



ACCREDITATION EVIDENCE

Title: Policy & Procedure Committee

Evidence Type: Corroborating

Date: 9 September 2021

WAN: 22-0528

Classification: Minutes

PII: Yes

Redacted: No



Western Wyoming Community College

Meeting Minutes Template

Team Name: Policies and Procedures Committee

Date and Time: September 9, 2021 4:00 p.m.

List of Members (check off those in attendance):

NAME	POSITION	IN ATTENDANCE
Kandy Frink	Chair/Recorder	X
Cecily Brunelli	Senate At-Large Representative	X
Jenny Daniel	Faculty Representative	
Megan Gabol	Paraprofessional Representative	X
Amy Galley	Professional Representative	
Deanne Garner*	Senate Past Chair	
Kim Greene*	Paraprofessional Alliance Chair	
Chuck Newberg	Faculty Representative	X
Katie Pastor	Paraprofessional Representative	X
Mark Rembacz*	HLC Liaison	
David Tate	Presidential Appointee	X
Vacant	Paraprofessional Representative	
Vacant	Paraprofessional Representative	

* = non-voting member

Visitors or Guests	

Topic: Approval of Minutes

Discussion: None

Decision: Cecily made a motion to approve the minutes of the September 2, 2021 meeting as presented. The motion was seconded by Chuck.

Vote: The motion was approved by vote.

Topic: 5230B Registration for Courses

Discussion: Kandy said the proposed revisions for this procedure include extending the withdrawal period for all classes to 88% of the course. Kandy said the premise behind the extension is that students can recover from a 'W' easier than an 'F' which may improve retention. Members discussed the proposed revision. Members noted that the add periods for block courses only list the 5 and 8-week blocks, omitting the 12-week and Q block courses. Kandy will ask Mr. Moore if the other blocks should be included in the list.

Decision: Katie made a motion to approve the proposed revisions, including the addition of the 16-week and Q block add dates if appropriate, and to move the proposed revisions forward for all employee comment. The motion was seconded by Megan.

Vote: The motion was approved by vote.

Topic: New Policy/Procedure: Drug Free Colleges and Communities

Discussion: Members discussed the new proposed policy and procedure. Members noted that the procedure references an alcohol and drug abuse prevention program for both students and employees, although no program exists for employees. Kandy said she believes Wellbeing & Accessibility conducts alcohol and drug abuse prevention activities with students but is unsure of the types of those activities. Members agreed that this proposed policy and procedure should be tabled until Amy is present so she can review the language regarding prevention programs for students.

Decision: To table the proposed policy and procedure until Amy is present.

Vote: None

Topic: New Policy/Procedure: Acceptable Use

Discussion: Members discussed the new proposed policy and procedure. Members noted that the title is very vague, adding that the title should be "Acceptable Use of Computing Resources". Members discussed the section on copyrights, noting that the language needs to be compared with our current policy on copyright to ensure that the two documents do not conflict with each other.

Decision: Cecily made a motion to approve the new policy and procedure with the revisions discussed and to move the policy/procedure forward for all employee comment once the comparison of copyright language is completed. The motion was seconded by Chuck.

Vote: The motion was approved by vote.

Parking Lot Items (Tabled/Monitoring/Informational)

- New Policy: Pre-employment Background Checks - Tabled: Referred back to HR/Dr. Veltri to address concerns
- New Procedure: Due Process, Academic – Tabled to allow review of consistency between timelines in appeal processes; Both Due Process procedures sent for legal review
- 4430B Grievance and Appeal – Employee submission, currently under review by Steward and Content Area Expert
- New Procedure: Behavioral Intervention Team (BIT) – Referred back to Dr. Conover to address concerns