POLICY COUNCIL
Friday, October 21, 2016
2:00-3:00 PM
Hamersly Library 205
Mtg. No. 6

MINUTES

Present: Rebecca Chiles, Amy Clark, Barb Dearing, Gary Dukes, Tina Fuchs, Ryan Hagemann (Chair), Erin McDonough, Reina Morgan (Staff), Alma Pacheco, Steve Scheck, Adele Schepige, Darin Silbernagel, Chris Solario, Ella Taylor, Judy Vanderburg, Eric Yahnke

(1)   CALL-TO-ORDER

- The Meeting was called to order at 2:03 PM.

(2)   TERMINOLOGY

-We will use the terminology "University Policy" versus "Department Policy." Department policies do not need to come to the Policy Council.
-The wording on the policy template will be changed to say "University Policy" and "University Procedure" rather just "Policy" and "Procedure." This should make it clearer that it is not needed for department policies and procedures.

(3)   SUBMISSION SHEET

-The submission sheet will provide a summary of where the policy came from, what is being requested (i.e. delete the policy, approve the policy as is, approve with changes, etc.), and who has provided input thus far.
-The submission sheet will be written by the responsible officer and will accompany the policy when presented to the council and when posted online for public comment.

(4)   CAMPUS COMMENT *BEFORE* DRAFT GOES TO POLICY COUNCIL

-The Policy Council decided it is not necessary for policies to go through two public review periods. Responsible officers will be taking policies to relevant groups for input so if there is anything alarming it should be caught during that process (or when it comes to the Policy Council) and only needs to be posted online one time.
-If people have concerns about a particular policy they can voice those concerns through the comment box or policy council email address at any time.

(5)   TRAINING SESSIONS

-A presentation was given during fall kickoff week. Presentations to a few other groups (including staff and faculty senate) have happened or are currently scheduled. If people have other suggestions of groups to present at please let Ryan know.

(6)   RESPONSIBLE OFFICER PROCESSES

-Review and make edits to policies. As policies are ready responsible officers should bring to other groups for input (as appropriate) and then to the Policy Council. Once it has been presented to the Policy Council it will be posted online for a seven day period.
-Depending on the nature of any comments that are provided, the responsible officer will determine if revisions need to be made and if it needs to be brought back to the Policy Council.

(7)   PORTAL ACCESS AND POLICY REVIEW

-Responsible Officers should all have access to edit policies in Portal now and can bring policies forward at upcoming meetings as they are ready.
-Chair Hagemann will prepare a status report for each meeting that shows what has happened with the policies that were discussed in the previous meeting.

(8)   "SUGGEST A POLICY"

-Instead of creating a new avenue for suggesting a policy, it was decided to change the title of the current comment box to say "comments/policy suggestions."

(9)   CONSISTENT DAY FOR DRAFT POSTING

-Draft policies will be posted the Monday morning following the Policy Council meeting.

(10)   NEW POLICIES

-New policies will go through the same process they always have and then will be brought to the Policy Council and be made available for a seven day review period just the same as all other policies.

(11)   ADJOURNMENT

-The meeting was adjourned at 2:53 PM.