

# Setting the Agenda: Recommendations for the Faculty Executive Committee Meeting Minutes

Laura Jara, Rachel Poutasse, Marisa Purcell

## Background

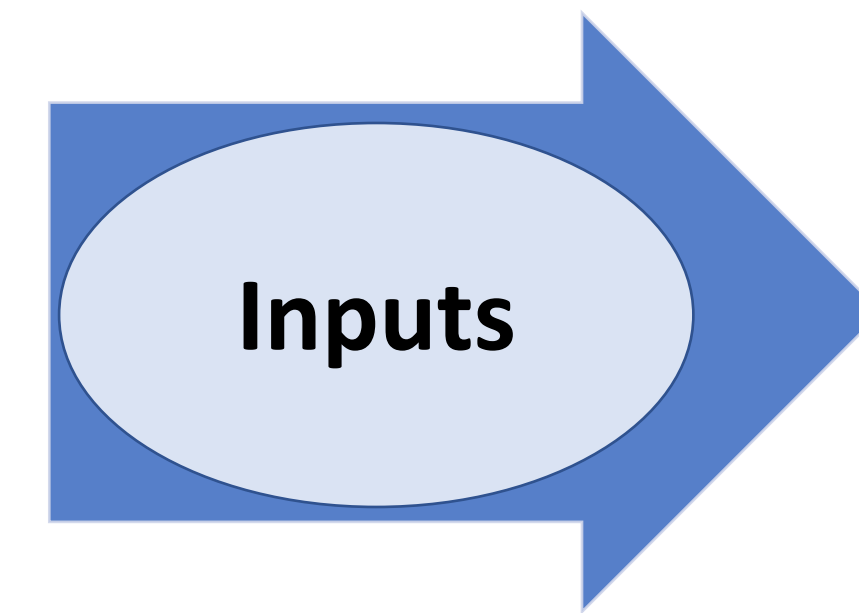
- The Faculty Executive Committee (FEC) is the main departmental decision-making body. The FEC meeting minutes serve as the record of faculty discussions and votes regarding a wide range of issues concerning curriculum, programs, and personnel.
- Taking meeting minutes is not currently an explicit requirement by the department, but is nevertheless an expected practice. The American Library Association recently requested an index of the meeting minutes as part of the accreditation review process. However, once the minutes are approved, they are rarely (if ever) used as a resource, despite the wealth of information they contain.
- The creation and distribution of the meeting minutes largely falls on one individual--the assistant to the chair--but in practice, many people and platforms are involved.

## Framework

- We applied themes identified to the Kellogg Logic Model to depict resources, processes and potential impact of a protocol for creating, maintaining, and utilizing FEC meeting minutes.

## Logic Model for the Faculty Executive Committee Meeting Minutes

### Current Practices



Resources:

- Funding
- Storage Space (Physical and Digital)
- Computers
- Computer software
- Internet access

Personnel:

- Dept Chair
- Staff
- Faculty

Governance:

- Academic Senate
- ALA



Creating minutes:

- Draft meeting minutes
- Amend and approve meeting minutes

Creating index:

- Index created in Word spanning 2007-2018

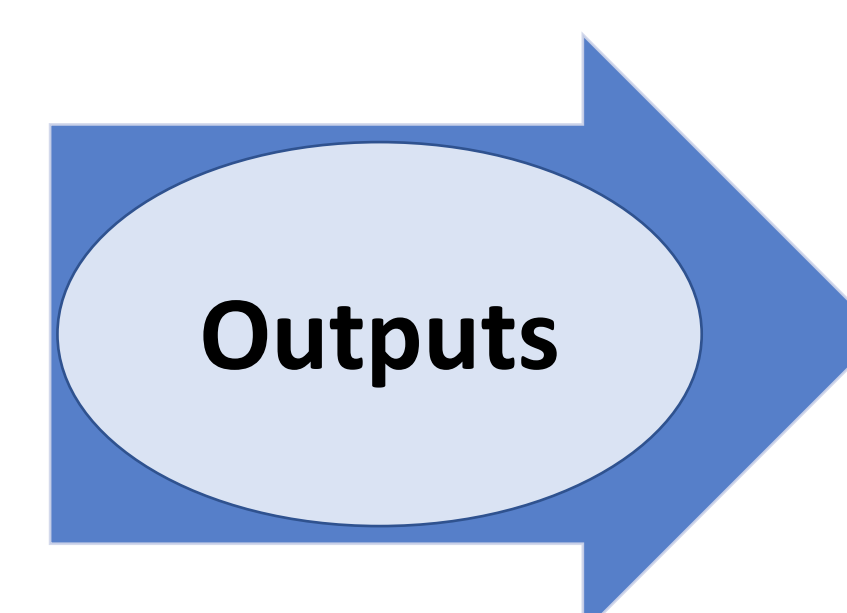
Storing of minutes:

