

# Academic Department Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Agenda Items

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Overview of Accreditation Standards
4. Discussion on Data Collection Methods
5. Assessment and Improvement Plans
6. Timeline for Accreditation Submission
7. Open Discussion and Q&A

## Attendees

[List of Attendees]

## Next Steps

[Outline any required actions before the next meeting]

## Adjournment

[Insert time for adjournment]

Thank you,

[Your Name]

[Your Position]