## *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 Items4.1 – 4.2 –  |  | 4.1 - 4.2 -  |
| 5. New Business Items5.1 – 5.2 –  | Chair/All  | 5.1 - 5.2. -  |
| 6. Announcements & Action Items | All  | 6.1 – Announcements6.2 – Action Items (document below) |
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| **Open Action Items** |
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