### Advance Materials:

1. The policy template – note that Kurt used the “policy on policy” to test the template.
2. Discussion document on Advisory Committee.
3. Hierarchy.

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome back!</td>
<td>Alice</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Continue discussion -- content for tools and templates</td>
<td>All</td>
<td>30 minutes</td>
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<tr>
<td>• Walk through/test policy form template</td>
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<tr>
<td>Roles and responsibilities</td>
<td>Alice/All</td>
<td>20 minutes</td>
</tr>
<tr>
<td>• Advisory Committee – who are they and what is the charge?</td>
<td>All</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Hierarchy – review draft</td>
<td>All</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Next Steps and Milestones:</td>
<td>All</td>
<td>30 minutes</td>
</tr>
<tr>
<td>June 15 – Do we want to meet to prepare for Advisory Committee on June 21?</td>
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<tr>
<td>Deliverables:</td>
<td></td>
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<tr>
<td>Benchmarking – we will need to draft summary</td>
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<tr>
<td>Definitions of the terms “policy and process” – in policy document</td>
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<tr>
<td>Process map for creating a policy - completed</td>
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<tr>
<td>Process map for maintaining a policy - completed</td>
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<tr>
<td>Roles and responsibilities matrix – Kurt will provided updated copy</td>
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<td>Policy Initiation form – Kurt will provide updated copy</td>
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<tr>
<td>Policy on Policy – under review 6/8</td>
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<tr>
<td>Policy template – under review 6/8</td>
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<tr>
<td>Implementation plan – need to do</td>
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</tbody>
</table>

Next meeting – Friday, June 15?? 8:30 – 10:30 am Room 52