University of Idaho
2019 – 2020 Faculty Senate Agenda

Meeting # 8

Tuesday, October 8, 2019 at 3:30 pm
Paul Joyce Faculty-Staff Lounge & Zoom

I. Call to Order

II. Approval of Minutes (vote)
   • Minutes of the 2019-2020 Faculty Senate Meeting # 7 (October 1, 2019) Attach. #1

III. Consent Agenda

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports

VII. Other Announcements and Communications
   • General Education Curriculum and Assessment Updates Attach. #2
     o Cher Hendricks (Vice Provost for Academic Initiatives)
     o Dean Panttaja (Director of General Education)

VIII. Special Orders
   • APM 20.25: Non-Capital Inventories Control Policy (Consumable Supplies and Merchandise) Attach. #3a & #3b
     o Diane Whitney (University Policy and Compliance Coordinator)

IX. New Business

X. Adjournment

Attachments:

- Attach. #1 Minutes of the 2019-2020 Faculty Senate Meeting # 7 (October 1, 2019)
- Attach. #2 General Education Curriculum and Assessment Updates
- Attach. #3a: APM20.25 Consumable-Merch Resale Inventories
- Attach. #3b: APM20.25 Cover Sheet
University of Idaho
2019 – 2020 Faculty Senate – Pending APPROVAL

Meeting # 7
Tuesday, October 1, 2019 at 3:30 pm
Paul Joyce Faculty- Staff Lounge & Zoom

Present: Bacon, Bridges, Caplan, Chapman, Chopin, Cosens, Eigenbrode (proxy for Luckhart), De Angelis, Dezzani, Grieb (Chair), Hill, Jeffery, Keim, Kirchmeier (Vice- Chair), Lee-Painter, Lockhart, Paul, Raja, Sammarruca (w/o vote), Schab, Schwarzlaender, R. Smith, Tibbals, Wiencek (w/o vote).

Present via Zoom: Kern, McKellar, Tenuto, Sears.

Absent: A. Smith.

Guests: 5

Guest Speaker: Diane Whitney (University Policy Coordinator & Compliance Officer)

I. Call to Order
   • Chair Grieb called the meeting to order at 3:35 PM.

II. Approval of Minutes (vote)
   • Minutes of the 2019-2020 Faculty Senate Meeting # 6 (September 24, 2019)
     o A motion to approve the minutes of the 2019-2020 Faculty Senate Meeting # 6 (Lee-Painter/ Tibbals) passed unanimously.
     o Secretary Sammarruca proposed an amendment.
       ▪ Statement “Out of pocket cost would be $3,000” should be changed to “The increase to out of pocket cost would be $3,000”
       ▪ Motion to approve the minutes as amended carried unanimously.

III. Consent Agenda (vote)
   • Committee Nominations from Committee on Committees
     o A motion to approve the Committee Nominations from the Committee on Committees passed unanimously.

IV. Chair’s Report
The Athena Mentorship Program is now accepting applications for mentors and mentees for the 2020 cohort. This program, sponsored by the president's office, promotes the professional growth of female staff and faculty working at U of I. Applications are due by Friday, Oct. 11.

Link: https://www.uidaho.edu/diversity/edu/womens-center/athena/mentorship?utm_source=University+of+Idaho&utm_campaign=1c8848535d-daily_register_042219_COPY_01&utm_medium=email&utm_term=0_18a9cb4835-1c8848535d-86347341&utm_source=University+of+Idaho&utm_campaign=4dee7363a7-daily_register_042219_COPY_01&utm_medium=email&utm_term=0_18a9cb4835-4dee7363a7-77923641

