Meeting Minutes

###### [Month XX, Year]

###### [Time of Meeting]

###### [Room Location or Zoom ID]

**MEMBERS:**

|  |
| --- |
| **VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |   |

**GUESTS:**

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | DISCUSSION | FOLLOW-UP ACTION |
| 1. Call to Order
 | Meeting called to order at XX:XX a.m./p.m. |  |
| 1. Adoption of Agenda
 | Agenda was adopted with/without objection.(Identify number in favor, opposed, abstained) | Chair – Email to merrittgovdocs@peralta.edu |
| 1. Approval of Minutes
 | Meeting minutes were approved with/without objection. (Identify number in favor, opposed, abstained) | Chair – Email to merrittgovdocs@peralta.edu  |
| 1. Action Items/

Presentations | **Identify Topic of Discussion*** List highlights
 |  |
| 1. Standing Items
 | **Assessment/Goals****Accreditation****Equity** |  |
| 1. New Business
 | **Identify Topic of Discussion*** List highlights
 |  |
| 1. Old Business
 | **Identify Topic of Discussion*** List highlights
 |  |
| 1. Announcements
 | * List announcements
 |  |
| 1. Adjournment
 | Meeting adjourned at XX:XX a.m/p.m. |  |