

# FINAL Template of Senate Committee Annual Report

Approved at the Standing Committee Officer Executive Committee Meeting on February 3, 2006

*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*

**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.*

## **Committee Operating Procedures:**

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

## **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. One paragraph summary of committee work for each motion*

## **Other Significant Deliberation (Non-Motions):**

*A one paragraph summary of each issue that consumed a significant amount of committee time.*

## **Ad hoc committees:**

*For each ad hoc committee that was formed,*

*Specify committee name, membership, identify committee officers (chair, vice chair, secretary)*

*Provide a one paragraph summary of its work. (likely submitted by an ad hoc committee officer)*

*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:**

\*

*denotes items to be filled in by ECUS*