

Template of University Senate Committee Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu
with a **preferred due date of XX** and due **absolutely no later than XX**.

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name:

Academic Year:

Committee Charge:

Boiler plate from US bylaws.

Note: This may be a hyperlink to the committee web page on the senate intranet. Please do not use a link to the full bylaws, since these may change from year to year. The relevant section of the bylaws is copied onto your committee page on the senate intranet. It is likely most reliable to copy and paste the relevant bylaws into the committee report as links may (over time) be broken.

Committee Calendar:

Listing of dates on which the committee met.

Executive Summary:

A narrative abstract of the main issues of committee deliberations throughout the year.

Committee Membership and Record of Attendance:

Identify all members of the committee, clearly indicate committee officers (Chair, Vice Chair, Secretary), and status of each member (Senator, non-Senator, student) along with a record of each member's attendance. Note: this may be available as a download from the online senator database.

Motions brought to the Senate floor:

Give the motion number, and motion statement as well as the committee vote and senate action on each motion that this committee brought to the Senate body for action. Short summary of committee work for each motion, if considered necessary to explain rationale, controversial matters or content that is not evident from the motion text.

Note: this is available from the online motion database as a download.

Other Significant Deliberation (Non-Motions):

Short summary of each issue that consumed a significant amount of committee time.

Ad hoc committees and other groups:

For each ad hoc committee and other group that was formed,

Specify committee or group name, membership, identify ad hoc committee officers (chair, vice chair, secretary) or leaders of other group

Provide a short summary of its work. Finally specify whether their work was completed, and if not whether your committee recommends that the committee continue their work in the following academic year.

Committee Reflections:

What worked well, what did not work so well. Given your charge, how did you spend your time?

Committee Recommendations:

Advice to the membership of the committee for the next academic year such as:

Are there any issues that should be considered by this committee the following year?

Are there any issues that this year's committee was unable to complete its work on?

Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)

Recommendations on calendar (meeting times, outline items that you expect would be considered annually)

Recommend items for consideration at the governance retreat:

Appendix: Committee Operating Procedures

A summary of the standard operating procedures used to conduct business during the year.