

Standing Committee Annual Report

Name of Committee or Council:

University Policy Committee

Chair

Mitch Robinson

Meeting Dates in Current Year:

See Below

Major Actions or Accomplishments:

University Policy Committee Membership for 2020-21:

Mr. Mitch Robinson, Chair, Vice President for Finance and Administration

Dr. Maria Cronley, Provost and Senior Vice President for Academic Affairs

Dr. Eric Norman, Vice President for Student Affairs

General Ronald Bailey, Vice President for External Affairs (July 2021 to March 2021)

Ms. Dannelle Whiteside, Vice President for Legal Affairs

Mr. Kris Phillips,

Dr. Christine Mathenge, Faculty Senate President (Dr. Jane Semler as of May 2021)

Ms. Megan Mitchell, Staff Senate President (Ms. Jerica Swiger as of June 2021)

Mr. Kito Aruh, Student Government President

Meeting Dates for Fiscal Year 2020-21

July 17, 2020

August 11, 2020

September 8, 2020

October 13, 2020

November 13, 2020

December 8, 2020

January 12, 2021

February 9, 2021

March 9, 2021

April 13, 2021

May 11, 2021

June 8, 2021

Policy Adoptions, Revisions, and Rescissions Submitted and Approved for FY 2020-21 Attached.

Austin Peay State University Policy List for Fiscal Year 2020-2021

New Policies Adopted since July 1, 2020:

Policy		Summary	Date Adopted	Justification
4:001	Non-Student Minors Policy	This is a new policy to protect Non-Student Minors who participate in University Programs.	October 21, 2020	TCA § 4-5-102(10): APSU Policy 4:001 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
6:001	Equal Opportunity, Harassment, and Nondiscrimination Policy for all Faculty, Students, Staff, Applicants, and Third Parties	This new policy has combined 6:001, 6:003, and 6:004 into one document.	November 19, 2020	TCA § 4-5-102(10): APSU Policy 6:001 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

Revised Policies Adopted since July 1, 2020:

Policy		Summary	Date Revised	Justification
8:002	Athletic Recruiting – Official and Unofficial Visits	Sections within the policy that are unnecessary and should be placed on the Athletics website have been removed.	July 27, 2020	TCA § 4-5-102(10): APSU Policy 8:002 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:011	Cash Handling	The policy language has been updated to be in line with current and best practices.	July 27, 2020	TCA § 4-5-102(10): APSU Policy 4:011 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:037	Longevity Pay	The policy has been updated to be more clear and concise and to take out	July 27, 2020	TCA § 4-5-102(10): APSU Policy 5:037 describes only the internal management of APSU and does not

		information that belongs on the Human Resources FAQ website.		affect private rights, privileges, or procedures available to the public.
5:038	Personnel Records	The policy has been updated to be in compliance with benefits information provided by the State.	July 27, 2020	TCA § 4-5-102(10): APSU Policy 5:038 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
7:002	Media Inquiries and the University	The policy has been revised to include all media inquiries instead of just those with regard to campus emergencies and crisis situations.	July 27, 2020	TCA § 4-5-102(10): APSU Policy 7:002 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:023	Procurement Card	The policy has been updated for clarity and conciseness and to include best practices.	August 14, 2020	TCA § 4-5-102(10): APSU Policy 4:023 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:026	Cash and Gift Card Payments	The policy has been updated for clarity and conciseness and to include best practices.	August 14, 2020	TCA § 4-5-102(10): APSU Policy 4:026 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
2:064	Credit Hours	The policy has been revised to include standards established by external discipline-specific accreditation agencies.	September 14, 2020	TCA § 4-5-102(10): APSU Policy 2:064 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
3:002	Student Non-Academic Grievance Committee Guidelines	The policy has been revised to omit redundancy.	September 14, 2020	TCA § 4-5-102(10): APSU Policy 3:002 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
3:004	Student Residence Regulations and Agreements	The policy has been revised to direct resident students to a website for student residence regulations and agreements.	September 14, 2020	TCA § 4-5-102(10): APSU Policy 3:004 describes only the internal management of APSU and does not

