



STANDING RULES OF THE FACULTY SENATE

1. Records of Senate Meetings

- a. When practical, Senate meetings shall be digitally recorded (audio and video). No recording will be made of portions of meeting held in closed session. When any such recording is made, the recording or a link to it shall be posted on the Faculty Senate website within 21 days and preserved there for as long as practical, but for no less than 10 years. All recordings will also be offered to the University Archives for preservation.
- b. When practical, verbatim transcripts of Senate meetings shall be prepared. No transcripts will be made of portions of meeting held in closed session. When any such transcript is made, it shall be posted on the Faculty Senate website within 21 days and preserved permanently. All transcripts will also be offered to the University Archives for preservation.
- c. Any member of the Faculty Senate or non-member whose words are transcribed may ask that their comments be corrected, so long as they do not alter the meaning of their statements. At the next meeting of the Faculty Senate following receipt of such corrections, the Faculty Senate may accept or reject these corrections by a majority vote.
- d. No minutes of a Faculty Senate meeting may be approved until faculty senators have had at least one week to compare the draft minutes of a meeting to the recordings and transcripts, if they are available.
- e. Approved minutes shall constitute the official record of actions by the Faculty Senate.

Revised April 29, 2026