



Attachment 1: Agenda Template

SCHOOL OF NURSING
COMMITTEE ON UNDERGRADUATE STUDIES (COUS)
SEMESTER WITH YEAR, Agenda
DATE
Time and location with room number

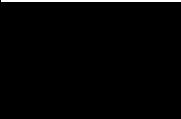
Time	Presenter	Agenda Item	Action
		STANDING REPORTS	
		UNFINISHED BUSINESS	
		NEW BUSINESS	



Attachment 2: Minutes Template

FULL COMMITTEE NAME (INITIALS)
SEMESTER
(COMMITTEE NAME) MINUTES

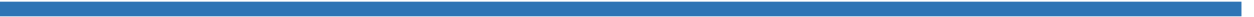
Attendees:				
Agenda Topics				





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.



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 Inno			



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.