**Advisory Committee Form Instructions**

**Program Committee Name** – ex. Computer Information Systems

**Chairperson** – appointed by program manager (someone outside of Amarillo College)

**Meeting Date, Time, and Place** – date, time and place recorded minutes take place

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an x to left of name if present

**Ex-Officio** – Include all other people present

**Agenda Item** – list the agenda under appropriate headings

**Action Discussion Information** – If a motion is made; make note in this section and include results

**Responsibility** – name of person making motion

**Key Discussion Points** – **Discussion** – Complete discussion of agenda items

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| **PROGRAM COMMITTEE NAME**:  |  |
| **CHAIRPERSON:** |  |
| **MEETING DATE:** |  | **MEETING TIME:**  |  | **MEETING PLACE:** |  |
| **RECORDER:** |  | **PREVIOUS MEETING:** |  |
|  |
| **COMMITTEE MEMBERS** |
| **List all members of the committee, then place an X in the box left of name of those present** |
|  | **NAME** | **TITLE** | **EMPLOYER INFO** | **PHONE** | **EMAIL** |
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| **EX-OFFICIO’S PRESENT** |
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| **AGENDA ITEM** | **ACTION DISCUSSION INFORMATION** | **RESPONSIBILITY** |
| Old Business: |  |  |
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| Continuing Business: |  |  |
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| New Business: |  |  |
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| Curriculum Decisions: |  |  |
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| Other: |  |  |
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| **KEY DISCUSSION POINTS** | **DISCUSSION** |
| Old Business: |  |
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| Continuing Business |  |
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| New Business: |  |
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| Curriculum Decisions: |  |
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| Other: |  |
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| **Chairperson Signature:** | **Date:** | **Next Meeting:** |