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| **Department:** | **Duration: (Insert start and finish academic years)** |

| **Timeline\*** | **ACTION Description**(with Major Implementation Steps) |  **Responsible Party**For Dept. Use (Committee, Person) | **Completion Date** (Anticipated) |
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| \*The purpose of timeline field is to indicate urgency/priority in language useful to the department. Examples include: 'immediate,' 'short-term,' 'long-term.' |