

PROPOSED CORRECTIONS TO THE MINUTES
of the
Spring Quarter 2005 Meeting

The draft minutes from the May 20, 2005 Spring Quarter Senate meeting were distributed via email on November 7, 2005 and will be presented for approval at the next Senate Meeting on November 18, 2005. After being approved, these minutes will be posted on the Senate web site (<http://senate.ucsc.edu/meetings/index.htm>).

Senators are asked to submit any proposed corrections or changes to these draft minutes to the Senate Office in advance of the next meeting, via EMAIL or in WRITING. All proposed changes will be compiled in standardized format into a single list for distribution as a handout at the next meeting.

This approach gives Senators an opportunity to read and review changes before being asked to vote on them; gives the Senate staff and the Secretary time to resolve any questions or inconsistencies that may arise; and minimizes time spent on routine matters during meetings. While proposed changes may be checked for consistency, they will not be altered without the proposer's approval. This approach complements, but does not limit in any way, the right of every Senator to propose further changes from the floor of the meeting.

To assist the Senate staff, proposed changes should specify:

1. The location of the proposed change (e.g. item, page, paragraph, sentence...)
2. The exact wording of existing text to be modified or deleted
3. The exact wording of replacement or additional text to be inserted
4. (Optional) The reason for the change if not obvious

Please submit all proposed changes to arrive in the Senate Office **no later than 12:00 p.m. on Wednesday, November 16, 2005**. They should be addressed to the Secretary, c/o Academic Senate Office, 125 Kerr Hall or via email to senate@ucsc.edu.

Deborah Letourneau
Secretary, Academic Senate
Santa Cruz Division

November 7, 2005