**Color Coding for Minutes**

Proposals highlighted red remain in the section where they are for the next meeting (i.e., old business stays in old business and new business stays in new business).

Example

**Old Business:**

 **PSYC 1200** – No one was present for review of requested changes that were submitted. This proposal will remain in old business for the next meeting.

 **PSIC 1234** – Requested changes were not submitted. This proposal will remain in old business for the next meeting.

**New Business:**

 **PSYC 5150** – No one was present to present the proposal. This proposal will remain in new business for the next meeting.

Proposals highlighted in yellow move to the next level. For example, a new business proposal highlighted in yellow would move to old business next time.

Example

**New Business:**

 **PSYC 5150** – Changes were requested. The proposal will move to old business for the next meeting.

Proposals highlighted in green move OFF our schedule completely.

**Old Business:**

 **PSYC 1200** – Changes requested were made. The proposer will now send it to the next review level.

**New Business:**

 **PSYC 7150** – No changes were requested. Second reading was waived. The proposer will now send it to the next level of review. The proposal will not appear on our schedule any more.

 **PSYC 8100** – The proposer decided to remove the proposal from consideration by the committee. It will be removed from the committee’s schedule.