

**Policy Review Committee Agenda with Minutes:  
February 24, 2022 1:00 to 2:00 pm via Zoom**

**Policy Committee Attendance:**

- √ Leanne Walker for Julie Galgano- *YC Staff Association President*
- √ Frank D'Angelo- *Director, Business Services/Controller*
- √ Monica Belknap- *Student Affairs Director, Student Conduct & Community Standards CARE Team and Title IX Coordinator*
- √ Jennifer Riley- *Faculty Association Chair of Faculty Affairs*
- √ Emily Weinacker- *Chief Human Resources Officer, Policy Committee Chair*
- √ Jeanne Welch- *Director of Finance and Operations, YC Foundation*
- √ Scott Farnsworth- *Dean for the Schools of Health and Wellness, Science and Engineering*
- √ Stacey Hilton- *Dean for Instructional Support*
- X Karen Palmer – *Co-Faculty Senate President*
- X Marnee Zazueta – *Co-Faculty Senate President*
- Open- *Faculty Association Chair of College Standards*
- X Ivonne Zuniga – *Coordinator, VP FAS*
- Open- *Student*
- √ Wyatt Brannock- *HR Support Specialist, policy Committee Support*

**Agenda Items:**

**All College Council Agreement on Engagement**

All-college council has adopted Agreement of engagement and has asked Policy Review Committee to include this in that committee's charter.

PRC felt Agreement of Engagement is well drafted.

It is suggested that the name be changed to something along the lines of Participatory Governance Agreement on Engagement to encompass all Committees.

Wyatt Brannock to add Agreement on Engagement to all PRC meeting agendas.

**Policy Sunset: 3.13 – Internships and Service Learning**

**Committee Action:**

Policy discussions began at meeting on January 25<sup>th</sup> 2022 and continued today

Committee discussed guidelines in student catalog that meet HLC requirement for written agreements for managing internships and clinical placements in the institutions program.

It is recommended to use the student catalog for the purpose of internship guidelines.

Committee recommends sunsetting the policy as of the end of the day on June 30<sup>th</sup>, 2022, the final day of the fiscal year.

Policy 3.13 is currently referenced in 2021-2022 Student Catalog. Reference will be removed in the 2022-2023 Student Catalog.

Stacy Hilton will update the 2022-2023 Student Catalog to ensure HLC student internship requirements are met.

Committee agrees by consensus to sunset policy 3.13 as of June 30<sup>th</sup>, 2022, The final day of the fiscal year.

### **Policy 10.15 update**

Policy passed an email vote by College Council and is waiting for Dr. Rhine's approval. Policy name will be changed to Policy Administration. No other changes added after PRC recommendation.

### **Policy Impact and Tracking Statement**

Agenda item was not discussed.

### **Policy Project Update**

Procedure leaders will receive policy stat training on Friday March 4<sup>th</sup>.

Policy Committee discussed development of procedures and who should be in charge of developing procedures for policies.

Committee discussed that it may not be their responsibility to write procedures, Dr Weinacker will discuss this with Dr. Rhine

### **Policy 3.28: Determining Credit Hours Awarded for Courses and Programs**

Dr. Weinacker reviewed policy 3.28 and explains its purpose.

Faculty Senate has reviewed the Policy.

Policy will be submitted for community review.

### **Meeting Adjourned at 1:50pm**

**Next Meeting:** March 24<sup>th</sup>, at 1:00pm