

MEMORANDUM

TO: Fort Wayne Senate

FROM: Ann Marshall, Chair  
Executive Committee

DATE: December 6, 2021

SUBJ: Reminder about Faculty Committee and Subcommittee Minutes

WHEREAS, the work of Senate Committees and Subcommittees is essential to the success of faculty governance at PFW; and

WHEREAS, meeting minutes facilitate effective committee work, especially given the rotation of committee members and leaders each year;

WHEREAS, [Guidelines for minutes of Senate committees and subcommittees \(S.R. No. 97-1\)](#) explain committee minutes in detail; and

WHEREAS, an example of sub/committee minutes is available at:  
<https://www.pfw.edu/committees/senate/meetings/committee-minutes/2017-18/EC%20Minutes%2020180329%20revised.pdf>

BE IT RESOLVED, that sub/committees are asked to be in compliance with the Bylaws, which state that committees “shall keep minutes available to all members of the Faculty” (5.1.4); and

BE IT FURTHER RESOLVED, that each sub/committee submit its minutes to Josh Bacon at [bacojs01@pfw.edu](mailto:bacojs01@pfw.edu) for posting on the [Committee Minutes](#) section of the website on at least a semiannual basis.