

<b>BGSU Firelands</b> Governance Document	College Council	College Council Agenda
Approved by: <i>Andrew J. [Signature]</i>	Date Revised 12/1/2017	FC3021

**Purpose**

Defines procedures used by College Council in the preparation of the Agenda.

**Procedure**

- Faculty chair requests agenda items from all faculty and staff prior to each meeting.
- Faculty and staff Members submit items for discussion by the Council by contacting the Faculty Chair in writing.
- Committees submit changes pertaining to academic policy.
- Faculty Chair Dean discuss items to be included in the agenda.
- Faculty Chair Prepares the agenda and distributes to all Council members and all faculty and staff members at least 24 hours prior to the meeting.