

Forms and Templates

Description of Forms

Meeting Agenda

The meeting agenda is intended to inform committee representatives of the items to be discussed and also serves as a mechanism by which the campus community is made aware of issues being addressed by governance groups. The agenda is typically sent out campus-wide via email ideally at least 48 hours in advance of the meeting. It should include: the date, time, and location of the meeting; discussion topics separated into the categories of “Old Business” and “New Business” (for evidentiary purposes and to assist with tracking items); “Next Steps” (or a standing item on the agenda that provides an opportunity for the Chair to summarize the committee’s actions during the meeting as well as any follow-up assignments); “Good of the Order”; and the date, time, and location of the next committee meeting.

It is recommended that the Chair work with the Administrative Liaison and Support/Resource Staff in developing the agenda to ensure that relevant issues are addressed by the committee.

A sample is available in the “Forms/Templates” section. The College’s mission statement and planning priorities are included on meeting agendas, minutes, and other commonly used documents. This will serve to remind everyone of the main emphases for the year which may further hone discussions and decisions.

Meeting Minutes

The intent of minutes is to accurately reflect the meeting attendees, to document any action taken by the governance group, to provide a summary of issues discussed, and to capture next steps/follow-up items. There is a “minutes” template in the “Forms/Templates” section.

The minutes should not be a word-for-word transcript of the meeting. For evidentiary purposes, meeting minutes should also include information such as: the date, time, and location of the meeting, the details of any motions made/approved, and a footer to assist with referencing documents.

Draft minutes should be sent to the committee within 5 working days of the meeting so that they can be reviewed while the details are still fresh in participant’s minds and as a helpful reminder for those tasked with items for the following meeting. If no Support/Resource Staff is available for the committee, the Chair is responsible for taking the minutes (or designating/rotating members of the committee to take minutes). Minutes should be approved at the following committee meeting. In the event there is no quorum present, approval of the minutes can be done via email (with a quorum) or postponed to the next meeting.

Message Points/Report-outs

Many times a summary of discussions and decisions is needed before the minutes are drafted. LPC Committee chairs often create Message Point emails or documents so that main points may begin to be worked on immediately. Message Points are useful for Division Meetings, department meetings, and Senate meeting reports.

Templates

Meeting Agenda Template



COMMITTEE NAME AGENDA

Date of Meeting | Time | Room

Agenda Item

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Committee Name Quorum:

Non-Voting Members:

Voting Members:

1. **Call to Order**
2. **Review and Approval of Agenda**
3. **Review and Approval of Minutes**
4. **Action Items**
 -
 -
5. **Old Business**
 -
 -
6. **New Business**
 -
 -
7. **Updates**
 -
 -
8. **Adjournment**
9. **Next Regular Meeting:**

Meeting Minutes Template



COMMITTEE NAME MINUTES

Date of Meeting | Time | Room

Meeting Minutes

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Committee Name	Quorum
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Members Present (non-voting):

Members Present (voting):

Members Absent:

Guests:

1. Call to Order
2. Review and Approval of Agenda
3. Review and Approval of Minutes
4. Action Items
 -
 -
5. Old Business
 -
 -
6. New Business
 -
 -
7. Updates
 -
 -
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