Motions Report - Format for Subcommittees

<div style="border:1px solid black">

COMMITTEE NAME – Date
Reported from unadopted minutes.   If minutes are adopted delete this sentence.
QUORUM = 50% + 1   example: 15 (out of) 24 voting members;
                                                           4 resources, ("resources" are non-voting);
                                                           3 guests (not members of committee)
APPROVAL OF MINUTES   use numbers for 2 or more
MOTIONS APPROVED   MSC, do not include names: ~~(Serot/Spicer)~~
MOTIONS FAILED – none   MSF, indicate "none" if none
MOTIONS TABLED – none   MST, indicate "none" if none
REPORTS – none   indicate "none" if none

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SAMPLE

TECHNOLOGY MEDIATED INSTRUCTION – June 10, 2008
Reported from unadopted minutes.
QUORUM 9 / 17 voting members; 1 resource; 0 guests
APPROVAL OF MINUTES
    1. MSC to approve the April 1, 2008 minutes with no changes
    2. MSC the May 6, 2008 minutes with a minor correction.
MOTIONS APPROVED
    1. MSC to not pursue continuation of 24/7 Help Desk service at proposed cost.
    2. MSC to approve the BUSAD 131 Introduction to Finance course as amended.
    3. MSC to have TMI take iTunes U proposal forward to Academic Affairs for a one year pilot.
    4. MSC to approve the Distance Education Course Approval Form.
    5. MSC to approve the Hybrid Course Approval Form.
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS
    1. Linda Serra will submit an electronic version of the BUSAD 131 "Introduction to Finance" course as amended.
    2. Dr. Allison will put the iTunes U pilot on the agenda for Academic Affairs.

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Please submit minutes with its motions report, in the format above, to your standing committee recording secretary (see "Schedule for Reporting Motions & Minutes") and "cc" fstrong@glendale.edu

A format for minutes recording is available should you decide to use it. It is not mandatory but may help.

Any questions feel free to contact Frankie Strong x 5393 or email. I'd be happy to show you how easy it is.