University Committee recommendation that Policies and Procedures section 2.04 and 4.07 be approved

2.04 Meetings of College and School Faculties
(1) Meetings of each Faculty are held at the call of the dean or as the Faculty deems necessary.
(2) Each Faculty shall make rules of procedure and provide for committees, consistent with principles of the rules governing the University Faculty. In the absence of such action, the rules governing the procedures of the University Faculty (Chapters 1 and 6) shall apply when appropriate.
(3) It is the duty of faculty members to attend meetings of the Faculty. All members of the academic staff (defined in UWS 1.01(1)) have a right to speak, but only members of the University Faculty, as defined in 1.01(1), may vote unless otherwise provided in 2.02(2).
(4) The dean is the executive officer of the college or school and is responsible directly to the Chancellor. The dean has immediate supervision of the affairs of the college or school in all of its departments and is the presiding officer of each Faculty and ex-officio a member of all standing committees of the college or school.
(5) Each Faculty appoints a secretary who keeps a record of its proceedings. A copy of the proceedings of each Faculty is furnished by its secretary to each member of the college or school Faculty, to the Chancellor, to the President of the University System, to the Secretary of the University, and to the Secretary of the Board of Regents.
(6) The dean of each Faculty transmits to the University Faculty, through its secretary, all actions which are within the concern of the University Faculty. College and school Faculty action which does not require consideration by the University Faculty is transmitted, in the same manner, to the Chancellor for transmission to the President of the University System and the Board of Regents as may be required.
(7) Except where expressly prescribed the activity of any representative faculty body of any school or college faculty must follow the procedures prescribed for the school or college Faculty.
(Document 1071, 2/16/78; UWM Administration approval, 4/26/78)

4.07 Departmental Chairperson: Duties
The chairperson of the department has the following duties:
(1) Serves as the official channel of communications for all matters affecting the department as a whole between the department and the President, the Chancellor, the dean, other University officials or departments.
(2) Calls meetings of the departmental faculty and of the executive committee at his/her own initiative or at the request of any two (2) members of the respective bodies, presides over the meetings, transmits minutes of the departmental and executive committee meetings to the appropriate dean, to the Secretary of the University, and to the departmental or executive committee members and maintains such minutes in the departmental files.
(Document 984, 5/4/76; UWM Administration approval, 5/25/76; Regent approval, 7/76)
(3) Has charge of all official correspondence
Rationale for Change in UWM Policy and Procedures

Departments are responsible for maintaining the official minutes of departmental and executive committee meetings. As the Office of the Secretary of the University does not maintain these files, its only possible role in receiving the minutes is to monitor the extent that departments are adhering to policy and procedure. The Secretary of the University does not advance the role of the office as one of monitoring policy and procedure at the departmental level, but would prefer to work more cooperatively with departmental chairs, especially those new to the position, to inform them of policy and procedure as part of the formal orientation of new chairs. Additionally, at present very few departments send their minutes to the Office of the Secretary of the University. The effort in monitoring adherence to this policy would seem inconsistent with any potential benefits.