

Revising the Process for the Approval of Graduate and Undergraduate Council Minutes
For consideration at the February 19th Faculty Senate Executive Council Meeting

Why is a change needed? The current timeline requires the minutes of any given meeting must be approved by the Graduate Council or the Undergraduate Council at their subsequent meeting before being presented to the Faculty Senate. Minutes are rarely amended, and this significantly delays implementation of curricular and program changes.

Principles Guiding the Proposed Changes:

1. Minutes from meetings of the Graduate Council and the Undergraduate Council will be sent all council members within ten days following the meeting. Voting members of the councils will have one week to submit an electronic ballot to amend, revise, table or approve the minutes.
2. Once approved, the council minutes (along with a written summary of changes) must be submitted to the Faculty Senate at least ten days before a regularly scheduled meeting to be included as part of the agenda for final approval.