



Monterey Peninsula College

College-Wide Committee

Shared Governance Committee Report

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

Faculty Representative: _____

Report Prepared for:

- Division Meeting
 - Academic Senate
 - Other: _____
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Meeting Overview

Purpose/Focus of Meeting: *(Brief summary of what the meeting addressed , policy updates, project status, new initiatives.)*

Key Agenda Items:

- -
-

Major Discussion Points

Summarize the main topics discussed: *(any significant perspectives or debates.)*

Key Agenda Items:

- -
-

Decisions, Actions, and Outcomes

(List motions, votes, or next steps decided upon.)



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Key Agenda Items:

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Agenda Item	Action/Decision	Responsible Party	Timeline/Deadline

Items Relevant to Faculty or Divisions

(Highlight anything impacting faculty workload, curriculum, governance, policy or student success.)

Key Agenda Items:

- -
-

Feedback or Questions to Bring Back

(For input, feedback, or questions that need to be shared with your division or Senate.)

Key Agenda Items:

- -
-

Announcements and Upcoming Events

(Include events, due dates, calls for participation, etc.)



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Key Agenda Items:

- -
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Additional Notes / Observations

(Informal notes, tone of discussion, follow-up thoughts)

Key Agenda Items:

- -
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Follow-up Plan

Next Meeting Date:

Planned Actions for Follow-up

- -
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