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| **Task Status**  **(Incomplete/In Progress/Complete)** | **Person Responsible** | **Task Duration** | **Task Name** |
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| Authorized by | | Authorized by | | Report Presenter | |
| College Dean | | College Vice Dean | | Chair for College Committee of Academic Initiative | |
|  | Name |  | Name |  | Name |
|  | Signature |  | Signature |  | Signature |
|  | Date |  | Date |  | Date |