

From: Sandra Cohea-Weible
To: McKenzie, Charles
Date: 3/18/02 9:24AM
Subject: Senate Forms

Attached are the two forms approved by Dr. Buchanan for use by the Faculty Senate and the Provost. Perhaps they could be available on the Senate Web-site for use by committee members. There should also be some way to notify committee members about their availability and use. Perhaps by Senators on the committees. At any rate, Dr. Buchanan is ready to begin using these new forms in an effort to enhance communication and implementation of Senate recommendations.

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CC: Buchanan, David; Kimmel, Kent; Robison, Vicki

_____ Contact person for additional information

Provost/scw/0302

(The Senate and Senate Committees should use the following form for officially communicating recommendations to the Provost. Such committees would include: UCC, UPC and Executive Committee of the Senate along with any other committees which provide recommendations directly to the Provost.)

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Senate Recommendation to the Provost

Originating Body _____
Originator _____

Date submitted _____ Requested Effective date _____

Recommendation _____

Attach any supporting documentation.

=====

Action Taken by Provost: _____ **Date** _____

____ Recommendation Accepted ____ Recommendation Not Accepted
____ Recommendation returned to Originating Body for further review (see attached)

Disposition for Approved Recommendation:

____ President ____ VP Student Affairs
____ Faculty Senate Chair ____ VP Finance

_____ Forum Chair

_____ Webmaster

_____ Catalogue Editor

_____ Student Handbook Editor

_____ Faculty Handbook Editor

_____ School Deans

_____ Graduate Council .

_____ Provost Council

_____ Other:

provost/scw/0302

From: Sandra Cohea-Weible
To: Robison, Vicki
Date: 3/18/02 9:25AM
Subject: new form

please keep Dr. Buchanan supplied with the attached form. He will be using it to make requests of Senate committees. Thanks.

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CC: Buchanan, David

Provost Request to Faculty Senate

To:

Date Submitted _____ Response Requested by _____

Request Information Only

.....

[illegible]

 Supporting documentation attached

_____ Contact person for additional information

Provost/scw/0302

To:

Date Submitted _____ Response Requested by _____

Request Information Only

.....

_____ Supporting documentation attached

_____ Contact person for additional information

Provost/scw/0302

Provost Request to Faculty Senate

To:

Date Submitted _____ Response Requested by _____

Request Information Only

.....

[illegible]

____ Supporting documentation attached

_____ Contact person for additional information

1. The first step in the process of identifying a problem is to recognize that a problem exists. This involves gathering information about the situation and identifying the specific issue that needs to be addressed.

Provost/scw/0302