# Committee/Department Meeting [Agenda or Minutes]

**Date & Time**:

**Location**:

**Chairs**:

**Attendees**:

## Call to Order

## Public Comments

## Approval of Minutes

## Reports

## Old Business

###

## New Business

## New Programs

## Future Business Items

## Announcements

## Adjournment

Body Text

Text

**For all documents, visit www.smc.edu/[web address].**

**Next scheduled meeting: [Date, Time & Location]**