

Ethics & Policy

AT CAROLINA

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Policy Review Committee

June 28, 2018 | 10:00 – 11:30 am

Pleasants Family Assembly Room

The UNC Policy Review Committee (PRC) met for its regular monthly meeting on June 28, 2018 and the following members were present:

Carolyn Atkins

Anne Bryan

Jeff Cannon

Robin Cyr

Jennifer DeNeal

Eric Everett

Jeffrey Hirsch

Elizabeth Josephs

Derek Kemp

Ann Lemmon

Sarah Naylor

Natiaya Neal

Todd Nicolet

Christopher Payne

Phyllis Petree

Christy Samford

Kim Stahl

Susan Sylvester

Lachonya Williams

Other individuals in attendance were:

Grace Brazeale

Mary Walker Rippe

Kim Strom-Gottfried

Kristen Lewis

Matthew Teal

Opening and Introductions

10:00 – 10:05

In a quick round of introductions, all individuals around the table identified themselves and their affiliated school/central administrative unit.

PolicyStat – Discussion/Q&A

10:05 – 10:25

Jen DeNeal began the PolicyStat section of the agenda with several updates:

- a. **New User Interface:** PolicyStat is rolling out a new user interface (UI) by the end of 2018. A new UI means that the entire look of the system will change. PolicyStat intends to make the redesigned site more user and mobile-friendly. The new UI should be ready to test in 1-4 months.

- b. **Final PolicyStat Training:** The Policy Office will wait to conduct its third and final contractual vendor-issued training until after the UI transition.
- c. **Training Site:** All current users in PolicyStat now have access to a training site: (<https://unc.pstattraining.com/>). The training site is a close mirror of the live site and should function almost identically. The training site is an excellent place to “play” and try out unfamiliar functionalities in the PolicyStat site. The training site resets on a regular basis. Users should pay attention to the date at the top of the screen for when the training site will reset, and any changes made to the training site will be lost.
- Jen did a quick demonstration in the meeting of how to find the training site, logging in, and pointing out the reset message at the top of the screen.
- d. **Workaround for Forms:** Using the training site, Jen conducted a demonstration of the proposed work-around solution for uploading forms to PolicyStat.
- Context: If forms are uploaded as attachments in PolicyStat, the system automatically generates a new link to the form each time it is accessed. The links “expire” and function for no more than 30 days.
 - Solution: For each form, users must create a unique page (a new template called “University Form” has been added to PolicyStat for this purpose) which will stand as a permanent link and can be shared with stakeholders on unit websites or via email. Each form will include basic information about the form and an attachment to the form itself.
 - *Feedback from PRC members:* Add a link back to the original policy
- e. **Notifications:** The Policy Office shared PRC feedback with PolicyStat that email notifications could be more helpful if they were configured differently (perhaps in a daily “digest” form where all notifications for one day arrive in one consolidated email).
- PolicyStat shared that they plan to redesign notifications, but that we would likely not see any changes in the system until the spring of 2019.
 - Policy Office staff recommended to PRC members that they consider how best to manage notifications – whether in an Outlook folder, Inbox Rules (where PolicyStat emails are directed to a folder other than the Inbox), or by turning off notifications in the system (not recommended) and setting a weekly calendar reminder to visit PolicyStat and view notifications in the top right-hand corner of the screen.
- f. **Policy Templates:** Upon receipt of a question from a PRC member, Policy Office Staff conducted a short review of where to locate various policy templates in PolicyStat.

