**University Policy Committee**

**January 30, 2018**

**MSC 221**

Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Chris Stansbury, Kitty Wetherington, Kenneth Briley, Tim Wiseman, Donna Payne, Mike Hanley, John Stiller, Paul Gemperline, and Kimrey Miko. Hillary Lynn and Madeleine Griffith were also present.

The minutes of the October 31, 2017 meeting were approved with an edit to suggested vetted groups in the Student Employment PRR proposal discussion.

Old Business

* Use of Facilities and Freedom of Expression PRRs

E. Eatman shared that work continues on the repealed Use of Facilities PRR. Steve Serck has been working with Chris Stansbury on a new draft. Commercial Solicitation has been removed, and Leslie Craigle is creating a new PRR with that piece. C. Stansbury is creating a new PRR on the Distribution of Non-University Publications piece. S. Serck is currently reviewing the latest draft of the Use of Facilities PRR.

S. Serck was not able to attend the meeting, but E. Eatman shared that there were updates being made by S. Serck to the Freedom of Expression PRR to comply with changes at the System level.

New Business

* Training requirements for supervisors of graduate students (P. Gemperline)

Paul Gemperline shared that there is an ad-hoc group working on training for supervisors of graduate students. There will be six or seven modules, which will be required every five years. The goal will be a standard operating procedure to describe this practice.

* Update of PRRs in review process

E. Eatman shared a spreadsheet containing all PRRs currently in the review process. There were twenty PRRs added to the list since the last UPC meeting. E. Eatman noted that there has been a lot of activity on several PRRs that had remained stagnant for years, and that UPC members should expect a steady flow of PRRs coming to them for review. E. Eatman reported that the PRR process is mostly flowing smoothly, with the biggest challenge being tracking all the activity. Minor changes to the SharePoint site and process are occurring for improvements as the process matures.

Standing Items

* Updates and new PRRs

Updates to the policy manual were shared in attachment 2.

* PRR Proposals

PRR proposals were shared in attachment 3.

Eighteen PRR proposals were shared with the group. Eight were from Student Affairs:

* + Student Code of Conduct
  + Student Health Insurance Plan
  + Student Health Eligibility of Care
  + Immunization
  + Student Grievance
  + Required Residency
  + Emergency Withdrawal
  + University Behavioral Concerns Team

Administration and Finance shared a proposal for the Sales and Solicitation PRR that came out of the revision to the Use of Facilities PRR.

Health Sciences submitted four HIPAA Security PRR proposals, which are planned to be a part of 14 HIPAA Security PRRs. A discussion was had about the potential to have a separate manual with all HIPAA Security PRRs with one PRR that points to them. Donna Payne said she would like to meet with PRR Shepherd Michelle Evans to discuss this possibility. E. Eatman will coordinate the meeting to determine next steps.

Academic Affairs shared a proposal for Contingency/Continuity of Instruction, which is coming from Continuing Studies.

The Chancellor’s Division shared four PRRs from Campus Safety. E. Eatman mentioned that she was not sure if these were all PRRs or if they would be better suited as standard operating procedures. E. Eatman reported that she would consult legal to determine next steps for these.

* UNC Policy Updates

Updates to the UNC Policy Manual were shared in attachments 4, 5, and 6.

* PRR Divisional Updates

There was no further discussion.

Next Steps

Next meeting is March 27, 2018 in Mendenhall Student Center.

Adjourn