

Subject: Faculty Meetings  
Policy Number: F20  
Date: April 25, 2003  
Revised: December 15, 2008

#### POLICY:

The School will have a faculty meeting at least once a month during the academic year. Special faculty meetings may be called by the Director or by a request of at least three faculty members; all meetings of the faculty are open. The faculty may go into closed session for the discussion of personnel or student matters pertaining to confidential student information or other matters in compliance with Freedom of Information.

#### PROCEDURE:

Dates for regular faculty meetings will be established at the beginning of each semester and added to the School's Master Calendar. An agenda for the meeting will be distributed from the Director's office prior to the meeting. Those wishing to have items placed on the agenda may do so by informing the Director. The Director will be responsible for publicizing the agenda, time, and place of the faculty meeting at least 24 hours before the scheduled meeting. No faculty meetings will be scheduled during reading day and/or exam period.

Faculty meetings will begin and faculty decisions may be made when a quorum is present. A quorum will be at least 50% of the faculty plus one. Faculty meetings shall be limited to 90 minutes maximum. Minutes of all faculty meetings will be recorded by the Assistant to the Director and will be distributed to all faculty and staff before the next scheduled meeting. An official file copy of the minutes with attachments will be maintained in the administrative office.