Members of ASUI, Faculty Senate, Staff Council, GPSA and the Student Bar Association are invited and encouraged to join us for an important meeting with Dr. Sonny Ramaswamy, President of the NWCCU, on Oct. 24 from 11:00-12:30pm, in the Panorama Room, Commons/ISUB building. The meeting will provide an opportunity for our university community to learn more about NWCCU and the new accreditation standards. There will be ample time for discussion and Q&A following the presentation. This meeting is open to all faculty, staff and students; please share this communication and encourage your team members and colleagues to attend this open forum as is appropriate. For those who ask why they should care about accreditation, the answer is short. A degree from an accredited school is valuable. One from an unaccredited school is not. All federal funding (both scholarship and research) goes to accredited schools only. Being accredited means we have gone through a rigorous evaluation, have met the required accreditation standards and are qualified to teach students the programs we offer. Being accredited gives students access to financial aid, supports quality research, and assures students that their University of Idaho degree is legitimate and will be recognized by employers, institutions and others. It also ensures that the credits students receive from us are transferable to another school. Successfully achieving accreditation is perhaps the most important thing we do.

Peer/Benchmark recommendations will be distributed by end-of-day Oct. 2nd. Please comment by Thursday Oct. 10th.

Big changes are coming to health insurance this year, including increased costs and changes in benefits. An email was sent from HR on Sept. 4th to highlight some of the issues. Open enrollment is scheduled for Oct. 21 to Nov. 5th. Staff Council Leadership and Faculty Senate Leadership are in communication with HR regarding an open forum prior to start of open enrollment. Possible topics for the open forum, if there is one, may include:

1. Why are rates going up, and how much will they be going up?
2. Specifics on plan changes (deductibles, copays, etc.)
3. What to expect during open enrollment?
4. Update on moving to the state’s insurance plan (future of UI benefits)
5. Retiree benefits (will they be going away)?

Chair Grieb invited feedback from the Senators.

Some discussion started about whether the topics at the open forum should include reasons to join the state plan.

A Senator commented that the topics are great, but timing is the real issue. This Senator asked for clarifications on the open enrollment period.

Provost Wienczek commented that the open forum should help people understand why rates are going up. Bringing the state plan into the discussion at the open forum may not be a good idea.
VP Foisy (invited to comment by Chair Grieb) said that, after open enrollment, there will be a broad and robust conversation addressing specifically UI joining state insurance as well as retiree benefits. At the moment, all we can do is to acknowledge that retiree health insurance has a significant impact on the net position of the university. We should focus on the task before us now.

A senator felt that the reasons for moving to state insurance need to be communicated clearly before the open forum.

V. Provost’s Report

- Response to Senator Morgan’s memo on administration size

  The Provost provided a brief history of the conversation initiated with a memo from 03/19/2019 by former Senator Penny Morgan (attach. #3 in the binder of Meeting #7, 10/01/2019).

  A concern among the faculty is that the university administration is growing more rapidly than the colleges. Provost Wiencek argued that Penny Morgan’s analysis compared the general education budgets allocated to the Colleges to all other budgets, collectively attributed to the “UI Administration.” The Provost proposed that a more accurate view comes from a different definition of what is meant by UI Administration.” The Provost explained that faculty or college funding is primarily represented by instructional expenses whereas administration funding should include the sum of academic and institutional support. The Provost referred to graphs (contained in the memo which he had provided, attach. #4 in the binder of Meeting #7, 10/01/2019), showing that, due to recent program prioritization and market-based compensation efforts, there has been an intentional decrease in administrative expense and increase in instructional expense. Both are near our peer averages. However, instruction expenses appear to be above the average of our peers while administrative costs are below the average of our peers.

  In summary, the Provost said that the data does not reveal that the administration has grown more than the colleges. On the contrary, the areas receiving more resources (as measured as either increases in total funding or as a fraction of our total budget) include instruction, academic support, and student services.

- The Provost solicited questions.

  A senator asked (making reference to p.6 and onward of the Provost’s memo) why the institutional support places UI so much above the average of peer institutions.

  Provost Wiencek answered that budgets were assigned in 1889 and given functional code types which may have not been revisited. There has been a lot of decentralization as we went through budget cuts. For instance, funds may have moved down from the center to the colleges.

