**Committee Report Out Template**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of constituent group)**

*The purpose of this template is to help representatives report back to their group about what happened at a committee meeting. This is not meant to replace the minutes (which are often not available until the next meeting), but rather to quickly disseminate information, especially if there are items of special concern to the group. The reporting out period should be within a week of the meeting, so that the representative can gather feedback, if needed, to bring to the next meeting.*

**Name of Committee**

**Charge**

**Meeting Date:**

**Committee Action Items – relating to or affecting this group**

1.
2.

**General Committee Action Items**

1.
2.

**Request for constituent group feedback on the following**

1.
2.

**See Minutes at: *(provide website address)***

**Next Committee Meeting Date:**

**Reported by:**

**Committee Report Out For Classified Staff - EXAMPLE**

**Name of Committee: Mission Statement Review Task Force**

**Charge: To lead efforts to review the current Mission and Vision Statements and develop, if needed, new Mission and Vision Statements that will guide XYZ College for the next six years.**

**Meeting Date: Feb. 1, 2016**

**Committee Action Items – relating to or affecting this group**

1. *Office of Institutional Effectiveness will convene focus groups to gather feedback on mission and vision statements. If you’re available, please volunteer.*

**General Committee Action Items**

1. *IT will be asked to create a website to document progress on development of the strategic plan and concurrent review of the mission and vision statements.*
2. *Mission Statement Review TF will hold a session at the upcoming Flex Day. All are welcome! Please see schedule for details.*

**Request for constituent group feedback on the following**

1. *If you participate in a focus group, please let me know about your experience.*

**See Minutes at: *www.xyzcollege.edu/plan/minutes***

**Next Committee Meeting Date:** May 1, 2016

**Reported by:** Pat Smith