				affect private rights, privileges, or procedures available to the public.
1:027	General Education Requirements and Degree Requirements	The policy has been changed from an Academics policy to a Governance, Organization, and General policy because changes to the policy require approval from the Board of Trustees.	September 14, 2020	TCA § 4-5-102(10): APSU Policy 1:027 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
1:001	Conflict of Interest	The policy has been updated for clarity in response to the Sunset Audit.	September 18, 2020	TCA § 4-5-102(10): APSU Policy 1:001 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
1:002	Code of Ethics for Members of APSU Board of Trustees	The policy has been updated for clarity in response to the Sunset Audit and to be consistent with 1:001 Conflict of Interest.	September 18, 2020	TCA § 4-5-102(10): APSU Policy 1:002 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
1:025	Policy on Academic Tenure	The policy has been updated to replace some instances of “President” with “Provost” where appropriate and to make minor edits.	September 18, 2020	TCA § 4-5-102(10): APSU Policy 1:025 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
2:038	Undergraduate and Graduate Admissions Policy	The policy has been revised to require an official undergraduate transcript from a regionally accredited degree granting institution or a letter of good standing from a currently enrolled graduate program at a regionally accredited institution.	September 18, 2020	TCA § 4-5-102(10): APSU Policy 2:038 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
3:006	Drug-Free Workplace/Campus	The policy has been revised for clarity and consistency.	October 20, 2020	TCA § 4-5-102(10): APSU Policy 3:006 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

4:018	Acceptance of Electronic Signatures	The policy statement and purpose have been revised to be consistent with other policies.	October 20, 2020	TCA § 4-5-102(10): APSU Policy 4:018 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:020	Leave Policies	The policy has been revised to include all leave policies for the University.	October 21, 2020	TCA § 4-5-102(10): APSU Policy 5:020 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
3:003	Student Organizations	The policy format has been revised to be consistent with other policies.	November 2, 2020	TCA § 4-5-102(10): APSU Policy 3:003 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
3:005	Student Academic and Classroom Misconduct	The policy has been revised for clarity and consistency.	November 19, 2020	TCA § 4-5-102(10): APSU Policy 3:005 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:030	Connecting Network Extension Devices and Server Services to the Campus and Residence Network	The policy was scheduled for mandatory review, and minor edits have been made.	November 19, 2020	TCA § 4-5-102(10): APSU Policy 4:030 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:031	Identity Theft Prevention	The policy was scheduled for mandatory review, and minor edits have been made.	November 19, 2020	TCA § 4-5-102(10): APSU Policy 4:031 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:032	Stormwater Illicit Discharge Detection and Elimination Policy	The policy was scheduled for mandatory review, and minor edits have been made.	November 19, 2020	TCA § 4-5-102(10): APSU Policy 4:032 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

4:036	APSU Sustainable Campus Fee	The policy was scheduled for mandatory review, and minor edits have been made.	November 19, 2020	TCA § 4-5-102(10): APSU Policy 4:036 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
2:041	University Excused Absences for Students	The policy was revised to include military-affiliated students.	December 15, 2020	TCA § 4-5-102(10): APSU Policy 2:041 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:038	Environmental, Health, and Safety Policy	Minor edits were made to the policy during the mandatory review process.	December 15, 2020	TCA § 4-5-102(10): APSU Policy 4:038 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:039	Password Management	Minor edits were made to the policy during the mandatory review process.	December 15, 2020	TCA § 4-5-102(10): APSU Policy 4:039 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:040	Personally Identifiable Information (PII)	Minor edits were made to the policy during the mandatory review process.	December 15, 2020	TCA § 4-5-102(10): APSU Policy 4:040 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
4:041	Safeguarding Nonpublic Financial Information	The language in the policy has been revised for clarity.	December 15, 2020	TCA § 4-5-102(10): APSU Policy 4:041 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
2:001	Curricular Development and Modification Approval	This policy was revised to show more accurately actual curricular & program changes that require BOT approval.	January 19, 2021	TCA § 4-5-102(10): APSU Policy 2:001 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

