

September 18, 2019
2:00 – 3:30 p.m. / AS-125
Please notify the Chair if you are unable to attend.
(nielan.barnes@csulb.edu)

- Call to Order
- Introductions
- Approval of Agenda
- Approval of the Minutes: Sept. 4, 2019 (posted on Beachboard)
- Announcements
 - Reminder: PARC Members are enrolled in the PARC BeachBoard organization and business is conducted electronically via BeachBoard. Council members access the PARC BeachBoard via their student tab. Please bring your electronic device or printed material to the meeting.
 - Next PARC meeting is October 2, 2019 in AS-125 at 2pm.
- New Business:
 - Best Practices for writing UPRC reports (Nielan)
 - Document(s) to consult: UPRC Report Template (on Beachboard under PARC Team Guides and Resources)
 - UPRC report presentation format– discussion re: making current format more efficient (All)
 - Document(s) to consult: UPRC Report Presentation Format (on Beachboard under PARC Team Guides and Resources)
- Unfinished Business: None
- Adjournment