**University Policy Committee**

**January 31, 2017**

**Mendenhall Student Center**

Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Jim Hopf, Paul Gemperline, Lee Workman, Donna Payne, Tim Wiseman, Gary Vanderpool, Melissa Bard, Hiromi Sanders, Kimrey Miko, John Stiller, Bernie Schulz, Stacie Tronto (ex officio). Also present was Madeleine Bade.

The minutes of the October 6, 2016 meeting were approved by consent.

II. Old Business

* Policy process discussion

A flowchart and draft policy review/approval process document were included as attachment two to the agenda. E. Eatman shared that the process document had been revised based on previous committee feedback during the last meeting. E. Eatman reviewed the document and there was discussion about parts that needed amending. ITCS has shared that it will take a few weeks to complete the SharePoint site. E. Eatman shared that the goal is to launch the new process and SharePoint site on May 1, 2017, and listed the tasks that need to be completed prior to the launch. The committee members agreed that this goal seemed attainable. There was support of the proposed revised process.

* Annual review of posted PRRs (20%)

The committee was reminded to submit the 20% of PRRs they plan to review in 2017.

III. New Business

* Review cycle for PRRs by division

E. Eatman mentioned that she was trying to determine if scheduling a review cycle by division would help or hinder the review process. She decided to explore this idea further after the launch of the PRR process.

IV. Standing Items

 A. Updates and new PRRs

 Updates to the policy manual were shared in attachment 3.

 B. PRR Proposals

PRR proposals were shared in attachment 3. The committee was asked to respond via email if they had comments.

 B. UNC Policy Updates

Updates to the UNC Policy Manual were shared in attachment 4.

C. PRR Divisional Updates

There were no divisional updates because of time.

V. Next Steps

Next meeting is March 28, 2017 in Mendenhall Student Center.

VI. Adjourn