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| --- | --- |
| Topic: |  |
| Report To:  | Governance Committee |
| Meeting Date: |  |
| Prepared By: | Name, Title |

Recommendation

That the Board of Governors (receive/approve) the (item / topic name here) for implementation (if approval is requested, include implementation date) (if receive then include) for information.

Overview

* + Provide background using SBAR format (Situation, background, assessment, recommendation)
	+ If new program concept, ensure clear emphasis on labour market and entrepreneurial opportunities for graduates
	+ If policy, ensure it is clear if an old policy is, or will be, revoked.

Alignment with Fleming College’s Strategic Direction and the Strategic Mandate Agreement

Indicate how your topic / proposal aligns with Fleming College’s Strategic Direction(s) and the Strategic Mandate Agreement.

Risks and Considerations

[ ]  External Environment [ ]  Internal Environment [ ]  Financial [ ]  Human Resources

[ ]  Information Technology [ ]  Legal [ ]  Operational [ ]  Strategic [ ]  N/A

Check any of the applicable risks above by double clicking on the box and selecting Checked from the default value. If there no applicable risks check N/A.

Include any additional considerations below:

Supporting Documentation

Include the file names of any supporting documentation below: