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## CWU Academic Affairs Committee Minutes - 10/ 11/12

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***Minutes***  
***Faculty Senate Academic Affairs Committee***  
***October 11, 2012***

Present: Joe Brooks, Sacheen Mobley-Welsh, Thomas Tenerelli, Michael Whelan, Marla Wyatt and Michael Jackson

Absent: Simeon Sungi and Penglin Wang

Guest(s): Sandy Colson

Meeting was called to order at 4:06 p.m.

Joe moved to accept the September 27, 2012 minutes as read. Marla seconded and motion was approved.

Policy & Procedures – Sandy Colson gave a PowerPoint presentation about the reasons committee's are being asked to go through all policies and procedures. This has been an ongoing effort since 2006 to clean up the university policies and procedures to make sure they are current and not referenced different ways in different places. Sandy indicated that polices answer the questions what, who and why and that procedures answer the questions where, when and how. All policies and procedures are referenced on the Resources and Reports university website.

Procedure tells the user "how" a policy will be implemented. Procedure must be linked to a university policy and identified in the respective policy.

Sandy will send Janet a copy of the PowerPoint to send to committee members for their reference.

Want to have a policy manual that is clear and concise as possible. If a policy has a procedure, that procedure number will be referenced there and be linkable.

Review of committee charges – The committee reviewed the charges sent by the Executive Committee. It was decided that the committee would start work on charge number 2, then number 5 and 3 works together. Then work on number 6 as needed and finish number 1 at the end of the year. Number 4 will be worked in as going through 5-90.

The committee also talked about adding something to current policy language regarding how polices are referenced in the catalog.

Meeting was adjourned at 5:00 pm

Next meeting date October 25, 2012