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Moreno Valley College

Sample Agenda Template

Date Location Time

Call to Order:		
	I.	Roll Call:
	II.	Approval of Agenda
	III.	Approval of Minutes:
	IV.	Co-Chairs' Announcements
	V.	Old Business:
	VI.	New Business:
	VII.	Other
	VIII.	Adjournment
Next Meeting: (list the following meetings). (Committee) meetings are held on the		
(insert week and day) of each month in (location).		

Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.