Policy Discussion Forum

10:25 – 10:45

- a. **Whistleblower/Non-Retaliation policy**
- Kim Strom-Gottfried led the discussion of current policy and research into updating policy.
 - Thirteen or fifteen UNC-CH policies touch on retaliation
 - Current policy does not use term “whistleblowing”
 - She emphasized that “good faith” reporting should not be retaliated against

- Opportunity for anonymous reporting but acknowledgment of limitation of anonymous
- *Feedback from PRC Members*
 - There was discussion of whether “whistleblowing” should be explicitly defined in the policy, and if so, the best approach to doing so. Dr. Strom-Gottfried referenced research conducted during the writing of this policy regarding how UNC peer institutions define (or don’t) “whistleblower.”
 - There was a question whether the use of “Carolina Community” was intentional and how the phrase should be defined. Dr. Strom-Gottfried replied that the intent of the policy is to allow anyone to make a report.
 - Discussion of “relevant dean, director, or chair” language led to a decision to clarify that the phrase means dean, director, or chair where the alleged misbehavior is happening.
- Following the discussion, Dr. Strom-Gottfried suggested that the standard two-week review in PolicyStat of draft policy should be extended to allow more time for review.
- The target effective date for the revised Whistleblower Policy is 07/31/18.

Policy Liaison Updates

10:45 – 10:50

Policy Liaisons around the table reported out on policy review/revision work currently underway or on the horizon for each school/central administrative unit.

- a. Student Affairs - Alcohol policy (specifically changes to tailgating) is under review
- b. Development - Professorship spending policy
- c. School of Law – No current policy work to report
- d. Registrar – Work happening in academic policies and university policy memos (UPMs): Independent Student, Definition of Credit Hour, Degree Completion, Course Numbering
- e. University Counsel – No current policy work to report
- f. Public Health - Social media policy (particularly for faculty/staff): what guidance does the university provide, what are other schools doing?
- g. School of Social Work – No current policy work to report
- h. The Business School – No current policy work to report
- i. Internal Audit - providing latest version of audit policies to OEEPM for publication in PolicyStat
- j. ITS – Terms of Use for Admin Systems, Information Security Liaison Policy
- k. Risk Management - Continued discussion of Alcohol policy. Emergency Management Coordinator planning – intend to rewrite the emergency response plan (August)
- l. Provost - External Professional Activities for Pay: working on developing a Standard and FAQ.
- m. School of Education – No current policy work to report
- n. Employee Forum – No current policy work to report
- o. Information and Library Sciences – No current policy work to report

- p. College of Arts and Sciences – College Appointment, Promotion, and Tenure policy
- q. Research – Research Code of Conduct and PI policies
- r. OEEPM – Amorous Relationships policy under review with HR, working to reignite the Threat Assessment policy, cross-walking Board of Governors policies with University Policies. Chancellor has a general concern with the existence of Unit Policies, so OEEPM is doing an analysis of Unit Policies for Chancellor Folt and will likely be convening a group to discuss how much latitude Unit Policies should have – identifying risk and opportunities for coherence.

Informational Items

10:50 – 11:00

- a. Suggested priorities and goals for the next six months
 - Jen is setting up meetings with individual liaisons for feedback – Thank you to everyone who has responded!
- b. What do we want PRC 2.0 to look like?
 - Discussion of change of frequency of in-person PRC meetings to quarterly
 - Plan to introduce policy summaries/analysis and send to PRC members
 - Discussion of improving utilizing expertise in the room by shifting PRC’s role slightly to encompass strategic planning and thinking on policy matters with sweeping implications or a far reach.
 - Examples of “big” policy ideas: sensitive policies (What are they? How do we define them?), Plotting a course for policy reviews – how do we ensure policies are reviewed in an intuitive way, with related policies reviewed at the same time?
 - Discussion of making a separate PolicyStat-specific technical working group
- c. Policies and redirects on policies.unc.edu are going away after December 31, 2018. All policy links will need to be updated to point to PolicyStat.

Closing thoughts/questions/upcoming items

11:00 – 11:05

For next month, please think about:

- Recurrent or difficult issues in your units that might have policy implications
- What are your (or your unit’s) policy goals for the next year?
- Feelings on a quarterly meeting

Adjournment

With all policy business concluded, the PRC adjourned at 11:05 a.m.

Next Meeting: July 26, 2018, 10:00-11:30 am, Pleasants Family Room, Wilson Library

Upcoming Training (registration via links below)

Extreme Makeover: UNC Policy Edition
[Wednesday, August 15, 9:00 AM – 10:30 AM](#)

PolicyStat Training Webinar III
 Date TBD