Faculty Senate Committees
Meeting Minutes Guidelines/Recorder Responsibilities

- Take clear, concise minutes for each meeting. (See below for recommendations on what goes into the minutes.)

- Type up each set of minutes and distribute to the committee members in a timely fashion.

- After the minutes have been approved by the committee (preferably at the next scheduled meeting), send the approved minutes to Faculty Senate, senate@uwlax.edu, for posting.

- Redacted or confidential minutes:

  Ensure that any confidential information (student names in appeals, etc.) is removed before sending the approved minutes to the Faculty Senate. Each committee has different needs and functions, so it is that committee's responsibility to keep accurate and appropriate meeting minutes.

  Note: If your committee needs to maintain original, non-redacted minutes for their records that contain confidential information, make sure those are kept in a secure location in their original format. Then make a copy of the original, redact as appropriate, and send that copy to senate@uwlax.edu for posting.

- Minutes will be posted exactly how they are submitted, so ensure they are correct before submitting to Faculty Senate.

NOTE: If the job of recorder is rotated through committee members, the chair should take this responsibility.

Suggestions on taking meeting minutes. Minutes should include the following:
- Name of Committee
- Date and Location of Meeting
- Attendees (members & visitors)
- Absent members and whether the absence is excused.
- Meeting Time (when called to order & adjourned)
- Name of person who took the minutes.
- A summary of the committee discussions (not the content of every comment or who made the comment). Remember that minutes are the official record of what happened, not what was said, at a meeting.
- Complete statement of any motions and the results of the vote. Reports, statements, etc. should not be included in the text of the minutes. Rather, they should be attached to the minutes.

*For consistency in the postings, consider using the following standard SUBJECT LINE: date_committee name_minutes. (For example: 101516_CAPS_minutes)

For general information on Wisconsin's Open Meeting Law, please visit:
https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/