 [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])**

|  |  |  |
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| **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]**