
Procedure	Annual Reports
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Procedure Number:	102.10
Date Adopted:	6/2/61
Last Revision:	10/21/10, 9/22/16
References:	Faculty Sente Article III, Section 1, Bylaw III, A. 1
Approved by:	Executive Committee of the Faculty Senate

Annual committee reports provide a record of the committees' activities. The reports should contain a summary of the committee's work and a review of the overall process.

For standing committees of the Faculty Senate, the Faculty Senate administrative associate creates a list of items for the committee chair. He or she adds summary information and edits the report. The draft is discussed and approved at a meeting of the committee prior to submission to the Executive Committee of the Faculty Senate. The report is posted on the Faculty Senate agenda as information and archived on the Faculty Senate website under [annual reports](#).

ECOS may requests end-of-the-year communications from committees of interest to the faculty. A request to complete a form is sent to the committee chair or faculty representative. The completed form provides ECOS and the Senate with information about how committees are functioning and whether there are any issues that require senate attention. The forms also provide potential committee members with information about the committee's workload.

A list of committees is maintained by the President's Office on the University website under [University Committees](#).