

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: MINUTES

The minutes of the Faculty Organization and its committees serve as a record of previous and future plans of the College and its activities. The minutes are accessible to all faculty and staff personnel.

There is an established format for documenting the proceedings of all formal committee meetings. The information included in all minutes shall include:

- a. names of all members of the committee and the names of members and guests present at the meeting;
- b. date, time and place of the meeting;
- c. the agenda followed for each meeting;
- d. discussion of issues, actions taken, recommendations made, and the names of the individuals, groups or committees to whom these recommendations are made or directed when appropriate.

The appointed Chairperson of each committee is responsible for the completeness and accuracy of the minutes.

The Chairperson and Recorder of the meeting will sign the minutes.

Original minutes and exhibits/attachments are placed in the respective master file by the individual responsible for typing the final copy of all standing committee minutes, and by the individual designated as the Recorder on all level and task force committees. Originals are single sided. Minutes are available electronically.

Agendas/Minutes Format:

Agendas and minutes will use the same format (see attached examples). Agendas are prepared and distributed prior to the meeting. Minutes are developed after the meeting by changing the title from "agenda" to "minutes" and inserting the content of the meeting under the respective agenda item. A location for signatures of the Chairperson and Recorder is added.

Font:	Arial 10-12	Printer Type:	HP Laserjet
Top Margin:	0.5 inch	Bottom Margin:	0.5 inch
Left Margin:	1.0 inch	Right Margin:	1.0 inch
Line Spacing:	1.0	Justification:	Left
Tab Set:	Default	Page Numbering:	Bottom Center

Heading:

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Box, centered includes: Committee Name, Identification of Agenda or Minutes, Day, Date, Time and Location of Meeting

Location and Font for Document Codes: Arial 8, Lower Left Corner of Last Page

Other Parameters:

The minutes report form must be completed accurately using the column titles as guides. The *Data/Information Referenced* column must include not only the name of the source, but also its depiction as “exhibit A”, etc. **AND** the data/information that supported the discussion and/or actions. *Discussion* should provide a brief summary of the discussion that surrounded the topic – this is not the place for data, information, or actions. *Actions* should depict the actual results, activities, outcomes, recommendations, etc., arising from the discussion.

Exhibits/attachments, when they occur, are identified in the body of the minutes and are identified in order of their appearance in the minutes, i.e., EXHIBIT A. The exhibit itself should have the same identification listed in the upper right corner.

The exhibits/attachments must also be attached to the soft copy of the minutes. This can be done by actually inserting the file at the end of the minutes (preferable) or using a hyperlink (not as good because links may change).

The file name and path of the minutes, agenda, and exhibits/attachments must not be typed into the documents; rather, it must be inserted using the *insert autotext* feature of the *header and footer* option under *View*.

Minute corrections are noted in new minutes.

Approved By: _____ Date: 4/29/05

Effective Date: July 1, 2005

Review/Revision Dates: 2/00, 11/01, 4/05

Responsible Committee: Assessment Committee