**EXECUTIVE COUNCIL MEMBER**

**DIVISION MEETING REPORT**

|  |  |
| --- | --- |
| Name: | Date of meeting: |

|  |  |
| --- | --- |
| Division: | Number of faculty present: |

|  |
| --- |
| Items of interest to FA: |

|  |
| --- |
| Questions asked of FA liaison: |

|  |
| --- |
| Areas requiring immediate FA response: |

|  |  |  |
| --- | --- | --- |
| Next meeting time/place: | | |
|  |
| Follow up/Action: items from meeting that could be addressed by | | |
| FA News | |  |
| Contract Review | |  |
| Executive Council | |  |

Signed: Date:

**Please attach a copy of the meeting agenda and give this form to the FA Office**