



**Steering Committee for the Oversight of
HLC and Legislative Academic Compliance**

Minutes

September 27, 2018 | 10:30 a.m.-12:00 p.m. | Carter Hall 4th Floor Board Room

✚ **Members Present:** Ann Bentz, Kim Black, Linda Black, Charlie Couch, Larry Loften, Anne Toewe, Gardiner Tucker, Olga Baron, Nancy Rubin, Lisa Grimes, Sean Broghammer

Members Absent: Marty Somero, Rachel Walton

Also Present: Bret Naber (Chief Information Officer), Nicole Morse (Research Compliance Manager), Shannon Evenson (Associate Director of Financial Aid)

✚ **Approval of Minutes from July 26, 2018 – approved**

✚ **Chair’s Report**

- Lisa Grimes will take on additional Academic Compliance Committee duties
- GDPR introduction and scope of discussion

✚ **GDPR (General Data Protection Regulation) Update – Ann**

- Topic Guest – Bret Naber
- Ann’s update
 - Implemented consent survey with Athletics
 - So far there have been no complaints and process is working well
 - Consents stored in Qualtrics (Bret, Dan, Ann receive all consents via email; Rachel Walton receives consents for athletics – will add Nicole Morse as recipient for “research” consents)
- Bret has met with other Colorado CIOs and has been discussing GDPR for months
- UNC is following guidance from UNC’s Legal Counsel (good faith effort/due diligence)
- UNC must have consent prior to collecting any information from individuals who are residents of and residing in a European Union country
 - Consent to use data applies to recruitment, employees, marketing campaigns, etc.
- Relation to HB 1128 re records retention
 - Need to develop a policy/guideline
- Students already in the system – how to track students who have already given consent
 - TDS software (UNC Global through CIE) – provides GDPR compliance
- Application to Slate
 - Proposed statement at the beginning of the application (before collecting any information) – “By submitting this application, you give UNC permission to collect and store your personal information”
- Revocation of consent – further discussion needed
- Communication to campus needed
- Send thoughts, concerns, suggestions to Ann

✚ **Academic Appeals Policy – Anne Toewe**

- Documents provided for review
- Outline rationale for APC task force review of policy

- Policy/process not streamlined
 - Clarity for students and faculty
 - Need to create document that tracks appeals
- Changed “days” to “calendar” rather than “working”
- Created roadmap (Ann emailed to ACC)
- May need additional language and/or provisions for grad school
 - Linda will take to Grad Student Association and Grad Council for review and feedback
- Discussion of policy document
 - When timelines are triggered (when grades are posted)
 - Develop standard letter/template
 - What is “good cause”
 - Verify that positions still exist (AVP of Undergraduate Studies)
 - Faculty accountability re appeal based on action by a faculty member. What are the consequences to the faculty member for not having a timely response?
 - Possibility of utilizing OnBase as a central reporting system
 - Centralization and tracking of progress
 - Still needs to be checked for typos/continuity
 - Lisa to email notes to Anne
- Transparency of policy

Student Complaints – Tuck

- Not addressed due to time constraints

 **Next Meeting: October 25, 2018 (10:30 a.m.-12:00 p.m.) Carter Hall 4th Floor Board Room.**