

Agenda Best Practices

1. Logos
	1. If you change the logo or add a second, include an alternative text description.
		1. For example, “Norco College”, for the NC logo.
	2. Do not include the word logo, picture, image, etc. in the alt text description.
2. Drafts.
	1. Watermarks are not assessable please add “Draft of” before “Agenda for…”.
3. Members
	1. Identify co-chairs
4. Optional Sections
	1. Delete sections not used by a committee.
	2. Make sure to delete extra blank lines.
5. Adding text
	1. To add new Headings or text use the pre-set styles in the template:



* + 1. See below for details – Sample Template
	1. Replace the text in parentheses with the information for the minutes.
		1. It is recommended to type over the information instead of using copy and paste. You can use the insert key:
			1. In Word, choose **File** > **Options.**
			2. In the **Word Options dialog box,** choose **Advanced.**

Under **Editing Options,** select the **Use Insert key to control overtype** check box.

* + - 1. Press insert key to engage type-over feature, press insert again to dis-engage type-over feature and return to normal typing mode.



* + 1. For example, replace “[Name of Committee/Task Force]” with “College Council”.
	1. Avoid using additional bold, italics, or all caps within the document.
	2. Underlining is reserved for hyperlinks.
	3. Delete brackets and text within, example “[Normal Text Style]”.
1. Mission Statement
	1. Please include College Mission Statement on Agenda when space allows

Sample Template Pre-set Word Styles

(Name of Committee) [Title Style]

Agenda for (Date, Month Date, Year) [Title Style]

(Time) [Subtitle Style]

(Location-do not use acronyms) [Subtitle Style]

(Virtual Meeting details) [Subtitle Style]

Committee Members (total#) [Members Style]

(List members in any order used by the committee) [Normal Text Style]

 Quorum: # [Members Style]

Subject to Brown Act: [Members Style]

#  Call to Order [Heading 1]

## Reports/ Comments (optional) [Heading 2]

# Action Items [Heading 1]

## Approval of Agenda [Heading 1]

## Approval of (date) Minutes [Heading 2]

##  (Action Item) [Heading 2]

# Discussion Item [Heading 1]

## (Discussion Item) [Heading 2]

### (Discussion Sub-Item) [Heading 3]

### (Discussion Sub-item) [Heading 3]

## (Discussion Item) [Heading 2]

# Information Items [Heading 1]

## (Information Item) [Heading 2]

## (Information Item) [Heading 2]

# Good of the Order (optional) [Heading 1]

# Future Agenda Topics (optional) [Heading 1]

# Adjournment [Heading 1]

Next Meeting (optional) [Next Meeting]

Date [Normal Text Style]

Mission Statement [Next Meeting]

Norco College inspires a diverse student body by an inclusive innovative approach to learning through its pathways to transfer, professional, career and technical education, certificates, and degrees. We are proud to be a pivotal hub for scholarship, arts and culture, dynamic technologies, and partnerships. Norco College encourages self-empowerment and is dedicated to transforming the lives of our students, employees, and community.