

MINUTES OF THE ENGLISH DEPARTMENT MEETING

Date: [Date] **Time:** [Start time] - [End time] **Location:** [Meeting location] **Attendees:** [List of attendees' names and titles] **Absentees:** [List of absentees' names and reasons for absence]

I. Call to Order The meeting was called to order at [time] by [name], the department head.

II. Approval of Minutes The minutes of the previous meeting held on [date] were reviewed and approved.

III. Curriculum Review and Planning

- **3.1. Discussion of upcoming unit/lesson plans:**
 - [Summary of discussion and decisions made]
- **3.2. Review of assessment methods and grading criteria:**
 - [Summary of discussion and decisions made]
- **3.3. Sharing of best practices and teaching strategies:**
 - [Summary of shared practices and strategies]

IV. Professional Development

- **4.1. Upcoming workshops and conferences:**
 - [List of relevant professional development opportunities]
- **4.2. Discussion of potential department-wide training needs:**
 - [Summary of discussion and identified needs]

V. Departmental Issues

- **5.1. Discussion of student performance and concerns:**
 - [Summary of discussion and action items]
- **5.2. Addressing any resource or material needs:**
 - [List of identified needs and potential solutions]
- **5.3. Coordination of extracurricular activities and events:**
 - [Summary of discussion and assigned responsibilities]

VI. Open Forum

- **6.1. Questions, comments, or concerns from department members:**
 - [Summary of raised issues and responses]

VII. Adjournment The meeting was adjourned at [time].

Next Meeting:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

Prepared by: [Name and title of minute-taker] **Approved by:** [Name and title of department head]