**University Policy Committee**

**December 17, 2009**

Present: Chancellor Ballard, C. Locklear, P. Rogers, J. Durham, A. Bunch, J. Chinn, G. Vanderpool, R. Newton, J. Toller, B. Clark, D. Payne, S. Tronto, N. Floyd, M. Walker, G. Gemperline, and J. Eastwood

Welcome

The meeting began with greetings from Philip Rogers, followed by introductions.

Committee’s Charge

Chancellor Ballard emphasized the importance of clarity and transparency in the policy development process at ECU. From a historical perspective, the institution in many instances lacked policy clarity, or inconsistently applied existing policies, or there was an absence of policy in key areas, or there were questions about the appropriate delegation of authority. Based upon a BOT directive and management letter finding, UNC General Administration business practices, and the consistent commitment to transparency, the Chancellor, with the support of Executive Council and the endorsement of the BOT, adopted the current policy infrastructure.

The Chancellor charged the committee with the following tasks: 1) serve as the implementation team for the development of the University Policy Manual; 2) serve as the divisional point person in the development of all policies, regulations and rules (PRRs); 3) generate trust in the process; and 4) exercise common sense – don’t become too bureaucratic.

In responding to questions, the Chancellor set a five year goal for the full implementation of the University Policy Manual and cited the close relationship between the revision of the Faculty Manual and the development of the University Policy Manual.

PRR Roles and Responsibilities

Philip reviewed the eight identified roles (see agenda) and responded to questions. Determining if an existing document is a policy, regulation, rule, or standard operation procedure (SOP) is a key step in the review and transition process. Other key elements discussed by the group were the need for training and the development of divisional processes in terms of vetting and process facilitation.

Donna discussed the need to develop and communicate transition principles until an item is official moved into the PRR format and posted as part of the University Policy Manual; all current documents continue to govern as long as they don’t conflict with existing PRRs.

Donna distributed a draft memo to clarify the role of her office in terms of the substantive review of each PRR, which is a separate function from the technical maintenance of the University Policy Manual. She asked for feedback from the committee.

PRR Process

Philip reviewed the key elements of the Formatting, Adopting, and Publishing PRRs Regulation. He emphasized the importance of being familiar with this governing document. As an example, Philip discussed how the established process was used in the development of a space regulation.

Bill asked about a peer review process to determine the key policies that should be part of the University Policy Manual. In response to the question, Donna suggested each vice chancellor identify key areas for policy development.

University Policy Manual Infrastructure

Donna reviewed the PRR demo website and emphasized that the functional categories are an organizational tool and not necessarily designed to reflect reporting structures. During the demonstration, Stacie requested a clear link on the ECU website to the University Policy Manual.

Donna discussed the development of a formal notification process for new and revised PRRs. Stacie requested the development of a statement to the campus community emphasizing the importance of familiarity with the University Policy Manual; this statement may be part of the rollout plan for the website. Donna also mentioned the importance of a transition statement and link to current policy manuals.

Implementation Goals

Philip asked the group to review the spring implementation goals prior to the next meeting.

Next Steps

A meeting invitation for the next meeting is forthcoming. During the next meeting we will review/discuss the functional categories and numbering system document. Philip distributed a copy of the forthcoming ECU Official announcement regarding this committee.