Committee name:

Committee charge:

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| **Month/Topic** | **Outcome** |
| **September:*** Establish annual goals
* Set timeline for reviewing/revising committee charge
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| **October:*** Submit mid-semester report to Executive Council
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| **November:** |  |
| **December:*** Review semester accomplishments
* Submit end-of-semester report to Executive Council
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| **January:*** Conduct mid-year review of goals
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| **February:** |  |
| **March:*** Submit mid-semester report to Executive Council
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| **April:** |  |
| **May:*** Review accomplishments
* Identify preliminary goals for the upcoming academic year
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