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| --- | --- | --- | --- | --- |
| **To:** | Committee/meeting or Chair | | **Date:** | |
| **From:** | Name of person bringing the issue | | | |
| **Subject:** | Enter title as it would appear on the agenda | | | |
| **Action Required:** |  | INFORMATION |  | DISCUSSION |

*This report may require time on the agenda also please advise the University Secretary*

If there is an item that you are presenting

* Prepare questions in advance
* Assume that the audience has read the information and facilitate the discussion
* Prepare the objectives and needed action or feedback and state this clearly in the purpose.

Overview and Update on Activities and Accomplishments

Include how activities relate to key documents / mandate (as applicable)

* Accomplishments and Priorities
* Alignment with Strategic Directions (OKRs and KPIs)
* Accreditation outcomes or advancement
* IQAP
* Academic Principles
* Bylaws / Mandate or Work plan
* Initiatives or key projects
* Recent approvals and recommendations
* Policy changes or procedural changes
* Funding updates or opportunities

Meetings

Reports from Sub Committees

Future Events/Agenda items

Other information / approval of documents, policies or new procedures

Membership

Supporting documents/links