

Committee Name

Monthly Report to the Steering Committee
Month, YYYY



MICHIGAN STATE
UNIVERSITY

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](#) 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.]