

## Standard Operating Procedure

### Committee Transparency

#### Background

Due to concerns that committee members in some committees have been asked to keep all committee activities confidential, which undermines the transparency required for the Faculty Senate to operate as a democratic institution, both the Senate Assembly and SACUA have issued advice to committee members. In 2012, the Senate Assembly approved a resolution discouraging confidentiality agreements covering all committee discussions. In 2022, SACUA approved two related resolutions regarding committee records and SACUA liaisons. The following procedures incorporate these Senate Assembly and SACUA actions into one document.

#### Confidentiality Agreements

- Committee members are discouraged from signing agreements or agreeing orally not to disclose committee activities as a whole.
- When asked to accept broad confidentiality restrictions as a condition for serving on committees or advisory boards, members are asked to disclose such requests and their rationales to SACUA through the Faculty Senate Office so that the extent of such activities can be documented for review on request by members of the University Senate.

#### Committee Discussions

- Senate Assembly committees should capture meaningful content of meeting discussions in written form, for the sake of public record, with the exception of that which is discussed in executive session.
- SACUA liaisons can communicate anything that is discussed in SA committees in executive session to SACUA in executive session, and vice versa.

Approved by SACUA: 4/22/2024