



Campus Administrative Policy Advisory Committee

The IUPUI administration formally approves official campus administrative policies through an established process to include a Campus Administrative Policy Advisory Committee, publishes those policies in a consistent format, and maintains official campus administrative policies in a central, accessible policy website.

The process, policy format, website and advisory committee would be consistent with the processes developed by the University Policy Office and the University Policy Advisory Committee.

Charter Statement:

The **IUPUI Campus Policy Advisory Committee (IN.CPAC)** is a standing committee of the IUPUI campus, chartered under IUPUI Policy IN.FIAD.01, Campus Administrative Policy Establishment Process. This group meets regularly, to review drafted campus administrative policy and procedure documents ("campus policies"), presented in the official campus administrative policy format, before final approval by the Office of the Chancellor at IUPUI and subsequent promulgation. IN.CPAC review includes consideration of the policy's practicability, clarity, and consistency with other campus policies and university policies and documents. IN.CPAC membership represents a broad cross-section of schools, departments, and units, often at the managerial or directorial level. IN.CPAC members act as resources and advocates for members of the IUPUI community by (1) soliciting and considering input from their units regarding proposed policies and procedures, (2) using this input and their own expertise to recommend edits and clarification to proposed policies and procedures in line with the realities of campus and university operations, and (3) imparting knowledge of active policy initiatives to their respective units.

IN.CPAC Members

1. Chancellor – Chief of Staff, Jeffrey Dean
2. Acad Affairs – Christine Fitzpatrick
3. Acad Affairs – Melissa Lavitt
4. Student Affairs – Jason Spratt
5. Student Affairs - Josh Skillman
6. FIAD-AUX Kate Julius
7. FIAD-FIN Camy Broeker
8. FIAD -HRA – Carleen Thompson
9. FIAD – CFS – Emily Wren
10. Faculty Council President- L. Jack Windsor
11. Staff Council President - Lee Stone
12. IUPD-Indianapolis - Bob True
13. EHS – Rebecca Bratt
14. School of Medicine – Jeremy Alltop
15. School of Public and Environmental Affairs – Diana Jones
16. School of Liberal Arts - Rick Hanson
17. Diversity Equity and Inclusion – Karen Dace
18. Legal – Joe Scodro
19. UA.IT – Kim Milford
20. UA – Jennifer Kincaid, University Policy Officer
21. FIAD – Gabrielle Bovenzi, Campus Policy Officer
22. FIAD – Kati Reeves, Campus Policy Coordinator

Responsibilities of the Campus Administrative Policy Advisory Committee Members:

The IN.CPAC members will act as resources and advocates for members of the IUPUI community and their responsibilities include:

1. Act as a liaison for School/Unit: Soliciting and considering input from School/Unit regarding proposed policies and procedures.
2. Using this input and own expertise to recommend edits and clarification to proposed policies and procedures in line with the realities of campus and university operations.
3. Imparting knowledge of policies “under review” to their units.
4. Disseminating information of new and active policies to their respective units.

Responsibilities of the Campus Administrative Policy Officer and Coordinator:

The Campus Policy Officer and Coordinator will act as resources and consult with departments/units developing new campus administrative policies or revising current campus administrative policies and their responsibilities are relative to only administrative policies and include:

1. Provide assistance to Responsible IUPUI Campus Administrators in the development of new campus policies and revisions of existing policies.
2. Edit draft of new and revised campus policies for consistent terminology and comprehensive content.
3. Facilitate the review of new and revised policies by the Advisory Committee. Provide feedback to the Campus Administrator as it relates to edits or revisions suggested or required by IN.CPAC.
4. Facilitate the Advisory Committee meetings.
5. Manage the IUPUI Campus Administrative Policy website.
6. Provide Responsible IUPUI Campus Policy Contact notification when a policy needs review.