**Instructions**: Please fill out and email this form within 7 days of your committee meeting to jordan.rees@uconn.edu with the subject header “Committee Report Form” and the date of the next GSS meeting at which it will be presented (i.e., “Committee Report Form 11-7-16”). To fill out the form, click on the editable fields and enter the specified information.

**Official Committee Name**

**Date**

*Chair:* Name *Representative*: Name

 UConn Affiliation UConn Affiliation

 Email Address Email Address

Website: URL Address *Committee Type:*  GSS Internal/Standing

**Overview of Report**

Were the details of the meeting confidential?

Was anything of relevance to graduate students?

* List, in brief, the major issues/topics of relevance to graduate students addressed in the meeting
* This should be used as a “Quick Glance” reference for Senators
* The detailed report will be given below

**Detailed Report**

Please report in full on the issues relevant to graduate students. The detailed report should be presented in paragraph form with topic heads for each paragraph. See example below.

EXAMPLE SUBJECT HEADING

This is a description of the subject at issue. I might include any of the following information in this paragraph: context for the issue, explanation for the committee’s decision on the issue, rationale for that decision, an action plan for the committee, etc.

**Action Items for Senate**

* List any action items that you would like to present to the Senate or another Committee
* Include any points for discussion to be raised during the Issues Forum
* Ask for Senate feedback on particular issues

**Attachments\***

Do you have any attachments? Should they be displayed during your report?

\* *Please only include an attachment if the document is not (or will not become) available publically elsewhere AND if you cannot excerpt from it to include in your detailed report AND if it is a necessary accompaniment to your detailed report. Attach it as a .doc file (if possible) separately.*