

Meeting Minutes template for Faculty Governance Committees Fall 2021

File naming convention: Name of Committee Minutes Month_Day_Year for example APARC Minutes 08_24_2021. The case and underscore are important. If minutes are received without this naming convention, the title will be changed to reflect this format.

Name of Committee with the word Minutes attached (e.g. APARC Minutes)

Date of Meeting

Time of Meeting

Where meeting took place or Via Zoom

Who is present

Who is absent

Who has a proxy

Any guests attending

Approval of Agenda

Approval of Minutes – be sure to put date of minutes approved here

Reports – summaries of standing reports

Business – List business items, a general summary of discussion or more if desired, and always record any decisions.

Always number the pages. Always send completed minutes to the Senate office. If changes are made at the subsequent meeting, send the edited minutes to the Senate office, describing that they were changed during approval.