

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to Policy Manual
Date: March 3, 2002

Recommended Actions:

Approve the replacement of “Chapter II--Meetings”, “Chapter III-- Board Office”, “Chapter IV—Personnel” and “Chapter VI—Academic Policies and Procedures” of the Board of Regents Policy Manual with revised versions of these chapters.

Executive Summary:

The Board Office and Regent institutions have been in the process of reviewing the Board of Regents Policy Manual, formerly the Procedural Guide, for more than a year.

Review of Policy Manual linked to Governor’s Executive Orders on IAC revision

- Many of the procedural aspects of the current Policy Manual must be adopted by administrative rule in the Iowa Administrative Code (IAC) to be recognized by some judicial districts.
 - The Policy Manual contained a great deal of procedural detail that was duplicative of sections of the IAC and of the Iowa Code (I.C.).
 - Much of this procedural detail is properly contained in the IAC and the Iowa Code and should be removed from the Policy Manual.
 - The Policy Manual has not been revised for several years. This revision process is also timely in light of the review and revision of the IAC, as required by the Governor’s Executive Orders No. 8-11.
 - The review of the Policy Manual has focused on consistency with state and federal laws, with policies and practices of the Board of Regents, elimination of redundancy with the IAC, and compliance with the requirement of Iowa Code Chapter 17A: Iowa Administrative Procedures Act.
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Strategic Plan:

Revision relates to Quality and Accountability

Revision of the Policy Manual is consistent with the Board of Regent's Strategic Plan, KRA 1.1.0.0, Quality. More specifically this revision relates to KRA 4.0.0.0, Accountability, and particularly to Objective 4.2.0.0--to improve the operational effectiveness and efficiency of the institutions.

Background:

Changes to the Policy Manual are described by attachments 1-4 to this memorandum by striking current language and underscoring proposed new language. Board members and institutional heads received complete sets of the attachments. Attachments are also available via the Board of Regents' website (www.state.ia.us/educate/regents) and in the Regents exhibit book.

- Attachment 1 describes Chapter II—Meetings, (A) strike through version, (B) proposed revised version.
- Attachment 2 describes Chapter III—Board Office, (A) strike through version, (B) proposed revised version.
- Attachment 3 describes Chapter IV—Personnel, (A) strike through version, (B) proposed revised version.
- Attachment 4 describes Chapter VI—Academic Policies and Procedures, (A) strike through version, (B) proposed revised version.

Highlight of Changes

Changes to all chapters focus on redundancies and clarity of language

Changes to Chapter II, Meetings, include the following:

- Elimination of redundancy with the IAC.
- Additional sections (for example, Communication of Students, Faculty, and Staff with the Board) were moved from a "miscellaneous" chapter (Chapter X) to achieve consistency and clarity of subject matter.

Changes to Chapter III, Board Office, include the following:

- Elimination of redundancies with the IAC and clarification of language.

Nepotism Policy revised

Changes to Chapter IV, Personnel, include the following:

- Nepotism—revised to prohibit employment situations where a relative or spouse could recommend for employment or supervise a relative, except where the Board is advised of and permits such a situation.
- Appeal by Employees to the Board—appeal policies are clarified.
- Regent Merit System—merit rules are deleted from the Policy Manual to eliminate redundancy with the IAC.
- Professional and Scientific Staff Policies—deleted from the Policy Manual to eliminate redundancy with the IAC.

Several new templates and sections added to Academic Affairs chapter

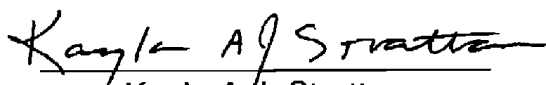
Changes to Chapter VI, Academic Policies and Procedures, include the following:

- Admission Requirements-- title changes and language clarification.
- Academic Program Review—refers to a new template and includes a new section on “Costs of New Academic Programs”.
- Distance Education—updates the section to include a new policy, “Reports of Distance Education Offerings”.
- Updated institutional role, scope, and mission statements.
- Clarified elements required to be submitted for Board approval.
- Chapter now includes policies on Intercollegiate Athletics, Public Radio Stations and Abuse Policies for the Iowa School for the Deaf and Iowa Braille and Sight Saving School. These policies were formerly contained in Chapter X, “Miscellaneous”.
- Abuse Policies for the special schools have been summarized and proper citations made to the Iowa Code and IAC.

Analysis:

- The Regents have a need for a review of the Policy Manual to ensure that it is consistent with state and federal law and with the policies and practices of the Board of Regents.
- The review process involves consultation among the institutions, Board Office, and the Office of the Attorney General
- The Board has final authority to approve changes in the Policy Manual and will review the work of the institutions, Board Office, and Office of the Attorney General and make recommendations for further changes as it sees fit.
- The process of review and revisions is anticipated to be completed by the end of calendar year 2002.

Recommendation: As the proposed revision of Chapters II, III, IV, and VI of the Policy Manual are consistent with state and federal law and Regent practices, the proposed recommendations appear appropriate.


Kayla A.J. Stratton

Approved: 
Gregory S. Nichols