**Faculty Senate Committee**

**Reporting Instructions Adopted by VSU Faculty Senate, 2/16/2017**

1. Each Standing Committee chair will submit an annual report to the Senate Executive Committee two weeks prior to the final Senate meeting of the academic year. Sub-committee reports will be included as part of its Standing Committee Report.

2. The Standing Committee annual report will include a completed Reporting Form. The Reporting Form will summarize all activities undertaken by the Committee and its Sub-committee(s) during the academic year. If no activities were undertaken, the chair must submit the report and record “No activities” in the Issue/Topics column and a recommendation to maintain or dissolve the committee in the Committee Recommendation column. Recommendation should include a supporting reason.

**Faculty Senate Committee Reporting Form**

**Committee: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue/Topic1, 2** | **Committee Recommendation3** | **Action Taken** | **Senate Decision** (if applicable) |
|  |  |  |  |
|  |  |  |  |

1 Indicate whether the Issue/Topic was remanded by the Senate or Committee generated.

2 If a Sub-committee indicates “No Activity,” the Standing Committee must recommend to maintain or dissolve the Sub-committee.

3 If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.