**Facilitator:** Name **Recorder:** Name

**Date:** **Time:** a.m. / p.m. **Location:**

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| **Vision:**  Compton College will be the leading institution of student learning and success in higher education. |
| **Mission Statement:**  Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success.  Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways  for completion of programs of study, transition to a university, and securing living-wage employment. |

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| **ATTENDEES:** | | |
| \_\_ List names | \_\_ List names | \_\_ List names |
| \_\_ in alphabetical order | \_\_ in alphabetical order | \_\_ in alphabetical order |
| \_\_ by last name. | \_\_ by last name. | \_\_ by last name. |
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| **AGENDA:**   1. **Review Minutes from [date] Meeting** 2. **Update on Follow-up Items from [date] Meeting**    1. List items…    2. New item       1. Type here 3. **New Discussion Items**    1. List items…    2. New item 4. **New Action Items** *(assign deadline and person responsible)*    1. List items…    2. New item       1. Type here 5. **Other Items**    1. List items…    2. New item 6. **Future Agenda Items**    1. List items…    2. New item |

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| **Next Scheduled Meeting:** [date] at [time] [Location] |