**Committee/Subcommittee/Group**

Date and Time of meeting

Location; Rooms

**ATTENDANCE:** (INSERT NAME and Credentials), Chair

|  |  |  |  |
| --- | --- | --- | --- |
| **VOTING MEMBERS: (# of voting members; # required for quorum)** | | | **Non-Voting Members:** |
| *Name of voting member – P/T/Z/X/A* | *Name of voting member* | *Name of voting member* | *Name of non-voting member* |
| *Name of voting member* | *Name of voting member* | *Name of voting member* | *Name of non-voting member* |
| *Name of voting member* | *Name of voting member* | *Name of voting member* | *Name of non-voting member* |
| *Name of voting member* | *Name of voting member* | *Name of voting member* | *Name of non-voting member* |

**P-Present, T-Telephone, Z-Zoom, X-Excused, A-Absent**

| **Agenda Item** | **Discussion/Report** | **Action/Follow up** |
| --- | --- | --- |
| 1. **Called to order** | *Example: Called to order at (time) by (name)* |  |
| 1. **Opening Remarks and Introductions/Guest Speaker** | *Example: Dr. Melissa Medina presented ………*  *If nothing to note here, remove this row* |  |
| 1. **Establish Quorum** | *Example: Quorum is confirmed. OR*  *Quorum not established.* |  |
| 1. **Approval of Agenda** | *Agenda is approved as presented. OR*  *Add: XXX or Remove: XXX and hold till next meeting* |  |
| 1. **Approval of Minutes** | *Minutes approved as presented.* | *Motion to approve by (NAME); seconded by (NAME). All in favor; none opposed.* |
| 1. **Prior Action Items:**   a. Subject (name of presenter)  i. subtopic  b. Item (name of presenter) | *Summary of discussions, key points raised*  Leave a space in between items | *Actions assigned or follow up needed; who is responsible if named and due date if discussed OR*  *No action required.* |
| 1. New Business   Same as prior action items | Summary of discussions, key points raised  Leave a space in between items | Actions assigned or follow up needed; who is responsible if named and due date if discussed OR  No action required. |
| 1. **Standing Reports:**   Deans Report:  Treasurer Report: | Use as needed; removed if not used in committee | Actions assigned or follow up needed; who is responsible if named and due date if discussed OR  No action required. |
| 1. Systematic Evaluation Items   Check with your committee chair to see if there are SEP items to review. | Remove if not used in committee | Actions assigned or follow up needed; who is responsible if named and due date if discussed OR  No action required. |
| 1. **Other Business** | *Discussions of business items not originally on agenda – see above* |  |
| 1. **Announcements** | List announcement and who presented |  |
| 1. Adjournment and Next Meeting | (Name of Committee) adjourned at (TIME).  The next meeting of (Name of Committee) is scheduled for (DATE & TIME) |  |