



POLICY COUNCIL

Wednesday, September 14, 2016

Hamersly Library 205

Mtg. No. 5

2:00-3:00 PM

MINUTES

Present: Rebecca Chiles, Kaylee Church (Intern), Amy Clark, Gary Dukes, Tina Fuchs, Ryan Hagemann (Chair), Tommy Love, Reina Morgan (Staff), Steve Scheck, Adele Schepige, Darin Silbernagel, Chris Solario, Ella Taylor, Judy Vanderburg

(1) CALL-TO-ORDER

- The Meeting was called to order at 2:03 PM.

(2) WEBSITE

-To advertise the Website we will go to groups that want to see it

-Staff Senate presentation at 2:30 on September 27th

ACTION: Announce in all fac/staff email that the site is live and offer to go to meetings to present.

-Chair Hagemann walked the council through the new complete website

- It was suggested that we add a disclaimer that there are additional regulations that also have to be followed so students do not think that if something is not on this page it means they don't have to follow it. Ideally we would want to have all of those items cross linked on this website if possible.

-What defines a policy? Can we make this more clear? Amy suggested calling non-campus wide policies regulations instead.

-There is an identical structure set up for all of the policy pages so that everything is organized in the same way. There is nothing currently listed on the left side of the policy library page because that is where policies will move to once they have been updated. All policies are currently located in the tabs to the right. Policies will transfer to the left as they are revised. Eventually the right side of the page will go away once all of the policies have been updated.

-The section "Academic Programs" is currently empty but might be filled as we move forward.

-Search bar: Policies can be searched by their old OAR number, in addition to their content.

ACTION: Reina will give all policy council members access to manage policies in Portal

(3) PROTOCOL/POLICY DISTRIBUTION TO RESPONSIBLE OFFICERS FOR REVISION

-Process for bringing things to council:

- The beginning process for a policy should be the same as it has always been. We are not going to prescribe who creates it, who is involved, how many committees or individuals to talk to first, who will present it, etc.
- After a policy goes through the council it will be posted online for public review. Notifications for policies up for review will be sent to those who have signed up for e-mail on the home page of the site. The notification will also be sent out via campus listservs so those who receive allfacstaff emails do not need to sign up (unless you would like to receive it at an email address other than your WOU account).
- Some WOU policies can go straight to the left side of the page if they have been recently revised.

-Policies to be deleted will also come through Policy Council.

-Could add an "expiration" date in the future or make a way to search policies that have not been updated in a while.

(4) HANDBOOKS/MAUALS/CONTRACTS

-There is a section titled "Handbooks and Manuals." We might want to think about changing the title to make it more inclusive.

-Possibly include all regulations under this tab and refer to it in the "read more" section.

(5) ADJOURNMENT

The meeting was adjourned at 2:53 PM.