



COMMITTEE MEETING REPORT (FORM A)

Purpose: This form is submitted by the Chair to document Committee meetings.

TO: Vice Chancellor for Academic and Student Affairs

FROM: Chair

COMMITTEE:

TODAY'S DATE:

The meeting of the Committee was held on:

(date & time)

(place)

Agenda Items (Attach Agenda if applicable):

Summary of Activities:

Summary of Recommendations, if applicable. (Attach [Committee Recommendation Form B](#).)

Other Comments: