MINUTES

Policy Library Committee
Monday, August 19, 2019, 1:00 p.m.
Altgeld Hall, Room 225
Northern Illinois University
DeKalb, Illinois

VOTING MEMBERS PRESENT:
- Beth Ingram
- Betsy Hull
- George Slotsve
- Richard Siegesmund
- Jeffry Royce
- Cathy Doederlein
- Bryan Perry
- Rebecca Hunt

OTHERS PRESENT:
- Vicki Collins
- Kristin Good
- Lindsay Hatzis
- Danielle Schultz
- Khalfani Mar'Na

VOTING MEMBERS ABSENT:
- Laura Alexander
- Naomi Bolden

I.   Call to Order

Policy Librarian **R. Hunt** called the meeting to order at 12:59 p.m.

II.   Verification of Quorum

A quorum was established.

III.   Approval of Meeting Agenda

G. Slotsve moved to approve the agenda, seconded by **C. Doederlein**. Motion passed.

IV.   Approval of Minutes for July 15, 2019

R. Siegesmund moved to approve the minutes, seconded by **B. Ingram**. Motion passed.

Discussion:

R. Hunt: Any additions added to minutes?
None.

Motion passed with **G. Slotsve** choosing to abstain.

V.   Public Comment

VI.   Consent Agenda

VII.   Unfinished Business

   a.   DoIT – Update on Their Process for Updating Policies

   R. Hunt
   B. Hull request to move discussion and motion for acceptance of this policy
   unfinished business to the next PLC meeting.
   R. Siegesmund moved, seconded by **B. Hull**. Motion passed.

VIII.   New Business

   a.   Policies for Online and Hybrid Courses

   R. Hunt provided summary of policy.
   Collins gives summary of policy including history behind policy. Last year
   University council tasked with review of courses offered to distance learners.
   Consensus reached that only one policy was needed. Policies were consolidated
   into one which was submitted to the committee. Bulleted items detail work of the
   committee from last year.

   Input provided via online survey. Survey data reviewed for recurring topics and
   consideration for improvement. Undergrad policy compared to graduate policy for
   overlap. Determination made for revision based on clarity and input from Dean
   Bond, Rebecca Babel, and Katy Whitelaw.
   Updated policy submitted to graduate counsel.

   Discussion:

   R. Siegesmund: If this is approved today, next step is moving to 30-day public
   comment? Do you have a mailing list of stakeholders that would become aware
   when the public comment period will begin?

Reasoning given: full awareness of process and availability of comment.

 V. Collins responded asking for clarity.

Discussion between **B. Ingram**, **R. Siegesmund**, **G. Slotsve**, and **C. Doederlein** re: making the faculty and stakeholders aware of policy comment period immediately upon reveal.
Concern: NIU Today being enough of an alert for public comment period.

R. Siegesmund reiterated desire to make public aware of process of policy and public comment period.

B. Ingram question: policy listed individually, on NIU Today?
R. Hunt response: yes, each individual policy made available

G. Slotsve question regarding definition of hybrid courses official definition: Whether "mix" can be zero.
B. Ingram and **C. Doederlein** respond definition states greater than zero.

G. Slotsve questions whether this relates to being classified as online student and whether there needs to clarity defining types of students.

B. Ingram response: no.
R. Hunt question: title of policy and searching for policy on policy library, better able to retrieve if renamed, "Online and Hybrid"

V. Collins response: current title was used as past title.

R. Siegesmund moved to accept policy, second by **B. Ingram**. Motion passed.

b.   Disclosure of Economic Interests

K. Good provides summary of policy. Update policy with changes in law. Illinois Ethics Act which goes to Sec. of State will be available on online.

Request that the policy reflect updates

Discussion:

G. Slotsve questions whether the update will be in the first paragraph.

K. Good: employees receive notification but can reach out to Ethics Office or Sarah Garner, Title IX Coordinator, for further information.

