

Committee Information Sheet

(Insert Committee Name) 2024 – 2025

	Appointed By: (which department or division?)	Name:	Term Length	Term Dates
Co-Chair				
Faculty Co-Chair				

Type of Committee/Authority: Academic Senate Standing Committee. Purpose:						
Committee Recommendations Submitted To: Academic Senate						
Committee Reporting Requirements:						
Committee Com	position:					



Term:

Committee Info Sheet Prepared by:

(list each type of committee seat and the length of the term for that type of seat, i.e. 1 year, 2 years, 3 years, or 'Standing Member' when term does not expire.)

Quorum: (what constitutes a quorum for your committee?)
Meeting Days & Times (i.e. Meetings are held on the 3 rd Monday of each month during the fall/spring semesters from 1:30 p.m. to 2:30 p.m.
Minutes/Records: (Where are minutes and records posted and housed?)

Date: