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