Present: A. Cook, D. Garman, C. Gross, M.D. Schwartz, R. Trumbull Holper, T. Turner, J. Urdan,

I. The meeting was called to order at 3:33 p.m.

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

III. Status Updates
   a. S-62 – Post Retirement Employment Policy
      i. Sent to Administration for approval, 09/27/2013
      ii. Approved by Administration, 10/03/2013
      iii. Posted to SecU website, 10/20/2013

IV. Old Business
   a. SAAPs in Need of Review
      1. S8 - Audit and Review of Undergraduate Programs
         i. Sent to APCC Chair.
         ii. APCC response was that they believe it is up to date.
            SecU office will send suggestions for updating the policy that were discussed at the
            September 25, 2013 meeting.
      2. S13 - Continuing Education Units (CEUs)
         i. Sent to Interim Dean of School of Continuing Education
         ii. Waiting to hear back
      3. S15 - Curricular Area Titles and Codes, Assignment of
         i. Sent to APCC Chair.
         ii. APCC responded that the APCC still approved curricular codes.
            SecU office will send suggestions for updating the policy that were discussed at the
            September 25, 2013 meeting.
      4. S17 - Depositing of University Receipts, Requirement for
         i. Sent to Controller’s Office
         ii. Waiting to hear back
      5. S33 - Interinstitutional Recruiting and Appointments
         i. Venugopalan will update at next meeting
      6. S34 - Joint Appointments
         i. Sent to Codification
         ii. Codification suggested that the policy may not be necessary if it does not apply to
            Academic Staff because the guidelines for joint appointments are spelled out in detail in
            UWM P&P.
            SecU office will look into Academic Staff joint appointments.
7. S52 - Tape Recorders, Use in Classroom
   i. Editorialy revised to read “Audio” in place of “Tape” throughout document
   ii. Urdan contacted Tom Stafford at UW-System.
   iii. Waiting to hear back

8. S53 - Term Papers and Other Academic Materials Prohibited Sale of
   i. Venugopalan will update at next meeting

V. New Business
   a. S-5 – Alcoholic Beverages, Guidelines for Service
      Urdan looked into the revisions to the policy that were made by Legal Affairs. She suggested using
      the term “university lands” in the policy as it is defined in UWS 18, though UWS 18.09 does use
      “university premises”. She contacted the Chancellor regarding the annual reviews listed in #7 of the
      document. She is waiting to hear back. She suggested that the language in paragraphs 6 and 7 be
      clarified and that the exceptions listed in #7 be listed in an appendix, as was discussed at the last
      PAC meeting.

      Trumbull Holper met with Purchasing regarding outside vendors. These are reviewed on a yearly
      basis.

      The PAC suggested that the Responsible Parties for the policy be the Vice Chancellor for Student
      Affairs and the Vice Chancellor for Finance and Administrative Affairs. Urdan will contact to
      confirm as Responsible Parties and to review the policy.

      Trumbull Holper asked if #4 could put restrictions on which vendors can be used. Urdan stated that
      two separate vendors could likely be used for both food and alcohol.

   b. S-2 Adding Courses
      Discussion ensued regarding the reason for the change. The Faculty Senate was assigned as the
      Responsible Party. The committee discussed the need for Enrollment Services to be prepared to
      administer the change to the policy and suggested that the policy specify where to find the Add
      Deadline for each term.

      Urdan stated that policies should go through Legal Affairs before coming to the PAC. Discussion
      ensued regarding the SAAP approval process specified in S42.5. The SecU office will revise the
      PAC transmittal form to reflect the approval process as it is defined in S42.5 and send out an
      updated PAC approval flowchart.

   c. SAAPs in Need of Review
      Urdan and Turner reported on their meeting at which they identified the high priority policies in
      need of review regardless of age and lumping overlapping policies together.
**MOTION:** Garman made a motion stating that the PAC will review policies on the basis of age, relevance, and interrelationships. The motion was seconded.

Garman proposed that the motion be amended to read: The PAC will review policies on the basis of age, relevance, and interrelations. This will not interfere with the PAC’s normal processes.

The motion was seconded and approved unanimously by voice vote.

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

1. **S01.5 – Accommodation of Religious Beliefs**
   The PAC suggested that the policy be sent to the Office of Equity/Diversity Services for a full review.
   - Responsible Party: Academic Affairs

2. **S09 – Behavior Cases Impeding Learning Process**
   - Responsible Party: Dean of Students

3. **S16 – Death or Serious Injury of a Student**
   The PAC suggested that the document be made to read more like a policy
   - Responsible Party: Dean of Students

4. **S18 – Domestic Partner Policy**
   The PAC suggested that HR confirm that the list of specific services and benefits on pages 3-4 are up to date. The committee suggested linking to a list of current services and benefits, perhaps on the HR website, instead of listing them within the policy to ensure the information is always up to date.
   - Responsible Party: Human Resources

5. **S23 – Facilities, Use of, Policies and Procedures**
   Urdan stated that multiple SAAPs deal in some way with UWM Facilities. The committee suggested that the Space Planning Committee review these policies to see if they can be merged in a meaningful way. These SAAPs include:
   - S-10 Building Chairpersons, Functions of
   - S-23 Facilities, Use of, Policies and Procedures
   - S-24 Facilities, University: Use for Outside Projects and Research
   - S-27 Fund-Raising Activities in the Private Sector
   - S-40.5 Names of Buildings/Rooms
   - S-44.5 Public/Private Relationships and University/Non-University Funds
   - Responsible Party: Finance & Administrative Affairs

6. **S24 – Facilities, University**
   See details under #5 – S23.
7. S40 – Military Leave
   Urdan stated that the policy is out of date. Since it was last reviewed in October 1996, there have been changes to state and federal law. Discussion ensued regarding whether a similar student military leave policy exists. If so, it should be made into a SAAP and possibly merged with this policy.
   - Responsible Party: Human Resources

8. S46 – Search and Screen Committees
   - Responsible Party: Secretary of the University

9. S57 – Employee Workplace Violence
   Urdan stated that the recently established UWM Code of Conduct (S-65) may cover the need for this policy. SecU will ask HR if the university is required to have an Employee Workplace Violence policy.
   - Responsible Party – Human Resources

VI. Other Business
   a. Meeting Schedule – Carrie Arnold will send a Doodle form to the committee.

VII. The meeting was adjourned at 4:53 p.m.