

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** *(insert date of policy submission)*

**TO:** *(insert name of Faculty President)*, Faculty President

**FROM:** *(insert Name of Standing Committee)*

**BY:** *(insert name of Executive Secretary)*

*(Original document must include the signature of the Executive Secretary.)*

**Name of proposed policy:**

At its meeting on *(insert date of meeting),* the Committee adopted a policy recommendation by passing the following motion:

**MSP:** *(briefly describe the nature of the proposal)*

**Current policy or catalog copy:**

**Proposed policy or catalog copy:** *(use strikethrough and underlining as described below)*

**Clean version of proposed policy:**

**Procedures (if applicable):**

**Summary of Supporting Reasons:**

**How to use this form:**

1. Use strikethrough to highlight text that will be deleted. Example: ~~this text should be deleted.~~

2. Use underlining to highlight text that will be added. Example: this text should be added.

3. Insert comments in square brackets. [like these]

4. Attach additional pages if necessary.

5. Delete these instructions before printing or saving your proposed policy change.

Form rev. 12/17/19