

## **Policy: Joint Faculty Agenda and Minutes**

### **PURPOSE:**

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The purpose of this policy is to outline the expectations related to preparing for and conducting the meetings of the NESA BN Programs Joint Faculty Council as the decision-making body for the NESA BN Programs.

### **DEFINITIONS:**

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N/A

### **POLICY SCOPE:**

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This policy applies to all agendas, minutes, draft documents, and materials for consideration by the NESA BN Programs Joint Faculty Council.

### **POLICY STATEMENT(S):**

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1. The NESA BN Programs Joint Faculty Council is the decision-making body for the NESA BN Programs. The preparation for, conduct of, and recording of these meetings is an important matter.
2. Effective governance and sound decision-making in the NESA BN Programs are facilitated when:
  - a. students and faculty are encouraged to raise issues of concern for discussion
  - b. matters for discussion and resulting decisions are shared in a timely fashion
  - c. careful attention is paid to documenting, managing, and archiving information related to meetings of the NESA BN Programs Joint Faculty Council and is the responsibility of the Administrative Support at the institution maintaining the common Learning Management System (LMS) site (i.e. Moodle)

**SPECIFICS OF THE POLICY:**

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1. Approximately two weeks prior to the meeting date, a call for agenda items for meetings will be circulated to all members of Joint Faculty. Agenda items which require supporting documentation/drafts for decision-making must be accompanied by this material for advance distribution and review.
2. At least one week prior to the meeting date, the agenda, the draft minutes of the previous meeting and all supporting documentation/drafts will be circulated.
3. Within two weeks of the NESAs BN Programs Joint Faculty meeting, the approved minutes and any approved documents will be circulated electronically to all members. Approved documents will include a date of approval at the bottom with dates of previous approval or revision. These approved documents will be shared between the two campuses. Any draft versions of the documents will be removed. Previously approved versions of the documents, now superseded, will be saved as archival material.
4. All NESAs approved documents will be forwarded to the Administrative Support person for uploading into the LMS by a designated person from that committee/group.

**APPENDIX:**

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N/A

**REFERENCES:** N/A

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***\*NOTE: NESAs Policies exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAs policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs program policies.***

<b>Revised By/Date:</b>	<b>Approved by/date:</b>
Policy Review Committee: February 2015	Not Required: editorial changes
Policy Review Committee: December 2015	Not Required: no change
Policy Review Committee: December 2016	Not Required: editorial changes
Policy Review Committee: December 2017	Not Required: no change
Policy Review Committee: March 2019	Not Required: editorial changes
Policy Review Committee: December 2019	Not Required: no change
Policy Review Committee: January 2021	Not Required: editorial changes
Policy Review Committee: December 1, 2021	Not Required: no change
Policy Review Committee: February 2022	Not Required: editorial changes