

**CHARLES STURT**  
UNIVERSITY



**OFFICE OF ACADEMIC GOVERNANCE**  
**AGENDA / MINUTES GUIDELINES**

**In Accordance with the CSU Style  
Manual for Agendas and Minutes**



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# AGENDA / MINUTES GUIDELINES

In Accordance with the CSU Style Manual for Agendas and Minutes

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## Contents

1.	<a href="#">Workshop Objectives</a>	2
2.	<a href="#">Office of Academic Governance and the Academic Manual</a>	3
3.	<a href="#">Committee Structures of the University, <i>yourCSU</i> and the Administrative Manual</a>	3
4.	<a href="#">Approval Process within the University relevant to Faculties and Schools</a>	4
5.	<a href="#">CASIMS</a>	6
6.	<a href="#">Responsibilities of the Committee Secretary</a>	6
7.	<a href="#">*Membership and Terms of Reference for School Committees</a>	9
8.	<a href="#">*The General Policy on Boards and Committees Rule for Conduct of Meetings of Academic Committees</a>	9
9.	<a href="#">*CSU Style Manual for Agendas and Minutes of University Committees</a>	9
10.	<a href="#">*Agendas</a>	9
11.	<a href="#">Late Papers</a>	12
12.	<a href="#">Minutes</a>	12
13.	<a href="#">Action Sheets</a>	14
14.	<a href="#">Meeting Checklist</a>	14
15.	<a href="#">Committee Records Policy</a>	14
16.	<a href="#">*Commonly Used Terms and Acronyms</a>	14

\*Supporting documentation included as attachments.

## 1. **WORKSHOP OBJECTIVES**

This Agenda/Minutes Workshop shall provide information based upon the CSU Style Manual for Agendas and Minutes of University Committees.

To assist participants in the role of Committee Secretary for Schools and Faculty Offices the following information is included in this workshop:

- the Office of Academic Governance and the Academic Manual;
- the approval process within the University relevant to Faculties and Schools - Committees of the University and CASIMS; and
- the responsibilities of the Committee Secretary.

By the end of the session participants should be able to understand the function of agendas and minutes, to construct effective agendas and minutes and become familiar with University language and approval processes used within the University.

## 2. **OFFICE OF ACADEMIC GOVERNANCE AND THE ACADEMIC MANUAL**

The following information on the Office of Academic Governance and the Academic Manual provides background information to assist you in your role within the School/Faculty Office and as Committee Secretary.

This information will also be useful when making resolutions and recommendations to other committees.

### 2.1 **Office of Academic Governance**

The Office of Academic Governance is responsible for coordinating the academic organisation of the University, as well as:

- prizes;
- exclusion appeals (Academic Progress);
- elections to committees;
- misconduct;
- providing information for University Handbooks (both U/G and P/G) that is relevant to courses, (accessed from CASIMS);
- CASIMS (Course and Subject Information Management System);
- committee work; and
- the Academic Manual.

The Office of Academic Governance home page can be located at the following web link:

[http://www.csu.edu.au/acad\\_sec/index.htm](http://www.csu.edu.au/acad_sec/index.htm)

### 2.2 **The Academic Manual**

The Academic Manual contains academic policies, regulations and some procedures of the University approved by Academic Senate and Committees of Academic Senate, eg the Academic Programs Committee, the Board of Graduate Studies or Faculty Boards.

The Academic Manual can be located at the following web link:

[http://www.csu.edu.au/acad\\_sec/academic-manual/](http://www.csu.edu.au/acad_sec/academic-manual/)

## 3. **COMMITTEE STRUCTURES OF THE UNIVERSITY, *your*CSU AND THE ADMINISTRATIVE MANUAL**

A Committee is a group of people elected or appointed to investigate, act or make decisions on particular matters.

The University was established under the CSU Act. The major committees of the University include:

- The University Council, which is the governing body of the University;
- Academic Senate which is the principal academic body of the University; and

- Committees reporting to the Vice-Chancellor.

