

Helpful Hints for Presenters of Reports to the Faculty Senate

Meeting with the Senate Steering Committee

Reports and proposals intended for the Senate go first to the Senate Steering Committee for its review (Tuesdays, 12:00 – 2:00 p.m. of the week prior to Senate). You may be invited to meet with the Steering Committee to plan the presentation of your report. Steering Committee meetings are informal, with useful discussions held over a buffet lunch. The principle role of the Steering Committee is to plan the Senate agenda and make sure meetings run smoothly and are both interesting and useful.

You should provide background information for distribution to StC members in advance of the meeting (this may be more than, or different than, the materials that will be provided to Senate). At the very least, please send a 100-word summary of your planned presentation. At the Steering Committee meeting you may assume that members will have read your background information and you will not need to explain the full content. You may, instead, use this time to educate StC members on issues that you believe are relevant to the report and its recommendations. StC members may ask you questions about the content, forewarn you about questions to anticipate at Senate and give you suggestions about how to most effectively present your report. At this meeting, decisions will be made on possible resource guests who should be invited to hear your report, and on which materials should be mailed in advance to Senators. (If necessary or appropriate some materials might be placed at Senate desks on the day of the meeting rather than mailed earlier.) The Academic Secretary's Office will advise you on number of copies required and when they are needed. The Steering Committee will give you the time allocation for your presentation.

Presenting the Report to the Senate

The presentation of your report to Senate is more formal. The Senate meets in Law School 180 (on the ground floor of the Classroom Building), on alternate Thursdays, beginning promptly at 3:15 p.m. and usually ending by 5:15 p.m. Plan to arrive before 3:15 if your presentation involves PowerPoint, and you will need to bring a floppy disc or compact disc (or, if you prefer, you may use your personal laptop). An overhead projector of 8 1/2" x 11" can be made available. A "real time" reporter is present to produce a transcript of Senate meetings that is used by the Academic Secretary in writing Senate minutes for publication in the *Stanford Report*.

As mentioned, Law 180 is equipped with state-of-the-art audio/visual technology, and PowerPoint presentations work well in the room. A laser pointer is also available for your use. Please give a paper copy of any presentation materials to the Academic Secretary (in advance or at the time of the meeting) to assist in preparation of accurate Minutes.

When it is time for your item on the agenda, the Senate Chair will invite you to come down to the front of the room to present your report. At the completion of your presentation, the Senate chair will preside over the discussion period and you or your resource persons will be asked to respond to questions from the Senate. At the conclusion of the discussion, the Chair will thank you and move on to the next item on the agenda. You may depart then, but are welcome to remain for the rest of the Senate meeting.