

Procedure Number: 205	Effective Date: 06/24/86
Title: Academic Unit Meetings, Minutes and Personnel Procedures	Revised: 07/01/2010, 12/06/2016
Approval Date: 24 June 1986, 04/19/06	President's Signature: On File

A. ACADEMIC UNIT MEETING

1. Each College/School shall meet, as a minimum, in formal session, at the beginning of each academic year, as designated in the opening week calendar.
2. Each Department and Program shall meet, as a minimum, in formal session, at least once each semester.

B. MINUTES OF MEETINGS

Each academic unit (College, School, Department, or Program) is to record minutes of all formal meetings of that unit, which are to be distributed, within two weeks of the meeting, to each member of the unit. A copy of the minutes is to be kept on file.

C. PERSONNEL POLICIES AND PROCEDURES

Each academic unit is to have on file with the Program Director or Coordinator, Department Chairperson, College/School Dean, and Provost, a written copy of all policies and procedures which directly affect the personnel of that unit; including, but not limited to, office hour requirements.