

Recording Guidelines for the Social Sciences Council

February, 2002

- Responsibility for taking minutes is assigned alphabetically according to the council's regular attending membership. The Chair will include the assigned recorder's name with the published agenda. If that member is unable to attend he/she will notify the Chair to alert the next individual on the regular attendees list.
- The published Agenda (with any stated additions) will serve as the outline. Additionally, the names of attendees and a separate list of guests will be added.
- The text of the minutes should be concise and serve as a record of the discussion, including only the essential facts or the gist of the conversation of the group as a whole, without name attributions unless they refer to the person leading the agenda item, lead to action items, or relate to other Council actions that affect the Social Sciences Council. Names of guest speakers (from the Library and outside) should be attributed.
- Action items should be clearly described, including the name(s) of those who will be responsible for follow up. These items should be set apart from the text preceded by the heading "ACTION ITEM."
- Draft minutes should be prepared for review as soon after the meeting as possible. A preliminary review should be done by the Chair, guest speaker(s) and anyone the Chair designates.
- Final draft minutes should be sent to the council reflector with a cc to the guest(s) in attendance. The review period should be five working days.
- Final plain text minutes (without attachments) should be emailed to allusers (library staff) and to the Social Sciences Council Archive (see: <http://www.lib.berkeley.edu/Staff/SSC/sscmin.html>) at least one week prior to the next meeting date.