- Paper documents in file cabinets (Circa 1987 – 2010)
- Department CCLE website (1998 - 2016)
- Assist to Chair computer
- Google Drive (Cloud-based platform)
- Box (1998 – Present)

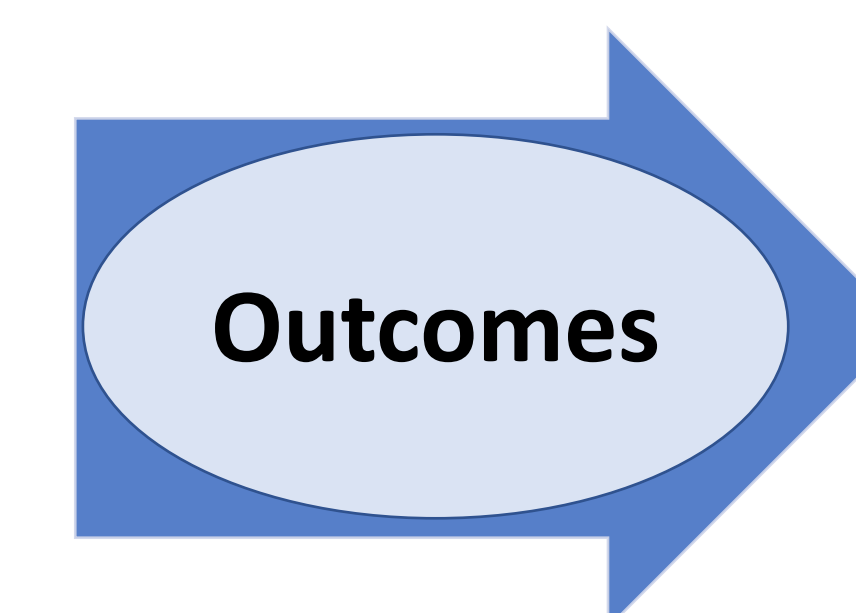
Accessing minutes:

- Login to Box (Dept Chair, Staff, Faculty)

### Intended Results



- Minutes in paper and electronic format
- Fulfill contractual requirement to use the Box cloud-based platform
- Index



- Address ALA accreditation requirements
- Fulfill Academic Senate expectations
- Engaged and informed faculty and staff
- Documentation of department decision-making
- Supports continuation of an accredited program
- Adherence to departmental and school norms
- Can defend against disputes related to departmental decisions

ALA, American Library Association  
CCLE, Common Collaboration and Learning Environment: An open source platform that allows for collaboration between students, staff, and faculty.  
Box: Cloud-based storage service that serves as the main point of access to the minutes for the department. The university is under contract with Box.  
Index: An alphabetical list of key terms for cross referencing within a larger document  
Template: A document that provides a structured way to organize meeting minutes.

## Recommendations & Purpose

Creating minutes: Streamline workflow and have a consistent structure

- *Template for minutes*
- Creating documents in Box
- Discontinuing saving on Google Drive and Assist to Chair's hard drive
- Standardized naming conventions

Creating Index: Produce high quality list of key terms for effective searching.

- *Annual updating of the index*

Storing: Preserve documents in multiple locations to prevent loss.

- *Backup on the IS Server*
- Standardize file format (Word Document)
- Delete documents in CCLE
- Scanning paper files into Box

Accessing: Give users tools to efficiently search for topics of interest.

- *Tagging key words in documents uploaded to Box*
- *Sharing the Index on Box*

*\*Italics indicate high priority.*