

University of Western States
Guidelines for the Recording of Meeting Minutes

1. **Heading:** Identify the committee/group holding the meeting. Include date, location and time of the meeting.

University of Western States
Minutes – Academic Affairs Committee
March 1, 2018
Hampton A/B, 11 a.m.

2. The correct last names (and spelling) of attendees and absentees are listed in alphabetical order. If more than one Smith committee member exists, use first initial and last name (i.e., J. Smith) when listing that person's attendance or absence. The chair is listed last and "chair" is noted after their name in parentheses. List guests separately.

Present: Browne, Fairweather, Green, McMullen, Salter (recorder), Schultz, Thompson and Herrin (chair)

Absent: Webster, Zimmer

Guests: Bankhead, Ewald, Pfeifer

As a general rule, use last names throughout the document - not "Mike." This is an official university record so that means using, "Smith" or "Dr. Smith." Either is acceptable. However, "Smith" is preferred. The organization need not record the title each time a member's name is recorded within committee minutes.

3. Compose a brief description of each matter discussed (follow agenda) and the decision, if any, made by the group. Avoid characterizing committee discussion. For example, "Committee members were angry about the proposal." Append copies of each report or other documents received, reviewed or approved by the group, if any.
4. Do not use first person, "I," or personal pronouns (e.g., "our students" or "we think"). Always use "the committee members," "the committee," or "the university." The employees are acting on behalf of the entity, not themselves.
5. As a general rule, spell out numerals one through nine. Use numerals for 10 and above. Page numbers are not spelled out. E.g., pp. 6-12. (pp. = pages, p. = page)
6. Use italics, bold and underline sparingly. Do not italicize, bold cap or underline the titles of university documents.
7. Always use active voice.

Active voice: The committee members made the decision.

Passive voice: The decision was made by the committee members.

8. "Chiropractic" is not capitalized in the middle of sentences.
9. The university refers to itself as "University of Western States." Use "UWS," "the university," or "Western States" upon second reference. Generally, committee minutes need not use the formal title of the university at all within the body of minutes since it is understood that University of Western States is the entity for which the committee functions. "University" is not capitalized when used as in number nine above.

10. Employee titles are not capitalized except under certain circumstances: When the title begins a sentence and is immediately followed by the person's name. E.g., President Brimhall, or VP of Clinics Joseph Pfeifer, DC. See Editorial Guidelines.
11. Under *Robert's Rules of Order*, "chairman" denotes the leader of the group who runs the meeting. It has nothing to do with gender. A female leader is also the chairman, not "chairperson" or "chairwoman." "Chair" is an acceptable use and often preferred in recent years. UWS uses "chair" and "vice chair."
12. Include time of adjournment. e.g., 11 a.m., 2:23 p.m. Note: If the meeting starts or ends on the hour, the time is recorded WITHOUT the minutes as in "11 a.m." above, NOT 11:00 a.m.
13. The recorder should enter his/her name as the recorder.

E.g., Respectfully Submitted,
 Rachel Tanner, Recorder

14. Do not embed the university logo in the document header or footer. If used, the logo should appear only on the first page at the upper left, center or right margin. The logo should be sized tastefully so that it does not dominate or overwhelm the page or take up an inordinate amount of space.
15. Include page numbers centered in the footer.
16. Run spell check.
17. Save the document in a "Minutes" sub-folder for the committee as follows:

- a. Main Folder: Faculty Senate
- b. Sub-folder: Minutes - Faculty Senate
- c. File Name: Minutes Faculty Senate 2011.06.02

Note: Please use the YYYY.MM.DD date format so minutes list in chronological order to facilitate document location and use in accreditation reports.

18. The recorder must proof the minutes before sending them to anyone. Think about the meaning of what is recorded. Consider:
 - Would an outsider (colleague, accreditor, peer-reviewer) understand what transpired?
 - Would the university be proud to make these minutes available to the public or accreditation peer reviewers? Also, does the document look presentable?
 - Minutes should be accurate, but not damaging (or embarrassing) to the committee, an individual or the organization. The general rule is to record committee actions. It is generally not necessary to record member discussion unless the discussion needs to be a matter of record (as determined by the committee chair). Record decisions made and actions to be taken in the future or that need follow-up.
 - The recorder should not rely on others to do the initial proofing and editing. An inexperienced recorder should strive to learn from any edits the chair (or university editor) makes in order to improve writing skills and to avoid making the same errors over and over again.
19. The chair must proof the minutes and edit before they are sent to the committee members for final review and approval.

20. When in doubt about word usage and grammar, check *The Gregg Reference Manual*.

References

Sabin, W., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, New York, 2011.

Associated Press Staff, *The Associated Press Stylebook and Briefing on Media Law*, 45th Edition, Basic Books, New York, 2011.