

Minutes Best Practices

1. Logos
	1. If you change the logo or add a second, include an alternative text description.
		1. For example, “Norco College”, for the NC logo.
	2. Do not include the word logo, picture, image, etc. in the alt text description.
2. Drafts.
	1. Watermarks are not assessable please add “Draft of” before “Minutes for…”.
3. Members
	1. Please identify co-chairs
4. Optional Sections
	1. Delete sections not used by a committee.
	2. Make sure to delete extra blank lines.
5. Adding text
	1. To add new Headings, text or bulleted list use the pre-set styles in the template:



* + 1. See below for details -Sample Template
	1. Replace the text in parentheses with the information for the minutes.
		1. It is recommended to type over the information instead of using copy and paste. You can use the insert key:
			1. In Word, choose **File** > **Options.**
			2. In the **Word Options dialog box,** choose **Advanced.**

Under **Editing Options,** select the **Use Insert key to control overtype** check box.

* + - 1. Press insert key to engage type-over feature, press insert again to dis-engage type-over feature and return to normal typing mode.



* + 1. For example, replace “(Name of Committee/Task Force)” with “College Council”.
	1. Avoid using additional bold, italics, or all caps within the document.
	2. Underlining is reserved for hyperlinks.
	3. Delete brackets and text within, example “[Normal Text Style]”.
1. Lists
	1. Use bulleted list if needed when adding details using Bullet list style.
	2. Delete the entire line to remove an extra item from a list.
	3. Adjust the list item levels using Tab.
2. Follow-up Items Table cells
	1. To add a Follow-up Items table, it is recommended to copy and paste an existing table. Remember to use Table Header Style to ensure proper numbering.
	2. All Action, Discussion and Information items should have a follow-up table even if no follow-up items are identified.
	3. Type “None” instead of leaving blank table cells.
	4. Create new table rows for multiple items instead of using numbered or bulleted lists within a table cell.
	5. Limit text in a table cell to one paragraph.
3. Images
	1. Always include an alt text description for images.

Sample Template identifying Pre-set Word Styles

(Name of Committee) [Title Style]

Minutes for (Date, Month Date, Year) [Title Style]

(00:00am-00:00pm) [Subtitle style]

(Location-do not use acronyms) [Subtitle Style]

Meeting Participants [Members Style]

Committee Members Present [Members Style]

Text [Normal Text Style]

Committee Members Not Present [Members Style]

Text [Normal Text Style]

Guest(s) (optional) [Members Style]

Text [Normal Text Style]

Recorder [Members Style]

Text [Normal Text Style]

1. **Call to Order [Heading 1]**
* Time [Bullet List Style]
	1. **Reports/ Comments (optional) [Heading 2]**

Text [Normal Text Style or Bullet List Style]

1. **Action Items [Heading 1]**

## Approval of Agenda [Heading 2]

Text [Normal Text Style or Bullet List Style]

* + 1. **Conclusion (optional) [Heading 3]**

Text [Normal Text Style or Bullet List Style]

| * + - 1. Corrections **[Table Headings Style]**
 |  Task of | Due by |
| --- | --- | --- |
| None [Table text style] | None | None |

# Good of the Order [Heading 1]

* Text [Bullet List Style]

# Future Agenda Topics (optional) [Heading 1]

* Text [Bullet List Style]

# Adjournment [Heading 1]

* Time [Bullet List Style]

Next Meeting (optional) [Next Meeting Style]

Text [Normal Text Style or Bullet List Style]