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

[Below, please include a summary of the actions taken and items discussed at the committee’s meeting(s) since the last Steering Committee meeting. Then, delete these instructions.]

**Month DD, YYYY**

**Month DD, YYYY**

**Updates on Outstanding Items**

[Updates on current **Open Items** in the academic governance [tracking system](https://acadgov.msu.edu/tracking) that have been assigned to the committee. Filter by “Responsible Entity”]

* Item ####-##: Title of Item

# Anticipated Items at Upcoming Meetings

The committee is planning to discuss [topic] at the [Month, DD, YYYY] meeting. [Name] will present on [topic] at the [Month, DD, YYYY] 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.]