**Governance Executive Summary**

**Advice, Discussion, Information Item**

|  |  |
| --- | --- |
| **Agenda Title** |  |

**Item**

|  |  |
| --- | --- |
| Proposed by |  |
| Presenter |  |

**Details**

|  |  |
| --- | --- |
| Office of Administrative Responsibility | <*insert lead portfolio or other administrative unit*> |
| The Purpose of the Proposal is (please be specific) | The proposal is before the committee because…. |
| Executive Summary  (*outline the specific item – and remember your audience*) | While you are preparing the governance briefing note, consider why this item is before the committee and what you are asking of the committee.  Focus the briefing information so that you receive the feedback you are looking for from this committee/audience.  Consider including questions you would like the committee members to consider so that they can provide meaningful feedback.  Include timeline and next steps.  *Ideally, the briefing note should be no more than two pages.* |
| Supplementary Notes and context | *<This section is for use by University Governance only to outline governance process.*> |

**Engagement and Routing** (Include proposed plan)

|  |  |
| --- | --- |
| Consultation and Stakeholder Participation | Include information about your consultation and stakeholder participation process <*For further information see the link posted on the* [Governance Resources section Student Participation Protocol>](https://www.ualberta.ca/governance/resources/guides-handbooks) |

**Strategic Alignment**

|  |  |  |
| --- | --- | --- |
| Alignment with *For the Public Good* | Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports. | |
| Alignment with Core Risk Area | Please note below the specific institutional risk(s) this proposal is addressing. | |
| Enrolment Management  Faculty and Staff  Funding and Resource Management  IT Services, Software and Hardware  Leadership and Change  Physical Infrastructure | Relationship with Stakeholders  Reputation  Research Enterprise  Safety  Student Success |
| Legislative Compliance and jurisdiction | Cite reference to relevant legislation, policy, and governance committee(s) [title only is required]. | |

Attachments (each to be numbered 1 - <>)

1. Background information/relevant reference documents (page(s) 1 - <>)

*Prepared by:* <Name, Title, e-mail address>