**Committee Minutes**

<<Name of Committee>>

<<Date of Meeting, Time of Meeting, Location of Meeting>>

**Members present:** <<Enter Name & employment status as faculty or staff (using the legend of S or F) for each person present at the meeting>>

Legend: (A= Administration, F = Faculty, S = Staff)

**Members absent:** << Enter Name & employment status as faculty or staff (using the legend of S or F) for each person absent from the meeting>>

Legend: (A= Administration, F = Faculty, S = Staff)

**OLD BUSINESS:** <<Enter description old business items discussed>>

**NEW BUSINESS:** <<Enter description of new business items discussed as they were listed on the Agenda for the meeting>>

**Actions/Activities/Assignments before next meeting:** <<Enter any special assignments, research, data collection, or other actions required before the next meeting including identification of person(s) responsible for completing each item.>>

**Next Meeting:** <<Enter date, time and location for the next meeting, if known at time the minutes are prepared>>

**Adjournment:** <<Enter date and time of adjournment>>

Minutes Prepared by: <<Enter Name and date>>

Minutes Approved by: <<Enter Name and date>>

Minutes submitted to Office of HR & IEA for Web Page Posting: <<Enter a date>>