**Minutes**

**Name of Committee - Academic Affairs Committee**

**Location - Hampton Hall Conference Room**

**Date - November 27, 2017**

Present: [ All those preset at meeting]

Absent: [Absent members]

| **Presenter** | **Discussion** | **Action/Next Steps** | **Assigned Person** |
| --- | --- | --- | --- |
| **Call to Order** | | |  |
| Presenter | * Meeting called to order at [time] |  |  |
| **Approve Minutes** | | |  |
|  |  |  |  |
| **Announcements** | | |  |
|  |  |  |  |
| **Old Business** | | | |
|  |  |  |  |
| **New Business** | | |  |
|  |  |  |  |
| **Reports** | | |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **For the Good of the Order** | | | |
|  | * Meeting adjourned: * Next meeting: |  |  |