**Committee Name:** Executive Committee of the University Senate (ECUS) with Standing Committee Chairs

**Meeting Date & Time:** 4 April 2014; 3:30 –4:45

**Meeting Location:** 301 Parks Administration Building

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Alex Blazer (CoAS, FAPC Chair) | P | Cara Meade (CoE, CAPC Chair) |
| R | Kelli Brown (Provost) | R | Dee Sams (CoB, SAPC Chair) |
| R | Steve Dorman (University President) | P | Susan Steele (CoHS, ECUS Vice-Chair) |
| P | Maureen Horgan (CoAS, RPIPC Chair) | P | Craig Turner (CoAS, ECUS Secretary) |
| P | Joshua Kitchens (Library) | P | Catherine Whelan (CoB, ECUS Chair Emeritus) |
| P | Lyndall Muschell (CoE, ECUS Chair) | R | Howard Woodard (CoB, APC Chair) |
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| Regrets for SCoN:John Swinton (SoCC Chair)Victoria Ferree (SGA President)Guests:Nicole DeClouette (SAPC Secretary)Carly Jara (Graduate Assistant of the 2013-2014 University Senate) |

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| **Resources, Planning and Institutional Policy Committee (RPIPC)****Maureen Horgan** | 1. **Motion** RPIPC has up to one motion, the *Policy on Development, Review, Revision and Archiving of University Policy*, for possible University Senate consideration at its 25 Apr 2014 meeting.
	1. This policy will assist persons who draft or revise policies. After input from ECUS-SCC, Maureen will email the policy to RPIPC with a request to respond by Wednesday, 9 Apr 2014 with approval/disapproval and/or any comments or suggestions.
2. **Did Not Meet** RPIPC did not have a face-to-face meeting on 4 Apr 2014.
 | Maureen Horgan sought guidance from those present on formatting as well as word-smithing matters pertaining to the documents supporting the proposed policy motion.Maureen Horgan indicated that she would be circulating the documents to all RPIPC members for an electronic vote of whether to recommend the policy as a motion to the university senate. |