

Committee Annual Reports Template

To be submitted by Committee Chair annually in May.

Name of Committee:

Committee Chair:

Committee Members (faculty/staff):

Committee Members (student representatives):

Academic Year:

Dates on which Committee Met this Year:

I. Standing charges of the committee:

Report how the committee acted on the standing charges during this academic year

II. Annual charges of the committee

Report how the committee acted on that year's annual charges

III. Accomplishments not in the charges

Report other actions of the committee during the academic year

IV. Suggestions for next year's charges

Based on the work the committee completed, partially completed, did not work on, or identifies as a need, please suggest annual charges for the next academic year

REQUIRED: Attach the meeting minutes for all committee meetings for this academic year (meeting minutes are part of the evidence that ALA examines for accreditation purposes)