

# MINUTES

COMMITTEE NAME

DATE, TIME, AND LOCATION OF MEETING

**MEMBERS PRESENT:** First & last names

**MEMBERS ABSENT:** First & last names

**EX-OFFICIO, NON-VOTING MEMBERS PRESENT:** First & last names

**EX-OFFICIO, NON-VOTING MEMBERS ABSENT:** First & last names

**GUESTS:** First & last names

The meeting was convened at xx:xx a.m./p.m. by INSERT NAME, Chair.

**1. APPROVAL OF MINUTES:**

The minutes of the INSERT DATE meeting were approved as written.

**2. OLD BUSINESS:**

FOLLOWING THE A, B, C.... OF THE AGENDA, GIVE A BRIEF DESCRIPTION OF THE ACTIONS TAKEN OR BUSINESS TRANSACTED

**3. NEW BUSINESS:**

FOLLOWING THE A, B, C.... OF THE AGENDA, GIVE A BRIEF DESCRIPTION OF THE ACTIONS TAKEN OR BUSINESS TRANSACTED

The meeting was adjourned at xx:xx a.m./p.m.

Respectfully Submitted:

*Your Name*

YOUR NAME, Recording Secretary

MINUTES READ: \_\_\_\_\_ DATE: \_\_\_\_\_

Faculty Senate Chair