Welcome and Policy Process Council Information

- Policy Process Council reminders:
  - University Handbook description
  - Non-voting body
  - Members:
    - Review meeting agenda and associate documents before the meeting
    - Suggest revisions to policy owner based on expertise
    - Share policy information with unit or body represented
  - Director of Policy
    - Provides policy guidance to policy owners and users
    - Oversees the policy review and approval process
    - Provides editorial services to policy owners
    - Monitors external policy changes (BOR, USG, etc.)

Policy Download Instructions

- [https://policy.kennesaw.edu/](https://policy.kennesaw.edu/), select “Policies,” click “Policy,” select policy name from list
- A direct URL to a specific policy in the Policy Portal is available upon request.
- Please encourage colleagues to access policies directly from Portal and discourage colleagues from posting policy documents on other websites.

Policy Process Summary

- Periodically, each policy owner, or designee, should review applicable policies and determine if revision is warranted. Also, KSU leaders should continually assess if a new policy is needed.
• When the policy owner, or designee, revises or drafts a policy document, the revisions are reviewed by the Director of Policy and Legal Affairs.
• If the revisions are determined to include a substantive change to a policy or a new policy, the policy draft proceeds through the review and approval process before posting on the Policy Portal.
• If the revisions are determined to include no substantive change to existing policy (e.g., position title, office name, phone number, URL), the new version is posted on the Policy Portal.

New Business
Sexual Misconduct Policy
• https://kennesaw.policytech.com/docview/?docid=101&public=true
• Department of Education, Office of Civil Rights issued new rules for Title IX
• BOR Policy Manual, Sections 6.7 and 4.6.5, revised in response to updates
• KSU policy now links to BOR Policy Manual instead of repeating Board policy
• Faculty are encouraged to volunteer to serve as hearing panelists

Student Codes of Conduct
• https://scai.kennesaw.edu/codes.php
• Misconduct Resolution Procedures (https://scai.kennesaw.edu/procedures/scai-misconduct.php) revised to align with BOR Policy Manual updates related to new Title IX rules

Centers and Institutes Policy
• https://kennesaw.policytech.com/docview/?docid=102&public=true
• Policy revision, which is new to the Policy Portal, developed by task force charged by Provost Schwaig
• Focused on research centers and institutes
• Assigns control to local authority, usually college dean
• Prescribes a five-year review cycle, which assesses mission and financial viability of each center/institute

Centers and Institutes Review Committee
• http://catalog.kennesaw.edu/content.php?catoid=53&navoid=3814
• Revision of University Handbook to align with Centers and Institutes Policy
Information Items

Unmanned Aerial System (UAS) and Other Aircraft Policy
- Revised, reviewed, and posted on Policy Portal

Recent Non-Substantive Revisions
- Competitive Solicitation Policy
- Consulting Services Policy
- Environmental and Occupational Safety Policy
- Intellectual Property Policy
- Investment Policy

Reviews in Progress
- Access to University Facilities Policy
- Alcohol and Other Drug Policy
- Policy on University Policies
- University Handbook (https://handbooks.kennesaw.edu/)

Other Business

Future Meetings – Tuesdays, 11:00 - 12:30 pm, as follows:
- September 15, 2020, Microsoft Teams
- October 20, 2020, Microsoft Teams
- November 17, 2020, Microsoft Teams
- January 19, 2021, TP 2220
- February 16, 2021, TP 2220
- March 16, 2021, TP 2220
- April 20, 2021, TP 2220