

## Recommendations:

1. To add another search function called “All Title Summary” under Browse. This will return a list of every policy in the policy library in alphabetical order.
2. To rename ‘All’ in the A-Z Browse section to ‘All Title Detail’ as a separate link. This returns a full list of every policy in the library with a brief paragraph describing the policy.
3. To create a new category link in the Search By Category section called “UC Calendar Regulations’ that will be a sub-section of ‘Academic’.
4. To rename “UPDATES” to “WHAT’S NEW”.
5. To imbed a Version Control Table in new policies from 2008, and add to current policies as they come up for review. This will advise whether the policy has been through an annual review, or just modified during the year.
6. To address the issue of awareness and the 20% of staff who were unfamiliar with the Policy Library, we will hold another UC Policy Library Seminar early in the New Year.
7. To take the top 5 categories accessed most, and discuss with ICTS the possibility of creating a live link to the Policy Library from the related departmental websites (i.e. live link to Policy Library from Academic Quality Assurance Unit, HR, Student Administration and IT sites)
8. In collaboration with ICTS and the Web Team, to enhance the UCPL search function similar to that found on the [New Zealand Family Violence Clearinghouse](#) site.
9. To continue to offer annual UCPL information seminars through the year as well as other targeted seminars on request.
10. To revise the Frequently Asked Questions to incorporate some of the troubleshooting ideas that came out of the survey results and rename the link - “General Information”
11. To investigate options regarding an Ask Live or Microsoft Live Messenger function to enhance the help functionality of the UCPL.
12. To create a ‘UCPL Distribution List’ which will include those respondents from the survey who acknowledged they wanted to be notified of UCPL information via email. We will advertise this distribution list in the UC Diary, with an invitation to anyone else who would like to be included.
13. To rename NZ Legislation under Related Links to Relevant Legislation which will link the user to a pdf list of the 20 most common legislation most relevant to the UC. We will imbed a link in this pdf document directing the user to the formal NZ Legislation website.
14. To liaise with HR to discuss the possibility of presenting the Policy Library to HR Advisors in the Colleges/Schools.
15. To rename the current Policy Process Diagram link in the SSI to the Policy Approval Process.
16. To enhance UCPL Administration contact details on the UCPL homepage (already actioned).