Monterey Peninsula College
MPC College-Wide Committee

Meeting Minutes Name of Committee

day, month date, year | time
Location: place/room or zoom

Committee Members: Names

Non-voting Resource Participants: Names

Guests: Names

Type Key: I - Information D - Discussion A - Approval

SAO - Service Area Outcome, link to committee strategic goals and reference what the agenda item supports to stay on track with your goals for the year

1) Goal one
2) Goal two
3) Goal three
4) Goal four

	Topic	Lead	Type	Desired Outcome(s)	SAO
1.	Welcome & Announcements	Name	I,D	Recognize members and guests	
2.	Public Comment	All	D	Members and guests comment on items not on the agenda	
3.	Review Agenda & Prior Minutes	Name	D,A	Approve: link to last meeting minutes	
4.					1,3
5.					2
6.					2
7.					
8.					2
9.					
10.	Strategic goals, supporting documents, for meeting reference, review, and approval	Chair	I,D,A	Committee Strategic Goals Program Review Data (archive link) Program Review Course (link) Program Review (doc link) Action Plan (AY yr-yr) KPIs measurable / action	1 2 3 4
11.	Future & Ongoing Items	Open	I,D	Next Meeting: date	
12.	Adjourn		A	Adjournment: time	