## *University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.*

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| **Meeting Group:**   **Meeting Date and Time:**  **Meeting Location:**  **Meeting Facilitator:**  **Purpose:**  **Required Materials:**  **Preparation:** |

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| **Section/Item** | **Presenter** | **Expectations/Outcomes** | |
| 1. Welcome, Attendance, Review of Agenda | Chair/President | Acknowledgement of members and structure, roll call, addition or removal of agenda items as needed. | |
| 2. Review of Minutes | All | Address previous minutes and actions to ensure accuracy and accountability | |
| 3. Reports/Updates  3.1 –  3.2 – | Chairs and other representatives | Reports/updates:  3.1 –  3.2 – | |
| 4. Old Business Items  4.1 –  4.2 – |  | 4.1 -  4.2 - | |
| 5. New Business Items  5.1 –  5.2 – | Chair/All | 5.1 -  5.2. - | |
| 6. Announcements & Action Items | All | 6.1 – Announcements  6.2 – Action Items (document below) | |
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| **Open Action Items** | | |
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