



2024 COS 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 semester. The processes in the COS 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 2024 fall semester:

AGENDA

1. Election of officers (in accordance with COS Governance & Decision-making Manual).
2. Set and publish a twice-monthly meeting schedule (through at least first semester).
3. Review and discuss the **COS Governance & Decision-making Manual**.
4. Take appropriate steps, if necessary, to update existing By-laws or operating procedures to align with the COS Governance & Decision-making Manual.
5. Review **COS District Objectives** for the specific purpose of aligning annual work.
6. Establish and codify the structure and timing of committee reports (by or from).
7. Review prior year's evaluation and initiatives.
8. Develop current year's initiatives, if any. When appropriate, district goals and district objectives should be integrated into initiatives. Initiatives need to support integrated planning and the district's goals when applicable.
9. Enter routine business and initiatives into TracDat.