### 3.1 Flow Charts of Committees of the University

Flow charts of committee structures which show how committees interact with other committees within the University can be obtained from the *yourCSU* web link, as follows:

[http://www.csu.edu.au/staff/yourcsu/who\\_committee.html](http://www.csu.edu.au/staff/yourcsu/who_committee.html)

### 3.2 *yourCSU*

*yourCSU* has been developed as a means of describing the complexity of the University. In short, this is the who, what, where, when, why, & how of CSU

*yourCSU* can be located at the following web link:

<http://www.csu.edu.au/staff/yourcsu/index.html>

### 3.3 The Administration Manual

The Administration Manual, which details the University's current administrative rules, regulations, policies and guidelines, can be located at the following web link:

<http://www.csu.edu.au/adminman/>

## 4. **APPROVAL PROCESS WITHIN THE UNIVERSITY RELEVANT TO FACULTIES AND SCHOOLS**

Certain committees have higher authority than others in making final decisions and approvals. All committees feeding into the Academic Senate, including School Boards and Faculty Boards, are part of Academic Senate.

Furthermore Academic Senate delegates final approval for certain academic matters to nominated committees of Academic Senate. For example, the Faculty Board has final approval for subject profiles, prizes, etc, the Faculty Assessment Committee approves applications for review of grade, assessment, etc and the Academic Programs Committee is responsible for final approval of all non-research courses within the University. The Academic Programs Committee also considers academic policy.

Deans of Faculties in certain instances have authority to make executive decisions on behalf of committees if a decision is required urgently. The relevant committee must then ratify the Dean's executive decision. Therefore, schools must ensure that they submit prizes, applications for review of grade, assessment, etc following the Dean's executive approval to relevant committees of the Faculty for ratification.

Committees that report to other committees should make recommendations to these higher committees for approval. It is important to note this when making resolutions where items of discussions require approval beyond the School level.

The following examples are types of resolutions that should be used by schools when creating draft resolutions or writing minutes:

4.1 Approval for Subject Profiles

***The <name of committee> agreed to RECOMMEND TO THE FACULTY <name of Faculty> COURSES COMMITTEE that the following subject profiles be approved for introduction in <session of offering>:***

- ***<subject code and title>***

The Faculty Courses Committee recommends to the Faculty Board that subject profiles submitted for consideration be approved. The Faculty Board has final approval for subjects.

4.2 Approval for Courses

***The <name of committee> agreed to RECOMMEND TO THE FACULTY <name of Faculty> COURSES COMMITTEE that the <the official name of course as stated on the CASIMS document> be approved for introduction in <session of offering>.***

The Faculty Courses Committee approves courses and recommends to the Faculty Board that the course proposal contained within the document be approved.

The Faculty Board approves the proposal and recommends to the Academic Programs Committee / the University Course Planning Committee / Board of Graduate Studies, or Academic Senate, where required, that final approval be given to the proposal.

4.3 Approval of Prizes

***The School of <name of committee> agreed to RECOMMEND TO THE FACULTY <name of Faculty> FACULTY BOARD that the <the change required and the name of the prize> as follows, be approved for introduction <the session of offering>:***

***From: <old value, criteria, etc>***

***To: <new value, criteria, etc>.***

The Faculty Board has final approval of prizes. Once approved the Academic Manual and Prizes Database is updated to reflect these changes.

4.4 Ratification of Application for Review of Grades Executively Approved by the Dean

***The School of <name of committee> agreed to RECOMMEND TO THE FACULTY <name of Faculty> ASSESSMENT COMMITTEE that the following Applications for Review of Grade, executively approved by the Dean, be ratified:***

- **<student name, number, subject, session, original grade and grade awarded>.**

Note: supporting documentation including the Dean's signature must be submitted to the Faculty Assessment Committee.

## **5. CASIMS**

CASIMS (Course and Subject Information Management System) is the database that stores all information on subject profiles and courses offered by the University.

CASIMS also provides information to Marketing, Planning and Audit, Student Administration and University handbooks.

The following web link provides an overview of the committee approval process for subjects and courses within CASIMS. This overview includes the different types of documents used for courses and identifies the committee that grants final approval.

