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Policy Name and Number: C2.1 **Committee Records Policy**

Policy Developer(s): Accreditation Liaison Officer/Data Governance Task Force

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Contact Person for Website: Accreditation Liaison Officer

Body

POLICY

All [governance committees](#) at John Carroll University (“the University”), as defined below, must record meeting [minutes](#), following the instructions in the Procedures section below. All standing faculty and staff committees are strongly encouraged to keep minutes; other bodies (subcommittees of other committees, working groups, task forces, action teams, tiger teams, and *ad hoc* committees) should decide at their outset whether minutes will be a part of their work. Any committee making a decision that might serve as evidence for accreditation must record minutes for meetings in which such decisions are made.

All current members of each committee must have access to all of the official records of committee meetings and actions, unless confidential or otherwise protected by legal privilege or by applicable law. In all cases, records must be made available to the General Counsel and/or the President upon request. All meeting records related to accreditation evidence must be made available to the Accreditation Liaison Officer upon request.

PURPOSE

The records kept by committees, particularly meeting minutes, play an important role at the University: they support our desire to be transparent in decision making; they inform committee members who miss a meeting; they allow later iterations of committees to understand earlier actions; and they serve as key items of evidence for accreditation reports.

SCOPE

This policy pertains to all committees at the University. Other committees or bodies may be required to maintain minutes and/or records of their activity for legal compliance, accreditation, or other requirements or best practices. This policy ***does not apply*** to the Board of Directors or the Senior Leadership Team. The Board of Directors has its own policies and procedures regarding records that are codified in the University’s Code of Regulations. The Senior Leadership Team is not, strictly speaking, a committee; rather, it is primarily an informal, consultative and advisory body to the President; decisions of the President arising from consultation with the Senior

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Leadership Team are communicated, when appropriate, to specific divisions or the University as a whole.

PROCEDURES

Minutes serve as the key record of a committee's work: a document that serves as a record of what was discussed and decided in a meeting, what actions must be taken, who must take them and when.

1. Minutes must include the following information:
 - a. Opening Information: the name of the organization; the date, time, and location of the meeting; members in attendance; mention of approval of previous minutes
 - b. Records of All Decisions: For groups that follow more formal procedures, this would include the text of all non-withdrawn motions, who moved, vote counts and type (ballot, roll-call, show of hands, voice). For less formal groups, the decision should be explained in enough detail to allow readers to understand what has happened.
 - c. Closing Information: the time of adjournment and name of the recorder
2. Generally, minutes should never include confidential or [privileged](#) matters (i.e., personnel, legal). Details that would jeopardize safety or security of the University or any member of the University community or an individual outside the University should also be omitted. However, some committee records, by their very nature, will contain this type of information (e.g., those of the IT Security Task Force); in such a case, the minutes should be marked Confidential and should not be shared publicly.

DEFINITIONS

1. **Committee:** a group of people appointed or elected for a specific function (its charge), temporarily or long term, representing the University or one of its constituent parts
2. **Governance Committees:** appointed or elected committees which either 1) make key decisions about the University, its policies, or its curriculum and co-curriculum, or 2) serve as representative body for key University constituencies; a current list of governance committees can be found in the [Appendix](#).
3. **Minutes:** definition is included in the [Procedures](#)
4. **Privileged:** definition is posted on website of [Office of Legal Affairs](#)

CROSS REFERENCES

- Record Retention Policy (forthcoming)

This policy will next be reviewed **five years** from the approval date/date of last review.

Attachments/Appendices

APPENDIX. List of Governance Committees

As of spring 2021, the list of governance committees includes the following:

- University Strategic Planning Group,
- The four key University Committees (Administrative Policy, Educational Policy, Resource Allocation, and Student Learning Experience), and

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- The three representation bodies (Faculty Council, Staff Council, and Student Government).

ATTACHMENT. [Committee Records Recommendations](#)