

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:

Committee Members:

- Mitch Robinson (Chair) Vice President for Finance and Administration
- Richard Jackson, Vice President for Legal Affairs and Strategic Planning
- David Denton, Provost and Vice President for Academic and Student Affairs
- Sherry! Byrd, Associate Vice President for Student Affairs
- Timothy Winters, President of Faculty Senate
- Steve Wilson, President of Staff Council
- Bryan Huffman, President of Student Government

Meeting Dates for FY 2008

- November 9, 2007
- November 30, 2007
- January 16, 2008
- January 30, 2008
- February 25, 2008
- March 12, 2008
- March 28, 2008
- April 16, 2008
- May 2, 2008
- June 5, 2008

Policy Revisions Submitted and Approved for FY 2008 - Approval Letters Attached:

Revisions:

- APSU 0:001, Policy Preparation Guidelines
- APSU 1:008, Responsibilities in the Absence of the President
- APSU 4:015, Purchasing
- APSU 5:053, Discipline Procedures for Non-Faculty Employees
- APSU 7:005, Research and Scholarly Activity Incentive Award
- APSU 1:010, Contracts and Agreements Requiring Presidential Approval
- APSU 4:033, Connecting Network Extension Devices and Server Services to the Campus and Resident Network
- APSU 4:018, Athletic and Other Student Group Travel
- APSU 5:004, Employee Attendance during Inclement Weather/Natural Disasters
- APSU 5:029, Chairs, Directors and Coordinators

Deletions:

- APSU 3:030, Student Group Travel

Additions (new):

- APSU 7:008, Time and Effort Reporting
- APSU 2:017, Adoption of Textbooks and Ancillary Course Materials

**Office of the
Vice President for Legal Affairs & Strategic Planning**



Browning Building Room 151
Post Office Box 4628
Clarksville, Tennessee 37044
Phone: (931) 221-7572
Fax: (931) 221-7569

TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson *RS*
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: April 3, 2008

The President has recently approved the new or revised policies listed below. Copies of these policies are attached and should be inserted in the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Please let me know if you have any questions.

| Policy Number | Policy Title | Effective Date | New Policy | Revised Policy |
|---------------|--|----------------|------------|----------------|
| 0001 | Policy Preparation Guidelines | 03/19/08 | | Revised |
| 1008 | Responsibilities During the Absence of the President | 03/19/08 | | Revised |
| 4015 | Purchasing | 03/19/08 | | Revised |
| 5053 | Discipline Procedures for Non-Faculty Employees | 03/19/08 | | Revised |
| 7005 | Research and Scholarly Activity Incentive Award | 03/26/08 | | Revised |
| 7008 | Time & Effort Reporting | 03/19/08 | New | |


cc: Mitch Robinson

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson 
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: April 7, 2008

The President has recently approved the new or revised policies listed below. Copies of these policies are attached and should be inserted in the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Please let me know if you have any questions.

| Policy Number | Policy Title | Effective Date | New Policy | Revised Policy |
|---------------|--|----------------|------------|----------------|
| 1:010 | Contracts and Agreements Requiring Presidential Approval | 04/04/08 | | Revised |
| 4:033 | Connecting Network Extension Devices and Server Services to the campus and residence network | 04/04/08 | | Revised |

cc: Mitch Robinson

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: June 18, 2008

The President has recently approved the new or revised policies listed below. Copies of these policies are attached and should be inserted in the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Please let me know if you have any questions.

| Policy Number | Policy Title | Effective Date | New Policy | Revised Policy |
|---------------|--|----------------|------------|----------------|
| 4:018 | Athletic and Other Student Group Travel | 06/16/08 | | Revised |
| 5:004 | Employee Attendance during Inclement Weather/Natural Disasters | 06/16/08 | | Revised |
| 5:029 | Chairs, Directors, and Coordinators | 06/16/08 | | Revised |

The President has approved the deletion of policy 3:030 Student Group Travel Policy: Relevant provisions now incorporated in 4:018 revised/approved on 06/16/08.


cc: Mitch Robinson
Gina Garber
Robert Hensley

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson 
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: June 23, 2008

The President has recently approved the new or revised policies listed below. Copies of these policies are attached and should be inserted in the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Please let me know if you have any questions.

| Policy Number | Policy Title | Effective Date | New Policy | Revised Policy |
|---------------|--|----------------|------------|----------------|
| 2:017 | Adoption of Textbooks and Ancillary Course Materials | 06/19/08 | X | |

cc: Mitch Robinson
Gina Garber
Robert Hensley

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TO: Melody Jones, Communication Specialist
Public Relations

FROM: Richard E. Jackson *RS*
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Announcement in The Gov Says

DATE: June 23, 2008

The President has recently approved the actions listed below that pertain to university policies. Please include an announcement of these policy actions in at least three (3) upcoming "The Gov Says" web postings, including the respective explanations provided in the "Purpose of Recommended Action" section. Please let me know if you have any questions.

| Policy Number | Policy Title | Purpose of Recommended Action | Effective Date | New Policy | Revised Policy | Rescinded Policy |
|---------------|--|---|----------------|------------|----------------|------------------|
| 4:018 | Athletic and Other Student Group Travel | Consolidation and simplification of policies governing student travel | 06/16/08 | | X | |
| 5:004 | Employee Attendance during Inclement Weather/Natural Disasters | To make policy consistent with recommendations from F&A/HR | 06/16/08 | | X | |
| 5:029 | Chairs, Directors, and Coordinators | To address the removal of chairs. To address the needs of the department not being addressed by the chair | 06/16/08 | | X | |
| 3:030 | Student Group Travel Policy | Relevant provisions now incorporated in 4:018 | 06/16/08 | | | X |
| 2:017 | Adoption of Textbooks and Ancillary Course Materials | TBR policy 2:07:00:00 requires the institution to develop a textbook adoption policy in compliance with state law | 06/19/08 | X | | |