

UNIVERSITY SENATE

REQUIRED WRITTEN REPORTS

1. COMMITTEE CHAIR TO UNIVERSITY SENATE

II.Section3.A.3. *Reports.* Each standing committee and the Executive Committee, through its duly elected chair, shall, at all regular meetings of the University Senate, make a brief oral report of business transacted by the committee since the previous meeting of the University Senate. In addition, II.Section3.I. applies to such reports.

II.Section3.I. *Reports.* All reports given at a University Senate meeting shall be submitted in an appropriate format to the Secretary of the University Senate for inclusion in the minutes of that meeting.

In practice, the “appropriate format” has been electronic (either an email or MSWord format).

Minutes Report Template: <https://senate.gcsu.edu/resources>

2. COMMITTEE ANNUAL REPORT

IV.Section 2. *Reports.* The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

Annual Report Template: <https://senate.gcsu.edu/resources>

Standing Committees are APC, CAPC, FAPC, RPIPC and SAPC.

3. STANDING COMMITTEE CHAIRS WITH EXECUTIVE COMMITTEE

V.Section1.C.14. *Standing Committee Chairs Coordination.* The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

In practice, at the joint meetings of the Standing Committee Chairs with Executive Committee, each standing committee chair provides a brief oral report. While not formally required by bylaws, submitting those reports electronically (email or MSWord format) to ECUS secretary is desirable (to the ECUS Secretary)