**Name of Committee or Group**

**Meeting Date**

**Time**

**Location**

**AGENDA TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **Time** | **Item** |  |
| 10 min  10 min  10 min    15 min  5 min  10 min  5min | **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 Learning  2. Providing Superior Services and Facilities  3. Leading in Sustainability  4. Growing with Positive Results  5. Building Community Success  6. 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.) |