  Referring to his previous question, the same Senator asked whether it would be possible to focus on this particular category and break it down, as he anticipated this to be a recurrent question.

  Provost Wiencek said that our combined administrative cost is the sum of academic support (which is the Deans’ level of administrative oversight) and institutional support. Although the sum of the two has the right size, one item is too low and the other is too high. He and VP Foisy have discussed and came up with the conclusion that some items may not be coded correctly. Provost Wiencek and VP Foisy will investigate to make sure there are no inaccuracies.

  VP Foisy: A likely source of differences [with peer institutions] is Facility Services and Facility Management, which include items from electric bills to landscaping to building, and more. The physical conditions (for instance, the age of buildings) could be among the sources of
differences. The entire division of Finance and Administration is by far the biggest component of institutional support.

- In reference to the Institutional Support Expense Graph, Chair Grieb asked whether Vandalstar, Chrome River, software investments, Strategic Enrollment Management (SEM), University Communication and Marketing (UCM) are included there.
- VP Foisy answered that institutional support covers the President Office, the Provost Office, most of Information and Technology (IT), and most operations under Finance and Administration.
- Provost Wiencek followed up observing that SEM is under Student Services. The Provost reiterated that definitions of fund types were assigned at some point. However, it doesn’t happen very often that people go back and audit whether a fund type is still where it started. It is reasonable that, over time, funds may have moved around [with regard to their type].
- A Senator wondered what Penny Morgan’s question actually was, and what prompted the question and the perception of more resources going to administration as compared to academics. Are there better ways to address the original question? A similar perception started in her college, exactly at the time of the economic downturn.
- Provost Wiencek answered that Morgan’s question was prompted by severe budget cuts (5 millions hold backs) in CNR.
- A senator said that Morgan’s question was explicitly stated. Namely: do we have the right size for the administration at this university? Looking at averages may not be the best approach. We are looking across universities whose administrations may not have the right size. A better approach may be to look at peer institutions and how the administration functions in each of them. This would require much time and effort. The Senator asked whether the data are accessible.
- Provost Wiencek and VP Foisy replied that the data is public. It can be found in the UI Financial Statement and is subject to yearly audit.
- The Senator went on stating that the present analysis does a good job with averages, but we should be asking a different question, namely, what is the right administration size for UI.
- To the Provost’s question as to whether one can answer this question objectively, the Senator replied that it is possible, but not with this data.
- The Provost was supportive of pursuing further analyses.
- The Senator thanked the Provost for his attention to this matter.
- Another Senator agreed that the better question to ask is what is right for us and what makes us distinct and unique.
- B. Foisy asked to make a last comment. He said that his responsibility is to minimize the money which is spent on items other than instruction or research. As alternative ways are investigated to face the current budget challenges, he asked everyone to be open to those alternative ways. He hopes we can do more to increase returns on investments.

VI. Committee Reports
- There were no Committee Reports.

VII. Other Announcements and Communications
- UI Policy - Creation and Changes Presentation - Diane Whitney, University Policy Coordinator & Compliance Officer
Chair Grieb introduced Diane Whitney and her role.
D. Whitney delivered a presentation (attach. #5 in the binder of Meeting #7, 10/01/2019) starting with her role as the new Policy Coordinator (51% of her position) and a brief history of the newly established position. She then described the process of making and changing policy, for both the Faculty Staff Handbook and the Administrative Procedure Manual. She emphasized the advantages of involving the Policy Coordinator early in the process of making/revising policy.
Chair Grieb thanked Diane for her presentation and the addition of her expertise to the university.

