

Summary Report for the Senate

Purpose:

- 1 To improve the Faculty's awareness regarding the needs of the college.
- 2 To streamline the channel of communication between the committees and the senate.
- 3 To synthesize a committee's minutes into a brief snapshot.

Summary Report Template

Committee: Name of Committee

Date:

1 Discussion items:

List the general topic areas, provide detail arguments ONLY if needed

2 Duties met:

What committee responsibilities have been carried out?

3 Actions proposed:

What actions will you soon be recommending to the Senate?

What actions do think the Senate may need to consider?

4 Events Planned:

What events do you have planned that have not already been announced?

What events do you need assistance with in promoting/staffing?

5 Resources needed/acquired/allocated:

What additional resources are needed for the committee to perform its work?

What resources have been acquired that may be used throughout the college?

What resources have you distributed throughout the College?

Summary Report Sample

Committee: Honors Advisory Committee

Date: 5/14/14

1 Discussion items:

- Report from Co-Directors concerning HTCC conference
- TAP and related topics
- Review of upcoming honors class schedules
- Report from PIE committee
- Discussion of topics for a future honors student orientation

2 Duties met:

- Agreement was reached on a general outline of course offerings for 2015
- Approval of the Honors Addendum for Biology 109.

3 Actions proposed:

None at this time

4 Events Planned:

-Plans are in place to hold a recognition ceremony for Presidents Scholars on May 22 4:00-5:00, prior to graduation. We are also planning a flex activity along the lines of a brown bag lunch to discuss best practices and concerning honors courses.

-There was discussion of topics for a honors student orientation program.

-A flex activity was proposed along the lines of a brown bag lunch to discuss best practices in honors classes.

5 Resources needed/acquired/allocated:

None at this time

