

**Sample Format with Explanation**

**Meeting Minutes Template**  
**Date**

Call to Order: *Person calling to order, date, time, and location of meeting*

**MEMBERS PRESENT** *List faculty members and guests present*

**OLD BUSINESS**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>	<b>Responsible Person</b>	<b>Follow-Up</b>
<i>Give a clear title or description of item for discussion</i>	<i>Record the main points of discussion</i>	<i>Record any actions taken at meeting i.e. motions made and carried. Also list any actions that need to be taken as a result of the discussion and any decision making.</i>	<i>List the person(s) responsible for any follow up actions.</i>	<i>Record if and when the issue will need to be discussed again for follow up.</i>

**NEW BUSINESS**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>	<b>Responsible Person</b>	<b>Follow-Up</b>
<i>Give a clear title or description of item for discussion</i>	<i>Record the main points of discussion</i>	<i>Record any actions taken at meeting i.e. motions made and carried. Also list any actions that need to be taken as a result of the discussion and any decision making.</i>	<i>List the person(s) responsible for any follow up actions.</i>	<i>Record if and when the issue will need to be discussed again for follow up.</i>

Adjournment: *Time, motion for adjournment.*

Next meeting: *Date and Time*

**Sample Items to Include in Minutes**

- Curriculum
- Budget / Educational Resource Needs
- Systematic Evaluation
- Accreditation Issues
- Miscellaneous
- Review of Publications
- General Student Issues
- Professional Development
- Clinical /Lab Issues

**Sample Committee Reports**

- Admissions
- Test Review
- Honor Society
- Other Committees
- Assessment
- Student Nurse Association
- Student Affairs

*\*\*If discussing particular students, discuss in closed session and have separate Closed Minutes.*