



Template for Committee & Faculty Reports to the Academic Senate

Note: Academic Senate reports may be presented in person, virtually (such as via zoom), written or in video format.

Reports should contain, at the minimum, the following information:

- A. Committee & Committee Chair Name and Meeting Times/Location
- B. Committee Membership Composition List
- C. Time Stamp on Report
- D. Committee background/purpose objectives or goals

Provide committee background on what is the purpose, objective or goal of the committee. Why was the committee formed? What does the committee seek to accomplish and where does it live in the campus governing structure?

- E. A summary of what the committee has worked on, worked toward and accomplished since its last annual report to the Senate, and over the course of the last academic year.
- F. Committee main objectives, goals or projects for the current semester and academic year

Provide a summary of what are some of the main objectives, goals or projects the committee is focusing on for the semester. What are the committee priorities?

- G. Describe any challenges the committee has faced.
- H. Do you need the Academic Senate, its Executive Committee, the Office of Instruction or any other campus group to provide resource support to your committee for any upcoming initiatives or matters?
- I. Upcoming Senate Agenda Items or New Future Senate business from this Committee?