**University Policy Committee**

**April 20, 2017**

**Greenville Centre**

Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Michelle Brooks, Bernie Schulz, Hiromi Sanders, Gary Vanderpool, Donna Payne, John Stiller and Kimrey Miko. Also in attendance were Madeleine Bade, Kimberly Nicholson, Faye Steele, Sonni Minton and Steve Serck.

A quorum was not reached, therefore the meeting minutes of January 31, 2017 were not considered.

II. Old Business

* Revised Policy Process

E. Eatman updated the group on the vetting steps that had occurred for the new policy process, which begins May 1, 2017. Mrs. Eatman explained that the Faculty Senate and Executive Council were supportive of the new process, and that the trainings that were occurring were the final steps before the process kicks off. There was discussion about adding UNC Board of Governors approval to the PRR process flow chart. The chart will be updated and added to the help section of the UPM website, along with the other process documents that were included as agenda attachment 2.

III. New Business

* Revised PRR Standard Operating Procedure

A draft of a revised PRR Standard Operating Procedure was shared as attachment 3. The committee was asked to review and send any suggested edits to Mrs. Eatman in the next week. This document will replace the current Standard Operating Procedure and reflects the new PRR process.

There was discussion about an ECU Official message going out in August to notify campus of the changes to the PRR process. This message will be crafted over the summer.

* New PRR process and SharePoint training

Mrs. Eatman conducted a training for the UPC members that included an overview of the new PRR process with a focus on the new PRR SharePoint site. The SharePoint site will be the tool used by UPC members to provide feedback on each PRR that moves through the review process. Mrs. Eatman shared that she can conduct one-on-one trainings as needed, and will also share a training document with the UPC members via email.

IV. Standing Items

A. Updates and new PRRs

Updates to the policy manual were shared in attachment 4.

B. PRR Proposals

There were no PRR proposals to share.

B. UNC Policy Updates

There were no updates to share.

C. PRR Divisional Updates

There were no divisional updates because of time.

V. Next Steps

Next meeting is June 6, 2017 in Mendenhall Student Center.

VI. Adjourn