Committees on the Web

The Web Committee software allows for the storage and display of information about the various University committees and their activities.

- agenda
- minutes
- papers
- meeting dates
- membership
- terms of reference
- contact information

The information is stored in such a way that it can be viewed on the web or retrieved as a local copy for printing, yet easily added to and edited without having to write any html (web markup language).

Each committee has an administrator who organises to have the minutes, papers and agenda documents stored on a central web server. In addition, details of every set of minutes, agendas and papers, term of reference and membership details are stored in a database to allow for easy access and editing. So while the documents themselves are stored on a web server, the details relating to those documents are stored and maintained in a separate database. Examples of such details are

- meeting number
- meeting dates
- availability of papers and their document reference and numbers
- confidentiality
- which papers are linked to which agenda

The present notes are aimed at committee administrators such as you, but before we go into detail on this, we should look at the client view - what is seen by the committee members and other members of staff.
Client View

The url is  http://www.flinders.edu.au/compserv/ucs/public
Select Council and its Committees to see the following page

Council and its Standing Committees

University Council is the University's governing body.

Its Standing Committees are

Academic Senate
Resources Committee
Audit Committee
Awards Committee
Senior Staff Remuneration Committee

There is also an Executive Committee of Council

Each of these links will take you to information about the committee, including membership, terms of reference, meeting dates, and, in some cases, agendas and minutes.

The Council Handbook is available on-line.
Selecting, for example, Academic Senate moves to the page
Alternatively, on the first screen of these notes, if you had selected Committees of the University, it would take you to the page

where you can select the committee of interest from the drop down menu and click Continue.
Academic Senate

Terms of Reference [View]

Membership [View]

Agenda/Minutes/Papers 2007 [View]

Meeting Dates 2007 [View]

Contact the Secretary [View]

Pre Nov 2003 [agendas] and [minutes]

Contact us | Copyright & Disclaimer | Privacy | CRICOS Provider: 00114A | Updated: 15 Oct 2007 | Maintained by: Information Services Division
I. Terms of Reference

An example of the first part of the terms of reference page displayed is for the Academic Senate.

This information is obtained from the committee database records for the Senate. Any changes you, as an administrator, make to the database records will immediately become available for viewing in this format without you having to write any html.
II. Membership

The following example is for the membership page for the Academic Senate.

These details are also kept in the database and the above page is generated automatically in html.
III. Meeting Dates

Once the committee administrator has typed the meeting dates into the database they are available for viewing as in the following example.
IV. Contact the Secretary

Contact details for the committee secretary are available on this page.

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**Academic Senate**

**Contact the Secretary**

- **Secretary:** Ms Anne Reichstein
- **Location:** Policy & Secretariat
- **Telephone:** 15636
- **Fax:** 13757
- **Email:** anna.reichstein@flinders.edu.au
V. Agenda, Minutes and Papers

The example below is from the Academic Senate.

Meetings are numbered 1, 2, 3 ... but may also be numbered with year references such as 1_04, 2_04, 3_04.... There is also provision for meeting numbers of the form Special-1, Special-2 ... for those committees which call special meetings.

The Date and Type columns are self explanatory. The Access column indicates who may view the contents of each document.

- *non-confidential* - may be read by anyone on campus, or connected to our network via the University dial-up modem service. Staff and students may also view these from off campus but will be required to authenticate their access with their web authentication code and password.
• confidential - may be read only by members of the committee, and it requires an authentication code and password to gain access to the document.

The Download column indicates whether a copy of the document is available for you to download for viewing.

Values for this columns can be:
• n/a not available
• available can be viewed
• cancelled meeting was cancelled

The Papers column contains yes if there are committee papers associated with this agenda, and clicking on the word yes takes you to a screen with details of all papers linked to that meeting.

To see all papers for this committee for the entire year, click on the List all Committee Papers button at the top of the page.

An example of a page containing committee papers is below.
Each committee paper is uniquely numbered and also can be given a document reference name as a guide to its contents.
Administering a Committee

I. Creating a new committee

To install a new committee on the web you must first contact ISD staff so that the database entry can be created and the major administrator for this committee assigned. Details you will need to provide are:

- full name of the committee (for example Information Technology User Group)
- a short form of the name (for example ITUG)
- the authentication code of the administrator (eg smit0567)
- a list of committee members (and their authentication codes) who are allowed to see confidential items

Appendix B is a copy of a request form for a new committee.

II. Administrator's Role

Once the committee has been set up you can login to make changes to its details from the web page

http://www.flinders.edu.au/compserv/ucs/

This is not the web page that end users will see and this url should not be given out to others. It is purely for use by committee administrators.

There are three major parts to administering a committee's business

- preparing agenda, minutes and papers
- uploading copies of these to the web server
- adding details of these documents to the database so that others can see them

In addition, you will need to prepare the terms of reference, membership and committee administration details.

