

**[Committee Name]**  
**[Date], [Time]**  
**[Meeting Location]**

**Committee Members**

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Faculty Co-Chair	(Name)	X	Faculty	(Name)	X	Classified Supervisor	(Name)	X
Classified Co-Chair	(Name)	X	Faculty	(Name)	X	Classified Supervisor	(Name)	X
Administrative Co-Chair (non-voting)	(Name)	X	Faculty	(Name)	X	Student	(Name)	X
Faculty	(Name)	X	Faculty	(Name)	X	Administrator	(Name)	X
Faculty	(Name)	X	Classified	(Name)	X	Administrator	(Name)	X
Faculty	(Name)	X	Classified	(Name)	X			
Faculty	(Name)	X	Classified	(Name)	X			

Guests:

Agenda Item	Discussion Notes	Action?
1. (Agenda Item)		
2. (Agenda Item)		