VIII. Special Orders
- There were no Special Orders.

IX. New Business
- There were no New Business.

X. Adjournment
- Motion to adjourn (Lee-Painter/Dezzani) passed unanimously.
  - Meeting adjourned at 4:51PM.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
GENERAL EDUCATION

CURRICULUM & ASSESSMENT UPDATES

Cher Hendricks & Dean Panttaja
October 2019
# General Education Steering Committee

~Formed March 2019~

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<tr>
<th>Vanessa Anthony-Stevens</th>
<th>Mike Sonnichsen</th>
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<th>Tom Ptak</th>
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<th>Patrick Wilson</th>
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<td>College of Natural Resources</td>
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<th>Rodney Frey, Emeritus</th>
<th>Kat Wolf</th>
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<th>Dan Hickman</th>
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Recommend a framework for University of Idaho's General Education program that:

- Aligns with UI's values, mission, vision, and learning outcomes
- Helps students learn critical competencies and skills for success which are *integrated and cumulative* throughout the undergraduate experience and which will serve them throughout life
- Embeds meaningful assessment
- Recognizes constraints, including (1) the Idaho State Board of Education's policies for general education and (2) the need for the program to be financially sustainable
ACCOMPLISHMENTS

March – May 2019

• Surveys/Focus Groups with graduating Seniors
• Engaged the Engineering Alumni Advisory Board
• Reviewed best practices in areas such as reforming general education, integrative learning, and high impact practices
• Discussed opportunities and challenges with support offices and programs including Honors, International Programs, and the Office of Multicultural Affairs
• Connected with the Executive Director of University Studies at Portland State to learn about their general education program

Summer 2019

• Independent work (reading/reviewing materials collected in Spring)
AUGUST RETREAT

- Developed shared, common purpose for general education and vision
- Discussed current supports to achieve vision as well as challenges/barriers
- Established goals to reach our vision
The purpose of integrative education is to equip students with broad knowledge and foundational skills to succeed in a complex, diverse, and changing world. Integrative education works in conjunction with a student’s area of study to demonstrate the connectivity of all knowledge, improve intellectual adaptability for success, provide a foundation for life-long learning and civic engagement, and cultivate respect for differing cultural perspectives.
Goal 1: Implement an adaptive integrative education program that is sustainable and leverages the strengths and capabilities of our faculty.

Goal 2: Communicate the value of the vision to upper-level administrators and obtain their commitment to support the vision and purpose both academically and financially.

Goal 3: Redesign curricular offerings to ensure that curriculum eliminates current problems and challenges to create the integrative experience we have envisioned.

Goal 4: Recommend programs and processes to support faculty development, rewarding and recognizing faculty who teach integrative education courses.

Goal 5: Develop the financial support necessary to build a program that aligns with and supports the vision and purpose of integrative education.

Goal 6: Create a communication plan that leverages the stories of our students, alumni, faculty and staff to clearly explain the purpose and vision of integrative integration to students and citizens.
The General Education Steering Committee will meet regularly during the 2019-2020 school year, and they will guide the work of our 3 subcommittees.

- Integrative Education Curriculum & Pedagogy Committee
- Integrative Education Sustainable Budget Committee
- Integrative Education Communications Committee
Purpose: To determine whether students are achieving the learning outcomes associated with each general education area/way of knowing.

Tool: CampusLabs survey to faculty teaching general education courses.

Tasks
1. Complete survey to align learning outcomes to course assignments.
2. Collect assessment data on those assignments and record it.
3. Provide assessment data to Dean Panttaja.
CAMPUSLABS SURVEY

Question 1

Which learning objectives does your course address?

☐ Demonstrate knowledge of the theoretical and conceptual frameworks of a particular Social Science discipline.

☐ Develop an understanding of self and the world by examining the dynamic interaction of individuals, groups, and societies as they shape and are shaped by history, culture, institutions, and ideas.

☐ Utilize Social Sciences approaches, such as research methods, inquiry, or problem-solving, to examine the variety of perspectives about human experiences.

☐ Evaluate how reasoning, history, or culture informs and guides individual, civic, or global decisions.

☐ Understand and interpret similarities and differences among and between individuals, cultures, or societies across space and time.

Question 2

Are the learning objectives listed on your syllabi?

