Taft College Academic Senate

Documentation Responsibilities of Academic Senate Subcommittees:

- Subcommittees fall under the Brown Act:
  - Agendas posted publicly at least 72-hours before meeting (on Subcommittee webpage & front window of Admin building). Special meetings may be called with 24-hours notice under some circumstance.
    - Posted agenda must include location (including link to virtual meeting, if virtual)
    - Opportunity for public comment on topics associated with the purview of the Subcommittee (time limits can be placed on public comments \textit{per person} but must be equal allotments i.e. 2-minutes)
  - Minutes of meetings (must include actions with motion and second and result of vote) [No minutes – meeting and action(s) never happened]
  - Minutes of past meetings posted on Subcommittee webpage following approval (within 4 meetings of the meeting reflected in the minutes)
  - Make Recommendations to Senate-of-the-Whole
  - Agendize and address topics/issues referred to the Subcommittee by: The Senate-of-the-Whole, Academic Senate Council, by other Subcommittees of the Academic Senate
  - Reports/requests to Senate-of-the-Whole on topics, issues, and concerns associated with 10+1 and/or effective functioning of the Subcommittee
  - Other responsibilities are identified in the charter of each Subcommittee

Each committee uses an internally agreed upon process for assigning responsibility for posting of agenda, taking of minutes, and posting of minutes. By default, the committee chair is responsible for creating the agenda, ensuring minutes are available for approval, and that agenda and minutes are posted on the committee website.

*Note: The Subcommittee websites are the storage location used as evidence (committee agendas and minutes) source for the Accreditation process \textit{as well as the historical and status review for recurring topics}.