READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 102

SUBJECT: Meeting Minutes Format

Responsibility of: Faculty Organization
Revised: February, 2013 Reviewed: February, 2013

Purpose

To provide a standard format for the recording of all committee meeting minutes

Format

All meetings minutes shall written in a three column format

- ***Item Discussion Action***

Faculty Organization minutes

I. Call to Order
II. Role Call
Present Absent: Reason for absence
i.e., PTO, conference, etc.
III. Review of Minutes
IV. Unfinished Business
V. Standing Committee Reports
A. Admissions/ Recruitment
B. Curriculum
C. Faculty Development
D. SPE/ Program Outcomes
E. Student Progress/Development
VI. New Business
VII. Sharing
VIII. Announcements
IX. Adjournment

Standing Committee and Ad Hoc Committee Meeting Minutes

I. Call to Order
II. Roll Call
Present Absent: Reason for absence
i.e., PTO, conference, etc
III. Review of Minutes
IV. Unfinished Business
V. New Business
VI. Adjournment

When an Ad Hoc Committee is dissolved, a summary of the minutes is to be written and included in the file in the Nursing Program Office (HS2)

Format for summary

1. Purpose of Ad Hoc Committee
   Identify the purpose and goal(s) of the ad hoc committee
   State the reason why the committee was formed
   List the issue(s) the committee is charged to investigate
   Designate to whom the committee reports to
   Include the date of committee inception (when faculty voted to form the committee)
   Identify which NLNAC Standard the committee's purpose addresses
2. Committee membership
3. Data Collection
   Identify the methods of data collection
   Identify from whom the data should be collected
   Identify the time interval for data collection
4. Analysis and Interpretation of data:
   Data gathered will be analyzed by committee and findings presented to faculty organization for input/feedback
   Summarize the findings of the data (trends, changes, etc.) and the implications for the program
5. Recommendations
   Document the specific recommendations of the committee based on data analysis
6. Communications and use of information:
   Document date and outcome of faculty organizational vote on recommendations (if appropriate)
   Document who (individual or what committee) is responsible for implementing recommendations, changes, etc.
   State when change/recommendation will be implemented
   Document date the ad hoc committee was dissolved (by faculty vote)
7. Tracking of data for self-study report:
   Document all ad hoc meeting dates
   Cite minutes where discussion can be found concerning ad hoc committee
   Document plan for evaluation of recommended implementations
8. Establish folder for study:
   The folder should include:
   Summary as described above
   Ad-hoc committee minutes
   Data collection