Committee name:

Committee charge:

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