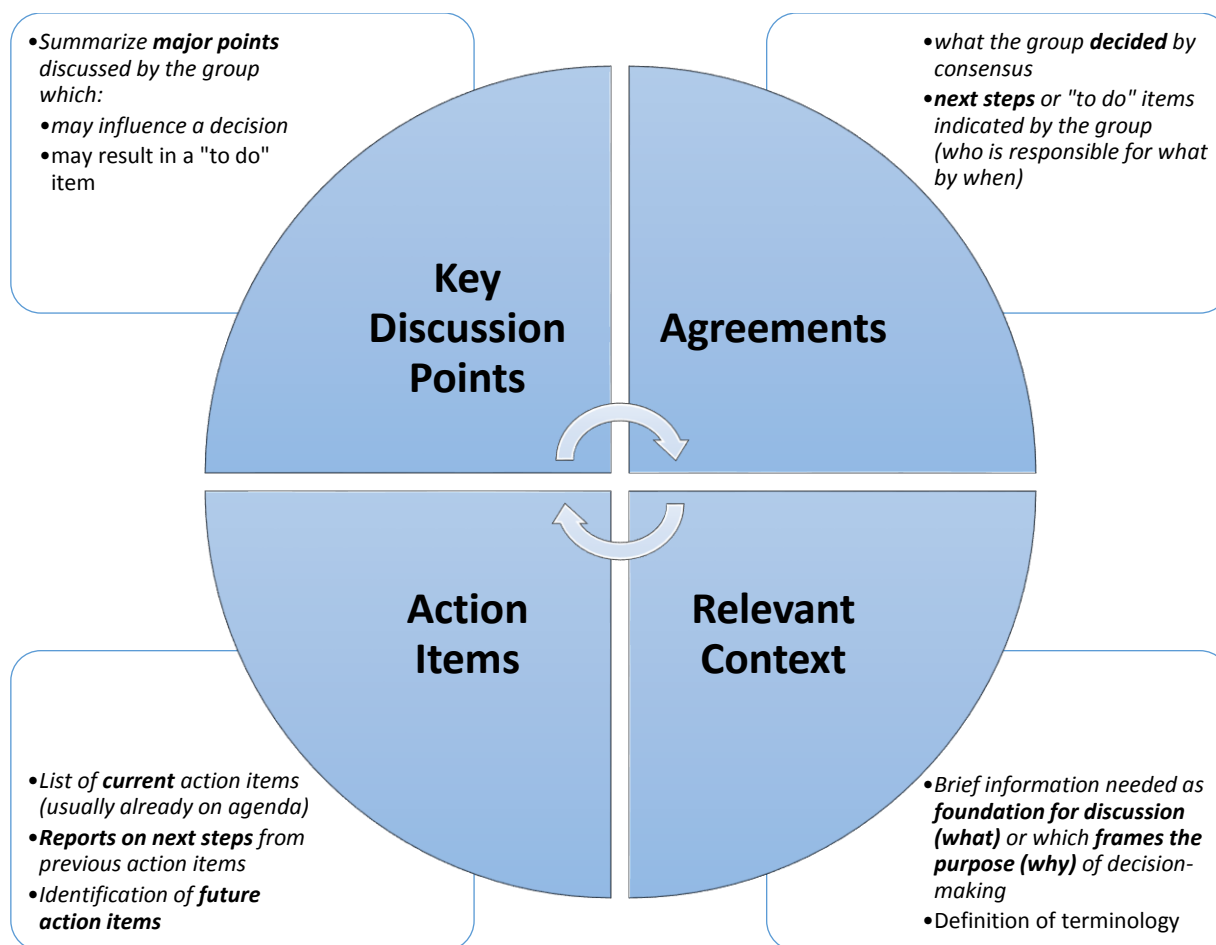


NOTETAKING TIPS

Ideally notes should be:

- **Succinct** (*briefly stated*)
- **Easy to understand** ... even by someone who was not in the room
- **Simply worded**, phrased in commonly used language rather than college jargon or academic terminology
- **Clear evidence** that dialogue took place, a decision was made, and what the decision was
- **Quickly** edited, approved, and published (*aspirational goal: within one business day*)

Per pages 21-22 of the ARC Governance Framework, the notes should attempt to capture:



While the note taker should strive for accuracy, it is ultimately the responsibility of the chair or lead to review and verify the accuracy of the content prior to publication.



