**Name of Committee or Group**

**Meeting Date**

**Time**

**Location**

**AGENDA TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **Time** | **Item** |  |
| 10 min10 min10 min 15 min5 min10 min5min  | **1. Call to Order/Welcome/Chair’s Remarks****2. Approval of Agenda****3. Approval of Previous Meeting Record**(Attached or previously distributed)***DECISION ITEMS*****4. Terms of Reference (XY)****5. Item** **6. Item*****DISCUSSION ITEMS*****7. Code of Conduct (J. Doe)****8. Item****9. Item*****INFORMATION ITEMS / PRESENTATIONS*****10. Report on Wxyz (M. Smith)****11. Other Business****12. Adjournment** | **2010-2015 Strategic Priorities**1. Achieving Excellence in Student Learning2. Providing Superior Services and Facilities3. Leading in Sustainability4. Growing with Positive Results5. Building Community Success6. Developing the Fleming Working Environment**Values**• The student learning experience is our first priority• We value people and community• Fleming is committed to a sustainable future• We are inspired by Sir Sandford Fleming to innovate with vision and implement with excellence**Committee Mandate**The XYZ Committee / Team / Department is responsible for **Meeting Etiquette**1. Arrive on time and return promptly at breaks.2. Formally send regrets if unable to attend.3. Be courteous and respectful. Do no talk while others are speaking; if you would like to speak, ask the chair. 4. Give reasons to support your position rather than denigrating the opinions of others. 5. Do not carry on side conversations – you can only attend one meeting at a time.6. Focus disagreements on ideas, not on individuals.7. Use of electronic media (cell phones, laptops, and BlackBerrys) should be relevant to the current meeting (i.e. note taking, presentations, checking availability for future meetings, etc.) |