

Motion to request teaching equivalencies (TE) for senate secretary position.

Whereas the duties and responsibilities of the senate secretary have greatly expanded over the past few years,

Whereas these duties and responsibilities include and are not limited to the following:

- preparing minute templates for meetings (1 hour, 1-2x month)
- recording minutes for all Academic Senate meetings (2-3 hours, 1-2x month)
- polishing minutes for all Academic Senate meetings (3-6 hours, 1-2x month)
- disseminating minutes to EC for review
- maintaining the campus Academic Senate blog site (1-2 hours per month)
 - converting all agendas and supporting documents to pdf
 - uploading all agendas and supporting documents
- updating the Academic Senate blog site (1-2 hours per semester)
 - updating membership for Academic Senate committees (including sub and ad hoc)
- attending all Executive Committee meetings (1-2 hours per month)
- recording and polishing minutes for all Executive Committee meetings (1 hour per month)
- attending to faculty inquiries (1-2 hours per month)

Whereas these duties and responsibilities require a specialized set of skills not generally in the possession of most individuals,

Whereas the job of senate secretary is generally considered a difficult job which requires good listening skills, communication skills, transcription skills,

Whereas most faculty do not want to be assigned this job making it difficult to fill and generally resulting in faculty begrudgingly accepting the job,

Therefore, motion is made to approve at least three teaching equivalencies (TE) and not more than six teaching equivalencies (TE) per academic year for this senate responsibility.