B. Hull moved to accept the policy, seconded by **C. Doederlein**. Motion Passed.

c.   Title IX Sexual Misconduct Policy and Procedures
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L. Hatzis provided summary of policy and background. This year there are more substantive changes to Title IX policy. Informed PLC that Sarah Garner provided memo with summary of changes.

Discussion:

B. Ingram moved to approve policy, seconded by **R. Siegesmund**. Motion Passed.

R. Siegesmund follow up question: will [policy] be made available for public comment and will the memo be included?

L. Hatzis responds yes, the memo sent by Sarah Garner is intended to be included with the policy for clarity and comment.

d.   Policy on Managing University Policies

R. Hunt explains the clarification of language that we organize policy and do not make policy.
Page 9 of policy, language taken out re: would send policy to the appropriate policy authority before coming before the PLC. This was incorrect regarding procedure. Language was taken out.

PLC instead of meeting at least quarterly, would meet monthly. This was changed.

C. Doederlein moved to approve policy, second by **R. Siegesmund**. Motion passed.

Discussion:

e.   International Students Tuberculosis Policy

R. Hunt provides summary of policy. The policy is requesting that int'l students take TB test.

G. Slotsve question: will they be required to take the test?

C. Doederlein response: yes.

B. Ingram questions whether we already have a mandatory screening

R. Hunt: yes.

B. Ingram question regarding necessity for everything in the policy below the first point. If any office were to change location, then policy would need to be changed. Suggestion made that the policy be amended to solely list the necessity to have the TB test.

R. Siegesmund points out that politically not having the procedure in with the policy, people may not vote for a policy.

B. Ingram responds that procedure could be separate from the policy and prevent issues with contacting students.

B. Hull questions if there is separate procedure document, would that cause issue with internal audit?

D. Shultz answer: it depends on the scope of the audit.

B. Ingram explains that by separating the procedure, could look at whether the particular step in procedure would be subject to audit and thus not subjecting the entire procedure to audit if it were to arise.

Send back to (Andrew) to take out the procedure from the policy before moving to accept.

R. Siegesmund response: by leaving the procedure in for public comment, it would still allow/keep in line with earlier point about full awareness/disclosure on use of procedure in policy

B. Hull questions whether a format listing the procedure for policy submission and revisions would be applicable and beneficial.

R. Hunt responds that she is working on a uniform method for policy submission and revisions in the future. Any new policies moving forward would be handled through this new format.

Point 3 and 5 of policy needs revisions re: clarity on requirements for students. University cannot force an individual to see a pre-determined provider. Requests these revisions be sent back to drafter (Andrew) for revision.

R. Hunt informs that the policy will be taken to Andrew with suggestions before being brought back to PLC

    f.   <u>Commercial Card Program Policy (P-Card)</u>

R. Hunt provides final form of policy for vote and explains that it is an expedited policy and thus does not go through 30-day comment period because it is already active.

B. Hull comment: this is policy and procedure being consistent with suggestions re: e. of agenda.

R. Siegesmund moved to accept, seconded by **B. Ingram**. Motion Passed.

J. Royce abstained.

IX.   Announcements

G. Slotsve thanks everyone for their work and the formation of the PLC.
R. Siegesmund: the use of policy and procedure together is an example of practice of combining the two in one document.
B. Ingram questions whether auditors can help with this.
D. Schultz explains that this was the purpose of separating policy and procedure.
G. Slotsve requests the need for separation of policy and procedure be revisited to drafter of P-Card Policy.
B. Hull questions how this policy goes into effect without 30-day comment period.

R. Hunt explains the new prospective Business Procedure Committee Purpose in determining which policy will be in the policy library or not. The BPC does not function in separating the policy and procedure from proposed policy in effect.

X.   Adjournment

G. Slotsve moved to adjourn, seconded by **R. Siegesmund**. Motion passed.

Meeting adjourned at 1:45 p.m.