

## *General Policy - Common Meeting Time*

### **Purpose:**

The primary purpose of this policy is to establish a common meeting time which allows for maximum participation by all faculty and staff at various campus and committee meetings.

### **Procedure:**

To promote and allow the involvement of all employees at campus and committee meetings, supervisors, committee chairs, etc., are encouraged to schedule meetings during the common meeting times.

Twelve noon to 1:00 p.m. on Tuesdays and Thursdays are designated as common meeting times. To prevent class schedule conflicts for full-time faculty members, classes will normally not be scheduled during this time period.

### **History of This Policy:**

First policy draft December 10, 2008. Approved by the Operations Council on January 14, 2009 and by the Executive Council on January 22, 2009.