***Minutes***

XXXXXXXX Department Meeting

Name, Chair, Department

Date at time in location

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|  | Present | Absent | Excused |
| **Administration** |  |  |  |
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| **Faculty** |  |  |  |
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|  | Present | Absent | Excused |
| **Staff** |  |  |  |
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| **Adjunct Faculty** |  |  |  |
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| **Guests** |  |  |  |
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**Format:** Roman numeral

1. The minutes from the July 1, 2012 meeting were unanimously approved. (Eakins, Hoffman)
2. Reports from Committees
   1. The first Sub-Committee reported.
   2. The second Sub-Committee reported.
      1. More information
      2. More information
3. Insert agenda items discussed at each roman numeral
   1. Last name only of the presenter
   2. When decisions are made include the last name of the person who made the motion and the last name of the person who seconded the motion in parenthesis.
4. The discussion about a very important thing was tabled to be discussed at a later date. (Zamniak, Meyer)
5. Dr. Meyer presented a draft for Procedures and asked the Committee members for their input so that these procedures can be finalized. Dr. Hibbard also presented an updated assessment process which was unanimously approved. (Nay, VanSelow)
6. On motion of \_\_\_\_\_ the meeting adjourned at 4:30 p.m. or there being no further business, the meeting adjourned at approximately 4:30 p.m. (Zamniak, Meyer) The next meeting is scheduled for September \_\_, 2012, at 2:00 p.m. in I-124.