Committee: COMMITTEE NAME HERE

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**



Item:

Action:

Item: Prepare for grant / program mix for 2017

Action:

Item:

Action:

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

Item: Materials in Spanish / One sheet for advisory members to use about WRT program

Action: