TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

School of Nursing

Agenda/Minutes

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| --- | --- | --- |
| **Council Name** | | **DATE/TIME/LOCATION OF MEETING:**  **Cut and paste WebEx, Lync or call-in information** |
| **OFFICERS:**  **CHAIR:**  **CHAIR-ELECT:**  **SECRETARY:**  **PARLIMENTARIAN:** | **MEMBERS:**  **Student Representatives:** as needed  **GUESTS:**  A = Absent without Notice, AE = Absent with Notice (excused) | |
| **ATTACHMENTS:**  **Available** [**http://nursing.ttuhsc.edu/councils/index.php**](http://nursing.ttuhsc.edu/councils/index.php) | **ATTACHMENT LIST:** | |

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| **Call to Order** | Name of Presiding Officer | | | |
| **Approval of Meeting Minutes** | Date and Person who made first motion | | | |
| **Agenda** | **Time**  **(Min.)** | **Key Points** | **Actions** | **Due Date and Person Responsible** |
| **Standing Reports:** | | | | |
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| **Unfinished Business:** | | | | |
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| **New Business:** | | | | |
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| **Adjournment** |  | | | |
| **Next Meeting** |  | | | |
| **Name of Meeting Secretary** |  | | | |