



Policy Process Council Meeting Summary

August 19, 2025

11:00 – 12:30

Via Teams

Council Members:

Callie Warren, Jay Thomas, Sandi Gillilan, Aaron Streimish, Scott Nowak, Karen Kornweibel, Leigh Funk, Bee Blank, Stephen Gay, Rudy Jackson, Lisa Duke, Sherry Grable, Matt Iwanski, Ryan McLemore, Corinne McNamara (Proxy), Amy Phillips, Nwakaego Nkumeh-Walker, Amber Smith, Pete Rorabaugh (Proxy)

Members Excused: Lisa Duke, Pete Rorabaugh (Proxy),

Invitees:

- James Westbrook, Director of Emergency Management
- Christy Hendricks, Continuity Planner
- Ron Briggs, Dean of Students
- Dylan Goldblatt, AI Strategist and Applied Researcher

Agenda Items:

Updates

1. Welcome and Introductions

Review/Discussion of Policies

Please review the policies and insert your comments / feedback in the shared documents linked below.

1. [Continuity of Operations Policy](#) – New Policy – Policy Sponsors - James Westbrook & Christy Hendricks

PPC members offered feedback and raised questions. James and Christy will review the feedback and revise as appropriate. James or Christy will send the policy to Leigh to facilitate the shared governance review process.

2. [Hazing Policy](#) – Determination of Editorial Only or Substantive Changes – Policy Sponsor - Ron Briggs
PPC members expressed mixed impressions regarding the editorial vs. Substantive changes. As is customary, when in doubt, the policy will proceed through the full shared governance review. PPC members suggested this go to the shared governance groups as an informational item.
3. [AI Policy \(Institutional Artificial Intelligence Guidebook\)](#) – New Policy – Policy Sponsors - Anissa Vega / Stephen Gay

Lots of discussion, the development group will:

- determine how to integrate the “policy” version vs. the Guidebook.
- Address the feedback provided by the PPC
- Send Leigh a copy of the revised version to facilitate the shared governance and administrative review.

PPC council encouraged the consideration a revision to the Policy Template to include an AI disclosure area.

To submit a policy for shared governance review, we need to receive the revisions by 09/10/2025.

Policies Submitted for Shared Governance Review

Policies Under Review

1. Policy: Student Complaints (formerly Complaint Resolution Policy)
Projected Type of Review: Substantive
Unit Responsible: Student Affairs
Last Review Year: 2025
2. Policy: Complaint Resolution Policy
Projected Type of Review: Substantive
Unit Responsible: Student Affairs
Last Review Year: 2025
3. Policy: Centers and Institutes Policy
Projected Type of Review: Substantive
Unit Responsible: Academic Affairs
Last Review Year: 2025
4. Policy: Policy on University Policies
Projected Type of Review: Substantive
Unit Responsible: Academic Affairs
Last Review Year: 2025

5. Policy: Substantive Change Policy (AA)
Projected Type of Review: Substantive
Unit Responsible: Academic Affairs
Last Review Year: 2025
6. Policy: Institutional and Program Accreditation Policy
Projected Type of Review: New
Unit Responsible: Academic Affairs
Last Review Year: NA

Policies Overdue for Review

1. Policy: Contract Approval and Signature Authority Policy
Projected Type of Review: TBA
Unit Responsible: Procurement and Contracting
Last Review Year: 2022
2. Policy: Establishing or Changing an Elective Fee or Special Charges Policy
Projected Type of Review: TBA
Unit Responsible: Budget and Planning
Last Review Year: 2022
3. Policy: Records and Information Management Policy
Projected Type of Review: TBA
Unit Responsible: Records Management
Last Review Year: 2022

Process Improvements for AY26

These topics should be moved to the September PPC agenda since we did not have time to discuss during the August meeting.

- [PPC Policy Management Dashboard](#) - Permission Based
 - [Policies Under Shard Governance Review Report](#) – Please Share with Your SG Groups
 - [External Policy Portal](#) – TEST Policy Organization
 - [FY26 Policy Review Schedule](#)

PPC Meeting Schedule

2025-2026 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- August 19, 2025
- September 16, 2025
- October 21, 2025
- November 18, 2025
- January 20, 2026
- February 17, 2026
- March 17, 2026
- April 21, 2026

Orientation for Senate Presidents and CDA Chair = August 22, 2025 2:00 – 2:30