Policy Advisory Committee (PAC)
Minutes
April 20, 2011
Lubar N456

Present: Jeske, Murphy, Percy, Schwartz, Turner (x-o), Woods
Absent: Peak, Urdan (x-o), Venugopalan,

I. Meeting called to order at 12:10 p.m.

II. Minutes of the March 16, 2011 meeting were approved by acclamation.
   Jeske requested that from now on the minutes reflect the x-o members when recording attendance.

III. Automatic consent
   A. S-33.5: Agreements with Non-U.S. Institutions
   B. S-54: Tuition/Fee Reimbursement Program for Unclassified Staff

IV. Old Business
   A. Review S-42.5: UWM Policy on the Creation of University Policies
      Turner stated that S-42.5 is very broad. It is not possible to oversee the policies of all the other units on campus because: (1) there are not enough staff members in the Office of the Secretary of the University; and (2) other units are not sending new or revised policies to the PAC for review. It was discussed and agreed that not all policies should be reviewed by the PAC. By default the PAC reviews SAAPs. The SAAPs have university-wide impact. Some of the SAAPs parallel UW-System policies. However, UWM may insert additional policy to address the needs of this campus, such as, S-49: Smoking Policy.

      Turner also stated that there needs to be a mechanism to keep the approval process flowing in an efficient and timely manner. The PAC reviewed the current UWM Policy and Procedures Approval Flow Chart. The Office of the Secretary will make three separate flow charts for faculty documents, academic staff documents, and SAAPs. The flow charts will be sent to the PAC members for review and comments.

      The PAC suggested that faculty documents be given a holding number until the document completes the approval process. Once the document has been approved, a final document number will be assigned.

      Turner passed out a spreadsheet that sorted all the SAAPs by subject.

V. Meeting adjourned at 1:22 p.m.