NOTETAKING TIPS

Actual Attendance

Utilize sign-in sheets or other methods to record who actually attended the meeting so that those present (members and guests) can be accurately recorded.

Updates and Brief Reports

If the update or brief report contains essential information, capture a brief summary of dates to remember or other meaningful details. It is not necessary to record notes for welcomes, introductions, or other general meeting practices.

Example

The chair announced that the all-college summit would take place next Friday, September 21st in the Community Rooms beginning at 9:00 a.m.

Presentations/Full Reports

If there is a presentation or report that is solely informational in nature, capture the topic, presenter's name, and the entity that they represent (if any). If materials (e.g., draft report) were shared during the presentation, it is helpful to indicate what materials were referenced. If the presenter provided additional resources suitable for sharing (e.g., pdf of the presentation), the files may be uploaded as an attachment to the notes.

Example

The council received a presentation from Jane Doe from the ARC Academic Senate regarding best practices in services for online learners.

If there was a presentation or report that is context for an upcoming discussion or action item, capture the topic, the presenter's name, and a brief summary of the information presented. If the presenter provided additional resources suitable for sharing (e.g., pdf of the presentation), the files may be uploaded as an attachment to the notes.

Example

The council received a presentation from Jane Doe from the ARC Academic Senate regarding best practices in services for online learners. Three new technologies for 24-hour help desk and learning support services were showcased as possible options for future consideration. The three options were Tech1, Help2, and LS3 which are all commercial products.

NOTETAKING TIPS



Actions

If there is a consensus-based decision with general agreement (thumbs up), capture what was decided and the next step(s). Include any relevant context or insights/lessons learned that led to the decision.

Example

The chair commended the ABC project team for their work and the insights shared from the student survey results. The council agreed to recommend the final report to the ELT. The chairs will forward the recommendation for consideration at the ELT meeting on May 6, 2018.

If there is a consensus-based decision with some reservations (thumbs sideways), capture the major concerns discussed, what was decided and the next step(s). Include any relevant context or insights/lessons learned that led to the decision.

Example

The chair commended the ABC project team for their work and the insights shared from the student survey results. Although there were some concerns raised about the potential cost of implementation, the council agreed to recommend the final report to the ELT. The chairs will forward the recommendation for consideration at the ELT meeting on May 6, 2018.

Note: If some members were not in agreement with a majority opinion (thumbs down), the minority opinion should also be recorded. The note taker should work with the chair/co-chair or lead/co-lead to discern the level of detail at which the majority and minority opinions should be recorded. It may be appropriate in certain situations to simply record that an item was not unanimously supported, but was moved forward by the majority despite concerns previously recorded in the notes.

Discussion

If there is a discussion, capture the key discussion points but not the person who made each statement. Note any follow-up items to be handled after the meeting or at future meetings.

Example

The members reviewed the attached proposal and discussed the potential increase in student fees. Among the concerns were:

- *increased fees might cause a decline in enrollment*
- *increased fees might cause students to be unable to pay on time*

Support for increasing fees included:

- *a portion of the collected fees will provide funding for much needed services*

Questions were asked regarding whether financial aid would cover the fees. Financial aid personnel will be invited to the next meeting to answer questions.

NOTETAKING TIPS



To Do Items and Other Requests

If there is a “to do”, capture the details of what needs to be done, when, and by whom.

Example: The ABC project team was asked to revised the proposal as follows:

- *Update page 2 to reference ARC’s strategic goals*
- *Add a timeline of activities*

The project leads will work with the team and bring the revised proposal back to the council at the October meeting.

Please note that “to do” items may be embedded within any type of agenda item.