San Francisco State University

[Committee Name]

Annual Report [AY year]

Submitted to the Academic Senate Committee on Committees [date]

***Questions?*** *Please contact Emily at ejgold@sfsu.edu/ 415-338-1264*

I. Executive Summary for the Academic Year:

* *Summerize the topics and themes that guided the Committee’s work over the year.*
* *Report any significant changes (positive or negative) that have affected the Committee’s work over the year.*

II. Committee Information and Review of Activities for the Academic Year:

A. Roster

* *List all Committee members, be sure to designate officers (i.e. Chair, Vice-Chair, Secretary)*

B. Regular Meeting Schedule and Committee Meetings:

* *List the frequency, day, time and location of scheduled meetings;*
* *List the dates the Committee met, and the members present.*

C. Action Items

* *List the Committee’s significant Action Items, and their status (i.e. completed, in progress (be specific), tabled (for what reason?))*

III. Committee Recommendations for the upcoming Academic Year:

A. Re: Committee Charge:

* *List any recommended changes to the Committee charge[[1]](#footnote-1).*

B. Re: Committee Membership:

* *List any recommended changes to the Committee membership\*.*

C. To the Senate:

* *Provide recommendations to the Senate on specific policy that could support the Committee’s work in the upcoming school year*.

D. To next year’s Committee:

* *Provide information not covered in the Executive Summary or the Action Items about the topics, themes, and action items that the current Committee believes will be relevant in the upcoming Academic Year.*

IV. Endorsement by the Committee

* *State that the report has been endorsed by the Committee and its members.*

1. *Committee charges and membership can be access by visiting* [*http://senate.sfsu.edu/content/committee-information-landing*](http://senate.sfsu.edu/content/committee-information-landing)*, clicking on a committee link, and looking under the “What does [Committee] do?” heading.* [↑](#footnote-ref-1)