**University Policy Committee**

**January 26, 2016**

**Mendenhall Student Center**

I. Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Bernie Schulz, Hiromi Sanders, Steve Duncan, Melissa Bard, Donna Payne, John Stiller and Lisa Ormond. Also present were Carol Fornes representing Health Sciences, Kim Walters, Madeleine Bade and Steve Serck.

The minutes of the November 24, 2015 meeting were not approved because a quorum was not met.

II. Old Business

* Review schedule of PRRs

E. Eatman thanked members who had submitted their 20% for review for 2016. She asked the members to submit written approval from their vice chancellor in the form of an email or memo if there are no changes needed to their PRRs. If there are potentially non-substantive changes, PRR Reps can forward a track changes version to E. Eatman and she will work with OUC to determine if the PRR needs to undergo another full vetting. If substantive changes, the PRR Rep should fill out PRR proposal form and send to E. Eatman.

III. New Business

Improvements to PRR approval process (attachments 2 & 3)

The PRR standard operating procedure and SharePoint Site Guide were shared in attachments two and three. E. Eatman reminded the committee of these two documents and asked the committee for input on how we are currently handling issuing authority approvals for PRRs.

E. Eatman shared that gaining IA (final) approval is supposed to work as follows: After OUC completes final review of PRR, SharePoint sends email to PRR Rep/Shepherd notifying them that OUA final review is complete and that the PRR is now in IA final review phase. This is supposed to spur the next steps in the process (review by Executive Council if needed and securing IA final review). Written approval from the IA is needed, and if the IA doesn’t go into SharePoint to approve, there is no paper trail so someone has to reach out and ask for it.

E. Eatman explained that sometimes the SharePoint notifications are ignored, and someone in OUC has to reach out to IA to secure final IA review. The committee was asked: how can we make this a smoother process? Would a flow chart help? What existing mechanisms do we have that we can utilize to track these approvals?

E. Eatman stated that she would research some options and report back to the committee.

IV. Standing Items

 A. Updates and new PRRs

 Updates to the policy manual were shared in attachment 4.

 B. PRR Proposals

The following PRR proposal was discussed:

1. Adverse Weather and Emergency Event Policy (Melissa Bard): The Office of State Human Resources has approved a new University Adverse Weather and Emergency Event Policy for the UNC System, effective January 1, 2016. This ECU PRR will mirror that policy. Health Sciences, Faculty Senate and Staff Senate will need to vet this PRR, but it will be posted as an interim in order to comply with the UNC System policy as soon as possible.

 B. UNC Policy Updates

 Updates to the UNC Policy Manual were shared in attachment 5.

C. PRR Divisional Updates

 The committee members shared various PRR related updates.

V. Next Steps

Next meeting is March 29, 2016 in Mendenhall Student Center.

VI. Adjourn