Dear fellow ...Department students,

It is already the end of the month, and I am writing to inform you about the issues that were discussed and the decisions that were made during the last two GC meetings, and how that impacts our department.

The ….th GC Meeting:

Discussed issues:

1.

2.

…

Decisions that were made:

1.

2.

…

How does this impact our department?

…..

In preparation for the next two meetings, I want to solicit your opinion about these questions:

* What problems, if any, should the GC discuss next?
* Are there any policies or activities that you think should be modified or put in place?
* What is the major concern you see in our department that I could emphasize in the next meetings?

I appreciate your thoughts and input,