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

### Actions Taken **at Recent Meetings**

[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

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

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

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