

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S09-1, Policy Recommendation, Department/Colleges Record Keeping**

**Legislative History:**

At its meeting of March 16, 2009, the Academic Senate approved the following Policy Recommendation presented by Senator Maldonado-Colon for the Professional Standards Committee.

This policy will become effective August 20, 2009.

**Action by University President:** Approved by President Jon Whitmore on April 3, 2009

**Policy Recommendation  
Department/Colleges Record Keeping**

**I. Purpose:**

The purpose of this policy is to formally establish documentation of policies and procedures in departments/units and colleges in Academic Affairs and in Counseling Services that will enable faculty, staff, and students to understand the origin of current policies and make new, informed decisions.

**II. Scope:**

When a committee of a department/unit or college in Academic Affairs or in Counseling Services meets, minutes shall be kept. Decisions related to personnel and other matters of executive privilege will be governed by existing CSU policies, as appropriate.

**III. Availability:**

In the spirit of transparency, the unit chair or equivalent representative, in consultation with the unit faculty and staff or their representatives, should develop procedures and guidelines for granting access or making documents available, and for their storage. Such documents should be preserved for the duration of the policy, and be made available upon request by faculty, staff, and/or students when appropriate. Documents should be stored/filed by subject matter, in reverse chronological order.

#### **IV. Content of the minutes:**

Such documentation should include:

- 1) date of the meeting
- 2) a list of those present and absent
- 3) contents of the Agenda
- 4) the decision(s) made
- 5) voting procedure if by secret ballot
- 6) final vote

#### **V. Timeline:**

This policy will be effective August 20, 2009.

**Approved: October 27, 2008**

**Vote: 7-0-0**

**Present: Daryl Canham, Winncy Du, Kell Fujimoto, Katie Lichty, Elba Maldonado-Colon (Chair), Elizabeth McGee, and Asbjorn Osland.**

**Absent: Lynda Heiden, Joan Merdinger, and Gwendolyn Mok**

**Financial impact: None anticipated.**

**Workload impact: Some increase in department/unit, college, and university committees' workload**