

# College Senate Action Tracking Form

1. This form is to be initiated by the College Senate Presiding Officer to track any recommendations or resolutions passed by the Senate and forwarded to the administration for tracking and action.
2. A clean copy of the document passed must be attached to this form prior to being submitted to the College President, or in the case of curriculum to the Provost/Vice President for Academic Affairs, and to the Coordinator of the Handbook.
3. Via this Tracking Form, the disposition of any recommendation or resolution will be communicated to the Presiding Officer and the coordinator of the Handbook. The Presiding Officer will notify the College Senate.
4. The coordinator of the Handbook will publicize any new or revised academic policies in the College Bulletin and will update the Handbook web site as necessary.

Recommendation for New or Revised Policy

Name of Policy \_\_\_\_\_  
\*\*\*\* (Attach clean copy of policy or resolution to this form)

Recommended by the College Senate on [date]: \_\_\_\_\_

Submitted by Presiding Officer to College President:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Passage of Senate Resolution: \_\_\_\_\_  
Submitted by the Presiding Officer to College President:  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation for New or Revised Curriculum

Check One:

New  Revised Curriculum: \_\_\_\_\_  
(e.g., History Major...or.... Sociology Minor):

\*\*\*\* (Attach clean copy of revised or new curriculum to this form)

Recommended by the College Senate on [date]: \_\_\_\_\_

Submitted by the Presiding Officer to Provost/Vice President for Academic Affairs:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#####

**ADMINISTRATIVE ACTION: Distribute one copy to College Senate Presiding Officer and one copy to Coordinator of the Handbook with copy of policy/resolution/curriculum**

- Approved as Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved with Revisions by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Action Pending – Describe: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted to College Senate Presiding Officer on [date]: \_\_\_\_\_

Submitted to Coordinator of Faculty Handbook on [date]: \_\_\_\_\_