Role of the Note Taker (clerical assistance)

Guided by the direction of the council chairs or project leads, the note taker provides support to the council or project team through the following activities:

- Serves as the primary note taker for all scheduled meetings using IGOR, the Institutional Governance Online Repository, as the notes archive
- Reserves conference rooms and other facilities as needed; makes arrangements as needed for room layout, media, supplies, and other details
- Schedules meetings and participants (including invited guests) via Outlook; updates schedule when necessary to keep participants informed of meeting times and locations
- Assists with compiling agenda packets; distributes information to members in preparation for and during meetings
- Assists with coordination of events such as kickoffs, summits, or study sessions
- Other reasonably related clerical support

Purpose of Notes

Notes are intended to serve as a brief summary, rather than a full transcript of the meeting. The potential audience includes the college community, members who were unable to attend, and accreditation visiting teams.

Per the ARC Governance Framework, the record for meetings is expected to include **"key discussion points, agreements, action items, and relevant context".** Additionally, there may be a need to make note of future agenda items and/or follow-up activities that need to occur before the next meeting.

Note Type	Description	Example (Fictitious)
Key Discussion Point	Key points summarizes main themes or elements that informed the group's work and may ultimately lead to a consensus decision	The proposed technology is available at a reasonable cost, has all the necessary features, and can be implemented within 6 months.
Action Items/ Agreements	Action items result in a decision made by consensus of the group	Action Item: Which, if any, of the technologies under review should be recommended to the council? Agreement: The project team recommends adoption of ABC technology for implementation during the 2018-19 academic year.
Relevant context	Relevant context provides only the basic background information necessary to make sense of discussion points or agreements.	A new partnership with company XYZ requires a technology solution to enable contracted services. The solution must be launched no later than Fall 2019 to meet the terms of the partnership agreement.
Follow-up activities	Follow-up includes the following: - items to be sent to the group after the meeting - issues or ideas to be temporarily held for future discussion (parking lot)	The chairs will forward the recommendation of the project team to the council with the related rationale.
Future agenda items	Items that need to be placed on the next agenda	Discussion of non-technology aspects of the XYZ partnership agreement