



**Policy Review Committee**

November 29, 2018 | 10:00 – 11:30 am

Pleasants Family Assembly Room

Wilson Library

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

Kathy Anderson

Carolyn Atkins

Jeff Cannon

Jennifer DeNeal

Loretta Hester

Jeff Hirsch

Elizabeth Josephs

Ann Lemmon

Chris Payne

Tim Sabo

Christy Samford

Kim Stahl

Other individuals in attendance were:

Sarah Haynes

Gabby Hubert

Steve Keadey

Matthew Teal

**Opening and Introductions**

All individuals around the table identified themselves and their affiliated school/administrative unit. The PRC welcomed new members Kathy Anderson (Gillings School of Global Public Health) and Loretta Hester (Internal Audit) to their first meeting.

**Policy Discussion Forum**

- a. [Policy on Non-Solicitation Agreements](#)
  - Steve Keadey presented the background on the legal case against Duke and UNC regarding no direct solicitation agreements. Initially a case against Duke, which is still progressing and will likely go to trial.
  - The policy comes from a consent decree approved by the court.
  - Consent decree requires us not to have the kind of no direct solicitation agreements like the one alleged in the case. We can have no-poach agreements if they meet certain exceptions, limits, and rules. If we enter those kinds of agreements, we have to keep track of them (and we have a website for that). We are following the consent

decree and have worked to inform major departments about the obligations.

- He noted that some departments might have small contracts (not in central purchasing). This policy is to help ensure (and assure the court) that we are not violating the agreement. The policy puts our agreement into the mechanics of the university apparatus.
- Kim Stahl said she talked with staff members in ITS who were unaware of the consent decree and asked if Steve would be willing to conduct a training on the exceptions because lots vendors slide these types of agreements into their contracts.
- Steve replied that he would be happy to do a training.
- Matthew Teal asked why the website referenced in the policy required Onyen credentials to access.
- Steve pointed out that part of the content is guidance for people who are working on contracts, so if you (university employee) see a provision that might violate the agreement, it has guidance for how to fix it. That, and some of the training materials could be construed as legal advice, so we want to keep it private.

b. Academic Policy Definition

- Jennifer DeNeal noted that most peer institutions do not specifically define academic policies on their websites. She continued to assert that unclear definitions of which policies are “academic” makes it hard to know who is responsible for what, leads to policies in lots of places, and makes it hard to know what we have.
- Jennifer plans to float a working definition to PRC members in the next couple of months prior to the February PRC meeting. She hopes that the Academic Policy definition discussion will coincide with the review and revisions of the Policy on Policies in early 2019.
- Jeff Cannon asked to what extend the Policy Office was consulting with Executive Leadership of the Faculty Counsel?
- Jennifer replied that she had not yet reached out and was still conducting research.
- Jeff responded that the initial policy working group had received clear requests from the faculty council to leave academic policies alone and counseled caution against doing any work on academic policy without the faculty council’s involvement.
- Ann Lemmon added that the Provost’s office tried to take the most clearly, overtly academic policies and put them on the APO website. If you go there, you’ll see general policies (for everyone) and specific policies for each school. All of those are linkable from the APO site. There may be other policies not on our website, and there are also some on there that shouldn’t be.
- Loretta Hester asked if academic policies could differ from school to school?
- Ann replied yes, and gave the example of appointment, promotion, and tenure (APT\_ policies, which must be specific from school to school (and dept. to dept. within the college). APT deals with research specs, procedures for voting, etc. The provost is going to be starting an initiative to review the tenure code in the spring semester.
- Christy Samford pointed out that the Policy Office will want to consider accreditation standards (SACS and other, school-specific standards) when reviewing unit-level policies for duplication. Some might be required by accreditors.

- Mathew Teal asked if there was any problem putting academic policies in PolicyStat.
- Ann replied probably yes, but that the major issue is with policy formatting.
- Elizabeth Josephs asked if there were academic policies (and websites) that included information about the curriculum. – are there places that include curriculum?
- Christy responded affirmatively and mentioned the catalog. She said that our regional accreditor (SACS) drives the catalog policies.
- Ann added that, where there are other accreditation regulations, they might have other policies as well.

