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

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| **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](mailto: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](mailto: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. |  |