|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | ***Topic/Activity*** | | ***Lead*** | ***Handouts/Reference Materials*** | ***Outcome\**** |
|  | **Public Comment** | | N/A |  |  |
|  | **Approve:** Agenda for (date of current meeting)  **Review:** Minutes from (date of last meeting) | | (name of committee chair) |  |  |
|  | **Old Business** *(items previously appearing on agenda)* | |  |  |  |
|  | 3a. | **Topic**   * **Sub-Topic*†*** | (name of presenter or discussion lead) | ([Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp)) |  |
|  | 3b. | **Topic*†*** | (name of presenter) | ([Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp)) |  |
|  | 3c. | **Topic**   * **Sub-Topic*†*** * **Sub-Topic*†*** | (name of presenter or discussion lead) | ([Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp)) |  |
|  | **New Business** *(items appearing on agenda for first time)* | |  |  |  |
|  | 4a. | **Topic*†*** | (name of presenter) | ([Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp)) |  |
|  | 4b. | **Topic**   * **Sub-Topic*†*** * **Sub-Topic*†*** | (name of presenter or discussion lead) | ([Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp)) |  |
|  | 4c. | **Topic*†*** | (name of presenter) | ([Hyperlinks to related documents](http://www.losmedanos.edu/sg/SGCHandoutsReferenceMaterials2013-14.asp)) |  |
|  | **Updates & Announcements** | | (committee members) |  |  |
|  | **Wrap Up & Next Steps** *(meeting summary)* | | (name of committee chair) |  |  |
|  | **NEXT MEETING:** (day of the week), (date and year) ~ (XX:00 a.m./p.m. to XX:00 a.m./p.m.) in Room XX-XXX | | | | |

*\*List the intended outcome for each agenda item as “Information,” “Discussion,” and/or “Action.”*

*†If there is a related document being reviewed, indicate “first read” or “second read.”*

Reviewed/endorsed at SGC Meeting, 2-26-14