

Requirements for Minutes of the Planning/Advisory Committee

The committee must meet, at a minimum, once a year and keep minutes of their meetings. Minutes are the records of what key decisions are made at a meeting, by whom, and for what reasons. They can be brief, for example, just referring to documents that are attached like reports, but they do have to have the following major elements:

- 1. Date and Location of meeting.** The **time** it was called to order and **who presided** with their position.
- 2. Attendance.** All members present must be recorded by full name, not job title or nickname.
- 3. Minutes of the previous meeting** were read and accepted (or accepted with the following modifications...)

Items which must be recorded in the committee minutes:

- **Meet with organization leadership** annually to provide the committee with overall direction based on the organization's mission, goals, and educational goals.
- **Needs assessment**- how do you determine what programs the members are interested in? What formal assessment tools were used and what did you find from the research.
- **Instructors**- how instructors are chosen and their qualifications are verified
- **Learning objectives**- these should be developed with the instructor and tailored to the needs and interests of the organization.
- **Course evaluations**- need to be reviewed and evaluated for venue, content, ideas for future events, and any other items you have asked about on your course evaluation.
- **Sponsorship**- Sponsorship discussions should incorporate exactly what arrangements are made for such details as:
 - Unrestricted funding
 - Independent faculty selection
 - No marketing information in classroom
 - Using generic names when possible.
 - Keeping CE hours separate from "product information" time
 - Confirming accurate publicity

4. Old Business. *Here you would discuss the items that are carried over from previous meetings. Name the topic and summarize key decisions pertaining to it.*

5. Officer and Subcommittee Reports.

6. New Business. *Here you would discuss the items the first time they are brought to the committee. Again, name the topic and summarize key decisions pertaining to it.*

For either of these, there can be as many items as necessary. If the item is not closed out, it should end with an action item that names the action to be taken, the person responsible for it, and the date(s) that the action is due.

7. Time the meeting was adjourned, and the date, time and location of the next meeting.