[http://www.csu.edu.au/acad\\_sec/flowcharts/index.htm](http://www.csu.edu.au/acad_sec/flowcharts/index.htm)

Note: The University Course Planning Committee is responsible for courses that the University offers and addresses resources required to run courses. The University Course Planning Committee reports to the Vice-Chancellor, and is serviced by the Office of Academic Governance. All other committees relevant to Faculties are committees of Academic Senate.

Additional information on CASIMS which is relevant to Schools eg, guidelines etc can be accessed from the following web link:

[http://www.csu.edu.au/acad\\_sec/CASIMS/](http://www.csu.edu.au/acad_sec/CASIMS/)

## **6. RESPONSIBILITIES OF THE COMMITTEE SECRETARY**

Committee Secretaries are required to service the committee they are responsible for, this includes:

- maintenance of membership;
- meeting deadlines for agendas / minutes and other committees;
- booking venues, catering and travel, if required;
- the agenda;
- minutes;
- follow up action as required; and
- the action sheet.

### **6.1 Maintenance of Membership**

Membership should be maintained and monitored, if a member resigns or is on leave for a long period of time the Committee Secretary must make alternate membership arrangements.

Appointments and departures are noted at the commencement of the agenda. The membership list detailed on the last page of the agenda also needs to be updated to reflect any changes.

## 6.2 Meeting Deadlines for Agendas / Minutes and other Committees and Principal Dates

School meetings should be scheduled to meet Faculty Committee deadlines. This is particularly crucial for subjects and courses as the University is regulated by Government legislation and cannot vary the deadline imposed.

Committee Secretaries are also responsible for notifying members and interested parties of meeting dates and deadlines for submission.

The following web link to Meeting Schedules provides information on Faculty Committees and other committees of the University:

[http://www.csu.edu.au/acad\\_sec/meetingschedule/](http://www.csu.edu.au/acad_sec/meetingschedule/)

Furthermore, the following web link provides details of principal dates, which may be of assistance in determining meeting dates:

[http://www.csu.edu.au/acad\\_sec/academic-manual/qcontm.htm](http://www.csu.edu.au/acad_sec/academic-manual/qcontm.htm)

## 6.3 Booking Venues, Catering and Travel

Committee Secretaries are required to ensure the venue of the meeting is booked. This can either be the meeting room, videoconference sites or teleconference.

The following web link provides information on booking videoconferences using outlook 2007:

[http://www.csu.edu.au/division/dit/staff/training/vc\\_training/VC%20Booking\\_demoSmall/VC%20Booking\\_demoSmall.htm](http://www.csu.edu.au/division/dit/staff/training/vc_training/VC%20Booking_demoSmall/VC%20Booking_demoSmall.htm)

Also, the following web link to the Division of Information Technology provides additional information on videoconferencing and teleconferencing:

<http://www.csu.edu.au/division/dit/staff/training/videoconferenceindex.html>

If catering or travel arrangements are required contact Student Services – Events at the following web:

<http://www.csu.edu.au/division/studserv/events/>

For travel arrangements such as car hire etc, contact the Division of Finance at the following web link:

<http://www.csu.edu.au/division/finserv/travel/index.htm>

#### 6.4 The Agenda

Agendas for meetings of committees of Academic Senate must be created in compliance with the 'CSU Style Manual for Agendas and Minutes of University Committees', including drafting resolutions, which 'stand alone' i.e. make sense if removed from the context of discussion.

The Committee Secretary ensures that:

- staff are advised in a timely manner for submission deadlines;
- the Presiding Officer is consulted prior to printing, or circulation if the agenda is in electronic format;
- members receive their agenda a least one week prior to the meeting to allow adequate reading time;
- the Presiding Officer approves late papers prior to circulation; and
- members are advised in a timely manner if the venue, date and time of the meeting have been changed, or if the meeting has been cancelled.

Please refer to item 10 for contents of the agenda.

#### 6.5 Minutes

Minutes for meetings of committees of Academic Senate must be created in compliance with the 'CSU Style Manual for Agendas and Minutes of University Committees', including resolutions, which 'stand alone' i.e. make sense if removed from the context of discussion.

