I. The meeting was called to order at 3:35 p.m.

II. The minutes of the October 30, 2013 meeting were approved with editorial changes.

III. Old Business
   a. S-5 – Alcoholic Beverages, Guidelines for Service
      Urdan reported that there are no new updates on S-5.

   b. S-2 – Adding Courses
      SecU staff reported that enrollment services supports the change to the policy.
      Will be sent back to the APC for clarification on how exactly the Add deadline for classes meeting in partial term sessions (Winterim and Summery) will be proportional to full term classes.

   c. SAAPs in Need of Review
      Status updates were given for the following policies. The PAC decided to give the tentative and confirmed Responsible Parties until the end of January to review the policies.

      i. S8 - Audit and Review of Undergraduate Programs
         APCC confirmed as Responsible Party and will review at their December meeting.

      ii. S13 - Continuing Education Unites (CEUs)
         SCE confirmed that they will review the policy.

      iii. S15 - Curricular Area Titles and Codes, Assignment of
         APCC confirmed as Responsible Party and will review at their December meeting.

      iv. S17 - Depositing of University Receipts, Requirement for
         Controller’s Office confirmed as Responsible Party. That office reviewed the document and found that no changes are necessary. Urdan suggested that the last sentence be editorially deleted as the UWM Administrative Services Manual is not currently in use.
         The SecU will make the suggested editorial change then post the updated document to the webpage with the new review date.

      v. S33 - Interinstitutional Recruiting and Appointments
         No update.

      vi. S34 - Joint Appointments
         The Faculty Codification Committee suggested that the policy may not be necessary if it does not apply to Academic Staff due to the detailed guidelines defined in UWM Policies & Procedures. The Academic Staff Committee will review at their next meeting.
vii. S52 - Audio Recorders, Use in Classroom
Urdan reported that she spoke with UW-System about their identical policy. They agreed that it is outdated. They are going to update the UW-System policy and possibly merge it with another that has to do with accommodation.

Urdan suggested that it may be more useful to create a more comprehensive policy on recording lectures irrespective of accommodation issues but with language on how accommodation issues may affect general rules about recording lectures. The PAC decided that this could be an amendment to the current S52 with a different title.

Urdan will have the Interim Associate Director of Legal Affairs Donna McGee, who has already drafted guidance about recording lectures from an IP perspective, look into this in conjunction with Academic Affairs and the Accessibility Resource Center by February.

viii. S53 - Term Papers and Other Academic Materials Prohibited Sale of
No update.

ix. S01.5 – Accommodation of Religious Beliefs
EDS confirmed that they will review the policy.

x. S09 – Behavior Cases Impeding Learning Process
The Dean of Students Office confirmed as Responsible Party and will review.

xi. S16 – Death or Serious Injury of a Student
The Dean of Students Office confirmed as Responsible Party and will review.

xii. S18 – Domestic Partner Policy
Waiting to hear back from HR.

xiii. S23 – Facilities, Use of, Policies and Procedures
The Space Planning Committee will review at their next meeting.

xiv. S24 – Facilities, University
The Space Planning Committee will review at their next meeting.

xv. S40 – Military Leave
Waiting to hear back from HR.

xvi. S46 – Search and Screen Committees
The SecU office will review.

xvii. S57 – Employee Workplace Violence
Waiting to hear back from HR.
IV. New Business
   a. SAAPs in Need of Review
      xviii. S1 – Academic Staff Employment Contract Guidelines AND S25 – Fixed Term Academic Staff Appointments on Grant, Contract or Short-Term Funding
         • Responsible Party: HR
           The PAC determined that the policy should also go through the ASC, the Graduate School, and the Research office through the review process.
           
           The SecU office will send to HR asking that they review and update the policies and stating that the PAC encourages them to consider merging the two into one policy.
           
           Discussion ensued regarding short-term faculty contracts at UW-Madison

   xix. S28 – Grade Appeals by Students
         • Responsible Party: Provost’s Office
           The PAC suggested that the second paragraph is not accurate and the first paragraph may need to be reviewed for language.

   xx. S37 – Mail Services (Campus)
        • Responsible Party: Facilities
          Adams will take back to the Facilities office for review.

   xxi. S38 – Majors in Two Different Schools/Colleges
        • Responsible Party: Provost’s Office

   xxii. S49.7 – Student Discrimination Complaints
         Urdan suggested that the policy may be superfluous due to S-47 UWM Code of Conduct.
         
         The SecU office will send S49.7 to EDS stating that the PAC suggests it be repealed in light of S-47.

V. Other Business
   a. SAAP Flowchart – the committee discussed the flowchart and how to make it better represent what is described in S-42.5 UWM Policy on the Creation of University Policies.
      
      The SecU office will do a full review of S-42.5.
      
      The SecU office will update the SAAP transmittal form.

VI. The meeting was adjourned at 4:28 p.m.