

## Report to the Steering Committee | [Steering Date]

### Actions Taken at Recent Meetings

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[A summary of the actions taken and items discussed at the committee's meeting(s) since the last Steering Committee meeting.]

*Month Day, Year*

- First topic discussed with action taken
- Second topic
- Third topic

*Later Month Day, Year*

- First topic discussed with action taken
- Second topic

### Anticipated Items at Upcoming Meetings

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The committee is planning to discuss [a] at the [b] meeting. [x] will present on [y] at the [z] meeting.

### Requested Support from the Steering Committee and/or the Office of Academic Governance

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The committee requests [x] from the Steering Committee.

The committee also requests [y] from the Secretary for Academic Governance so that the committee can [z].

### Other

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Other comments. Delete this section and any others you don't use.