☐ Yes

☐ No
Question 4

Assignment 1 Name:

Question 5

Which of the required learning objectives does this assignment measure?

☐ Demonstrate knowledge of the theoretical and conceptual frameworks of a particular S

Question 6

Is a rubric available to students?

☐ Yes
☐ No

Question 7

What type of assignment is this?

☐ Midterm Test
☐ Research Paper
☐ Oral Presentation
☐ Essay
☐ Research Project
☐ Reflective Journal
☐ Group Presentation
☐ Group Project
☐ Final Test
☐ Other (please specify)
Preamble. Inventory control of non-capital assets consisting of consumable supplies and merchandise on-hand for resale is an important internal control. Proper inventory accounting and control ensures appropriate recording of assets and expenditures in the University of Idaho (university) financial systems and accurate recording of the university’s financial position. Proper controls also mitigate the risk of loss and obsolescence of such assets and serve to protect university personnel responsible for the oversight, distribution and resale of such materials.

This procedure outlines process for the accounting for and maintenance of expendable consumable supply inventories and merchandise held for resale inventories.

A. Definitions.

A-1. Inventories Covered by this Policy: Any individual inventory consisting of either consumable supplies or merchandise held for resale with an aggregate dollar value exceeding $1,000 is covered by policy.

   a) Consumable Inventory: Goods and supplies units maintained on-hand, or through a centralized distribution storeroom, for use in ongoing operations.

   b) Merchandise Inventory: Supplies, retail goods and equipment held by University units for sale to other University units, agencies or the general public.

A-4. Perpetual Inventory Method: The maintaining of inventory through a constant, real-time process of recording additions to, or distributions from, inventory.

A-5. Periodic Inventory Method: The maintaining of inventory on a periodic basis through the process of taking physical inventory on a routine basis (e.g., weekly, monthly, semi-annually) and making adjustments for additions to and distributions from inventory at that time.

A-6. Physical Inventory Process: Counting and tabulating the number of individual inventory components on-hand and their computed dollar value on both an individual item and aggregate basis at a particular point in time.

B. Process.

B-1. Units maintaining consumable supplies and/or merchandise inventories must maintain proper inventory control. Ongoing inventory transactions (i.e., receipts and disbursements of inventory, inventory balance adjustments required when physical inventory counts identify variances from Banner or other unit records) shall be entered into the Banner financial system on a regular basis. The following processes shall be utilized in maintaining covered inventories:

   a) Follow the physical inventory process (i.e., perform itemized inventory counts) on at least an annual basis;
b) Ensure that proper controls are in place for both receipt and distribution of inventory items. (e.g. two persons signing for receipt of inventory items, providing customer with a sales receipt for merchandise purchased, having customer or unit sign for receipt of inventory supply items when disbursed);

c) Follow the perpetual inventory method and reconcile items received and disbursed;

d) Maintain cost of inventory items either on perpetual basis, or value, according to most recent acquisition pricing;

e) Identify causes of inventory variances, including any inventory write-offs due to disposals or obsolescence and capture such information in an appropriate inventory over/under account within the Banner financial system to keep an accurate record of discrepancies. Variances and inventory write-offs must be reviewed and approved by a next-level supervisor.

C. Process:

C-1. Physical Inventory.

a) Ensure that inventory has been properly recorded as inventory in the Banner, i.e., that an inventory asset account has been established for your inventory and your inventory dollar value has been recorded to that account. If uncertain as to whether the unit has such an account, contact General Accounting (gnrlacctg@uidaho.edu).

b) Perform physical inventory at the end of an accounting period; e.g., perform count at month-, quarter- or year-end to enable reconciliation to the amount reflected in Banner.

c) Utilize appropriate inventory count sheets that include columns for the list of individual inventory items, the quantity physically counted, the cost for each individual item, the extended value of each item (cost per item times physical quantity on hand), and the combined total balance for all extended inventory values. An example inventory sheet can be viewed here, or can be obtained from General Accounting (see D below).