The Committee Secretary ensures that:

- membership, attendance and apologies are noted at the commencement of the meeting to establish if the meeting is quorate (a quorum is the half number of members plus one);
- the Presiding officer is advised if the meeting is inquorate, (if the committee agrees to continue the decisions made at the meeting must be ratified at the next meeting);
- the Presiding Officer's report, other members reports and discussion are recorded in clear and simple language;
- variations to motions are recorded, including draft resolutions that require amendment;
- additional draft resolutions are created, if required; and
- late papers or items without notice are documented.

Please refer to items 11 and 12 and for late papers and contents of minutes.

#### 6.6 Follow up Action after the Meeting

The Committee Secretary ensures that:

- the Presiding Officer confirms the minutes prior to circulation;
- the minutes, once adopted as a true and correct record by the committee at the following meeting are signed off by the Presiding Officer;
- signed minutes and agendas are forwarded to archives; and
- minutes are circulated accordingly.

Note: The Academic Governance Officer responsible for your Faculty must be included in the distribution list for circulation following the meeting. This allows for quick follow up action if items require Faculty approval.

#### 6.7 Action Sheets

Action sheets are utilised so that the decisions of the committee will be carried through.

It is the Committee Secretary's responsibility to ensure that the action sheet is completed appropriately and circulated along with the minutes to members and appropriate other staff so the decisions made by the committee are appropriately actioned.

Please refer to item 13 for additional information.

### 7. **MEMBERSHIP AND TERMS OF REFERENCE FOR SCHOOL COMMITTEES**

Pp 15-17

Membership is the composition of the committee and the Terms of Reference detail the responsibilities of the committee.

Membership and Terms of Reference for School Boards and Committees of School Boards, as attached, is taken from the Academic Manual under parts B8 and B9.1, of the Academic Manual, respectively.

The web link is:

[http://www.csu.edu.au/acad\\_sec/academic-manual/docs/b8.rtf](http://www.csu.edu.au/acad_sec/academic-manual/docs/b8.rtf) School Boards

[http://www.csu.edu.au/acad\\_sec/academic-manual/docs/b91.rtf](http://www.csu.edu.au/acad_sec/academic-manual/docs/b91.rtf) Committees of School Boards

### 8. **THE GENERAL POLICY ON BOARDS AND COMMITTEES RULE FOR THE CONDUCT OF MEETINGS OF ACADEMIC COMMITTEES**

Pp 18-22

The General Policy on Boards and Committees Rule for the Conduct of Meetings of Academic Committees, as attached, as set out under part B1.3, of the Academic Manual details information relevant to the Committee Secretary on procedures to be followed.

The web link is: [http://www.csu.edu.au/acad\\_sec/academic-manual/docs/b1-3.rtf](http://www.csu.edu.au/acad_sec/academic-manual/docs/b1-3.rtf)

## 9. **CSU STYLE MANUAL FOR AGENDAS AND MINUTES OF UNIVERSITY COMMITTEES**

Pp 23-83

The CSU Style Manual for Agendas and Minutes of University Committees, as attached, is intended to assist staff to create agendas and minutes for Committees of the Academic Senate.

However it may also be used by other committees. Where there is doubt as to procedures for non-Senate committees, advice should be sought from the University Secretary.

Additionally, the 'CSU Style Manual' is an excellent reference point if you are unsure on how to deal with an issue that arises either when creating an agenda or writing minutes, etc.

The web link is: [http://www.csu.edu.au/acad\\_sec/manuals/stylemin.htm](http://www.csu.edu.au/acad_sec/manuals/stylemin.htm)

## 10. **AGENDAS**

An Agenda is a list of matters to be placed before a committee.

Agendas for meetings of Senate and its committees (including those based in the Faculty like School Boards and Faculty Boards) must be created in compliance with the CSU Style Manual for Agendas and Minutes of University Committees, including drafting resolutions, which 'stand alone' i.e. make sense if removed from the context of discussion. It is important to remember the audience as they may not be privy to supportive information.

When creating an agenda it is recommended to use 'white space' as it is easier on the eye. That is, don't try to cram all information into one space. Examples of the use of white space can be found under attachments 10.2 , and 10.3. Also paragraphs should be justified (as indicated above and below).

