

Agenda and Actions

Policy Process Council	Date: June 6, 2013 Time: 10:00 AM – 11:30 AM Location: TP2220
-------------------------------	--

Participation	Name	Office Representing
X	David Arnold	External Affairs
X	Maria Britt	Operations and CIO/CBO
X	Noelle Davis	Staff Senate
O	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
O	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
O	Brenda Stopher	Athletics Department
X	Diane Walker, J.D.	Student Success
O	Dr. Christine Ziegler	Faculty Senate

Preparation:	None
---------------------	------

Please review/comment:	None
-------------------------------	------

Please bring:	Calendars for planning future meetings.
----------------------	---

Meeting Agenda, Discussion, and Actions

Agenda

1) Welcome and Introductions		
2) Overview of Purpose and Goals		
3) Overview of Existing Policies		
4) Preview of Policy at KSU website		
5) Review Policy Process		
6) Discuss Guidelines and Template		
7) Discuss Future Meetings		
8) Closing Thoughts and Adjournment		

Overview of Discussion and Actions

1) Welcome and Introductions		
Members present introduced themselves.		
Action Items: None.		
Action Items: • NA	Person(s) Responsible:	Deadline:

2) Overview of Purpose and Goals		
Background of Council, based on recommendations from ad hoc committee reviewing KSU handbooks (April 2012) and policy process initiative proposal (May 2012).		
Policy Process Council approved as University Standing Committee on December 4, 2012.		
Faculty Senate included a Sunset Clause for this Council which states: that at two years of approval date (December 3, 2014) the chair must return to each of KSU’s shared governance bodies for a review that will decide whether or not to continue, revise, or deactivate the Council.		
Annual report is due May 1 to the Faculty Senate per the University Handbook.		
Council’s Purpose –see attached presentation file for details. Primary goal is for members to serve as representatives of their constituencies with regard to policy, policy review/approval process, and impact of policy at KSU.		
Action Items: • None.	Person(s) Responsible: NA	Deadline: NA

3) State of Existing Policies

Susan Paraska conducted an audit of existing policy website to determine/identify: types/categories of policies, KSU shared governance approval dates, policy owners, policy points of contact, and associated documents such as forms, procedures, and manuals. New is to align KSU policy with the categories of the Board of Regents to be consistent with efforts recently completed with regard to KSU’s handbooks (University, faculty, and employee).

Audit resulted in sorting out of policies versus documents that were manuals, external policies, reference materials, and other non-policy items in addition to which policies had been approved through the shared governance process.

Contacted and met with three primary policy coordinators: Stephen Gay (IT); Kathy Maschke (Business/Finance); and Alicia Stignani (HR/Personnel). Have met twice (May 15 and 29) to review audit results and then work to review and complete a final review of all existing policies to be re-posted to the new site. Those policies will need to be signed off by the appropriate vice president or that vice president’s delegate. Once signed off, policies will be edited and a final review by policy owners.

We decided to call this working group, the Policy Audit Working Group. These three persons are the primary liaisons and coordinators for their functional/divisional areas. Their work and contributions will assist in guiding new and existing policy through the appropriate channels and also serve as subject matter experts for their respective policy categories. Once existing policies are completed and in final form, they will be posted to the new site.

Next meeting for Policy Audit Working Group is August 8. Policy coordinators will provide existing policies (as signed off by VP/VP-designate) to be re-posted along with recommendations for policy category.

Editing. Ms. Tricia Grindel, Department of Communication, and Dr. Anne Richards, University Ombuds and professor of English, are serving as policy editors. Each provides specific expertise. Tricia is a professional editor with previous service on SACS accreditation reports, NCAA certification reviews, international study/project reports, and doctoral dissertations. Dr. Richards’ education and expertise combined with her knowledge of KSU’s culture and climate will enhance editorial reviews from the perspective of her responsibilities as a practicing ombuds.

Action Items:	Person(s) Responsible:	Deadline:
<ul style="list-style-type: none"> • For areas completing reviews of policies, assist with review and sign off as appropriate • Copy of audit will be provided to each member for review and comment and conduct a gap analysis <ul style="list-style-type: none"> ○ Determine if KSU needs to prepare any new policies which may be associated with compliance requirements so that we can notify VPs of those functional areas ○ Determine need for policy categories in addition to those presented • Question to follow-up on: How do Foundation policies fit in? 	All	Before/On July 11, 2013

4) “Policy at KSU” – New Website

Previewed the new site, developed with assistance from Tom Boyle and the Advanced Computing Services team. Susan Paraska will administer the site.

Site will go live after Council’s review/comment.

Action Items:

- Members will receive URL for review/comment.
- URL: <https://webdev.kennesaw.edu/policy7/>

Person(s) Responsible:

All

Deadline:

Before/On July 11, 2013

5) Review Policy Process

Flowchart of proposed process provided to members for review/comment.

Goal is to ensure all approved governing bodies review, comment, and indicate concurrence/non-concurrence on each proposed policy.

Action Items:

- Members to review/comment.
- Question to follow-up on: How does Student Government Association fit into this process?

Person(s) responsible:

Deadline:

6) Policy Guidelines and Template

Draft guidelines are in progress. Goal is to provide policy writers, policy owners, and policy reviewers guidelines to ensure transparency of policy development, review, and approval, and to support KSU’s shared governance process.

Susan Paraska needs to complete three more sections.

Proposed template reviewed. Suggestions provided which will be included in review.

Action Items:

- Susan Paraska to complete draft guidelines for distribution to Council.
- Council to review/comment on guidelines and template.

Person(s) responsible:

All, as noted

Deadline:

Before/On July 11, 2013

7) Future Meetings

Discussion on a standing meeting format or as available. Majority of the members stated a standing meeting would work best. On location, members were fine with meeting in TP2220 or other TP space because of availability of parking.

For next meeting, we decided to start with July 11, 2013 and determine how many could attend.

Action Items:

- Susan Paraska will initiate a Doodle for July 11, 2013 meeting
- Members will provide availability

Person(s) Responsible:

All

Deadline:

Upon receipt of Doodle

8) Closing and Adjournment

No final items to discuss; meeting adjourned.

Action Items:

- Complete tasks before/on July 11, 2013
- Reply to meeting scheduling requests

Person(s) Responsible:

All

Deadline:

As noted.