Each committee has at least one administrator but can have up to a maximum of five people working in cooperation. As committee administrators you are able to allow access to other administrators as you see fit.

III. Setting up meetings for the year

At the start of a year it is a good idea (though not essential) to create the database records for the agenda for every meeting of the year so that people can see the scheduled dates, even though, as yet, there are no agenda available. Alternatively, if you wish, you can create the records for each meeting as it occurs. For the example
that follows we shall create records for the whole year. First login to administer the committee.

This will list all the committees for which you are an administrator. Select the committee you wish to administer and click Choose.
Select Details of Agenda/Minutes/Papers

This page lets you create records for agenda, minutes and papers and also edit them once created.
To create the meeting dates for the year, select *New agenda*.

For each meeting of the year type in the details and click the *Add this record* button. This will cycle round for as many meetings as you wish to create; when finished select *No more additions*.

The *Duplicate entry?* field allows for the fact that you may have two entries for the same meeting (one agenda confidential and the other non-confidential), in which case the second entry should be set to *yes*. This prevents multiple entries appearing for clients when viewing meeting dates.

### IV. Preparing an agenda
1. Create a pdf (portable document format) or a Microsoft Word version of your agenda for customers to download. PDF is the preferred format.

2. Upload this file to the web server as follows.
   - in the main web administrator page select *Copy Agenda/Minutes/Papers to Web Server.*

   • Select the appropriate details in each entry and select *Copy to server.*
Click on Choose File to find the file on your hard disk containing your agenda. When it is uploaded to the web server it will be given the name 2004TESTagenda_1.pdf.

Click on Upload now.

You will be returned to the upload page to upload further files - for example agenda_1.html if you are going to provide on-line viewing of the document.

When you have finished uploading, select Main menu.

5. Make the agenda available to staff.

Select Details of Agenda/Minutes/Papers.

Select Edit Agenda/Minutes/Papers with the correct year and type selected.

Click on the meeting number for this agenda.

Change the View Status and the Download Status to available, and change Papers? to yes if there are attached papers for this agenda.

Select Commit Changes and go back to the list of agenda.

Select Finished, and then Back to the main menu.
V. Preparing papers for a meeting

Note that the document numbers you use when creating committee papers must be unique in any one year. You can use simple numbers 01, 02, 03, ... or more complex numbering schemes showing the year if you wish 01_03, 02_03, 03_03 .... or doc_AS_01_03, doc_AS_02_03 ...).

These paper identifiers may contain both letters and numbers, and to ensure the papers are sorted in the correct order when viewed on the web there is a field called Paper Number which must be numeric and it indicates the order in which the papers will be sorted when displayed on the web pages.

1. Prepare one copy of the paper in pdf format.

2. Upload this file to the web server as follows.
   - in the main web administrator page select Copy Agenda/Minutes/Papers to Web Server.
   - Select the appropriate details in each entry box and select Copy to server.
   - Click on Browse to find the papers file on your local disk.
   - Click on Upload now.
   - You will be returned to the upload page to upload further files - for example the html version if you are going to provide on-line viewing of the document.
   - When you have finished uploading, select Main menu.

5. Make the papers available to staff.
   - Select Details of Agenda/Minutes/Papers.
   - Select New Papers with the correct year and type selected.
   - Provide the details of the paper
   - Select Add this record, and then No more additions when you are finished.

VI. Adding Committee Administration Details

This sets the web administration security and also details the contact information for the committee's executive officer. On the main menu, select Edit Administration Details.
The five administrator fields contain the authentication codes of those allowed to make changes to this committee's records. If *Test mode only* is set to *yes*, then customers will not be able to see or choose that committee to view its details. Only administrators can view that committee. This is useful during the initial set up of a new committee.

If *Hide agendas etc* is set to *yes* then customers will not be offered the option to view agendas, minutes and papers but can see other committee details.
If *Hide meeting dates* is set to *yes* then customers will not be offered the option to view meeting dates but can see other committee details.

The two fields called *Comments for c'tee page* and *Small text comment* allow the administrator to add comments on the pages shown below. The main *Comments* field will appear at the end of the page in plain text, while the *Small text* field will be displayed in small type, as in the example below.

The remaining fields are self explanatory.

**VII. Adding Committee Membership**

This provides either a list of individual committee members or a brief description of the membership. On the main menu, select *Edit Membership*, then select the membership group to edit.

The system allows for members to grouped by name, for example,

- Council members elected by academic staff
- Council members elected by general staff

and so on. If there is just one group then choose Group 1.
Choose the membership group to edit.
Membership can be displayed in various groupings if desired. The Header Text will appear as a title at the top of the membership page, and may be omitted if desired. The Trailer Text will appear at the end of the membership page in italics and would normally be used for displaying the date for which the information is current.

