**[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)
 |  |  |
| 1. (Agenda Item)
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