University Bilateral Agreement Committee (UBAC)
September 28, 2012
Ragsdale 211
12:00 noon

Those attending: Josie Bowman, Linner Griffin, Kevin O’Brien, Mark Sprague, Teresa White

L. Griffin welcomed committee members to the second meeting of the semester; the minutes from the September 14, 2012, meeting were approved by the committee unanimously.

L. Griffin distributed a copy of the agenda to the committee. The sub-committee members had agreed to work on a rubric and have a draft copy to present at this meeting. The agenda included the following items:

- Health Sciences documents:
  1) Contract Processing form
  2) ECU Universal Affiliation Agreement
- Draft copy of e-mail from Provost to faculty
- Draft copy of ECU Contract Processing Form
- Draft copy of the Contract Procedures for ECU UAA
- Draft copy of the Rubric for approval and review of Bilateral Agreements

Documents that were received and discussed in the meeting:

- L. Griffin provided several documents for the committee to review and to make suggestions, changes and edits.
  a. Draft memorandum from the Provost to the university community explaining the purpose of the committee and the contract review process. Several changes were suggested by the committee.
     1) The committee suggested that the memorandum should be from the Provost, Phyllis Horns, and Ron Mitchelson.
     2) It was suggested that the last sentence in the first paragraph be moved to become the second sentence in the first paragraph.
     3) It was suggested by the committee that West Campus in the second paragraph be changed to Division of Health Sciences.
     4) Added language to the second paragraph will clarify that committee of current agreements will commence in November.
     5) It was suggested by the committee to add the website link to the memorandum.
  b. Draft rubric was reviewed by the committee and several suggestions were made:
     1) The committee suggested changes to number five under Part One: Approval of New Bilateral Agreements.
     2) The committee suggested adding a number seven to Part Two: “Misconduct on part of the student or organization”.
     3) The committee suggested adding an additional line to Part Three: “Implications for students; what happens to student if discontinued.”
     4) J. Bowman volunteered to reformat the rubric into a table and to research policies related to student misconduct. She will present them at the October meeting.
c. Draft Contract Procedures for ECU UAA was reviewed by the committee and several suggestions were made to take out the student’s name. If the student’s name remained in the document it would have to be redacted.
   1) Replace the student’s name with “Synopsis of Contract”.
   2) Add the phrase “a maximum of” to the designated Contract Effective Dates.

d. Draft ECU Contract Processing Form was reviewed by the committee and several additions and changes were suggested:
   1) The committee suggested an edit to change the School of Nursing to the College of Nursing.
   2) The committee suggested removing the wording Health Sciences and leaving “Administration Processing Only” wording.
   3) The committee suggested to add an additional line below “Date Logged In” The suggest addition will read “Date of Departmental Approval,” which will be followed by “Date of Dean’s Approval.”
   4) May also add “legal review” if needed to the bottom.

The sub-committee members agreed to work on the beginning of a website at the next UBAC meeting, which is scheduled for October 19, 2012, 8:30-10:00

Meeting was adjourned at 1:30 p.m.
Minutes respectfully submitted by Barbara H. Little

Next meeting October 19, 2012, (8:30 noon – 10:00 a.m) Ragsdale 211