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**University Policy Committee Meeting 24.0**

**January 12, 2016 @ 2:00 p.m.**

**Browning Building Conference Room**

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**Minutes**

**Attendees:** Mitch Robinson, Rex Gandy, Bill Persinger, Rylan Kean, Will Roberts, and McCartney Andrews (minutes)

**Absent:** Derek van der Merwe, Sherryl Byrd, and Tim Winters

**24.1 – Approval of minutes from the December 8, 2015 meeting 23.0**

Gandy made a motion to approve the university policy committee minutes 23.0 from the December 8, 2015 meeting; Kean seconded the motion.

Committee approved the minutes by a unanimous vote.

**Old Business/Second Reading:****24.2 – Access to and Security of Facilities 4:007**

Kean made a motion to approve the policy on second reading and move to president for her approval, Roberts seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Andrews mentioned the change regarding the fees for keys and the fee will be placed on the Physical Plant website. The website will be placed in the policy.

Committee Vote:

Committee approved the policy to be sent to the president by a unanimous vote.

**24.3 – Austin Peay State University World Wide Web Policy 1:020 (previously 99:025)**

Gandy made a motion to approve the policy on second reading and move to president for her approval, Roberts seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Persinger had a change under the purpose section. In the third sentence under the purpose, “and internal work pages that are focused on general recruitment” should be deleted. Kean asked if a separate page is required for sponsors and Persinger said no. There can be link to sponsor’s website if there is an agreement or contract noting this.

Committee Vote:

Committee approved the policy to be sent to the president after the change has been made by a unanimous vote.

#### **24.4 – Administrative Organization of the University 1:001**

Kean motioned to approve the policy on second reading and move to president for her approval, Persinger seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy to be sent to president by a unanimous vote.

#### **Old Business/Rescinded – Second Reading:**

#### **24.5 – Adoptive Parents Leave 5:037**

Kean motioned to approve the policy on second reading and move to president for her approval to rescind policy, Gandy seconded the motion. Robinson opened up the policy for discussion.

Discussion:

It was noted that the policy is being deleted because the Parental Leave policy covers adoptive parent leave.

Committee Vote:

Committee approved this policy to be sent to president by a unanimous vote.

#### **24.6 – Grievance Procedure for Persons with Complaints Related to American with Disabilities Act 5:057**

Kean motioned to approve the policy on second reading and move to president for her approval to rescind policy, Gandy seconded the motion. Robinson opened up the policy for discussion.

Discussion:

It was noted that the policy is being deleted because the material is covered in policy 5:003.

Committee Vote:

Committee approved this policy to be sent to president by a unanimous vote.

#### **24.7 – Dunn Center Operation 3:004**

Kean motioned to approve the policy on second reading and move to president for her approval to rescind policy, Roberts seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy to be sent to president by a unanimous vote.

#### **New Business/ First Reading-Rescinded:**

#### **24.8 – Lawsuits Initiated Against a University Employee**

Gandy motioned to approve the policy on first reading, Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

## **Information Only:**

### **24.9 – Faculty Professional Development Assignment 2:006**

#### **Discussion:**

Gandy discussed the reason for the policy and language was updated to reflect the TBR guideline.

### **24.10 – Academic Reorganization 2:009**

#### **Discussion:**

Gandy discussed that the policy was used in the reorganization of Fort Campbell. The dates have been deleted and Dean's Council will be the committee to deal with reorganization.

### **24.11 – Chairs, Directors, and Coordinators**

#### **Discussion:**

Gandy discussed that the policy allow for a more substantive procedure and allows chairs to work 12 months instead of 9 months.

#### **Discussion:**

### **24.12 – Policy Process Flow Chart**

#### **Discussion:**

The committee was presented with the current flow chart and two options. The first option was the same as the current but the University Attorney has been added to review both academic and administrative policies and Provost will review academic policies. The second option had the same information as the first option regarding the University Attorney and Provost review of academic policies. However, for academic policies, once approved by Academic Council, F&A would send directly to the president for approval. A motion was made by Kean to approve the use of option 2, Persinger seconded the motion.

#### **Committee Vote:**

Committee approved the second option by unanimous vote. Robinson will present the new flow chart to the president for her approval.

### **24.13 – Plan for TBR policies regarding APSU policies that mirror TBR policies**

Discussion:

Robinson discussed that Andrews will be working on reformatting APSU policies that link directly to TBR policies. This means that the Initiating Authorities will be asked to review the policies in the near future. Robinson wanted to make everyone aware of this.

Meeting adjourned at 2:35 p.m.