

# Department of [Department Name]

## Agenda for Academic Departmental Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

### **1. Call to Order**

### **2. Approval of Previous Meeting Minutes**

### **3. Updates on Current Policies**

### **4. Proposed Policy Changes**

- [Policy Change 1]
- [Policy Change 2]
- [Policy Change 3]

### **5. Discussion and Feedback**

### **6. Voting on Proposed Changes**

### **7. Other Business**

### **8. Adjournment**

Please come prepared to discuss the proposed changes and provide your feedback.

Thank you!

Regards,  
[Your Name]  
[Your Title]