



University Policy Advisory Committee Minutes

Barge Hall, room 412

October 26, 2016

8:30 AM

Present

Ex-officio non-voting: Jim Gaudino

Ex-officio: Lidia Anderson, Joey Bryant, Katherine Frank, Joel Klucking, Kathryn Martell, Sharon O'Hare, Sathy Rajendran, Linda Schactler, Gene Shoda, Wendy Cook

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Patricia Cutright, Richard DeShields, Dennis Francois, Mike Harrod, Bernadette Jungblut, Mike Luvera, Nina Oman, Stacey Robertson, Staci Sleigh-Layman, Stuart Thompson, Bill Yarwood

Others present: Heather Jones, Rose Spodobalski-Brower

I. Action Items

1. Action – Approval of UPAC Minutes from June 1, 2016

UPAC members endorsed the minutes from June 1, 2016.

2. Policies & Procedures – Summary sheets precede individual policies and procedures

A. Academic & Student Life – Katherine Frank:

1. CWUP 5-50-010 & CWUR 2-50-010 Jurisdiction for Curriculum Matters Policy & Procedure

The changes to the Jurisdiction for Curriculum Matters Policy and Procedure included removing the Center for Teaching and Learning, adding the new Teacher Education Executive Council, and adding a description of responsibility. UPAC members endorsed the changes to CWUP5-50-010 and CWUR 2-50-010.

2. CWUP 5-50-020 Definition of Curriculum Terms

The changes to the Definition of Curriculum Terms Policy were basically minor word changes and the addition of a “shared core” definition. UPAC members endorsed the changes to CWUP 5-50-020.

3. CWUP 5-50-030 General Principles

The only change to the General Principles Policy was adding a statement that curriculum proposals are the official process for all curriculum additions, deletion, and changes. UPAC members endorsed the changes to CWUP 5-50-030.

4. CWUP 5-50-040 & CWUR 2-50-040 Curriculum Change Policy & Procedure

The revisions to the Curriculum Change Policy and Procedure include changing the official curriculum process to Curriculog and updating the teacher education council names. UPAC members endorsed the revisions to CWUP 5-50-040 and CWUR 2-50-040.

5. CWUP 5-50-050 Catalog Copy

The only change to the Catalog Copy Policy is the addition of a statement explaining that all curriculum will be imported to the Official Electronic Catalog (OEC) from Curriculog. UPAC members endorsed the revisions to CWUP 5-50-050.

6. CWUP 5-50-060 Curriculum Rules for Implementation

The changes to the Curriculum Rules for Implementation Policy include: adding that prerequisites must be verifiable in PeopleSoft, removing verifiable prerequisites and adding non-verifiable examples, removing examples of equivalents, and changing the process to re-activate a reserved program and what Curriculog proposals to use. UPAC members endorsed the revisions to CWUP 5-50-060.

7. CWUP 5-50-080 Teacher Certification Programs

The Teacher Certification Programs Policy was revised in order to remove the Center for Teaching and Learning and add the Teacher Education Executive Council and the Teacher Education Advisory Council. UPAC members endorsed the changes to CWUP 5-50-080.

B. Business & Financial Affairs – Joel Klucking:

1. CWUR 3-50-240 Meal Reimbursement Procedure

The revisions to the Meal Reimbursement Procedure were made to align us with OFM/SAAM regulations. Basically the language was revised to clarify that an employee must be in travel status for the entire work period plus three hours in order to be reimbursed for meals on one-day travel. UPAC members endorsed the changes to CWUR 3-50-240.

2. CWUR 3-50-295 Corporate Travel Charge Card

Changes to the Corporate Travel Charge Card Procedure include: clarifying the difference between the individual and department travel cards, indicating that the Director of Contracts and Procurement determines when department travel cards are issued, and updating the travel department contact information, language on delinquency and collection actions, and signature approval line. UPAC members endorsed the changes to CWUR 3-50-295.

C. Operations – Gene Shoda:

1. CWUP 2-30-205 & CWUR 7-40-145 Dual Career Assistance Policy & Procedure

The Dual Career Assistance Policy and Procedure are new. Accommodation for dual career couples has been done informally for years. The new policy and procedure seeks to provide clear guidance to the primary candidate, the appointing authorities, and target departments. Human Resources will be responsible for informing search committees and appointing authorities about the dual career assistance policy and for ensuring potential candidates are informed of the policy through marketing during the search process. This policy and procedure will be shared with Faculty Senate and the civil service rules will be clarified. If there are no issues, the policy and procedure will be approved by President Gaudino by email. After clarification from Staci Sleigh-Layman regarding civil service rules and after Faculty Senate review and endorsed the new policy and procedure, President Gaudino approved the Dual Career Assistance Policy and Procedure on November 7, 2016.

2. CWUR 7-40-040 (12) Leave of Absence Without Pay Procedure

The Leave of Absence Without Pay Procedure was reviewed and edited to clarify that leave without pay is to be used after use of applicable paid leave is exhausted and to allow the interspersing of paid leave at the employees' discretion when an employee is on approved FMLA, parental, or military leave. UPAC members endorsed the changes to CWUR 7-40-040.

D. President's Division – Linda Schactler

No new or modified policies or procedures at this time

E. Enrollment Management – Sharon O'Hare:

No new or modified policies or procedures at this time