

**Policy Review Committee Agenda:  
April 28, 2022 1:00 to 2:00pm via Zoom**

**Policy Committee Attendance:**

- √ Julie Galgano- *YC Staff Association President*
- √ Frank D'Angelo- *Director, Business Services/Controller*
- X Kellie Porter- *Director of Residence Life*
- √ 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*
- X 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*
- √ Marnee Zazueta – *Co-Faculty Senate President*
- Open- *Faculty Association Chair of College Standards*
- Open- *Student*
- √ Wyatt Brannock- *HR Support Specialist, policy Committee Support*

**Quorum reached with seven of ten members**

**Agenda Items:**

**COMMITTEE ACTION**

**Policy Recommendation 3.28 (Stacey Hilton)**

Stacey Hilton showed PRC the final version of policy 3.28 where the clinical ratio of credit hours is demonstrated. Stacey Hilton described to PRC why this is required by HLC. Stacey Hilton Demonstrates how different Laboratory Class hour requirements are now included in Policy 3.28. Stacey Hilton will move policy 3.28 from the procedure template into the policy template before College Council meeting reviews policy 3.28 on 5/6/2022. Stacey Hilton will obtain definitions for policy 3.28 from other faculty and have them verified at the College Council Meeting on 5/6/2022.

**PRC recommends by majority policy be sent to College Council**

**Approves - 6**

**Disapproves - 0**

**Not Present – 3**

**Yavapai College Council Agreement on Engagement**

- **Be present and commit to the conversation**
- **Speak up and speak your truth**
- **Become comfortable with discomfort**
- **Keep Confidential Information Confidential**
- **Act with Civility**

**Abstained - 1**

## **POLICY UPDATES**

### **Sunset 3.13 – Internships and Service Learning**

Dr. Weinacker updated the PRC informing them that 3.13 has officially been sunset. Next policy update will clarify that the internship credit hours will be included in the Student Catalogue, not the student handbook.

### **Learning Excellence 2.05**

Next policy update will be done as interim to give faculty time to comment with public opinion while still having the policy approved for HLC.

### **Participatory Governance 10.11**

Dr. Ryan will be deciding to do this as a interim policy.

## **DISCUSSION ITEMS**

### **Procedures associated with policies (follow up discussion)**

ELT members felt that procedures connected to a policy should be included in PolicyStat. Dr Weinacker explained the difference between operational procedures and participatory governance procedures. Participatory governance procedures are directly referenced on the policy on PolicyStat.

If there is a discrepancy in regards to if a procedure is operational or participatory, college council will decide on what recommendation to make to Dr. Rhine.

### **August 12 College Council Presentation**

College Council has decided that they would like to hear from Participatory Government committees. PRC will present on August 12<sup>th</sup>. Each committee will speak at College Council once a year. Stacey Hilton Volunteered to present.

### **YC Agreement on Engagement Follow up Discussion**

All-College Council Agreement on Engagement name changed to YC Agreement on Engagement by the All-College Council.

### **Summer Meetings**

PRC will meet throughout the summer as needed. Go or cancel decisions will be made the week prior. Faculty off assignment will be paid for their attendance.

**Meeting Adjourned at 1:45pm**

**Next Meeting: May 26 at 1pm**

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