Appendix A: Agenda and Minutes Procedure

- **Call for Agenda Items** – The JFAC Chair will email all EFAC members at least 2 weeks prior to the next meeting to request agenda items. A deadline for submission should be included in this call.

- **Send Draft Agenda to the Dean’s Group** – Once compiled, the JFAC Chair will send the draft agenda to Hope Mireles and Arin Rose. This draft agenda should be sent out no later than 1 week before the meeting. The draft agenda will then be reviewed by the dean and approved for the meeting.

- **Minutes** – Each departmental representative is responsible for the minutes for the agenda items raised by their own department. They should provide this information to the JFAC Chair, who will query the council for these summaries. The representatives are also responsible for relaying the resolution of issues to the person(s) within their department who initially submitted the issue. Once the minutes are compiled, the JFAC Chair will share them with all members of the council and ask for comments.

- **Confirm Meeting Dates/Changes to the Dean’s Schedule** – The JFAC Chair is responsible for assisting in confirming any changes in the meeting schedule as a result of TAMU holidays or scheduling conflicts with the dean’s calendar (e.g., business travel, Board of Regents meetings, etc.). A majority of the council must be in attendance for each meeting, and the JFAC Chair is responsible for polling the group to ensure that this is the case.

- **Previous JFAC Chairs** – Staack (2015)