

PURDUE UNIVERSITY BOARD OF TRUSTEES

EXECUTIVE SUMMARY

INTRA-AGENCY ADVISORY AND DELIBERATIVE MATERIAL

MEMORANDUM

Executive Summary of Upcoming Board Review or Action Item

DATE:

TO: Candiss Vibbert, Associate Provost

FROM: Carol Sternberger, Primary Contact, (260) 481-5798; sternber@ipfw.edu

CC:

SUBJECT:

Purpose:

- This item is recommended for discussion by the Board in executive session.
- This item is recommended for discussion by the Academic Affairs Committee at its meeting.
This item will require a formal vote by the Academic Affairs Committee at its meeting.
- This item will require a formal vote by the Board in the Stated Meeting.
- This item will be presented in a formal resolution for action at the Stated Meeting.

Attachments:

Executive Summary (1-page) included: *[Provides a high level narrative and should provide some interpretative commentary surrounding any data or other graphical information being provided in any attachments.]*

Concluding thought: The purpose of the Executive Summary is to ensure the trustees know an item will be discussed at the meetings, to give them a general understanding, and to provide contact information if they have early questions. Please keep it to one page, and limit attachments to only those needed to provide a useful introductory overview.

EXECUTIVE SUMMARY

Degree:

College: