**Voting**

List Full Name

**Non-Voting**

List Full Name

**Quorum**

# Voting Members

**Membership**

**Committee Name**

**Meeting Agenda**

**[Date]**

**[Time]**

**[Room Location or Zoom ID]**

1. Call to Order
2. Agenda Review, Changes and Adoption – *2 min.*
3. Approval of Minutes – *5 min.*
4. Action Items/Presentations:
   * + - List if any - *# min.*
5. Standing Items - *# min.*
   * + - Assessment/Goals (*to be discussed once per semester)*
       - Accreditation (*to be discussed once per semester)*
       - Equity (*to be discussed once per semester)*
6. New Business
   * + - List if any - *# min.*
7. Old Business
   * + - List if any - *# min.*
8. Announcements – *3 min.*
9. Adjournment