



## Standing Committee Reporting Form

**COMMITTEE NAME:**

**COMMITTEE TRI-CHAIRS:**

**TYPE OF REPORT:**

- Beginning of Fall semester - Appoint members, establish goals, objectives, and action items

\_\_\_\_\_  
(Date)

- Mid-semester Fall Committee Report

\_\_\_\_\_  
(Date)

- End-of-semester Fall Committee Report

\_\_\_\_\_  
(Date)

- Beginning of Spring semester – review/revise goals, objectives, and action items

\_\_\_\_\_  
(Date)

- Mid-semester Spring Committee Report

\_\_\_\_\_  
(Date)

- End of semester Spring Committee Report

\_\_\_\_\_  
(Date)

All reports should be submitted to Executive Council. Please e-mail your report to Alma Mejia at [mejiaa@scc.losrios.edu](mailto:mejiaa@scc.losrios.edu).



**List your committee's goals, objectives and open action items.**

**Describe action items that have been completed.**

**Discuss action items that are currently in progress, or that require support or collaboration before they can move forward.**



**Please include any additional comments, if any.**

**Signatures:**

_____ Tri-chair, Administration	_____ Date
_____ Tri-chair, Classified	_____ Date
_____ Tri-chair, Faculty	_____ Date