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| **[Committee Name]**  **[Date], [Time]**  **[Meeting Location]**  **Committee Members** | | | | | | | | |
| **Constituency** | **Representative** |  | **Constituency** | **Representative** |  | **Constituency** | **Representative** |  |
| Faculty Co-Chair | (Name) |  | Faculty | (Name) |  | Classified Supervisor | (Name) |  |
| Classified Co-Chair | (Name) |  | Faculty | (Name) |  | Classified Supervisor | (Name) |  |
| Administrative Co-Chair (non-voting) | (Name) |  | Faculty | (Name) |  | Student | (Name) |  |
| Faculty | (Name) |  | Faculty | (Name) |  | Administrator | (Name) |  |
| Faculty | (Name) |  | Classified | (Name) |  | Administrator | (Name) |  |
| Faculty | (Name) |  | Classified | (Name) |  |  |  |  |
| Faculty | (Name) |  | Classified | (Name) |  |  |  |  |

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| --- | --- | --- |
| **Agenda Item** | **Discussion Notes** | **Action?** |
| 1. (Agenda Item) |  |  |
| 1. (Agenda Item) |  |  |

**[Committee Charge]**