

Date Updated and Published:

Review: Annually

Last Date Reviewed:

Revision History:

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DEFINITIONS

Minutes – notes taken by an identified individual, which are then distributed to participants.

Deliberative Body – any committee, academic or administrative unit, or group which meets to recommend changes in policy, curriculum, selection of personnel, or other issues regarding the administration of the University.

POLICY

All deliberative bodies shall keep minutes of all meetings in which formal recommendations will be presented. Copies of all minutes will be submitted to the Office of University Compliance within one month of the meeting.

RESPONSIBLE PARTIES

Vice Presidents and the Chief Academic and Compliance Officer

PUBLICATION

Employee Handbook, Faculty Handbook, University website