d) If using a perpetual inventory system, i.e., real-time, identify any discrepancies in counts between system quantities and physical quantities on hand. Where possible, inventory count sheets should include a column for the system-recorded quantities on hand for comparative purposes.

e) Assign two persons where possible to conduct inventory counts and complete the inventory count sheet information. Once completed, those persons involved with the physical counts should sign off on the count sheets (only those specific sheets the individual uses/completes).

f) Upon completion of the physical inventory, have a staff member not involved in the physical count spot-check the physical counts per the count sheets for items whose cost per item or extended value constitutes a significant dollar value of total inventory. This will provide review and verification of sample of the physical counts.

[Commented [m1]: The example sheet at the end of this document will be created and stored as a form online and a link put in at this point.]
g) Once counts and spot checks have been completed, and the total value for the inventory has been computed, appropriate personnel should review and reconcile to the total recorded in Banner as of the applicable period-ending date. Any discrepancy between the physical inventory dollar total and Banner must be noted. Units shall make a concerted effort to identify and resolve the cause(s) of a variance to ensure the variance does not reoccur in future periods. Appropriate adjustments to the Banner inventory value and corresponding inventory short/over account must be made to correct the University’s financial records. Changes should be made to ongoing inventory processes to minimize, or eliminate, further discrepancies.

C-2. Reporting and Retention.

a) Copies of physical inventories and reconciliations must be forwarded to general accounting for review and verification.

b) Original physical inventory count sheets and reconciliations shall be retained by the originating unit for a period of 3 years past the ending date of the fiscal year in which the physical inventory was performed. Such records will be made available for review if requested by the UI Controller’s Office, Internal Audit Office, General Counsel, Office of Sponsored Programs, external auditors, and State of Idaho agencies such as the State Controller’s Office and the Division of Financial Management.

C-3. Exemptions. Inventories for which the aggregate inventory value is less than $10,000 may request an exemption from the requirement for an annual physical inventory count. Such exemption shall be submitted to General Accounting for approval.

D. Contact Information: Questions can be directed to General Accounting at 885-2130 or by email to gnrlacctg@uidaho.edu.
### Inventory Count Sheet

**Item Unit of Measure**

**Number of Units on Hand**

**Cost per Unit**

<table>
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<tr>
<th>Item Name Description</th>
<th>Unit of Measure</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Total Cost</th>
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**Sub-total this page**

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**Total for all pages (total inventory - complete on last page only)**

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**Notes:**

1. Identify each item's unit of measure (e.g., each, box, case, etc.).
2. Ensure that cost in this column is for each unit of measure (e.g., cost per each, per box, per case, etc.).
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Chapter & Title:
Minor Amendment □

Chapter & Title: Chapter 20, Controller; Chapter Section (New) 25, “Non-capital Inventories Control”

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C)
TelephoneNumber & Email:

Policy Sponsor: (If different than originator.)
Telephone & Email:

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson September 23, 2019

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Policy is being implemented to provide guidance and expectations for University departments maintaining non-capital inventories consisting of consumable supplies and/or merchandise on-hand for resale. At the request of UI Internal Audit department, the UI Controller’s Office is implementing this policy to ensure that appropriate internal controls are established and communicated to departments housing the aforementioned inventories.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
This policy will not have any expected fiscal impact other than to ensure/improve existing internal control processes for consumable supply and merchandise on-hand for resale inventories. This policy establishes appropriate accounting processes for such inventories and attempts to minimize risk of loss due to tracking and accounting errors or mismanagement of inventory.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
Two existing APM policies, Chapters 90-50 “Biology Stores Services” and 90-51 “ChemStores Services” will require amendment to reference new chapter 20-25 regarding inventory controls.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date: [Office Use Only]

FSH
Appr. ________ FC ________ GFM ________ Pres./Prov. ________

Track # __________ Date Rec.: __________
Posted: t-sheet __________ h/c ________ web ________
Register: ________ (Office Use Only)