

# **University Faculty Committee Report**

**February 11, 2009**

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**There are three possible types of records of the minutes:**

- 1) Tape recordings of the meeting;
- 2) Complete transcriptions of such recordings;
- 3) Minutes in a summary form.

**There are at least three ways of disseminating the minutes:**

- a) E-mailing the senators and other meeting participants;
- b) Posting the minutes on the web with password restriction to faculty and administrators;
- c) Posting summary minutes on the web open to the group that had access before November of last year.

## **University Faculty Committee Report** **(Continued)**

**The major factors of importance here would appear to be:**

- i) Keeping an accurate and accessible historical record of the deliberations of the Senate;
- i) Giving timely access to the faculty and administration of current Senate deliberations;
- i) Preventing the limitation of discussion due to fears that one's words may be taken out of context or that they will reach an unintended audience.