Group 1 is the heading text for the first group of members, and then the Member fields can be filled with members of that group. Group2 and following groups cater for the remaining membership groups. The group heading text can be omitted if desired.
Tertiary Education Swimming Team

Membership

Members ex Officio 3 academic staff members elected from each faculty (12 in total)
George Molaninis
Mary Jones-Smythe FRCS, PhD

Education, Humanities, Law and Theology
Associate Professor Desmond O'Connor
Dr Kay Whitehead
Associate Professor Kathy Mack

Science and Engineering
Prof John Wheldrake
Dr Fred Pumila

Reviewed Mike Wiseman 3 September 2003

Back
VIII. Adding Committee Terms of Reference

This provides a layout for the terms of reference for the committee. On the main menu, select *Edit Terms of Reference*.

The system allows for the terms of reference of the committee to be grouped as appropriate. Choose Term 1.
The **Title Text** will appear as a title at the top of the terms of reference page, and may be omitted if desired. The **Trailer Text** will appear at the end of the terms of reference page in italics and would normally be used for displaying the date for which the information is current.

The terms of reference themselves are grouped as items, with item numbers, term headers and term text. You can see the layout produced by this example.
Terms of Reference

1. The Academic Senate shall advise Council on all matters of academic policy, including:

(a) the formulation of the goals, objectives and strategies of the University as set out in the Flinders Strategic Priorities and Future Directions and the actions necessary for their implementation;

(b) the extent to which the University's academic goals and objectives have been achieved;

(c) the development of teaching, learning, scholarship, research and research training;

(d) the conditions for the granting of fellowships, scholarships, bursaries and prizes;

(e) the entrance standards for students and the admission of students;

(f) the appointment, promotion and continuing appointment of academic staff;

(g) equal opportunity, affirmative action, student access and equity, cultural diversity and inclusiveness;

(h) the development of new academic activities and the establishment of new faculties, departments, schools and centres, and changes in the academic organisation;

(i) courses and the granting of all academic awards;

(j) the administration of the statutes and rules governing academic awards.

2. The Academic Senate shall:

(a) be responsible for quality assurance in relation to academic matters and for the review of University performance in these areas;

(b) monitor and review academic performance across the University on the basis of reports of strategic action plans and Key Accountability Measures;

(c) approve the processes for approval and review of topics;
IX. NewsFlash

There is often a need to carry a message to committee members via the committee web pages and the NewFlash facility provides this. Select Create or edit the NewsFlash.

This produces an insert for the customer to see as per the example below.
Tertiary Education Swimming Team

Terms of Reference  View
Membership  View
Agenda/Minutes/Papers  2007  View
Meeting Dates  2007  View
Contact the Secretary  View

Agendas and minutes available to members only

Message to Committee Members

The meeting on 5 April 2007 has been postponed until 16 May.
APPENDIX A

If you wish agendas to have live hyperlinks to any papers referenced, you will need to know the full web address (path) of those papers.

First of all, create the database records for each of the papers.

1. Select Details of Agenda/minutes/papers in the web administrator page.
2. Select New papers.
3. Type in the details for each paper, including a unique document number and document name for each one.
4. Select Add this record, and continue until all papers are entered, then select No more additions.
5. Select Edit agenda/minutes/papers - selecting papers and the correct year.
6. In the column labelled Show appears a link called url. If you click on this it will give the full path of this document for you to use in your agenda.

You can now cut and paste this link address into your agenda document.

In Microsoft Word

To insert a link into a document,

• highlight the text that will be used as a link
• choose HyperLink from the Insert menu
• type in the link address in the Link To: box
• click OK.

In Adobe Acrobat

To convert some text into a link,

• open the pdf file in Acrobat
• choose Tools>Advanced Editing>Link Tool
• drag a rectangle around the text to be used as a link
• in the Create Link dialogue box, select the type of link you want (usually, "open a web page")
• click ok
• double click on the link text to open the Properties window
• set the appearance of the link you desire
• click OK
APPENDIX B

Web Based Committees

To install a new committee on the web you must first contact Information Services Division so that a new database entry can be created and the major administrator for this committee assigned. Details you will need to provide are:

<table>
<thead>
<tr>
<th>Full Committee Name</th>
<th>Committee short name or acronym</th>
<th>Name of primary administrator</th>
<th>Authentication code of administrator</th>
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<tbody>
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Examples

1. Full name of the committee
   Information Technology User
   Group
2. A short form of the name
   ITUG
3. Authentication code of the administrator
   smit0567

Confidential Agendas and Minutes

Please attach a list of committee members who will be allowed to view confidential items.

<table>
<thead>
<tr>
<th>Committee Members</th>
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