



University Policy Advisory Committee Minutes
Barge Hall, room 412
February 5, 2014
8:30 AM

Present:

Ex-officio: Jim Gaudino, Marilyn Levine, George Clark, Sherer Holter, Patricia Cutright, Marv Bouillon, Eric Cheney, Ken Young, Matt Cziske

Ex-officio non-voting: Kevin Archer, Keith Champagne for Sarah Swager, Kandee Cleary, Sandy Colson, Jim DePaepe, Steve DeSoer, Dennis Francois, Kirk Johnson, Connie Lambert, Melody Madlem, Mike Moon, Marji Morgan, Tracy Pellett, Gene Shoda, John Swiney, Bill Yarwood

I. Action Items

1. Approval of UPAC Minutes from December 4, 2013

Motion to approve the UPAC Minutes from December 4, 2013 as presented by John Swiney. Seconded by Patricia Cutright. No further discussion. Motion carried.

2. Policies & Procedures

A. Marilyn Levine:

Patricia Cutright explained that all of the Library Policies before the group today have been Library practice for some time. They are now going through the official policy process.

1. CWUP 5-120-020 Use of CWU Archives & Special Collections
(CWUASC) Research Room Policy

This policy summarizes general use of the archives and special collections research room, defines how to cite our collections, and explains duplication and imaging services. UPAC members endorsed CWUP 5-120-020.

2. CWUP 5-120-030 Circulation Policy

The circulation policy explains the guidelines of checking out all library materials/equipment, identifies the checkout periods, and lists fines/billing. UPAC members endorsed CWUP 5-120-030.

3. CWUP 5-120-040 Fair Use Guidelines Policy

This policy reiterates the factors used to determine whether a particular item falls under Fair Use (with regard to copyright law). UPAC members endorsed CWUP 5-120-040.

4. CWUP 5-120-080 Interlibrary Loan Policy
CWUR 2-20-10 Interlibrary Loan Procedure

Interlibrary loan is a form of resource sharing between libraries worldwide. The policy identifies who the users are and the procedure summarizes the process. Community members will be added to the list of users in the policy. UPAC members endorsed both the policy (CWUP 5-120-080) and the procedure (CWUR 2-20-10).

5. CWUP 5-120-100 Public Computer Use Policy

The public computer use policy explains the guidelines for use of library computers. Brooks Library computers are primarily intended for course-related research. Users will be held to the Acceptable and Ethical Use of University Information Technology Resources, the policy on sexual harassment, the RCW's, and the WAC's. UPAC members endorsed CWUP 5-120-100 with one addition.

6. CWUP 5-120-130 Request for Reconsideration of Library Resources Policy

Patricia explained that resources included in a request for reconsideration will not be removed automatically from the collections. The request goes through the acquisition liaison, the library advisory council, the collection development and management committee, and the collection and development librarian. When a request for reconsideration of resources is submitted, the Brooks Library will take one of the following actions: removal of a resource because it is inappropriate, the addition of a resource to balance the collection by providing alternative views, a combination of the above, or no action at all. UPAC members endorsed CWUP 5-120-130.

7. CWUP 5-120-140 Streaming Content Policy CWUR 2-20-20 Streaming Content Procedure

The streaming content policy and procedure were established due to the implementation of Media Amp. The main purpose is for classroom content. The policy states that the Brooks Library will make every effort to provide streaming content for the academic use of students, faculty and staff of CWU. The procedure explains the process, restrictions, and timeline. UPAC members endorsed both the policy (CWUP 5-120-140) and the procedure (CWUR 2-20-20).

8. CWUP 5-120-150 Tours for Non-CWU Groups Policy CWUR 2-20-30 Tours for Non-CWU Groups Procedures

The Brooks Library conducts 15-30 tours a year. Groups include grade schools, middle schools, and high schools from around the area. Every effort is made to accommodate requests for tours from outside groups. The tours provide the group with an orientation to the physical space, services and collections of the library. UPAC members endorsed both the policy (CWUP 5-120-150) and the procedure (CWUR 2-20-30).

9. CWUP 2-20-010 Awarding of Posthumous Degrees Policy

The policy on awarding posthumous degrees will be brought back to UPAC after further review.

B. George Clark:

1. CWUR 3-90-100 Waiver of Tuition and Fees Procedure – see also attached Tuition Waiver Table.

John Swiney explained that this procedure was developed as a result of an audit done a year ago. The table that accompanies the procedure includes three years worth of information. The procedure becomes a year-by-year document. We are approaching closure on FY14 and are approving FY15 now. This procedure needs to be approved and in place as our projected waiver program for FY15. UPAC members endorsed CWUR 3-90-100.

C. Sherer Holter:

1. CWUP 2-10-160 Suspended Operations (Emergency Closure) Policy

Sherer explained that the changes to this policy are basically housekeeping. CWU locations and titles were updated. A reference to the CBA was also added to the section regarding time lost due to emergency closure. UPAC members endorsed CWUP 2-10-160.

2. CWUP 2-10-170 Appointing Authority and Delegation of Authority Policy

The changes to the appointing authority and delegation of authority policy include title changes and the addition of the new operations division. UPAC members endorsed CWUP 2-10-170.

3. CWUP 2-10-180 Contracting Authority Policy

The changes to the contracting authority policy also include title changes and the addition of the new operations division. UPAC members endorsed CWUP 2-10-180.

Other Announcements:

Marilyn Levine and Patricia Cutright commended the entire team and Sherer Holter for the MyCWU portal upgrade. Things went very smoothly. Ken Young added that communication and the advanced training aided in the success of the project as well.

Sherer explained that Time and Labor and Chart of Accounts are the next two areas on our to do list.

Sherer added that there will be many shifts within Barge Hall the next couple of months. The Foundation will be moving downtown to be a storefront for the university on Main Street.

Sandy Colson reminded the group that the Board of Trustees meeting is this Friday, February 7 at 9:00 AM.

Matt Cziske announced that the Annual Mariachi Festival is February 14-15 in Wenatchee. CWU is a sponsor and awards scholarships at this event.

Patricia Cutright reported that the 1st Annual Library Gala is April 12, 2014.

Marji Morgan added that the French and German clubs are holding a fundraiser at Gallery One the same day as the Library Gala. It will be earlier so folks can attend both events.

The entire group congratulated Dr. Champagne on completing his doctorate.