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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  |
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