

Agenda and Actions

Policy Process Council	Date: August 22, 2013 Time: 11:00 AM – 12:30 PM Location: TP2220
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Participation	Name	Office Representing
X	David Arnold	External Affairs
X	Maria Britt	Operations and CIO/CBO
X	Noelle Davis	Staff Senate
X	Stephen Gay	Administrators Senate
X	Ann Key	University Advancement and Development
X	Lectra Lawhorne	Information Technology Services, Ex-Officio
X	Dr. Ron Matson	Academic Affairs and Dean’s Council
X	Dr. Mark Mitchell	Chairs’ and Directors’ Assembly
O	Nwakaego Nkumeh, J.D.	Legal Affairs
X	Susan Paraska	Institutional Effectiveness, Chair
X	Jahan Saeed	Student Government Association
X	Brenda Stopher	Athletics Department
X	Diane Walker, J.D.	Student Success
O	Dr. Christine Ziegler	Faculty Senate

Preparation:	Review materials: process chart, guidelines, template, and website.
Please review/comment:	July 11, 2013 meeting minutes.
Please bring:	Calendars for planning future meetings.

Meeting Agenda, Discussion, and Actions

Agenda		
1) Existing Policies – Progress Update		
2) Updated Based on Feedback – Flowchart, Format Template, and Guidelines		
3) Discuss – Communication to Date		
4) Discuss – Existing policies – Policy Control Over University Policies and Policy on Deviation from Approved Policy		
5) Heads Up – Policy on Emeritus/Emerita		
6) Next Meeting Date and Adjournment		

Overview of Discussion and Actions

1) Existing Policies -- Update

Background: Policy Audit Working Group (PAWG) members are Susan Paraska (Institutional Effectiveness), Stephen Gay (Information Technology Services), Kathy Maschke (Finance and Business), and Alicia Stignani (Office of Human Resources). Audit involved 41 existing policies. PAWG members are working within their divisions to determine if new policy may need to be developed to ensure KSU is in compliance with federal, state, or other regulation/law.

PAWG met on August 8, 2013.

- Stephen requested that the now revised and signed off policies be posted as soon as possible in order to be ready for an audit. Policies were posted on the new website on August 9, 2013. Still require addition of the IT Glossary to the new site in order for hyperlinks to work. Tom Boyle, Advanced Computing Services, is handling this action.
- Kathy reported that Finance and Business policies in VP review.
- Alicia reported that HR Handbook will need to be reviewed and revised/updated first, and policy revisions/updates will follow that process.

Decision to conduct 1:1 meetings with Kathy and Alicia as needed until existing policies are completed.

Action Items:	Person(s) Responsible:	Deadline:
HR and Finance and Business continue with revisions	Alicia Stignani Kathy Maschke	August 2013
Follow-up with PAWG as needed to ensure completion of revisions	Susan Paraska	Fall 2013
IT Glossary – rebuild for new site and make connections to hyperlinks	Tom Boyle	August 2013

2) Update Based on Feedback – Process Flowchart, Template, and Guidelines,

Members were provided materials to review in advance. Based on use of template format by ITS and also meeting with Student Government Association, Katherine Street (President) and Jahan Saeed (SGA representative to Council), minor changes/clarifications were made to the flowchart and template which in turn required changes to the Guidelines.

Changes included: not having a coversheet but instead using information on the coversheet as the front section of the document; adding SGA to review and comment process; and updating sections to Guidelines as a results of these changes.

As discussed, the format and Guidelines may evolve as more people begin to use it and to do what makes sense for the good of KSU policy approvers and users.

Discussion: How Student Policy is Included in Review/Comment Process

- Diane Walker asked for clarification as to how student policy is to be included in the policy review/comment/approval process. Student policy may only apply to students therefore not needing review by other governance bodies. Full review may require time (up to 18 months) for a student policy to be presented to all governing bodies which could impact implementation of a student policy.
- Susan Paraska open this up to the Council for discussion.
- Susan Paraska said that coordinating through the shared governance process should not take up to 18 months as the proposed policy may be sent to each of the leadership of each of the governing bodies at the same time. While the process chart depicts a linear view that fact is each of the governing bodies may review it at the same time with the sponsor keeping track of the comments/feedback. Each of the governing bodies would advise the policy sponsor whether or not the sponsor would need to present the proposed policy. The key is to work in advance as best as possible, notify all bodies simultaneously in order to get direction and get on agendas as required, and then to work on comments and feedback as it is received. I will work with each sponsor to assist them with the process and coordination of the review and comment actions.
- Susan Paraska will also confirm this with each of the governing bodies and President Papp.

