

# Clark College Advisory Committees - Agenda

Committee:  
Date:  
Time:  
Location:

The Meeting Agenda integrates the discussion topics with the Academic Plan. Please use the Work Plan boxes on the right hand side to take notes and record any assigned actions that arise from the meeting.

## Work Plan Action Items

Meeting Administration (5-10 mins)	<ul style="list-style-type: none"><li>•Welcome and Introductions</li><li>•Approval of previous meeting minutes</li><li>•Set next meeting dates</li><li>•Announcements from the college and/or department</li></ul>	Item: Action:
Academic Plan Goal		Item: Action:
Academic Plan Goal		Item: Action:
Academic Plan Goal		Item: Action:
Academic Plan Goals		Item: Action:

**Meeting Guidelines!**

- The meeting is run by the committee Chair or Vice Chair
- The meeting will be more effective if the committee is engaged and participates in discussion
- Motions must be proposed, seconded and voted on: you can vote in favor, oppose or abstain.
- Please respect the schedules of members and keep to time

