# South Dakota State University

# College of Nursing

# Uxxx Committee/Team Report: 20xx- 20xx

## Committee Members:

xx (Chair), names, and name (ex-officio). Student representatives (if applicable) were:

## Number of Meetings and Dates:

Xxx meetings were held during the academic year on the following dates: xxxxxxx. The chairperson set the agenda for each meeting and distributed to the committee members. There was some rotation of members for recording the minutes. The College of Nursing meeting template was used for recording.

## Goals and Outcomes:

Goals and related outcomes for the academic year were:

1. Goal: Outcome:
2. Goal:

Outcome:

3.

# Additional business and related outcomes were:

1. xxxx Outcome:
2. Xxxx Outcome:
3. Xxxxx

Outcome:

4.

# Business items from students included the following items and outcomes:

1. Xxx

Outcome:

1. Xxx

Outcome:

1. Xxx

Outcome:

4.

An audit of the minutes was completed by the chairperson on xxxx. Electronic copies of all minutes were distributed to 30TUSarah.Halsey@sdstate.eduU30 T on xxxx. Unfinished business that carries over into the next academic year includes the following items:

1.

2.

3.

4.

Further recommendations for the next academic year: Next Chairperson is: xxxxx

Respectfully submitted by: Date: