PUBLIC NOTICE AND AGENDA

Policy Library Committee

Monday May 18, 2020, 1:00 p.m.

Via Microsoft Teams

Northern Illinois University

DeKalb, Illinois

Voting Members Present:
- Carolinda Douglass
- Richard Siegesmund
- Jeffry Royce
- Rebecca Hunt
- Betsy Hull
- Ann Kenney
- Kendall Thu
- Vernese Edghill-Walden
- Catherine Doederlein

Others Present:
- Khalfani Mar'Na
- Greg Brady
- Mangaiah Chowdary Garikapati

Voting Members Absent
- Naomi Bolden
- Theresa Arado

I. Call to Order

    Policy Librarian **R. Hunt** called the meeting to order at **1:08 p.m.**

II. Verification of Quorum

    A quorum was established.

III. Approval of Meeting Agenda

    C. Doederlein moved, second by **C. Douglas**.

Agenda approved.

IV.   Approval of Minutes for February 17, 2020

J. Royce moved, second by **C. Douglas.**

G. Brady requests correction of his presence as a non-voting member.

Minutes approved.

V.   Public Comment

None.

VI.   Consent Agenda

None.

VII.   Unfinished Business

None.

VIII.   New Business

a. Personal Protective Equipment Policy (expedite)

B. Hull questions ownership of the policy. **R. Hunt** notes that it belongs to Research and Innovation.

R. Hunt adds that the policy is being implemented as a result of COVID-19. New information has been added about PPE that needs to be used in labs.

B. Hull poses question about title of policy implying a university wide policy. **G. Brady** provides clarity that there are university wide statements and guidance in works.

J. Royce notes that since there are many staff on campus wanting to see a PPE policy, the title of this policy may mislead staff members. **J. Royce** proposes change to title.

V. Edghill-Walden provides further clarity about future university-wide guidance & subsequent policy. **R. Hunt** asks whether there are objections for approving this policy while waiting for a university-wide policy.

B. Hull questions whether there is a current lab policy. **R. Hunt** responds that this policy currently exists in the policy library.
J. Royce reiterates that when the policy is announced in the 30-day comment period, it will still be a bit misleading which could cause issue(s).

R. Hunt requests discussion of expediting policy based on content, i.e., implementing without comment period.

J. Royce expresses concern for doing so. **K. Thu.** & **V. Edghill-Walden** agree.

R. Hunt requests motion to accept policy for comment period (non-expedited process).

G. Brady provides clarity on options for the committee, specifically the policy on managing policy: the President could move the comment period from one year to date of implementation, to "immediate" while the policy is currently in place.

K. Thu moves to expedite policy with recommendation that the 30-day comment period be in place immediately rather than one year from the implementation-

K. Thu moved, second by **B. Hull**.

Motion approved.

b. Electronic Signature Policy (expedite)

R. Hunt notes that Mangaiah Chowdary Garikapati is present for questions.

J. Royce notes error in policy language. **M. Garikapati** confirms error and will fix it.

K. Thu moved, second by **J. Royce**.

Motion approved.

c. Academic Program Review Policy

C. Douglass notes that this policy replaces past practice, but the policy is new.

K. Thu questions whether this should be approved by Faculty Senate rather than PLC. **C. Douglass** notes that the Academic Planning Council and Council of Deans, Provost and President's have all given approval.

R. Hunt requests motion to accept policy.

R. Siegesmund moved, second by **K. Thu**.

Motion approved.

d. Academic Planning Council Program Procedures (delete)

C. Douglass clarifies "deletion." The duties of the APC have officially changed and no longer include/reflect the policy located in the policy library.

B. Hull moved, second by **V. Edghill-Walden**.

Motion approved.

e. Disability Resource Center Policy (expedite)

R. Hunt notes the changes are highlighted in the document (most of the changes relate to the current pandemic). **R. Hunt** notes expedite request and poses same recommendation made for Lab PPE policy.

R. Siegesmund notes that this seems to be procedure rather than policy. **R. Hunt** notes that many of the policies in the policy library were grandfathered in and contain policy & procedure, i.e., were written this way.

A.Kenney notes previous discussion regarding PLC's role of cleaning up policies and separating policy & procedure as they come before the PLC.

J. Royce adds preference for separation.

K. Thu agrees with **R. Hunt** proposal.

A.Kenney notes concern for expedite before faculty comment.

B.Hull questions distinction and the appearance of the policy being more procedure than actual policy.

R. Hunt poses removal of policy from policy library and allowing DRC to host policy on DRC website. **V.Edghill-Walden** suggests keeping some portion of actual policy in policy library. **J. Royce** poses option of linking the policy located on DRC website to a title & hyperlink in the policy library.

R. Siegesmund moves to (1) remove current document (2) maintain active link in the library to the DRC website, and (3) request that appropriate policy be submitted to PLC as soon as possible.

Second by **J. Royce**.

K. Thu and **A. Kenney** agree.

A. Kenney notes request to discuss with DRC whether it has strictly policy to host in the policy library. If not, then no need to host policy nor a link in the policy library.

Motion approved.

IX.   Announcements

None.

X.   Adjournment

R. Hunt requests motion to adjourn.

R. Siegesmund moved, second by **K. Thu**.

Meeting adjourned at **1:56 p.m.**