



Constituent Committee Name

Date

Time

Location/Zoom

Draft Minutes

Voting Members in Attendance: Name(s)

Ex-Officio Non-Voting Members in Attendance: Name(s)

Members Absent: Name(s)

Recorder: Name(s)

- I. Call to Order/Roll Call

- II. Consent Items
 - a. Approval of Agenda
 - b. Approval of Minutes

- III. Department/Division/Unit Reports

- IV. Old Business
 - a. Action items

- V. New Business
 - a. Action items

- VI. Next Meeting Information

- VII. Adjournment

Mission Statement

To transform and empower a global community of learners