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**University Policy Committee Meeting**

**November 12, 2019 @ 2:00 p.m.**

**Browning Conference Room**

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### **Minutes**

**Attendees:** Mitch Robinson, Rex Gandy, Dannelle Whiteside, Eric Norman, Lorneth Peters, Anne Black, Andrew Luna, and Hannah Allen (minutes)

**Absent:** Ronald Bailey, Rod Mills, and Sydney Hawkins

**1. Approval of minutes from the September 10, 2019, meeting**

Norman motioned to approve the University policy minutes from the September 9 meeting; Gandy seconded the motion. The committee approved the minutes.

**New Business – First Reading**

**2. Survey Administration Policy**

Norman motioned to approve the policy for first reading and to be moved to second reading. Peters seconded the motion.

**Discussion:**

Dr. Luna stated that this policy was created to address survey fatigue across campus, but the policy explicitly excludes faculty research and pedagogical surveys in classroom settings. Robinson clarified that this policy applies to any survey administered on campus. A discussion followed on different types of surveys, including the APSU 1000 module that is part of the course's core curriculum. All surveys will be reviewed by the survey committee to ensure that the timing of surveys is spread out instead of occurring all at once. Robinson commented on the need for consistency in policies and suggested rewording the policy statement to meet this consistency. Robinson then commented on amount of procedures and the potential frequency that procedures change. He suggested placing the procedures in an external source and providing a link to that source in the policy. Whiteside made suggestions for the sections to place on an external website.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

**3. 3:007 Animals on Campus**

Gandy motioned to approve the policy for first reading and to be moved to second reading. Norman seconded the motion.

Discussion:

Whiteside discussed the new requirements for animals in campus housing, making the service animal guidelines the same as the emotional support animal guidelines. Because of a TN law change, additional documentation can be required to allow service and emotional support animals in campus housing. Students found lying can be charged with a misdemeanor.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

**4. 7:001 Publications and Promotional Materials**

Norman motioned to approve the policy for first reading and to be moved to second reading. Gandy seconded the motion.

Discussion:

Robinson commented on the policy statement and suggested to revise it to be consistent with other policies. The policy has been revised according to SACSCOC requirements.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

The meeting adjourned at 2:27 P.M.