
I. The meeting was called to order at 3:34 p.m.

II. The minutes of the June 25, 2013 meeting were approved.

   MOTION: Hopler made a motion to suspend the rules in order to include an additional item on the agenda: (1) S-5 Alcoholic Beverages, Guidelines for Service.

   The motion to suspend the rules was seconded and approved unanimously by voice vote.

III. Status Updates

   a. S-63 – Digitization of Departmental Records
      i. Sent to Administration for approval, 04/26/2013
      ii. Approved by Administration, 04/30/2013
      iii. Posted to SecU website, 05/02/2013

IV. New Business

   a. S-62 – Post Retirement Employment (Rehired Annuitant) Policy

      Turner presented the document.

      Venugopalan suggested that the policy change be announced to employees. Urdan suggested that the announcement be made through HR PREPs. Turner suggested that the announcement could also come from the Secretary of the University along with other policy changes.

      MOTION: The PAC approved S-62 unanimously by voice vote.

   b. S-5 Alcoholic Beverages, Guidelines for Service

      Holper presented the document. He will change “DOCEx” to the “School of Continuing Education”.

      Discussion ensued regarding the definition of controlled facility, other departments and entities that might want to be included in the change, the “yearly review” mentioned in number seven of the policy, and inconsistencies between this policy and the catering policy.

      Venugopalan suggested that in number six of the policy, “downtown campus” be changed to “School of Continuing Education”. He also suggested that the exceptions listed in number six of the policy be listed in an appendix.

      Urdan will look into the drafting changes and definition issues. She will also follow up with the Chancellor on how he would like the “yearly review” to be handled.

      Holper will contact purchasing about outside vendors.
c. SAAPs in Need of Review

The PAC reviewed and identified the Responsible Party of each policy. The policies will be sent to the Responsible Party for a substantial review.

Urdan expressed concern about an influx of these policies coming to legal affairs. She suggested that the policies be screened not only by age but by importance. She will meet with Turner regarding screening to sort out the high priority policies. Urdan also suggested that the PAC look into bringing those policies that are older that the Policy on Policies into compliance.

i. S8 - Audit and Review of Undergraduate Programs

The PAC decided that this policy needs to be brought up to date with APCC policy. It needs to include all academic programs, not just undergraduate and graduate. The policy needs to be made separate from the procedures

- Responsible Party: Faculty Senate – charged to APCC and GFC

ii. S49.7 – Student Discrimination Complaints

The PAC suggested possible elimination of the policy.

- Responsible Party: Office of Equity/Diversity Services - elimination request to be put forth in consultation with Student Affairs and the Dean of Students office.

iii. S13 - Continuing Education Units (CEUs)

- Responsible Party: Continuing Education

iv. S15 - Curricular Area Titles and Codes, Assignment of

The PAC suggested possible elimination of the policy as it conflicts with the Approval Matrix.

- Responsible Party: Faculty Senate – recommend to APCC and GFC that this policy be eliminated.

v. S17 - Depositing of University Receipts, Requirement for

- Responsible Party: Controller’s Office

vi. S33 - Interinstitutional Recruiting and Appointments

The PAC suggested that this policy be updated to reflect 2010 revisions to the UW-System Policy.

- Responsible Party: Provost’s Office

vii. S34 - Joint Appointments

The PAC suggested that the policy be updated to reflect UWM Faculty Policies & Procedures.

- Responsible Party: Faculty Senate – Codification Committee

viii. S52 - Tape Recorders, Use in Classroom

The PAC suggested that the policy be updated for technology. Secretary of the University Turner will make the editorial change from “tape” to “audio”.

Because this is identical to the UW-System policy, Urdan will suggest a review of this policy at the UW-System level.

- Responsible Party: possibly Academic Affairs or the Student Accessibility Center
ix.  S53 - Term Papers and Other Academic Materials Prohibited Sale of
The PAC suggested possible elimination of this policy.
  • Responsible Party: Academic Affairs

V.  Other Business
  a. Meeting Schedule – Carrie Arnold will check with Cook and Adams about scheduling meetings on
     the fourth Wednesday of the month at 3:30pm.

VI. The meeting was adjourned at 4:52 p.m.