**[Department] Summary Report**

**[Date Submitted]**

***NOTE: Please maintain the format (11 pt. Garamond font, bulleted information) of this document when submitting to Academic Affairs. Please create submissions in the third person voice and follow the guidelines offered in the* Style Guide*.***

***NOTE: Please provide dates and locations for any events. Please send large pictures as separate files rather than integrating them in to the Word file.***

***NOTE: There is no need to outline every activity that occurred during the reporting period; only the most significant events and activities.***

Key Initiatives

This section should contain **no more than four items of significant interest beyond the CCS community.** This should include news of exceptional prominence that may warrant national or international exposure. Departments should be ready to provide additional background materials, including imagery.

## Industry-Sponsored and/or Community Projects

* **This category is for reporting information related to projects that involve entities outside of the individual department**. Examples include project briefs and progress, debriefs on client meetings, ideas for future collaborations, etc.

# Student and Alumni Matters

* **This category is for reporting information related to current students and alumni activities.** Examples include competitions, exhibitions, domestic travel, guest speakers for a class, employment news, etc. Include student level for all current students. If alumni, include year graduated and studio major.

International Activities

* **This category is for reporting information related to international activities by students, faculty, or staff**. Examples include international travel, study abroad activities, etc.

Faculty Matters

* **This category is for reporting information related to faculty activities and professional development.** Examples include conferences, workshops, publications, exhibitions, domestic travel, speaking engagements, continuing education, etc.

Program Activities

* **This category is for reporting program-specific information.** Examples include interdisciplinary or collaborative projects, faculty and staff changes, scheduled summer activities, department exhibitions and speakers, etc.

# Additional Information

# This category is for reporting any items that do not fit in the provided categories. It may also include updates for unexpected or ongoing challenges and opportunities for the department or college. Examples include facilities issues, technology concerns, ideas for how to improve efficiency, exposure, outreach, etc.