

# Insert Name of Meeting Here

Minutes for Date of Meeting

## Present:

### 1 Announcements

1. First Announcement to the Meeting
2. Second Announcement
3. All announcements will be hidden from the Agenda, and will only be visible in the Minutes, Notes, and Chair's Agenda.

### 2 Business Pending from Previous Meeting(s)

1. Item 1
2. Item 2

### 3 Committee Reports

#### *i College-wide Committees*

*Library* — The library still has books that no one has read.

• **Decision:** Foo

*Curriculum* (D. Claire) —

1. There is widespread interest in reforming the curriculum.
2. Unfortunately, no one seems interested in participating on the curriculum reform committee.

**Action (All):** Do this

#### *ii Department Committees*

*Personnel* —

*Assistant Professor Search* —

### 4 New Business

1. We will teach classes next semester.
2. We will do research next semester.

**Next Meeting:** Wednesday 19 October at 3:00