**UF College of Pharmacy Committee Report Form**

Version: 07/08/2024

**Directions:** Per COP policy, all standing faculty committees should report their activities at least once per academic year. Each committee chair (or his/her designee) is responsible for completing and submitting this form to the Faculty Governance Council Chair (cc’ing the FGC administrative assistant), by the deadline requested. Please do not include sensitive information in this form. Any questions on how to complete this document should be directed to the FGC chair.

**Committee name:**

**Name of person completing this form:**

**Date form was submitted:**

**Current Committee Membership (please expand table if needed):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Specific Role (e.g., chair, ex officio, dept rep., student rep., external member, pharmacist, etc.)** |
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**Meeting history within the past 12 months (expand table if needed):**

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| **Meeting Date** | **Quorum met?** | **List Major Meeting Accomplishments** |
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**Please list each current committee charge and describe the outcome achieved or progress made toward each charge.**

Charge 1:

Outcome achieved or progress made:

Charge 2 (if applicable):

Outcome achieved or progress made:

Charge 3 (if applicable):

Outcome achieved or progress made:

**If the committee recommends any changes to the above charges for the next year, please list them below and include a rationale for this proposed change.**

Proposed change:

Rationale:

**Please list committee needs that remain unmet (if any). These can be related to membership, resources, or direction.**