Concordia Policy Advisory Committee

Purpose

The Concordia Policy Advisory Committee (CPAC) is a standing committee authorized by the President's Cabinet to act as the central body for making recommendations regarding the updating, management, and approval of university-wide policies. The CPAC is responsible for managing those policies that have an impact on at least two divisions of the university. The CPAC works in partnership with individuals from campus units who are developing university-wide policy to ensure that proposed policies are needed and are aligned with institutional mission, values, and vision. The committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible.

The CPAC will be the collaborative body with the authority to:
- Review, recommend, and forward new and significant changes to existing University policy to the President's Cabinet.
- Propose changes to the University policy development and approval process to the President's Cabinet.

Responsibilities of Committee

- Develop a process within the existing governance framework through which institutional policies are formulated, vetted, approved, reviewed and maintained, communicated and enforced.
- Serve as a resource to university departments for policy development and implementation.
- Establish priorities for policies that are recommended for development or review.
- Lead the review process and ensure a broad-based and comprehensive review of all proposed new/revised university-wide policy.
- Recommend a communication strategy for disseminating new/changes in policy.
- Standardize and index a policy repository for current policy.

Definitions

University policies are statements of institutional positions on issues, reflecting and supporting the University's mission, values, and vision. While developed primarily to guide institutional decisions or actions, they also may articulate the institution's compliance with external mandates, encourage efficient use of resources or promote consistency by those acting for the institution. University policies often impact multiple divisions within the institution. The final adoption and implementation of University policies requires the approval of the President's Cabinet and, possibly, the Council of Trustees.

University procedures are written statements of specific processes initiated to implement a University Policy. Procedures should undergo regular review to ensure proper implementation of policy. The CPAC is not responsible for defining or reviewing University procedures.

Committee Membership

Members of the CPAC are tasked with visionary leadership that focuses on the needs of the larger University and the integration of services to support the university's core values, mission, and vision. The President, with the recommendation of the President's Cabinet, will bi-annually appoint members and retains the right to modify membership at any time.

The committee will be composed of a maximum of nine members with representation from multiple academic and administrative divisions. This includes representation from at least one of the major academic divisions of the university. Members are required to attend regularly scheduled meetings and may not send a representative/delegate.

The CPAC will elect one of its members to serve as chair. The chair will serve for a two-year term. Elections will be held, and the chair will be selected by majority. The chair will be responsible for developing agendas and minutes, presiding over all meetings, calling special meetings as needed, and serving as point person for communications between the CPAC and Cabinet leads.

Meetings

The CPAC will establish a regular meeting schedule and shall meet at least twice a year. The Chair will develop and distribute and agenda at least 1 week prior to a meeting of the CPAC. While CPAC members are expected to be regular participants in all meetings, there may be occasions when a member is unable to attend. The member should notify the Chair of the absence as early as possible prior to the meeting. Meeting minutes will be recorded and disseminated to all CPAC members.

Decision-Making

There must be a quorum at a CPAC meeting in order to make decisions. Voting will be used to make decisions. The decision will be determined by a majority vote of those members attending the meeting. For every decision determined by a vote, each member of the CPAC has one vote. The CPAC will document all votes.

Implementation Plan

    Committee Name: Concordia Policy Advisory Committee

    Start Date: Approved by CPAC January 14, 2016
                              Approved by Cabinet February 11, 2016

    End Date: N/A