

Committee Template: Reports

To: NAME, Chair, SACUA

From: Name, Chair, Committee Name

Subject: Report on Activities of Committee Name for Academic Year

Members: Names

SACUA Liaison: Name

Meeting Dates: Dates

Summary:

The topics of focus for the year included:

Summary Topic 1

Summary Topic 2

Summary Topic 3

Topics to be continued or carried forward to next year are:

Topic 1

Topic 2

Topic 3