To: Claude Malary, Chair, Academic Senate
From: Claude-Rhéal Malary, Chair, Committee on Committees
Re: Codification of Guidelines, Policies, and Procedures for Senate Subcommittees
Date: May 3, 2012

Upon consulting the chairs of the Senate subcommittees during Spring 2012, the Committee on Committees deems that Faculty governance might benefit from a set of written guidelines, policies, and procedures. The benefits imagined for each committee are smoother transitions from chair to chair, continuity when desired, a clearer sense of purpose, and more consistent modus operandi during any particular time span. To that end, the Committee on Committees requests that during Fall 2012, each subcommittee articulate and submit to the Senate a set of written guidelines, policies, and procedures. Once each subcommittee’s articulation is approved by the Senate, it will find a home in “Rules of Procedure for Senate Subcommittees.”

Inasmuch as some of the particulars of some of the subcommittees are incommensurate with those of other subcommittees, the texts produced by all the subcommittees need not be uniform. That notwithstanding, in addition to other guidelines, policies and procedures that each subcommittee deems appropriate, the text of each subcommittee must: a) state whether its meetings are open and public; b) provide a rationale for holding meetings that are not open and public; c) state whether or not minutes are taken during its meetings; d) provide a rationale for not taking minutes during meetings; e) state whether minutes taken are just for its own internal use or are also made available to others; f) specify the means by which it will announce to the public the dates and sites of its meetings if the latter are indeed open and public; g) specify the means by which it will make its minutes available to its members and/or the public if indeed it decides to take minutes during meetings and to make those minutes available to all subcommittee members or others outside the subcommittee; h) state whether or not it conceives of the decisions it takes as subject to revision and/or appeal; i) provide the rationale for considering that some or all the decisions it makes are not subject to revision and/or appeal; and j) indicate the means by which, and the ways in which, a particular decision it makes might be revisited and/or appealed if it conceives that its decisions are indeed subject to revision and/or appeal.