 [COMMITTEE NAME] Minutes

[DATE/TIME]

*Recorder: [Name of Minute Taker]*

|  |  |  |
| --- | --- | --- |
| **LPC Mission Statement** | **LPC Planning Priorities** | |
| 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 life-long learning. | 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. |
| **Chair** | **Faculty Association (1)** | **SEIU (1)** |
| Name | Name | Name |
| **Academic Senate (2)** | **Classified Senate (2)** | **Student Senate (2)** |
| Name  Name | Name  Name | Name  Name |
| **Vice Presidents** | **Deans** | **Faculty** |
| Name  Name  Name | Name  Name  Name |  |
| **Classified Professionals** | **Guests** |  |
| Name  Name  Name | Name  Name  Name |  |

**Attendance (Quorum = [NUMBER])**

|  |  |  |
| --- | --- | --- |
| **Agenda**  **Item** | **Information/Discussion** | **Action/Assigned To** |
| **1.** | **Call to Order**  *For information* |  |
| **2.** | **Review & Approve Agenda**  *For action* |  |
| **3.** | **Review & Approve Prior Minutes**  *For action* |  |
| **4.** | **Action Items**  *For action* |  |
| **5.** | **Old Business**  *For discussion* |  |
| **6.** | **New Business**  *For discussion* |  |
| **7.** | **Information Items**  *For information* | **None** |
| **8.** | **Updates**  *For information* | **None** |
| **9.** | **Good of the Order**  *For information* | **.** |
| **10.** | **Future Agenda Items**  *For discussion* |  |

**Meeting adjourned at [TIME]**

**Next meeting: [DATE]**