**University Policy Committee**

**October 6, 2016**

**Mendenhall Student Center**

Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Lee Workman, Tim Wiseman, Gary Vanderpool, Hiromi Sanders, Chris Locklear, John Stiller, Bernie Schulz, Stacie Tronto (ex officio), and Michelle Brooks. Also present was Kitty Wetherington.

The minutes of the June 21, 2016 meetings were approved by consent.

II. Old Business

* Review of posted PRRs

E. Eatman reminded the committee that they should be reviewing the PRRs that were chosen as their division’s 20% to review in 2016. If there are no changes, written approval is required from the division’s vice chancellor in the form of an email or memo to E. Eatman. If changes appear to be non-substantive, a track changes version of the PRR can be sent to E. Eatman and she will work with the Office of University Counsel to determine if the PRR needs to undergo further vetting. If changes are substantive, the PRR will have to follow normal procedures for review/approval.

E. Eatman shared that she is reviewing PRRs posted in SharePoint and will be reaching out to PRR Reps about those. The goal is to clean out SharePoint so that it only contains PRRs that should be moving through the review process (all others should be archived). This will be a cumbersome task that will require the cooperation of all division.

III. New Business

* Revised policy process proposal

As a result of the committee’s discussions on ways to improve the PRR review and approval process, E. Eatman shared a proposed revision to the process and an accompanying flow chart in attachment 2. The E. Eatman explained the proposed new process, and the committee discussed the various aspects of the change, and steps that should be taken prior to implementation. The projected date of implementation is set for January 1, 2017, although that date could shift based on a number of factors.

IV. Standing Items

A. Updates and new PRRs

Updates to the policy manual were shared in attachment 3.

B. PRR Proposals

The following PRR proposals were discussed and shared in attachment 4:

1. IT Accessibility PRR (T. Wiseman): Wendy Creasey is PRR Shepherd. This PRR addresses IT Accessibility standards in all areas including web, instruction, systems, purchasing, contracts, alternative action plans, and compliance. It has already been vetted by several groups, but will be vetted by DELT, Web Oversight, Academic Council, Faculty Senate and Executive Council in addition.
2. Criminal Background Check Policy (M. Bard): The purpose is to combine existing policies for criminal background checks for SHRA/CSS and SAAO/NF-EHRA and Faculty together and transition into PRR format. Vetting groups include Internal Audit, OED, AA Personnel Office, HS HR Office, Student Employment Office, The Graduate School, Faculty Senate, Staff Senate, BSOM Dean’s Office, and Executive Council.

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 November 29, 2016 in Mendenhall Student Center.

VI. Adjourn