

## 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:   Institutional Planning Committee   Academic Year:   2018-2019  

**Committee Members:** J. Mitchell Lockhart (chair), Matt Roerhrich, Jennifer Beal, Colin Walker, Sudip Chakraborty, Li-Mei Chen, William Buchanan, Deb Marcino, Sandie Delk, Amy Chow, Jacob Jones

Issue/Topic <sup>1, 2</sup>	Committee Recommendation <sup>3</sup>	Action Taken	Senate Decision (if applicable)
None remanded to committee			

<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.