The following web link to the Office of Academic Governance web page provides examples of agenda and minutes; this link is also useful for reference to follow up on items that have been referred to other committees:

[http://www.csu.edu.au/acad\\_sec/agendas-and-minutes/](http://www.csu.edu.au/acad_sec/agendas-and-minutes/)

Membership should be maintained and monitored. If a member resigns or is on leave for a long period of time the Committee Secretary must make alternate membership arrangements.

Moreover, appointments and departures are noted at the commencement of the agenda. The membership list detailed on the last page of the agenda also needs to be updated to reflect any changes.

School meetings should be scheduled to meet Faculty Committee deadlines. This is particularly crucial for subjects and courses as the University is regulated by Government legislation and cannot vary the deadline imposed.

Finally, it is important to avoid the use of in-house terminology. The official University description / title should be referred to. When using acronyms you must initially use the full title, and indicate the acronym in brackets, once this

is done the acronym can be used freely.

Note: agendas created by the Office of Academic Governance are printed on single sided coloured paper and attachments are printed on double sided white paper.

As discussed under item 6.4 The Committee Secretary ensures that:

- staff are advised in a timely manner of submission deadlines;
- the Presiding Officer is consulted prior to printing, or circulation if the agenda is in electronic format;
- members receive their agenda a least one week prior to the meeting to allow adequate reading time;
- the Presiding Officer approves late papers prior to circulation; and
- members are advised in a timely manner if the venue, date and time of the meeting have been changed, or if the meeting has been cancelled.

In accordance with the 'CSU Style Manual' agendas should contain:

- The Name of the Committee;
- the date, time and venue for the meeting;
- a list of business in the order it is to be dealt with;
- where possible draft resolutions;
- the date and venue of the next meeting; and
- the membership and distribution list.

Furthermore, clause 3.3 of the General Policy on Boards and Committees Rule for the Conduct of Meetings of Academic Meetings, as set out under part B1.3 of the Academic Manual, the order of business shall be:

- apologies;
- starring of items;
- confirmation of minutes of previous meetings(s);
- business arising from the minutes;
- report from the Presiding Officer;
- reports from sub-committees;
- new items of business;
- urgent business (must be notified to the Presiding Officer); and
- date of next meeting.

#### 10.1 Guidelines for Agendas as required by the 'CSU Style Manual'

In addition to the responsibilities of the Committee Secretary outlined under items 6.4 and 10, the Committee Secretary should refer to the 'CSU Style Manual' as set out under item 9 for additional guidelines required for University Committees on the following topics for agendas:

- Marginal Symbols;
- Numbering Agenda Items;
- Agenda Item Titles;
- Apologies;

- Membership Items;
- Starring of Items;
- Business Arising from Previous Minutes;
- Draft Resolutions;
- Confidential Items;
- Urgent Business;
- Distribution of Agendas; and
- Agenda papers.

#### 10.2 Template for School Agendas

Pp 84-86

The template for school agendas is attached for reference.

The web link to the electronic version of the template is:

[http://www.csu.edu.au/acad\\_sec/manuals/docs/agenda\\_template.doc](http://www.csu.edu.au/acad_sec/manuals/docs/agenda_template.doc)

#### 10.3 Example of an Agenda

To view examples of agendas please refer to the following web link:

[http://www.csu.edu.au/acad\\_sec/agendas-and-minutes/fb-arts.htm](http://www.csu.edu.au/acad_sec/agendas-and-minutes/fb-arts.htm)

#### 10.4 Agenda Attachments / Papers

Agenda attachments / papers are supporting documentation attached to the back of the agenda for reference for committee members.

Attachments should contain the following information:

- Committee name
- Item Number
- Meeting Date

### 11. **LATE PAPERS**

Late papers are items that require consideration by the committee following printing / circulation of the agenda. The Presiding Officer determines if a late paper shall be considered by the committee.

The 'CSU Style Manual' as set out under item 9, provides additional guidelines for University Committees on late papers (appendix 1 refers).

### 12. **MINUTES**

Minutes are the official record of the proceedings of the meeting. Minutes for committees of the Academic Senate must be created in compliance with the CSU Style Manual for Agendas and Minutes of University Committees', including resolutions, which 'stand alone' i.e. make sense if removed from the context of discussion. Always remember your audience.

