

Guidelines for Committee Websites

To ensure that open communication among stakeholders is maintained in an environment of accountability without restricting accessibility, the Chairperson(s) or designee of each committee is responsible for maintaining the committee website and updating all relevant information in a timely manner.

Relevant information is defined to include:

- Meeting dates, times and locations, either as a schedule for the academic year or as a specification of periodicity including any such times in the period that the committee will not meet.
- Membership lists, including each member's role on the committee (if applicable), constituency group represented and term of office. Faculty members shall be identified by their academic divisions.
- Agendas – committees shall only take action on agenda items.
- Minutes – minutes shall include the membership list, attendance roster, designated substitutes (if applicable) and contributing guests.
- Quorum requirement

Timely manner is defined as follows:

- Agendas shall be posted at least 72 hours before scheduled meetings.
- Minutes shall be posted no later than one week after approval.
- Changes to regular meeting dates, times or locations, and notice of cancelled meetings shall be posted.

Maintenance of Records:

- All Shared Governance committees shall maintain their websites, which are linked to the Shared Governance home page.
- All relevant information shall be posted for the prior and current academic years.