As part of the Standard Four committee’s self-study activities related to governance and leadership, it became apparent that there is no consistency, and indeed some significant gaps, in the manner of presenting minutes of committee meetings. This is a problem since committee minutes are the primary method committees use to convey information to the campus, in particular constituents served by this committee. Members of HCC faculty, staff, students and administration must have the requisite knowledge to participate in campus discussions, communicate with committee representatives, and be involved in an informed manner in decision making. It is one of the expectations of committees as indicated in HCC Policy HCCP #1.101 (4. Responsibilities).

Link:

The Standard Four Committee felt that a standard set of expectations should be made explicit to ensure that all committees – most importantly governance committees – record and publish requisite information for those on campus to be effectively informed. This consistency should be maintained across committees, and over time, regardless of changes in committee membership and chairs.

Below is the template of information that should be used in recording and disseminating committee minutes. It is most critical that all governance committees present their activities to the campus with this level of detail. Standard Four members strongly request all committees undertake this level of record keeping from this point forward, and if possible, go back and supplement minutes that are incomplete.

From:

Standard Four Committee: Diane Caulfield, Jennifer Higa-King, Erika Lacro, Shanon Miho, David Panisnick, Cynthia Smith, Preshess Willets-Vaquilar
I. Time/Day of Meeting

Date

Time of start/ending

Who attended: e.g. who was there; who was *not* (committee members); guests

Recorder’s name

II. Crux of the meeting

Review, corrections and approval of minutes of previous meeting(s)

Old/Unfinished business from previous meeting(s)

Standing Committee Reports (if any)

Topics addressed at the meeting

Decisions made: if voted on, indicate accurate language of the motion and voting results.

Major topics discussed

Note: the degree to which detailed summary of discussions taking place should be recorded, including naming participants and their views, is left to the discretion of the committee. This decision of whether it is necessary to have detailed recording of positions taken and by whom will depend on topics discussed and the impact of decisions made. The key obligation for the committee to fulfill is doing what is necessary to ensure *transparency* in the decision making process and decisions made for the campus community the committee serves.