**Insert Committee Name Here**

**Annual Report**

**2015-2016**

**Committee membership:**

\* Denotes voting members

**Summary/Work Chronology:**

 *Please provide a short introduction on the business addressed by this committee during this academic year. Please include how often the committee met.*

*(Can be done by term or by year, depending on how the committee operates. Some committees, such as those pertaining to scholarships or awards, experience their heaviest workload during one specific term each year).*

**Action(s) Taken:**

**Problems/Issues:**

*Are there particular challenges faced by your committee?*

*For example: the Undergraduate Council and Graduate Council both review and submit new program proposals. Now that we have moved away from the Oregon University System, both bodies have had to adjust internal mechanisms, procedures and processes to align with the new Higher Education Coordinating Commission (HECC) processes and deadlines. The next step is to adjust the committee’s communication channels with the university senate in order for these new program proposals to appear on the agenda in a synchronized manner to allow them to move on to the Provost’s Council and then the HECC in a timely fashion.*

*Please also identify any impediments to the functioning of the committee: committee is too small, committee is too large, long periods with unfilled vacancies, need for staffing resources (conducting Doodle polls, scheduling meetings, taking notes, etc.), need for specific ex officio members to assist committee (Example: the Graduate Council has ex officio reps from the Grad School).*

**Recommendations:** *Where appropriate, please indicate the unit these recommendations are being addressed to (otherwise, these reports may not reach be the most qualified body to act upon the committee’s recommendations. For example, the Faculty Personnel Committee (FPC) often seeks the assistance of the Office of Academic Affairs for direction, clarification and assistance in reviewing faculty promotion and tenure files.*

**Other Matters:** *Please provide any additional feedback here.*