

MEETING MANAGEMENT

Meeting Agenda

1. Meeting agendas need to be sent to the respective committee/council membership with sufficient time for the membership to prepare for the meeting. Meeting agendas should follow the Attachment 1 and include as a minimum:
 - a) Approval of minutes
 - b) Discussion items
 - c) Motions
 - d) Items require review per
 - Total Program Systematic Evaluation Plan
 - SON Strategic Plan

Meeting Minutes

1. Meeting minutes should be consistent with Attachment 2. Each committee and/or Faculty Council, Faculty Assembly, COGS, COUS, COFUS, By-Laws, etc. may develop unique minutes to better fit mission needs. Minutes must include as a minimum:
 - a) Date/Time/Location of Meeting
 - b) Attendance
 - c) Agenda items
 - d) Motions and the voting outcomes

Attachment 1: Agenda Template

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
SCHOOL OF NURSING
COMMITTEE ON UNDERGRADUATE STUDIES (COUS)
SEMESTER WITH YEAR, Agenda
DATE
Time and location with room number

Time	Presenter	Agenda Item	Action
		STANDING REPORTS	
		UNFINISHED BUSINESS	
		NEW BUSINESS	
		ANNOUCEMENTS	

		ADJOURN	

Attachment 2: Minutes Template

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
SCHOOL OF NURSING
FULL COMMITTEE NAME (INITIALS)
SEMESTER
(COMMITTEE NAME) MINUTES

Date/Time/Room:		Location:		
Attendees:				
Agenda Items	Discussion/reports/updates	Decision/s	Person/s Responsible	Date Due
Meeting Minutes, (Date)	Committee Name Minutes Approved on Date			
Agenda Topics				
Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at Time • For the upcoming year, The Committee Name Meetings are: 			

Recorder:

Meeting Minutes Continued

2. Each Committee Chair is responsible for ensuring meeting minutes are posted on SharePoint within three days of approval.
3. Upon approval of the minutes the Committee Chairs or the designated administrative support staff will combine the meeting minutes with approval signature, any handouts, attachments, presentations or other notes and will scan as a single PDF.
4. The PDF file will be named in the following manner:
(Committee) Meeting Minutes (Month) (Year)
Examples: Faculty Council Meeting Minutes Jun 2020
Faculty Assembly Meeting Minutes Jul 2020
5. The file will be uploaded onto SharePoint in the respective committee folder.
6. Hard copy records will not be maintained Records will be electronically retained on SharePoint in accordance with the record retention policy.
7. Support for standing committees will be as follows:
 - a) Faculty Assembly – Staff support is provided by the Office of Faculty Excellence (OFE)
 - b) Faculty Council – Staff support is provided by Office of the Dean’s
 - c) Committee on Undergraduate Studies (COUS) – Staff support is provided by Office of Academic Affairs (OAA)
 - d) Committee on Graduate Studies (COGS) – Staff support is provided by Office of the Academic Affairs (OAA)
 - e) Committee on Faculty and Student Matters (CFSM) – Staff support is provided by the Office of Admissions and Student Affairs (OASS)
 - f) Committee on Scholarship- Staff support is provided by the Office of Nursing Research (ONRS)
 - g) Committee of Simulation Innovation (COMSI) – Staff support is provided by the Office of Academic Affairs (OAA)
 - h) Special Committees:
 - Search – Committee member records minutes, staff support provided by Office of Faculty Excellence (OFE)
 - Nominating – Staff support is provided by the Office of Faculty Excellence (OFE)
 - Bylaws – Staff support is provided by the Office Faculty Excellence (OFE).

- i) Faculty Practice Plan
 - Executive Committee – Staff support is provided by UT Nursing
 - Budget and Finance Committee – Staff support is provided by UT Nursing
 - Professional Affairs Committee – Staff support is provided by UT Nursing
 - Audit Committee - – Staff support is provided by HSC

