

**SPECIAL REPORT**  
of the  
**ACADEMIC MATTERS COUNCIL**  
and the  
**GRADUATE COUNCIL**  
concerning  
**A JOINT PROPOSAL  
TO REQUIRE SUBMISSIONS OF PROPOSALS  
TO THE FACULTY SENATE  
IN ELECTRONIC FILE FORMAT**

Presented at the  
636<sup>th</sup> Regular Meeting of the Faculty Senate  
December 16, 2004

**COUNCIL MEMBERSHIP**

**ACADEMIC MATTERS COUNCIL**

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**Background/Rationale.**

Proposals that come before the Academic Matters Council and Graduate Council for consideration are currently submitted as hard copies (in replicates of 50); however, in virtually every case, the original documents were generated electronically, and so these files must exist within the originating departments or programs. Subcommittees (Policy, Program, Course, etc.) include a synopsis of each proposal in reports that are considered by the full Council and then forwarded to the Faculty Senate. Typically these synopses include material that is taken directly from the original proposal. Having access to the original electronic document (in a manipulable format, e.g., a “.doc file”) would greatly facilitate the preparation of these reports, and significantly reduce the amount of time that council members spend on this process. In the absence of a mechanism for electronic signatures, the signature page could still be submitted in hard copy. Eventually, electronic versions of proposals should replace hard copy versions entirely in order to reduce paper consumption; however, a transition period where hard copy versions are accompanied by electronic versions would constitute a significant improvement with regard to expediting Council business. Other Committees and Councils of the Faculty Senate will also benefit from access to electronic versions of submitted proposals.

**Recommendation.** The Council considers availability of electronic file versions of any proposals brought before the Academic Matters Council and Graduate Council to be important for reducing paper consumption and expediting Council business. Accordingly, the Academic Matters Council and Graduate Council have voted unanimously in favor of the following MOTION:

**MOVED:**           **That the Faculty Senate require that all submitted proposals be**  
**16-05**               **accompanied by an electronic version of the proposal in Microsoft**  
                          **Word Format, as presented in Sen. Doc. No. 05-019A.**