### **Updates from the PolicyStat Technical Working Group**

- c. Matthew Teal leads the PolicyStat Technical Working Group and identified several major issues he and the group are currently discussing with PolicyStat.
- d. Issues:
  - Accessibility, specifically printable PDFs (Kim Stahl said the university is working on remediating accessibility issues for OCR and these PDFs don't meet the WCAG 2.0-AA standards and that a full test of the PolicyStat site was coming soon.)
  - Configurable workflows – concern that every time we need to make a change in the workflow that the workflow restarts (which is annoying, especially for minor edits).
  - Development Timeline - Trying to get some insights into the development backlog and how the vendor is prioritizing the workload and allocating their resources.
  - Group-based permissioning. Right now, we can create groups in PolicyStat but cannot assign permissions for the whole group to see things like restricted policies.
- e. Jennifer DeNeal thanked Matthew for his report and asked PRC members to send their feedback and concerns about PolicyStat to the Policy Office.
- f. Loretta Hester asked if PolicyStat was willing to work with us to change their product.
- g. Jennifer replied that the Policy Office would be working with PolicyStat to push their thinking and quote us prices for the things we need fixed.
- h. Matthew added that the Table of Contents is a good example of how we could make a small adjustment to make the system a little more user friendly.
- i. Kim Stahl asked if there are other users also interested in some of the same enhancements. She noted that we should also take the Service Now efforts into consideration. Service Now is replacing Remedy for tickets and implementing a business process with straightforward processes/workflows. It's being implemented for the next 18 months and might be able to integrate with PolicyStat.

### **PRC Schedule and Process for 2019**

- j. Jennifer DeNeal began the conversation by noting that PRC would be moving to a

quarterly face to face schedule in 2019 and passed out hard copies of the schedule to the group. She also indicated that the month of December could be a good opportunity to transition leadership from existing policy liaisons to new ones.

- k. Kim Stahl suggested that, as the Policy on Policies comes up for review, one major point for consideration and clarification should be defining what is not a policy, standard, or procedure so that we can begin the process of moving “standard operating procedures” (or process guidelines) into Service Now. She also reiterated the importance of user-group based permissioning so that secure documents could go into Policy Stat and that an acknowledgement function for reading policies would be helpful. Finally, she asked about the possibility of a monthly Zoom meeting if needed.
- l. Jennifer replied that a virtual meeting was an option.

### **Policy Liaison Updates**

Jeff Hirsch, Law – No policy updates to report.

Ann Lemmon, Provost – Collaborating and working on the External Professional Activities for Pay (EPAP) policy. NCSU and Chapel Hill are driving the push for change. Specific areas of concern include language around secondary employment and honoraria. EPAP isn't a “policy” per se, so updates may come in the form of a letter from the provost, a statement from PRC, or something else. Deadline for updates is June 2019.

Carolyn Atkins, Development – Beginning an internal task force to reexamine the gift acceptance policy and potentially other related policies.

Kim Stahl, ITS – password policy and IT liaison standard are up for review and should be coming to PRC in January. Suite of HIPPA policies are going to the privacy liaisons in the next month or two and will be an “over the next year” project.

Kathy Anderson, Public Health – No policy updates to report.

Jennifer DeNeal, Policy Office – Working on a definition of “academic policy” and continuing the deep dive analysis into unit policies.

Christy Samford, University Registrar – working with the Study Abroad office to revise the way study abroad credits are reflected on the student record.

Elizabeth Josephs, University Counsel– Working with ITS on the HIPPA policy with OUC as the responsible unit.

Jeff Cannon, Business – Working on a parallel policy for clinical faculty (new) and will coordinate with Ann Lemmon and ensure she also has the most updated APT policies.

Loretta Hester, Internal Audit – No policy updates to report.

Tim Sabo – working on Campus Film policy. There's a lot of trademark and licensing that goes into it and the policy should come to PRC in January.

Chris Payne, Student Affairs – No policy updates to report.

## **Adjournment**

With all policy business concluded, the PRC adjourned at 10:55 a.m.

## **Next Meeting:**

### Upcoming Training

#### **Extreme Makeover: UNC Policy Edition**

Thursday, February 14, 10:00 – 11:30 a.m., AOB 1501-C

Tuesday, April 8, 10:00 – 11:30 a.m., AOB 1501-C

#### **University Policy Management System (PolicyStat) Training**

TBA following new PolicyStat UI release