

UPC Compliance Committee Meeting  
April 4, 2016 3:00 PM  
Prince Edward Room, Longwood University  
Minutes

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**Present:** Sabrina Brown, Timothy Brown, Jen Fraley, Virginia Kinman (co-chair), Hannah Ledger, David Locascio, Michelle Meadows (co-chair), Lisa Mooney, Emily O’Brion (via teleconference), Ray Ostrander, Larry Robertson, Bob Smith, Ling Whitworth, Carol Anderson (recorder)

**Absent:** Ella Maokhamphiou (Jason Tinsley as proxy)

**Distributed:** Draft Compliance Contact areas  
Draft survey form and timeline for compliance inventory and calendar

### **Role of the UPC Compliance Committee**

Michelle thanked the committee for agreeing to serve. Members introduced themselves. She explained the relationship of the University Planning Council (UPC) to the UPC Compliance Committee. The UPC is comprised of the council and five standing committees. The UPC Compliance Committee evaluates UPC issues and strategies as it relates to University compliance with federal, state, and local governments, accrediting agencies, and major organizations and oversight bodies of which the institution is a member.

### **Compliance Contacts**

A list of UPC Compliance Committee members and projected Compliance Contacts was shared with the group. The committee was asked for input on how to improve the list. The future web presence of the UPC Compliance Committee will include Compliance Contacts by area that can serve the general university population.

### **Compliance Inventory and Calendar**

An online survey of compliance reporting activity was proposed. The purpose of the survey would be to compile an inventory and calendar of compliance reports, and to explore opportunities for collaboration and the reduction of redundancy. The committee will pilot the survey first and then request participation from the Compliance Contacts. Questions that could be asked on the survey were discussed. Virginia asked the committee to review the Compliance Reporting Inventory Survey draft and respond to her with suggestions for improvement. Michelle and Virginia will present the proposed survey to the University Planning Council at its April 28 meeting. A Google doc that populates to a spreadsheet will then be created and tested by the committee. There was a discussion of how this committee can best support the University Planning Council.

### **Future Meetings**

A suggestion was made to hold the next meeting of the UPC Compliance Committee in May, the week after graduation. Moving forward, the committee will need to schedule UPC Compliance Committee meetings a year in advance to dovetail with the University Planning Council that meets three times a year.

### **Schedule**

A Doodle poll will be circulated to determine the best time to hold the next meeting.

The meeting ended at 3:58 p.m.