. **Standing Committee Reports**:

|  |  |  |
| --- | --- | --- |
| Committee | Report by: | Report Specifics |
| 1. Committee name | Liaison Name (4 minutes) | Written report received (if checked) ☒ or ☐   * Item 1. * Item 2, etc. |
| 1. Committee Name | Liaison Name (4 minutes) | Written report received (if checked) ☒ or ☐   * Item 1 * Item 2, etc. |
| 1. Committee Name | Liaison Name (4 minutes) | Written report received (if checked) ☒ or ☐   * Item 1 * Item 2, etc. |

1. **Other Requests to Speak** – **[Name] (College or Title) – Subject (10 minutes)**

Text here.

1. **Adjournment:**

Motion to adjourn – MSAP. Meeting was adjourned at approximately [military time] hours (time).

Respectfully Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name], Recording Secretary  
Faculty Senate

**MINUTES APPROVED BY SENATE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name], Chair Date Signed  
Faculty Senate

**MINUTES READ:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name], President Date Signed  
Marshall University

1. MSAP – Motion Seconded and Passed. [↑](#footnote-ref-1)
2. MSAPAA – Motion Seconded and Passed as Amended. [↑](#footnote-ref-2)