

### Minutes Submission Process

1. The committee/council **SECRETARY OR DESIGNATED INDIVIDUAL** should take minutes during the meeting.
2. Following the meeting, the **MINUTE TAKER** should forward the minutes to the committee/council for review and comments.
3. At the next meeting, the **COMMITTEE/COUNCIL CHAIR** should call for a vote to approve the minutes.
4. After approval, **THE MINUTE TAKER** should print the minutes and any attachments, sign, and submit to the administrative assistants for archiving.

### Proposal Form Submission Process

1. All new or revised policies and procedures should be documented **ON THE APPROVED PROPOSAL FORM** which is found here: <https://www.bryanhealthcollege.edu/app/files/public/3423/Faculty-Senate-Proposal-Form.docx>
2. After final vote of approval for the policy/procedure, the proposal form should be saved **BY THE INDIVIDUAL RESPONSIBLE FOR THE POLICY REVIEW** in the following folder for the academic year of review: [P:\BCHS\SHARED\Policy\\_Procedure\Proposals\\_Template](P:\BCHS\SHARED\Policy_Procedure\Proposals_Template)
3. **THE INDIVIDUAL RESPONSIBLE FOR THE POLICY REVIEW** will send an email that includes the link to the approved policy to the Administrative Assistant, Director of Student Services, Registrar, and/or Director of Admissions as identified on the proposal form.
4. **THE INDIVIDUAL MAKING THE CHANGES TO THE MANUALS, HANDBOOKS, AND/OR CATALOGS** will indicate completion on the saved proposal form.