



# Kennesaw State University Policy Process Council Meeting Summary

January 17, 2023

11:00 – 12:30

Via TEAMS

**Members Present:** Matt Bain, Brenda Crawford, Mark Byrd, Jeff Delaney, Scott Nowak, Ian Ferguson, Leigh Funk, Brian Etheridge, Bethany Fortson, Stephen Gay, Ryan McLemore, Nwakaego Nkumeh Walker, Laura Palmer, Amy Phillips, Randy Stuart, LaJuan Simpson-Wilkey, Jay Thomas, Veronica Trammell,

**Members Excused:** Alex McGee, Raquel Monterroso, Amber Smith, Teresa Johnston,

**Invitees:** NA

## **Agenda:**

### **New Business**

1. Review & Discussion of the New Policy Portal App  
Members reported the new Policy Portal Smartsheet is more user friendly than the previous Policy Tech application. Several suggestions were made and will be explored to make the Policy Portal even more usable:
  - a. Explore ways to allow users to sort the Smartsheet by audience, responsible office etc.
  - b. Determine if Smartsheets will allow us to add anchor tags to the policy name (not the actual policy document) in case departments would like to link to the policy from other websites. It is recommended that we continue to link to the overall policy Smartsheet rather than linking to individual documents since that requires extensive maintenance.
  - c. The membership suggests we keep the Responsible Office in the Smartsheet policy report, but do not add individual names. As the year goes on and policies are updated, we will request a generic department or unit email to list on the website.
  - d. The membership suggests only including the current policy on the Smartsheet policy report. Add a statement to the webpage instructing that archived policies can be requested by contacting the Policy Portal Manager.
2. Review & Discussion of the Centers and Institutes Policy – Dr. LaJuan Simpson Wilkey
  - a. Dr. Simpson-Wilkey presented the Centers and Institutes policy and facilitated the discussion.
  - b. Primary discussion focused on the use of the term extramural vs. external. Extramural is the term used in the USG policy and after examining the dictionary definition and hearing the explanation from the members regarding the functional use of the term, it was decided that extramural is the appropriate term to use.
3. Update on the Information Items
  - a. The policies listed below are being sent for review unless otherwise listed below.
4. Other Topics:
  - a. Dr. Laura Palmer requested the PPC revisit previous conversations regarding the use of inclusive language as well as gender pronouns be used in KSU policies.

- b. Membership agreed to explore this option by examining the KSU Policy on Policies which is currently under review. Revisions to that policy will be presented to the PPC at the February meeting.

### **Information Items**

#### Fall 2022 Annual Re-Reviews in Progress

- Sept: Smoke-Free and Tobacco-Free Policy
- Sept: Programs Serving Minors Policy
- Sept: Substantive Change Policy – Reviewed with no changes
- Oct: Non-Discrimination Policy
- Oct: Purchasing Card Policy
- Oct: Travel Policy
- Nov: Policy on University Policies – Under Review
- Nov: Student Codes of Conduct
- Nov: Non-Discrimination Policy

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### **Meeting Schedule**

2022-2023 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- September 20, 2022
- November 15, 2022
- January 17, 2023
- February 21, 2023
- March 21, 2023
- April 18, 2023