

CALIFORNIA STATE UNIVERSITY, HAYWARD

DESIGNATION CODE: 04-05 BEC 3
DATE SUBMITTED: September 30, 2004

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: Proposed Revision of the Academic Senate Distribution Policy

PURPOSE: Action by the Senate

ACTION
REQUESTED: That the Academic Senate approve the revised Academic Senate Distribution Policy

Due to the budget cuts of the last couple of years, it has become necessary for the Academic Senate Office to pare down its duplicating costs. The attached proposal highlights changes in the current Academic Senate Distribution Policy (99-00 BEC 3) for agendas, minutes and other documents of the Senate and its standing committees. The **highlighted changes** are proposing that some groups who have previously received the noted document by hard copy will now receive it electronically via email.

Faculty members and administrators have networked computers and e-mail, which provide easy links to Web Sites. Faculty and administrators on the "Web Site" list would be notified by e-mail, with a link to the Senate Web Site, every time a new document was added. Deans, Assoc. Deans, and Administrators have historically received hard copies of most documents. It is proposed that they receive Summaries of Action and Standing Committee agendas via email notification and that hard copies of packet documents be distributed to administrators *only if* it is relevant to the administrator's area, and that they may get a hard copy by request, should it not be in their packet. We would continue our present policy of notifying individuals, usually by email, of any agenda items that require their personal attendance at a meeting.

It is further requested that the Standing Committees and other faculty government committees (but not the Executive Committee and Senate) distribute their unapproved minutes via email rather than in the committee packets. The approved committee minutes will be posted to the web within a few days of approval by the committee at their meeting and the appropriate people will then be notified via email (with a link) that the minutes are available on the web.

All faculty members have access to the Senate Web Site containing all agendas and minutes of the Senate and its committees. In response to a Senate inquiry last Spring, Senators noted that they preferred the notification of committee agendas and minutes via email, as the information is available both at home and at the office, and it is easy to delete anything unwanted. It is the intent that these changes will encourage more of the campus community to utilize and enjoy the convenience of reviewing or obtaining committee agendas/minutes/summaries of action documents electronically.

ACADEMIC SENATE DISTRIBUTION POLICY

	<u>Hard Copy</u>	<u>Web Site / e-mail</u>
<u>EXECUTIVE COMMITTEE</u>		
<u>Packets</u> (Includes unapproved minutes)		
Executive Committee members	X	
Administrative Officers & ASI Chair	X	(agenda, minutes, & only documents relevant to that area, or as requested)
School Deans & Associate Deans	X	
Special Requests	X	
 <u>Agendas Only</u>		
Standing Committee Chairs	X	
Special Requests		X
AALO		X
Department Chairs		X
 <u>Approved Minutes</u>		
Senate Members		X
Administrative Officers		X
School Deans & Associate Deans		X
Chair, Associated Students (ASI)		X
AALO		X
File	X	
 <u>Summary of Actions</u>		
Senate Members		X
President	X	
Administrative Officers		X
School Deans & Associate Deans		X
Department Chairs		X
Chair, Associated Students (ASI)		X
Special Requests		X
AALO		X
File	X	
 <u>ACADEMIC SENATE</u>		
<u>Packets</u> (includes unapproved minutes)		
Senate Members	X	
Administrative Officers & ASI Chair	X	(agenda, minutes, & only documents relevant to that area, or as requested)
School Deans & Associate Deans	X	
Special Requests	X	
 <u>Agendas Only</u>		
Department Chairs		X
Special Requests		X
 <u>Unapproved Minutes</u>		
Regular Members of the University Faculty		
Special Requests		X

	<u>Hard Copy</u>	<u>Web Site / e-mail</u>
<u>Approved Minutes</u>		
CSU Campus Senate Offices		X
CSU Academic Senate Office		X
Regular Members of the University Faculty		X
Special Requests		X
File	X	
<u>Summary of Actions</u>		
Senate Members		X
President	X	
Administrative Officers		X
School Deans & Associate Deans		X
Department Chairs		X
Chair, Associated Students (ASI)		X
<u>STANDING COMMITTEES</u>		
<u>Meeting Packets</u> (not including unapproved minutes)		
Committee Members	X	
Special Requests	X	
<u>Agendas</u>		
School Deans & Associate Deans		X
Academic Senators		X
Department Chairs		X
Provost & Vice President, Academic Affairs		X
Special Requests		X
Senate Office	X	
<u>Unapproved Minutes – distributed electronically within committee only</u>		
Provost & Vice President, Academic Affairs		
Vice President, Admin. & Bus. Affairs		
Vice President, Student Affairs		
<u>Approved Minutes</u>		
School Deans & Associate Deans		X
Academic Senators		X
Department Chairs		X
Provost & Vice President, Academic Affairs		X
Vice President, Admin. & Bus. Affairs		X
Vice President, Student Affairs		X
File	X	
<u>Approved University Faculty Minutes</u>		
<u>CSU Academic Senator</u>		
Regular Members of the Faculty		X
<u>Senate Newsletter</u>		
All Faculty & Staff		X