

At its meeting of March 16, 2009, the Academic Senate approved the following Policy Recommendation presented by Senator Maldonado-Colon for the Professional Standards Committee.

This policy will become effective August 20, 2009.

Approved by President Jon Whitmore on
April 3, 2009

The purpose of this policy is to formally establish documentation of policies and procedures in departments/units and colleges in Academic Affairs and in Counseling Services that will enable faculty, staff, and students to understand the origin of current policies and make new, informed decisions.

When a committee of a department/unit or college in Academic Affairs or in Counseling Services meets, minutes shall be kept. Decisions related to personnel and other matters of executive privilege will be governed by existing CSU policies, as appropriate.

In the spirit of transparency, the unit chair or equivalent representative, in consultation with the unit faculty and staff or their representatives, should develop procedures and guidelines for granting access or making documents available, and for their storage. Such documents should be preserved for the duration of the policy, and be made available upon request by faculty, staff, and/or students when appropriate. Documents should be stored/filed by subject matter, in reverse chronological order.

Such documentation should include:

- 1) date of the meeting
- 2) a list of those present and absent
- 3) contents of the Agenda
- 4) the decision(s) made
- 5) voting procedure if by secret ballot
- 6) final vote