**Draft language for Committee Approval of content:**

*At the end of the session, the group facilitator asks the following question of the planning committee:*

* *Have you reviewed the content presented today and do you approve it as relevant to accreditation body?*

*Note-taker records responses in template:*

* + *If yes, make note of name of planning committee member and position*
  + *If no, record changes recommended.*
  + *At next planning committee session, facilitator will outline changes made and ask again for approval of content as relevant to accreditation body.*

MTL Session 1

Planning Committee Approvals Log

|  |  |  |  |
| --- | --- | --- | --- |
| Accrediting body | Committee member name | Review date and recommended changes, if any | Approval Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note:

If the note taker keeps this as an electronic document, it can have the first two columns pre-filled and the Review/recommended changes row can expand for multiple dates if it takes more than one iteration. Just one date in the last column indicating when the committee member said it’s a go.