5:019	Employment Classification	The policy has been revised for clarity and conciseness and to reflect best practices.	January 19, 2021	TCA § 4-5-102(10): APSU Policy 5:019 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:022	Return to Work	The policy has been revised for clarity and conciseness.	January 19, 2021	TCA § 4-5-102(10): APSU Policy 5:022 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:024	Workplace Violence Prevention	The policy has been revised for clarity and conciseness.	January 19, 2021	TCA § 4-5-102(10): APSU Policy 5:024 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:027	Staff Salary Increases for Degree Attainment	This policy was revised to include an end date for the availability of the increase.	January 19, 2021	TCA § 4-5-102(10): APSU Policy 5:027 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
2:010	Undergraduate and Graduate Academic Retention Standards	The policy has been revised for clarity and to be in line with current practices.	February 26, 2021	TCA § 4-5-102(10): APSU Policy 2:010 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:039	Retirement Plans	The policy has been revised for clarity and coherency.	February 23, 2021	TCA § 4-5-102(10): APSU Policy 5:039 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
1:022	Budget Principles and Control	This policy was revised to include policy regarding University reserves and for clarity.	March 19, 2021	TCA § 4-5-102(10): APSU Policy 1:022 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

2:063	Policy on Academic Promotion	This policy has been revised to provide coherency for terminal degree designation.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 2:063 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:040	Classification of Benefits for Fees and Tuition	The policy has been revised for conciseness.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 5:040 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:041	Modified Fiscal Year Contracts	The policy has been revised to remove unnecessary language regarding MODIFY contracts.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 5:041 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:042	Retirement	The policy has been revised for clarity and coherency regarding emeritus status and post-retirement work parameters.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 5:042 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
5:043	Employee Code of Conduct	This policy has been revised for coherency and conciseness.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 5:043 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
6:002	Limited English Proficiency (LEP)	The policy has been revised to include guidance for notifying the Tennessee Human Rights Commission (THRC) of investigation related to Title VI of the Civil Rights Act of 1964.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 6:002 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
7:004	Alcoholic Beverage Advertising	The policy was scheduled for mandatory review, and minor edits have been made.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 7:004 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

7:006	Foundation and University Private Scholarship Management	Minor edits were made to the policy during the mandatory review process.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 7:006 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
7:007	Solicitation and Acceptance of Funds or Gifts	Minor edits were made to the policy during the mandatory review process.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 7:007 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
7:009	Naming Rooms and Areas and Building Plaques	Minor edits were made to the policy during the mandatory review process.	April 30, 2021	TCA § 4-5-102(10): APSU Policy 7:009 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.
1:027	Minor edits were made to the policy during the mandatory review process.	The policy has been updated regarding expectations for lower division general education requirements.	June 4, 2021	TCA § 4-5-102(10): APSU Policy 1:027 describes only the internal management of APSU and does not affect private rights, privileges, or procedures available to the public.

Rescinded Policies since July 1, 2020:

Policy		Summary	Date Rescinded	Justification
8:001	General Athletic Policy	The content of the policy is general information and procedures and should be placed on the Athletics website instead of in a policy.	July 27, 2020	
4:024	Property Acquisition and Disposal of Real Property	The content of the policy belongs on the appropriate department's webpage and not in an actual policy.	August 14, 2020	

4:025	Uniform Disposition of Unclaimed Property	The content of the policy belongs on the appropriate department's webpage and not in an actual policy.	August 14, 2020	
4:033	Auxiliary Enterprises	The content of the policy belongs on the appropriate department's webpage and not in an actual policy.	August 14, 2020	
4:027	Lease Procedures and Guidelines	The information in this policy is procedural and is not necessary to be included in a policy.	October 20, 2020	
4:028	Allocation of Maintenance Fees for University Athletics	This policy is unnecessary as Athletics follows the maintenance fee process outlined in 1:022 Budget Principles and Control.	October 20, 2020	
5:021	Family, Medical, and Servicemember Leave	The informational sections of the policy have been placed on the Human Resources website while the policy sections have been added to 5:020 Leave Policies.	October 20, 2020	
5:034	Paid Parental Leave	This policy has been added to 5:020 Leave Policies.	October 20, 2020	
6:001	Misconduct, Discrimination, and Harassment Based on Sex (Including Pregnancy, Sexual Orientation, and Gender Identity/Expression)	This policy has been combined into the new 6:001 policy.	November 19, 2020	
6:003	Equal Opportunity, Affirmative Action, and Nondiscrimination	This policy has been combined into the new 6:001 policy.	November 19, 2020	
6:004	Discrimination and Harassment Based on Protected Categories other than Sex - Complaint and Investigation Procedure	This policy has been combined into the new 6:001 policy.	November 19, 2020	

4:037	Study Abroad Financial Procedures	The content of the policy is procedural and will be kept as a procedural document in the Finance office.	December 15, 2020	
5:023	Unemployment Compensation	This policy is not required and the information is available on HR's website.	January 19, 2021	