**Committee Name: RPIPC**

**Meeting Date & Time: December 7, 2018 (No meeting)**

**Meeting Location: A&S 251**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
|  | Diana Young |  | Kristal Canady |
|  | Darryl Richardson |  | Jenq-Foung Yao |
|  | Marcela Chiorescu |  | Robert Orr |
|  | Susan Allen |  | Emma Parry |
|  | Jan Hoffmann |  | Christopher Newsome |
|  | Nancy Mizelle |  | Carol Ward |
|  | Kevin Blanch |  | Paige Overmyer |
| Guests: | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| 1. **Call to order**   No items on the agenda | A MOTION to cancel the meeting was made through email and seconded. |  |  |
| **II. Approval of Agenda** |  |  |  |
| **IV. Business Items** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| VI. Next Meeting | February 1, 2019 at 2 p.m. in A&S 251 |  |  |
| VII. Adjournment |  |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | |
| Meeting Dates | | August 14, 2018 | September 7, 2018 | October 5, 2018 | November 2, 2018 | December 7, 2018 |  |  |  |  |
| Diana Young | | P | P | P |  |  |  |  |  |  |
| Darryl Richardson | | P | P | R |  |  |  |  |  |  |
| Marcela Chiorescu | | P | P | P |  |  |  |  |  |  |
| Susan Allen | | P | P | P |  |  |  |  |  |  |
| Jan Hoffmann | | R | P | P |  |  |  |  |  |  |
| Nancy Mizelle | | P | P | R |  |  |  |  |  |  |
| Kevin Blanch | | A | A | A |  |  |  |  |  |  |
| Kristal Canady | | P | P | R |  |  |  |  |  |  |
| Jenq-Foung Yao | | P | P | R |  |  |  |  |  |  |
| Robert Orr | | P | P | P |  |  |  |  |  |  |
| Emma Parry | | A | P | - |  |  |  |  |  |  |
| Christopher Newsome | | A | A | A |  |  |  |  |  |  |
| Carol Ward | | P | P | P |  |  |  |  |  |  |
| Paige Overmyer | | - | - | P |  |  |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)