Action Items:	Person(s) Responsible:	Deadline:
1. Check with governing bodies and Dr. Papp on review/comment/approval of student policy.	Susan Paraska	August 2013

3) Communication to Date

Communication with KSU governance bodies and other groups is underway. Below is the list of ones scheduled to date:

Student Government Association

- Ms. Katherine Street and Mr. Jahan Saeed (representative) update the SGA Executive Board

Faculty Senate

- Dr. Ken White update FSEC, August 19, 2013

Academic Deans' Council

- Dr. Ron Matson (representative), August 22, 2013

Administrators' Senate

- September 10, 2013

Staff Senate

- September 17, 2013

Chairs' and Directors' Assembly

- Dr. Mark Mitchell (representative), September 11
- Susan Paraska, October 9

University Council

- Dr. Papp said he would update the University Council (from meeting on August 21, 2013)
- Senate and SGA Representatives – please include in your update at the next University Council meeting as well.

Susan Paraska opened the discussion to solicit ideas and thoughts as to what other venues should be included for getting the word out to the campus community. Below are ones to pursue:

- KSU News Advisory via University Relations
- Student newspaper, *The Sentinel*
- OwlLink (contact Jen Wells, Student Success)
- Dr. Papp Monthly Updates -- from meeting on August 21, 2013, Dr. Papp will include in an upcoming monthly update to campus.
- Include in KSU Student Handbook
- Share at your staff meetings

Action Items:

1. Requested that Council members provide information on policy development and the process to their respective units.
 - a. This may be accomplished by sharing information at a staff meeting and during regularly scheduled meeting of the shared governance body.
2. University Council meeting—if present when Dr. Papp addresses, please add to anything as you deem appropriate.

Person(s) Responsible:

All

Deadline:

Continuous

4) Existing Policies – Discuss Need for or Revision of Two Policies

- Two existing policies—Policy on Control of Policy and Policy on Deviation from Approved Policy—require a review and decisions on revision. Copies of each were provided to Council members for their feedback.
- Ann Key brought up discussion on need to decide about other policy that may currently not be in existence.
 - This is a good point. Each representative will be most familiar with what policies may need to be created that are applicable to their areas of operation. It may be helpful to review the audit list (provided at the June 6 meeting) to see what policies exist.
 - If a division or department is responsible for administering a function that requires a policy, then the division/department staff should discuss. This is particularly important for legal liability.
- Topic of ‘categories’ brought up in that some new policy, such as one for University Advancement, may not fit into the current list of policy categories.
 - We may add categories as will be appropriate to the policies of the institution. We are not bound to having only the current ones and will work to make policy categories clear for users.

Action Items:	Person(s) Responsible:	Deadline:
1. Members to read each policy and recommend actions. Send feedback to policy@list.kennesaw.edu .	All	Send Feedback by August 30
2. Each Council member discuss with their leadership as to what policy may need to be written in order to address the requirement of a law, regulation, or liability.	All	At Earliest Time
3. Based on the Council’s role each member should provide information on policy development and the process to their respective units.	All	Continuous

5) Heads Up – Policy On Emeritus/Emerita Status [Dr. Ron Matson]

Dr. Matson advised the Council of the awarding of emeritus/emera status needs clarification. He is working on a draft policy as well as procedures to provide that clarification. At this time there is nothing to review and he will continue to provide updates as appropriate.

Action Items:	Person(s) Responsible:	Deadline:
1. None at this time.	NA	NA

6) Next Meeting Date and Adjournment

Council decided next meeting time to consider would be week of September 23, 2013. This steers clear of KSU’s 50th anniversary events and is not too close in time of this meeting.

Action Items:	Person(s) responsible:	Deadline:
1. Send out a Doodle with dates and times for week of September 23, 2013.	Susan Paraska	August 30, 2013