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| **To:** | Senate | **Date:**date of meeting |
| **From:** | Name of person / Chair  |
| **Subject:** | Enter title as it would appear on the agenda   |

*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 purpose (Action Items require a separate Briefing Note and documentation).

**Accessibility Considerations**

NOSM U’s is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. As part of these efforts, it is requested that all documents submitted to Senate adhere to the complete guidelines found on the [**Accessibility**](https://www.nosm.ca/about/accessibility) .

Overview and Update on Activities and Accomplishments

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

* Accessibility
* 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

Supporting documents/links

**Membership**

* List members of committee/group, identifying chair.