General Guidelines for Committee Minutes

Call to Order
Minutes should include the type of meeting (regular, special, etc.], the name of the committee, the date and time the meeting was held, and the meeting location.

Attendees
Voting members in attendance should be listed alphabetically (first and last names should be given, as well as the college affiliation – CAS, CoB, or CoE). The committee's officers (chair and secretary) should be identified in each minutes. Committee members not in attendance may be noted. Non-voting members (such as ex officio) and guests in attendance should be listed (including title/affiliation).

Approval of Minutes
Please make sure committee minutes have been approved before they are submitted to another body, such as the UFC. A note should be included indicating that meeting minutes of a particular date were approved electronically or approved at a particular meeting. The final version of approved minutes should contain any corrections (i.e., approved minutes should be the final version).

Officers' Reports (if applicable)
If reports are submitted by an officer, the name of the report and the reporting officer should be noted. If discussion ensues about the report, a summary can be given within the minutes.

Other Reports
If reports from an external person or group are submitted to a committee, the name of the report and the reporting group/person should be noted in the committee's minutes. If discussion ensues about the report, a summary can be given.

Items of Business, including Motions
The secretary should mainly record what is done by the committee, and not what is said by individual committee members. Enough information should be provided that readers can understand the gist of what was discussed by the committee. (The minutes of the special meeting between the UFC and administrators from Aug. 12 2014, taken by Amy O'Reilly, are an excellent example of a very detailed set of minutes. Most committee minutes will not be this lengthy and do not need to be quite this detailed – but her minutes demonstrate how one can summarize the gist of a conversation and yet not identify individual speakers with the exception of high level administrators.)

Any proposed changes to the Faculty Handbook should include the existing Handbook language, with proposed deletions (e.g., in strikethrough text) and/or additions (e.g., in italicized text), along with appropriate section numbers of the Handbook.

If a motion or resolution is voted on, whether it is passed or not should be recorded. Robert's Rules of Order recommend including a numerical tally of yay and nay votes. The wording of any motion (whether successful or not) should be complete and written exactly as proposed.

Announcements
The date, time, and location of the next meeting should be given, along with other announcements.

Adjournment
The time of adjournment should be noted.