TO: **SGC Sub-Committee Chairs**

FROM: **Bob Kratochvil**

SUBJECT: **Committee Information & Operations**

In an effort to promote communication, engagement, and transparency, the Shared Governance Council (SGC) has adopted a set of strategies aimed at increasing access to information and improving the effectiveness of campus committees and processes. At a recent meeting, SGC voted to implement the operational guidelines below for all LMC committees. Please review and update the online sites for your respective committees to ensure that posted information is accurate and complete.

Webpage(s)
- On the public LMC website, maintain an up-to-date online presence that includes:
  - Meeting agendas and minutes
  - Time, date, and location of meetings
  - Current members and representation
  - Active/functioning links to other webpages and/or resources
  - Key documents and relevant materials *[e.g. SGC: 2003 Position Paper and RAP request forms]*
  - Links and/or info related to committee processes or products *[e.g. Planning Committee: Program Review and employee/student surveys; IDEA Committee: Student Equity Plan]*
  - Links to any sub-committees and group(s) with reporting relationship *[e.g. PDAC has 7 sub-committees]*

Documents & Materials
- All agendas should include:
  - Time, date, and location of meeting
  - "Public Comment" section
  - Suggested elements:
    - List items under "Old Business" or "New Business" to assist in tracking of discussion topics
    - Notation designating items as "first read" or "second read"
    - Time, date, and location of next meeting at bottom of page
  - *Click here for an agenda template*

- Minutes should contain:
  - List of committee members and presenters in attendance (include first and last names)
  - Summary of committee dialogue on each agenda item
  - Record/result of any action taken by committee (include list of members' names and yea/nay votes)
  - *Click here for a template for minutes; click here to see a sample format for meeting minutes.*

- Handouts
  - Whenever possible, provide electronic copies to committee members in advance for review/preparation
  - In the minutes, hyperlinks can be included to give context for documented dialogue and to provide quick access to distributed materials *[click here to see an example]*

Communication
- In keeping with the Brown Act, post the agenda at least 72 hours in advance of the meeting; it is also recommended that the agenda be included with a campus-wide email reminder.
- During the meeting, identify "report-out" information that members should share with their respective constituency group and specify any follow-up/action required for next session.