



POLICY COUNCIL

Wednesday, April 13, 2016

Hamersly Library 205

Mtg. No. 2

2:00-3:00 PM

MINUTES

Present: Laurie Burton, Rebecca Chiles, Amy Clark, Barb Dearing, Rebekah Degner (Intern), Gary Dukes, Tina Fuchs, Ryan Hagemann (Chair), Bill Kernan, Tommy Love, Reina Morgan (Staff), Steve Scheck, Judy Vanderburg, Darin Silbernagel, Ella Taylor, Eric Yahnke

Absent: Corbin Garner, Chris Solario

(1) CALL-TO-ORDER AND REVIEW OF MINUTES

-The Meeting was called to order at 2:00 PM.

-Overview of meeting agenda and explanation of meeting documents.

Meeting documents: agenda, previous meeting minutes, organizational structure/index

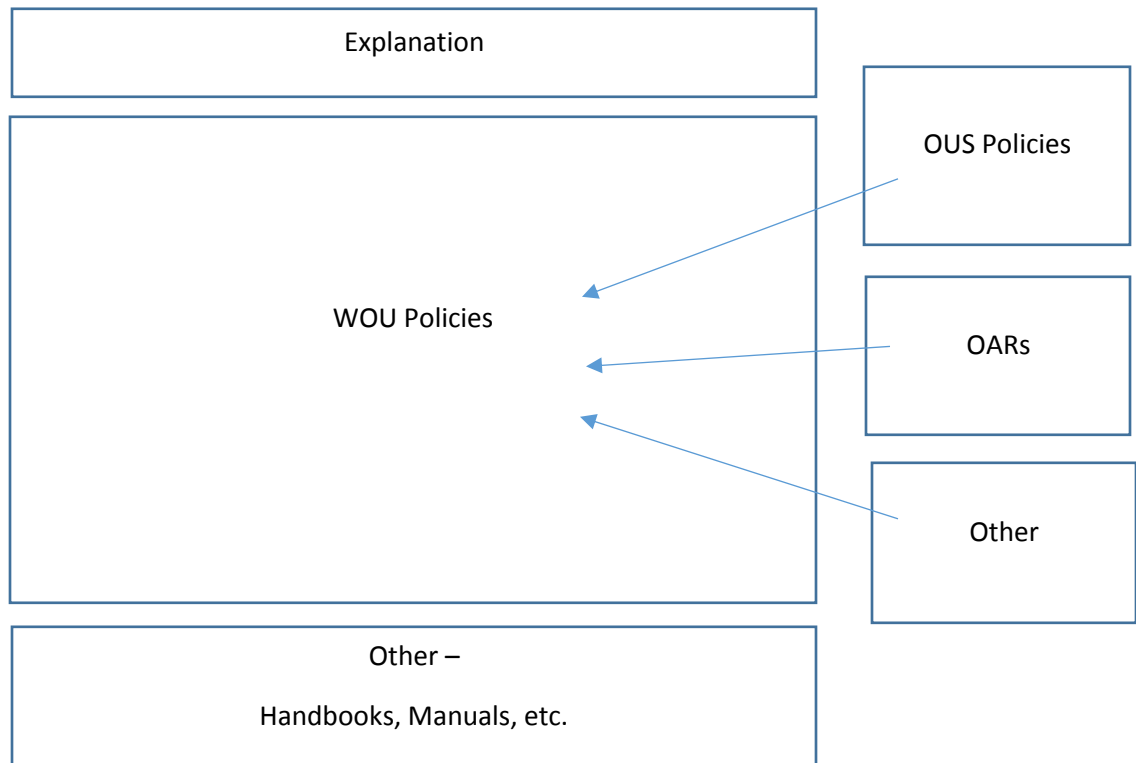
(2) LINKS

-The Council responded positively to the Cornell policy website. The main emphasis was on the ease of use and visual appeal.

-Dr. Burton recommended making sure the website has a searchable index.

(3) ORGANIZATIONAL STRUCTURE

-Chair Hagemann described the temporary transition phase website design, as shown below.



-Chair Hagemann stated that the WOU website will follow this structure during the policy transition. The main purpose of this design is to allow website viewers to easily distinguish the origin of the previous policies and rules that are currently being transitioned into one comprehensive policy list for Western Oregon University.

(4) PROCESS

-There was a group consensus on making the policy writing and amendment process flexible, following with the traditions of Western Oregon University's prior processes.

-The Council is meant to be the last stop for policies before being sent to the President and approved for public comment.

-The Council discussed the idea of having a routine schedule for policy notices using the all fac/staff list. Ex. All policy change notices will be sent out on a weekly basis (Monday 9 AM). This will help control the flow of information sent to emails, and ensure all information is being properly shared with the WOU community.

-All members of the Council were interested in the idea of creating a shared drive where all documents can be centrally located. Once the Word documents of all policies are uploaded, each responsible officer will then have access to them and will be able to start revising and updating all incoming policies.

-The Council agreed that it would be good to go paperless when possible. There is no need to print physical copies of the policies if they can access them digitally.

-Org Sync was recommended to the Council as a medium for relaying information to students, faculty, and staff members through email updates.

-The Portal was recommended as another place to advertise policies that are available for public comment.

-The website will be available to show the Council at the next meeting. Chair Hagemann will first test the site out with the student, staff, and faculty senates to get their input.

-Chair Hagemann explained that we are ahead of the game at getting the policies transferred over. OSU said it will take them five years to complete.

ACTION: Chair Hagemann asked that all responsible officers review the policy lists that were given to them in the meeting. If any policy is misplaced or there are any discrepancies, please contact Reina, Rebekah or Chair Hagemann.

(5) Manuals, Handbooks, and other Authorities:

-Chair Hagemann explained that Oregon Revised Statutes take precedence over Oregon Administrative Rules and Oregon Administrative Rules take precedence over WOU Rules.

ACTION: Policy Council members need to send all manuals, handbooks, and other similar documents to Reina, Rebekah, or Chair Hagemann.

(6) New Policy Proposals:

-The Council sought clarification regarding the difference between departmental procedures versus campus wide policies. Reina and Rebekah shared that they have put together some documents that will be helpful resources for the Council. Rebekah also informed the Council of the policy writing manual- that it is meant to enable all members of the WOU community to be able to write and propose policies.

The meeting was adjourned at 3:00 PM.

Meeting Minutes Written by Policy Council Intern, *Rebekah Degner*.