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DATE: November 15, 2011

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: **11-12 BEC 6: Proposed Revision of Academic Senate Distribution Policy**

PURPOSE: Action by the Senate

ACTION REQUESTED: That the Academic Senate approve the substitute policy below for the Academic Senate Distribution Policy, [07-08 BEC 13](#).

**Background:** In May 2008 the Academic Senate approved a distribution policy (07-08 BEC 13) that included hardcopy (paper), e-mail and/or SharePoint dissemination/access for documents produced by the Senate and its various committees. Meanwhile, electronic communications and mobile access have become pervasive, so the goal of this BEC is for the Senate office to rely more on electronic communications, rely less on hardcopy distribution, and ensure that electronic copies of Senate committee documents are easily accessible.

The Senate office recently began piloting a new web-based distribution procedure of agendas and related documents. An e-mail message including a web link to the upcoming agenda for an Academic Senate or other Senate committee meeting is distributed widely. Each agenda is embedded with links to supporting documents. The Senate Office has received positive feedback on this distribution method in Fall 2011. The benefits of this method include easy and more timely access to all agendas and supporting documents, and the ability to easily link to references and historical information. This “agenda with links” distribution method inspired this BEC.

**Proposed Substitute Policy (11-12 BEC 6):** Electronic access will be available for all appropriate Academic Senate and Senate committee documents. The Academic Senate website will be the primary location for document storage. SharePoint (or another secure server), which requires a login, will be used to store sensitive or confidential documents that should not be publically available due to their content, e.g., documents that contain personnel issues. Draft documents placed on the Senate website will be marked with a diagonal watermark labeled “DRAFT” or “SUBJECT TO APPROVAL” or other text indicating that the document is not the final approved version. Hardcopies of documents for the Senate or any of its standing or other committees shall not automatically be provided to a member unless specifically requested by that member of the Senate or Senate committee. Those very few documents that require signatures, e.g., the Senate Summary of Actions sent to the President, will be sent in hardcopy. In summary, members must “opt-in” for hardcopies of any Senate-related documents.