

Shared Governance Subcommittee
Archive Questions
March 24, 2006

Keystone Council needs an effective, efficient option for archiving minutes, policies and other relevant documents. There also needs to be a way for those who need these documents Keystone creates and maintains to access these documents.

Currently there are two ways faculty can get Keystone information: 1. Minutes and agendas are posted on the webpage. Some information is posted on the U-High webpage under two different headings: "Keystone" and "Shared Governance."

Questions:

What is the best format for the archive?

How does faculty access information? How much work can Keystone expect of faculty?

Who will be in charge of maintaining the archive? How will consistency be developed?

What information needs to be there?

Does the information need to be protected?

How much information should be stored there? (How far back should archives reach?)

How do we make sure the documents available are the correct documents?

Options for the archive:

Mapped network drive

Website

Password protected website

Blackboard

Hybrids