### Committee and Council Chairs Orientation: Monday, October 25, 2021
**Time:** 11:00 AM - 12:00 PM  
**Via Videoconference:** [https://ucla.zoom.us/j/93889914143?pwd=VkhMMmRmazFL0hJQzRhbEgwMVBhUT09](https://ucla.zoom.us/j/93889914143?pwd=VkhMMmRmazFL0hJQzRhbEgwMVBhUT09)

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| 11:00-11:20 | Welcome and Introduction to Academic Senate  
  **J. Kreiman**  
  a. Shared Governance  
  b. Divisional Academic Senate  
  c. Committees and Councils & Systemwide Analogues  
  d. Authority versus Advisory  
  e. Principal of No Surprises/Importance of Communication  
  f. Professional and Respectful Conduct |
| 11:20-11:30 | Roles of Committee and Council Chairs and Analysts  
  **A. de Stefano**  
  a. Respective Responsibilities  
  b. Best Practices  
  c. Other Resources: Bylaws, University Policies, “Sturgis” |
| 11:30-11:50 | Insights from Experienced Chairs  
  a. Tim Groeling, 2020-21 Council on Planning and Budget Chair  
  b. Richard Yarborough, 2020-21 Committee on Diversity, Equity and Inclusion Chair  
  c. Q&A/ Discussion |
| 11:50-12:00 | Major Issues and Goals for 2021-22 Academic Year  
  **J. Kreiman** |