There are three possible types of records of the minutes:

1) Tape recordings of the meeting;
2) Complete transcriptions of such recordings;
3) Minutes in a summary form.

There are at least three ways of disseminating the minutes:

a) E-mailing the senators and other meeting participants;
b) Posting the minutes on the web with password restriction to faculty and administrators;
c) Posting summary minutes on the web open to the group that had access before November of last year.
The major factors of importance here would appear to be:

i) Keeping an accurate and accessible historical record of the deliberations of the Senate;

i) Giving timely access to the faculty and administration of current Senate deliberations;

i) Preventing the limitation of discussion due to fears that one’s words may be taken out of context or that they will reach an unintended audience.