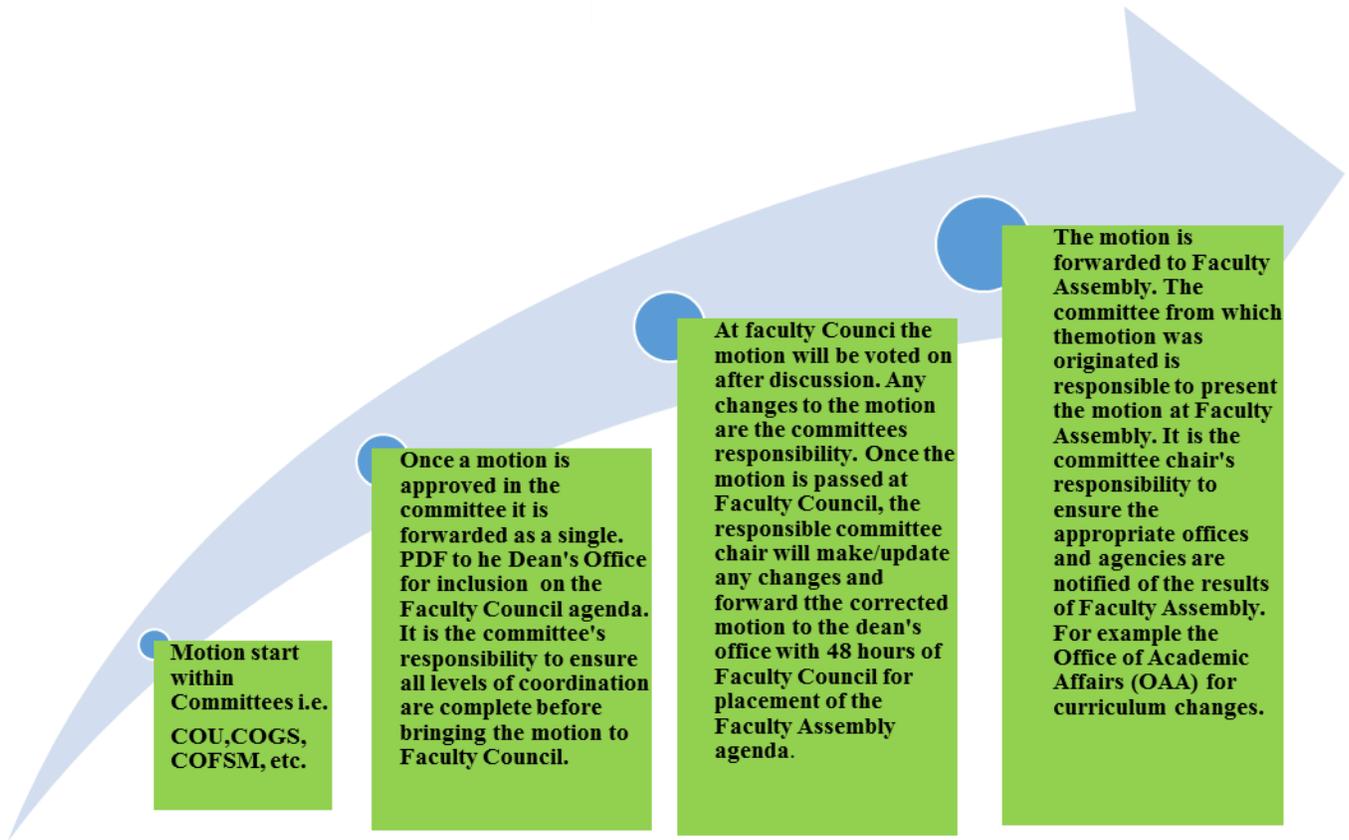
Committee Chair Responsibilities

1. Post agenda prior to meeting
2. Ensure distribution of the minutes to faculty and staff (except for the minutes of the Promotion and Tenure Advisory Committee)
3. Initiate and conduct the meetings
4. Ensure progress of committees' work
 - a) Strategic Plan
5. Total Program Systematic Evaluation Plan - Conduct meetings according to Robert's Rules of Order
6. Write an annual report
7. Write an evaluation of members' participation in committee work for their annual report.

Motions

Motions for curriculum changes, policy changes, etc. are brought for final approval to Faculty Assembly. Motion are not generally required to start in one of the standing committees. Motion brought for a vote must have the signature routing log (See Attachment 3 at the end of this section).

Motion Processing is a continuous upward flow to Faculty Assembly. Each committee is responsible for their respective motions from inception to final approval and implementation.



Motion start within Committees i.e. COU, COGS, COFSM, etc.

Once a motion is approved in the committee it is forwarded as a single PDF to the Dean's Office for inclusion on the Faculty Council agenda. It is the committee's responsibility to ensure all levels of coordination are complete before bringing the motion to Faculty Council.

At faculty Council the motion will be voted on after discussion. Any changes to the motion are the committees responsibility. Once the motion is passed at Faculty Council, the responsible committee chair will make/update any changes and forward the corrected motion to the dean's office with 48 hours of Faculty Council for placement of the Faculty Assembly agenda.

The motion is forwarded to Faculty Assembly. The committee from which the motion was originated is responsible to present the motion at Faculty Assembly. It is the committee chair's responsibility to ensure the appropriate offices and agencies are notified of the results of Faculty Assembly. For example the Office of Academic Affairs (OAA) for curriculum changes.

Attachment 3: Motion Approval Log

MOTION APPROVAL ROUTING LOG

General Information

Proposal Type: Course Program Assessment Report Other

Proposal Name:

Proposal Contact Person:

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals:

Committees	Date Approved	Signature	Approval of Revision
1. Staff Assembly			
2. Committee on Simulation Innovation (ComSI)			
3. Undergraduate Council (COUS)			
4. Faculty and Student Matters (COFSM)			
5. Graduate Council (COGS)			
6. Scholarship			
7. Nominating			
8. By-Laws			
9. Promotion and Tenure			
10. Faculty Council			
11. Faculty Assembly			
12. Implementation			

Comments:

Motion Form Memorandum:

INSERT COMMITTEE HERE

Date:

Motion offered by:
INSERT COMMITTEE

Proposed Motion:
INSERT A CLEAR CONCISE STATEMENT OF THE PURPOSED MOTION

Rationale for Motion:
INSERT DATA OR REASONING FOR MOTION

Supporting Documents Attached: Yes____ No____
ATTACH ALL DOCUMENTS TO THIS MOTION

Action taken by Committee

Committee Vote: Date

Approved 7 Rejected 0 Abstained 0 Tabled 0

Other:

* The committee Chair is responsible for tracking motions and changes to motions. The Chair is also responsible for communicating the results of the motion and providing the final documents to the appropriate offices to ensure proper implementation of the motions.