

CUPFA Notetaking Form for PTHC Meetings

Unit/Department:	Date:
1. General Information	
Part-time Representatives:	
Full-Time Representatives:	
Chair:	
Time start:	Time end:
Number of courses posted:	
Number of courses allocated:	
Number of reserve courses posted:	
2. Procedures prior to the meeting	
Were you able to check the Appendix H application forms at least 48 hours prior to the meeting of the PTHC?	Yes No
If yes, was the documentation provided in an electronic, e.g. ".pdf", format?	
If no, when did you verify the Appendix H application forms?	
Were there any part-time members who applied to more than one Department/Unit?	Yes No
If yes, did the chair check to see if the other relevant PTHCs had already met, and verify the relevant course allocations from those meetings?	Yes No
If yes, what measures did the chair take (e.g. phone call or email to other PTHC Rep, consult FRIS, information provided by PTHC members, etc.)	
In the case of members with cancelled courses, was the chair able to confirm these and adjust allotments of those members accordingly?	Yes No

See over ...

