**NAME OF COUNCIL**

**Faculty Senate**

**20XX-XX Year-End Report**

**Required Headings:**

**INTRODUCTION**

The introduction should summarize overall progress of the council’s activities for the academic year

**20XX-XX CHARGES**

List the current academic year charges with a description of progress attained for each. Specify whether each charge is:

1. Completed
2. Needs to continue into the next academic year
3. An on-going charge with no end date

**20XX-XX REPORTS**

Provide the status of any outstanding reports of the council, or its subcommittees

**20XX-XX MEMORANDA OF ACTION**

Provide the status of any outstanding MOAs of the council, or its subcommittees

**OTHER**

Summarize any other discussions or actions of the council, outside of the charges that is considered significant

**20XX-XX PROPOSED CHARGES**

List the suggested council charges for the next academic year