**

Committee Reporting

Fall Semester Progress Report

*The purpose of this report is not in any way punitive. It is meant to assist future*

*committees as they take up or diverge from the work your committee has done and*

*plans to do. Please be thorough and use full disclosure in your reporting for the benefit*

*of those who will come after you.*

Name of Committee: Finance Committee

Term: Fall 2012

Committee Chair: Jane Doe

Committee Members: John Doe, Biology

John Smith, English

Mary Jones, Newhouse

Goals Progress

Please return to your Goals Statement from the beginning of fall semester, copy and paste your goals here, and describe where your committee stands on accomplishing them.

**1. *(please copy and paste goal here)***

**Goal accomplished?**

**Steps taken towards goal:**

**Action Steps to complete goal *(please include specific dates and/or timelines)*:**

**2. *(please copy and paste goal here)***

**Goal accomplished?**

**Steps taken towards goal:**

**Action Steps to complete goal *(please include specific dates and/or timelines)*:**

**New Goals**

If your committee has determined new goals or decided to go in a different direction than you had originally planned, please describe and explain:

**Difficulties**

Please indicate any pitfalls or setbacks your committee has experienced, and discuss how you have overcome/plan to overcome them: