**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. subtopicb. 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 raisedLeave a space in between items | Actions assigned or follow up needed; who is responsible if named and due date if discussed ORNo 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 ORNo 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 ORNo 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) |  |