Furthermore, In accordance with the 'CSU Style Manual' "minutes are a clear and accurate record of business conducted at a meeting. They should be written in a clear and simple language."

Records of discussion should be in summary format, i.e. verbatim discussion is not required; however it may be necessary to record discussion on important proceedings. The 'CSU Style Manual' details these exceptions under 'Content of Minutes'.

Also it is easier to record discussion in dot point and expand the minutes later if required. However, if you are new to writing minutes you may find that documenting all conversation, then editing, may be easier.

Prior to the meeting the Committee Secretary should read the agenda and speak to the Presiding Officer if there are any items that require clarification.

Alternatively, if, during the meeting clarification is required, ask the Presiding Officer and/or the committee member speaking to the matter following the meeting for an explanation.

Finally, the task of writing up minutes following the meeting is easier if the agenda has been converted to draft minutes and a draft action sheet has been created prior to the meeting.

As discussed under item 6.5 the Committee Secretary ensures that:

- membership, attendance and apologies are noted at the commencement of the meeting to establish if the meeting is quorate (a quorum is the half number of members plus one);
- the Presiding officer is advised if the meeting is inquorate, (if the committee agrees to continue the decisions made at the meeting must be ratified at the next meeting);
- the Presiding Officer's report, other members reports and discussion are recorded in clear and simple language;
- variations to motions are recorded, including draft resolutions that require amendment;
- additional draft resolutions are created, if required; and
- late papers or items without notice are documented.

In addition to the responsibilities of the Committee Secretary outlined under item 6.5, and above, the Committee Secretary should refer to the 'CSU Style Manual' as set out under item 9 for additional guidelines required for University Committees for recording minutes on the following topics:

- Content of minutes;
- Page Numbers;
- Resolutions;
- Numbering Agenda items;
- Recording Attendance and Apologies;
- Starring of Items;
- Confirming Minutes;
- Recording Items out of Sequence;
- Amendments to Documents;
- Recording Late and tabled papers;

- Assumption of the Chair;
- Quorum;
- Adjourned Meeting;
- Arrival/Departures at Meetings;
- Procedures Conducted in Camera;
- Motions;
- Recording with Dissent; and
- Distribution of Minutes.

To view examples of minutes please refer to the following web link:

[http://www.csu.edu.au/acad\\_sec/agendas-and-minutes/fb-arts.htm](http://www.csu.edu.au/acad_sec/agendas-and-minutes/fb-arts.htm)

#### 12.1 Template for School Minutes

The template for school minutes is attached for reference.

The web link to the electronic version of the template is:

[http://www.csu.edu.au/acad\\_sec/manuals/docs/minutes\\_template.doc](http://www.csu.edu.au/acad_sec/manuals/docs/minutes_template.doc)

### 13. **ACTION SHEETS**

In accordance with the 'CSU Style Manual' "action sheets are issued by Committee Secretaries after each meeting of a committee to ensure that action arising from each meeting is notified to, and taken by, the appropriate officer.

The 'CSU Style Manual' as set out under item 9, provides guidelines required for University Committees on action sheets (appendix 2, refers), including a template.

### 14. **MEETING CHECKLIST**

The 'CSU Style Manual' provides guidelines required for University Committees on the meeting checklist (appendix 4, refers).

### 15. **CHARLES STURT UNIVERSITY – ADMINISTRATION MANUAL COMMITTEE RECORDS PROCEDURES MANUAL**

The 'CSU Style Manual' provides guidelines required for University Committee Records Policy checklist (appendix 5, refers). Alternative this information can be obtained under INF52 of the Charles Sturt University – Administration Manual.

Pp 87

The procedure for depositing University records to CSU Regional Archives is also attached for reference.

### 16. **COMMONLY USED TERMS AND ACRONYMS**

Pp 88-94

The table of commonly used Terms and Acronyms is attached under item 16

for reference. In addition the following web link to part C1 of the Academic Manual provides information on the glossary of terms that apply to the regulations and academic policy of the University:

[http://www.csu.edu.au/acad\\_sec/academic-manual/docs/c1.rtf](http://www.csu.edu.au/acad_sec/academic-manual/docs/c1.rtf)