



Procedures:

The Provost sets the agenda and serves as Chair for the Academic Council.

College Deans and Department Chairs are asked to contribute items to the agenda at the time the day and time of the next meeting are announced.

Procedures regarding the submission of proposals for review and discussion are to be followed.

Discussions will focus on data and its analysis for decision-making.

As appropriate, decisions will be processed with signatures as required.

Minutes will be taken of all meetings and shall include all proposal forms and documentation as presented at the meeting. Minutes will be taken by the Manager of the

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