Date of Submission: 1/15/2015

Name of Faculty Senate Representatives:

1. Jason Fertig
2. Peggy Shields
3. Jennifer Williams

Complete the following items and submit this form to either your Faculty Senate representative or the Faculty Senate chair for consideration by the Faculty Senate.

1. **Action Requested:**
   State specifically what action the Senate wants the committee to take. For example, update data; research relevant new data from this or another institution or institutions; update an outmoded policy; propose a solution or a revision of the handbook; write a report, etc. What is the desired outcome?
   Create an organized archive of USI Faculty Senate history.

2. **Current Policy:**
   Include a copy of the current policy and/or practice (if applicable) and reference where it is located.

3. **Background:**
   Provide explanation of background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge? Whenever possible, provide examples of the experiences impacted by the issue.
   Past charges, minutes, agendas and actions are located in several different areas (library archives, Senate website, various hard drives, etc.) It would be valuable to have a one-stop-shop for such information.

4. **Potential resources:**
   What necessary information can you provide and what resources can you suggest to help the committee fully address the charge?
   A student worker is a good resource for this request, but faculty should work with any student workers. Perhaps a small committee is a good idea here.

Items 5-7 to be completed by Senate Chair or Secretary:

5. **Senate Comments:**
   List any pertinent comments or suggestions raised in the Senate’s discussion of this charge. Also if this or a very similar charge has been proposed within the last 3 years and addressed by a committee, provide the results.
6. **Action Taken by the Faculty Senate:**

7. **Action Taken by Administration (re: Provost, President):**