**EXECUTIVE COUNCIL MEMBER**

**DIVISION MEETING REPORT**

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

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

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| Items of interest to FA:       |

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| Questions asked of FA liaison:       |

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| Areas requiring immediate FA response:       |

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| 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**