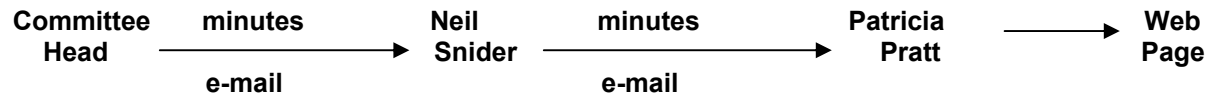


Procedures for Minutes/Drafts/Supporting Documentation

Minutes



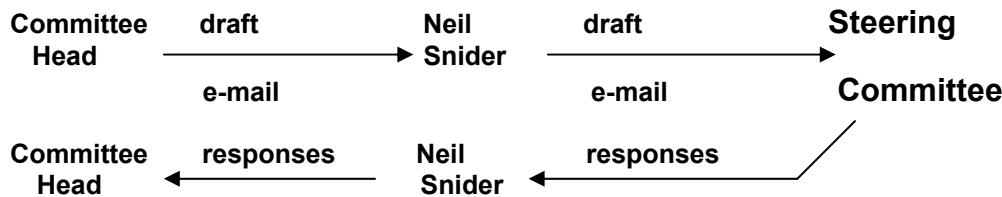
Naming Minutes files

Committee "Minutes" Date
Ex. Institutional Context Minutes 3/9/2006

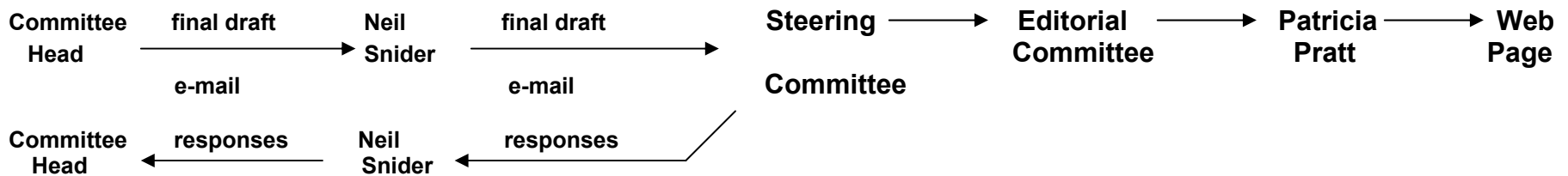
Naming Draft files

Committee "Draft" draft number
Ex. Institutional Context Draft 2

Report Drafts



Final Drafts



Supporting Documents

Send printed documents that need to be scanned and other supporting documents (or their websites) to Patricia.