

## 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.

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### Faculty Senate Committee Reporting Form

Committee: Committee on Committees Academic Year: 2018-2019

Committee Members: Catherine Bowers **C**, Peggy Moch **CE**, Jesse Cook, Debbie Paine, Beatriz Potter, Andy Ostapski, Laura Carter

| Issue/Topic <sup>1, 2</sup>  | Committee Recommendation <sup>3</sup>   | Action Taken   | Senate Decision<br>(if applicable) |
|--|---|--|------------------------------------|
| Assigned committee seats to new senators and faculty elected by their units. | Some discussion about timelines in each college, as well as procedures, and whether these need to be unified. | None   |                                    |
| Bylaws and statutes.   | Reviewed bylaws, agreed CoCO membership needs to update bylaws to reflect revised colleges and units.         | Clarification was needed when seeking chair for Grievance committee. Statutes were consulted. To be revisited in 2019-2020 |                                    |
| 2019-2020 Committee vacancies  | Colleges should fill their vacancies as their unit prescribes.  | Many colleges have already filled their vacancies.   |                                    |

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| Outlook lists. Currently, the lists are convenient to use but a lot of labor to maintain and edit as needed. There has been an ongoing discussion about how to maintain them most efficiently and equitably, with no clear answer. | This item needs further investigation. |  |  |
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<sup>1</sup> Indicate whether the Issue/Topic was remanded by the Senate or Committee generated.

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

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