

In an attempt to simplify record-keeping by the Faculty Senate, the By-Laws, Amendments, and Election Committee has devised a system for titling and dating documents,

1. The following abbreviations will be used to represent each Senate Committee:

Executive:	EX
Academic Affairs:	AA
By-Laws, Amendments & Elections:	BAE
Faculty, Status & Welfare:	FSW
Fiscal Affairs:	FA
Institutional Goals & Planning	IGP
Professional Responsibilities & Concerns:	PRC
Ad Hoc:	AH (Committee name)

2. Each document will carry a number which will consist of digits followed by a decimal point followed by more digits. Each committee will number its documents consecutively and that number precedes the decimal point (i.e. the first document will bear the number 001, the nineteenth will bear the number 019, etc.). The number to the right of the decimal point will indicate the version of the document (i.e. if document 19 is presented in its first draft, it is numbered 019.1, but if it is revised and presented again, the second version is numbered 019.2 and so on).
3. Each document will also be dated according to its presentation to the Senate.
4. Each document should be titled.

Some examples:

BAE: 003.1: 10/12/78
would indicate the first version of the third document from the By-Laws, Amendments and Elections Committee presented on October 12, 1978.

AH (Parking): 012.3: 5/10/79 Title
would indicate the third version of the twelfth document from the Ad Hoc Committee on Parking presented May 10, 1979.

The BAE Committee suggests that this notation be included at the top of each document which is brought before the Senate. Hopefully, it will enable the Senate to file documents according to their committee origin and/or chronologically.