

Faculty Council Committee Report

Month: [October](#) Year: [2023](#)

COMMITTEE: [Procedures Manual Committee:](#)

SUBMITTED BY: [Green, Rhonda](#)

Last Meeting Date: (List date of last physical meeting or the dates of e-discussions)
[Friday, October 20, 2023](#)

Active Members: (List all members who attended meeting/or contributed to work listed in this report in order of last name, i.e., John Adams, Mary Barr, Fred Cox, etc.)
[Click Here To Enter Members Names: Rhonda Green, Gage Waggoner, Diana Gingo, Tiffany Cartwright and Randy Kinnett](#)

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)
[Click here to enter current discussion items: Procedures Committee discussed updating the procedures manual.](#)

Summary of Action Items: (List action items current underway)
[Click here to enter action items: Procedures Committeewould like to propose to FC committee to update the current and past presidents roster. On membership to re-word it to reflect a maximum number of representatives, so we don't have to keep revising as the number grow or shrink, and review past versions of the manual language. We also want to propose to FC to update memberships, committees.](#)

Date of Next Meeting: [Friday, October 20, 2023](#)

Confirmed? (Y/N): [N](#)