

EASTERN MICHIGAN UNIVERSITY
Commission on the Future of Instructional Delivery

(Subcommittee Name Here)

(Meeting Date)

(Meeting Time and Place)

Attendees: (List)

Absent: (List)

Guest(s): (List, or “None.”)

The meeting was convened at (time).

Agenda Items:

I. Review of Minutes:

- a. (List dates of meetings here)

II. Additional Agenda Items:

- a. (List items here, or “None”)

III. Meeting Schedules

- a. Commission on the Future of Instructional Delivery meetings fall 2004 - review of meeting dates. (List full Commission Dates below, and update for winter semester)

- October 20, 2004; 6:00-8:00; University House (dinner)
- *November 19, 2004; 3:00-5:00; G11 Boone*
- *December 3, 2004; 3:00-5:00; G11 Boone*

- b. (List Subcommittee dates here – new letter for each subcommittee, with bullets for each meeting date. Meetings past are in regular font; meetings scheduled for the future are bold and italic. Include date, time, and location)

IV. Review of Materials Distributed:

- a. (List materials distributed here.)

V. Topics of Discussion:

- a. The following points were brought up during the discussion “Topic One:”
- Point one.
- b. The following points were brought up during the discussion “Topic Two:”
- Point one.

VI. Home Work

- a. (Tasks for future meetings listed here.)

VII. Adjournment

- a. (Adjournment time here.)

Respectfully submitted,

(Name, Department, etc.)

Recording Secretary