TITLE: COMMITTEE MINUTES POLICY

POLICY: Official minutes of all Faculty Organization committee meetings will be recorded and made available to faculty, students (as appropriate) and outside reviewers. One set of "official minutes" will be maintained for the College and stored in the Dean’s Administrative Assistant’s Office. Access to this notebook will also be provided to Bozeman faculty and students (as appropriate). In addition, each campus will maintain one notebook for access by local campus faculty and students (as appropriate).

RATIONALE: The purpose of this policy is to develop a method for consistent recording, distribution, and storage of committee/council minutes so that communication among faculty members and students is enhanced and historical data is readily available for retrieval.

PROCEDURE:

1. Minutes will be recorded using the following format: the name of the group, the place of the meeting (e.g., Conference Bridge, Face-to-Face in Bozeman, etc.), the meeting number, the date and time of the meeting, and the members present and absent. If a committee or council member is absent, the name of any substitute is to be listed. Two columns will record meeting activity: the left column is to be labeled "Item" and the right column is to be labeled "Disposition.

2. Each subject will have a separate heading listed under the "Item" column. The "Disposition" column will record all main positions; disposition of motions, including amendments; name of the motion maker; and salient summarized discussion. If a vote tally is requested, the number of votes on each side of the motion will be recorded in the minutes. If informal discussion occurs without a formal motion, major points of the discussion are to be summarized. Items in the left column are to be consecutively numbered using the system: 1.0, 2.0, etc. Dispositions in the right column are to be numbered 1.1, 1.2, 1.3, 2.1, etc.

3. When lengthy discussions occur, the originator will summarize the major points of her/his major argument. At the request of the chairperson, the originator will submit the summary in writing to the recorder so it can be accurately captured in the minutes.

4. When guest speakers are present, the topic of the address is to be listed with a brief summary of the presentation.

5. When an important committee report is discussed, the minutes are to clearly reflect the storage location of the report. Only attachments critical to the understanding of the minutes are to be attached to the minutes. If the attachment is not available electronically, a copy of the referenced attachment is to be sent to the Dean’s Administrative Assistant for filing with the official set of minutes.

6. The recorder is to include her/his name and title at the bottom of the minutes.

7. The Faculty President reviews the General Faculty meeting minutes before they are sent to faculty for approval via e-mail, face-to-face or teleconference bridge.
8. Minutes are to be distributed electronically by the recorder of each committee member through a committee distribution list on the College’s e-mail system, with copies to the Dean’s Administrative Assistant (for filing in the official minutes notebook in Bozeman) and to the upper division administrative assistants (for filing in the local campus minutes notebooks) as well as committee members on the committee. The Information Technology Coordinator in Bozeman will be responsible for maintaining an accurate distribution list. The chairs of standing/sub-committees are responsible for providing the Information Technology Coordinator a list of current committee members.

9. Storage of minutes will be in three-ring binders labeled on the outside with the relevant academic year (e.g., August 1, 200_ to May 31, 200_ ). The official set of minutes maintained by the Dean’s Administrative Assistant will be kept indefinitely for historical purposes. The minutes notebooks on the upper division campuses will be stored for a period of two years and then discarded.

10. Subdivisions within the notebooks are to include:
   - Curriculum Revision Ad Hoc Committee (when active)
   - Executive Council
   - Faculty Affairs Committee
   - Faculty Development Subcommittee of FAC
   - General Faculty
   - Graduate Academic Affairs Committee
   - Student Forum
   - Undergraduate Academic Affairs Committee

11. Students are to be provided access to the following minutes upon request:
   - Curriculum Revision Ad Hoc Committee (when active)
   - Graduate Academic Affairs Committee
   - Student Forum
   - Undergraduate Academic Affairs Committee

12. Annual Reports: The chairperson of Executive Council and the standing/sub-committees are responsible for submitting an Annual Report summarizing the academic year work of their committee by May 15th. A copy should be sent to the Dean’s Administrative Assistant for filing in the official minutes notebook and to the upper division administrative assistants for filing in local campus notebooks. The President of the Faculty Organization is responsible for insuring that each committee submits an Annual Report each year. The Annual Reports are to be placed in the front of the relevant subdivision of each Minutes Notebook. The following information should be included in each Annual Report: committee name; members/roles; and number of face-to-face and teleconference meetings. The content of the Annual Report will be in the following three-column format:

<table>
<thead>
<tr>
<th>Input</th>
<th>Process</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input: impetus for the work/issue (e.g., annual charge, etc.)</td>
<td>Process: work done</td>
<td>Outcome: final product (e.g., vote of faculty/date, generated report, etc.)</td>
</tr>
</tbody>
</table>

13. Local Faculty Meeting Minutes: Each campus maintains a notebook of local faculty meeting minutes which are to be stored locally for a period of two years. Copies of local campus minutes are to be sent to the Dean’s Administrative Assistant to be kept indefinitely in an official local faculty meeting minutes notebook.

Reviewed/Approved by:

Level I: Executive Council (August, 2008)
Level II: Dean (August, 2008)