**2016-17** **Academic Senate Planning & Finance Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to [acsenate@ilstu.edu](mailto:acsenate@ilstu.edu) and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate clerk will update the list for the current and following years’ committee.

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| ***Subject:*** **Review Committee Functions**  ***Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Blue Book. P&F (Planning & Finance Committee) Blue Book Section Included in the P&F Issues Pending Packet.  ***Status:*** **Pending Annually** |  |
| ***Associated Document(s):***  ***Planning & Finance Committee Page of Senate Blue Book*** | ***Document Number(s):*** **NA** |



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| ***Subject:*** **Create Committee Minutes**  ***Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Clerk by email ([acsenate@ilstu.edu](mailto:acsenate@ilstu.edu)) following each meeting. Per the Blue Book, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.  ***Status:*** **Pending Bi-Monthly** |  |



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| ***Subject:*** **Institutional Goals and Priorities Report**  ***Description:*** While completing charges 3 through 8 of the Blue Book functions and review of previous years’ Institutional Goals and Priorities Reports, the Planning and Finance Committee should create new or modified recommendations for institutional goals and priorities and forward them in a report for Academic Senate approval by the first April meeting each year.  ***Additional Note:***  Requested Administrative Action  The Planning and Finance Committee of the Academic Senate asks the President to charge each Vice President to make a formal, written response to the recommendations created by the Planning and Finance Committee and approved by the Academic Senate annually. We request that these administrative responses describe the actions taken and steps in progress to fulfill the priorities discussed. We also expect that the administrative responses will explain any substantive rejection of the institutional priorities forwarded by the Committee and/or Academic Senate. It would be helpful if data in the administrative responses be reported, where feasible, in the context of internal changes over time and external comparisons to other institutions. We ask that the President's office receive these reports and then forward them to the Planning and Finance Committee no later than January 08, 2018 to inform the Committee's ongoing deliberations. The President is encouraged to use the transmission of these reports as an opportunity to update the Senate on the University's progress in each of these areas through whatever means the President finds appropriate.  ***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Review the Chatters report**  ***Description:* The Executive Committee decided on 8/21/2017 that it would be beneficial to review this report annually.** The Senate Clerk will request a copy of the Chatters report annually in August and forward it to the committee for review.  ***Status:*** **Pending Annually** |  |



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| ***Subject:***  ***Description:***  ***Status:*** |  |
| ***Associated Document(s):*** | ***Document Number(s):*** |

