

# SAN DIEGO MESA COLLEGE

## Committee Name

**Date**  
**Time, Location**

### Agenda

Members:

, Co-Chair  
, Co-Chair

\*Consultants

Staff Support:

- A. Call to Order:  
1. Approval of (date) Minutes

- B. Continuing Business:  
1.  
2.  
3.  
4.

- C. New Business:  
1.

- D. (Standing Items listed here)

- E. Announcements:  
1. Next meeting, (date)

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Committee Goals for 20XX – 20XX:

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San Diego Mesa College  
Committee Name  
Meeting Notes  
Date  
Time, Location

ATTENDEES		
		(Excused)
		(Absent)
		Guests:
		Staff Assistant:

Agenda Item A: Call to Order:

DISCUSSION	<ol style="list-style-type: none"><li>1. Approval of the (Date) Minutes<ul style="list-style-type: none"><li>• The minutes draft review.</li><li>• The minutes were M/S by XXXX and approved.</li></ul></li></ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
•	•	•

Agenda Item B: Continuing Business

DISCUSSION	<ol style="list-style-type: none"><li>1.</li><li>2.</li></ol>
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ACTION ITEMS	PERSON	DEADLINE
1.	1.	1.

**Agenda Item C: New Business:**

<b>DISCUSSION</b>	1.  2.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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**Agenda Item D: (Standing Items)**

<b>DISCUSSION</b>	
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
•	•	

**Agenda Item X: Announcements:**

<b>DISCUSSION</b>	1. Next meeting, Date 2.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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Submitted by:

Approved on: