

****Attach [Committee Meeting Report Form A](#) and Attendance Sign-In Sheets.**

Submit by timelines published in the yearly [Committee Report Calendar](#).**



COMMITTEE RECOMMENDATION FORM (Form B)

Purpose: This form is submitted when a College standing committee has a recommendation.

Committee Name:

Today's Date: Chair:

Date of Committee Recommendation:

Summary of Voting Results:

Charge:

Recommendation:

Submitted: _____
Signature of Committee Chair Date

Decision: _____ Approved _____ Denied _____ Modified

Signature of Vice Chancellor for Academic and Student Affairs Date

Comments:

VCASA submits decision to Committee Chair: _____ (Date /Initials)
VCAASA submits recommendation to appropriate group for inclusion Sent to: _____
in appropriate policy, College Catalog, Student Handbook, etc. _____ (Date /Initials)