

SYSTEMWIDE SENATE WEBSITE POLICY

Adopted by the Academic Council

July 21, 2004

The following policy on website publication of Senate documents for the Academic Council and its committees is effective beginning September 1, 2004. *Please note that starting in early fall the Academic Council will have a password protected website. Password protected sites for all standing committees will be phased in according to available resources.*

The public section of committee websites

Committee documents to be posted are:

1. **Simplified agendas.** These include only the titles of agenda items.
 - No supporting documents associated with the agenda are to be posted publicly, but links to items that are already publicly posted may be included.
 - Explanatory agenda notes are not to be included in the posting.
2. **Approved minutes.** These are final (committee approved) minutes that cover all regular agenda items, but do not include executive session coverage.
 - Executive sessions may be covered in an addendum to the minutes, which can be posted on the committee's password protected page.
3. **Final committee reports, resolutions, recommendations, etc.** This category includes documents that either: 1) have been approved or officially received by the Academic Council (also available to the public on the "Reports and Recommendations" page of the Senate website); or 2) are under current review by Council (also available to the public on the "Issues Under Review" page of the Senate website).

The password protected section of committee website

*Each committee may choose which documents to post in this section. An * indicates those documents that may be posted only on a protected (non-public) site. Committee documents for posting include but are not limited to:*

1. **Full agendas*.** These agendas include agenda enclosures and notes (if applicable).
2. **Approved full minutes** that may include **addenda of executive session coverage*.**
 - Committees may choose to go into executive session during the course of any meeting. The participation of consultants, visitors, and/or student representatives in an executive session is at the discretion of the committee members.
 - The extent of executive session coverage is discretionary and may vary according to topics under consideration.
3. **Sensitive material*** (as determined by the committee).
4. **Committee working documents*.** These include drafts that are either internal to the committee or are under outside review but not yet finalized by the committee.
5. **Committee finalized documents.** These documents are reports, recommendations, letters, position papers, etc., that have been approved by the committee but may not have been submitted to or approved or received by Council.