

Agenda and Actions

Policy Process Council	Date: September 24, 2013 Time: 10:00 AM – 11:30 PM Location: TP2220
-------------------------------	--

Participation	Name	Office Representing
X	David Arnold	External Affairs
O	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
X	Dr. Mark Mitchell	Chairs’ and Directors’ Assembly
O	Nwakaego Nkumeh, J.D.	Legal Affairs
X	Susan Paraska	Institutional Effectiveness, Chair
O	Jahan Saeed	Student Government Association
O	Brenda Stopher	Athletics Department
O	Diane Walker, J.D.	Student Success
X	Dr. Christine Ziegler	Faculty Senate

Guest(s):	Kathy Maschke, Office of Financial Services
Preparation:	Review two policies for recommendations to retain, revise, or retire. Provide feedback, if any, on communication updates to shared governance bodies. Continue discussion on processes for student policy, rules, and regulations. [All materials were sent by email in advance.]
Please review/comment:	August 22, 2013 meeting minutes.
Please bring:	Calendars for scheduling next meeting.

Meeting Agenda, Discussion, and Actions

Agenda		
1) Recommendations: Two existing KSU policies, Control of University Policy and Deviations from Approved Policy-- retain, revise, or retire. Continuation of discussion from August 2013 meeting.		
2) Communication Updates to Governance Bodies		
3) Student Policy, Rules, and Regulations: Continuation of discussion at August meeting. Formulate recommendation.		
4) Next Meeting Date and Adjournment		
5) Agenda Topics for next meeting		

Overview of Discussion and Actions

1) Recommendations: Control of University Policy and Deviations from Approved Policy

Background: These existing policies need to be reviewed for recommendation to revise, retain or retire.

- New policy guidelines and format include information that addresses actions in each of these policies.
 - a) Per Kathy Maschke, the Deviations from Approved Policy was originally intended for Finance and Business matters and not necessarily for the entire University.
- Specifically the new guidelines and format require policy sponsors to identify policy owners, requests for any exceptions or exclusions, and policy violations and associated actions.
- Discussion by Council resulted in the following:
 - a) Review each policy to decide if current policy guidelines and format cover requirements addressed in each policy.
 - b) If not, are both policies required, or could elements of each be combined to make one policy that would address necessary information?

Action Items:	Person(s) Responsible:	Deadline:
1. Council members will review each policy and make recommendations. Susan Paraska will send out a Word file for tracking changes, edits, and comments.	Council	Before October 16, 2013
2. Compile Council input and resend that version to members for a final review.	Susan Paraska	Week of October 21, 2013
3. Recommendations will be presented to shared governance bodies for comment and approval.	Susan Paraska; Council Senate, SGA representatives	November 2013

2) Communication Updates to Governance Bodies and Campus

Background: Based on Council responsibilities, the Council is to provide updates on a quarterly basis.

Student Government Association: Ms. Katherine Street and Mr. Jahan Saeed (representative) said they will update the SGA Executive Board

Faculty Senate: Dr. Ken White updates FSEC, August 19, 2013

Academic Deans' Council: Dr. Ron Matson (representative), August 22, 2013

Administrators' Senate: September 10, 2013 (Susan Paraska)

Staff Senate: September 17, 2013 (Susan Paraska)

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. Next meeting is scheduled for December 12, 2013. Senate and SGA Representatives – please include in your update at the next University Council meeting as well.

Action Item:	Person(s) Responsible:	Deadline:
1. Send updates to: KSU Informs, The Sentinel, OwlLink (Jen Wells), and University Relations (David Arnold).	Susan Paraska	October 2013

3) Student Policy, Rules, and Regulations – What are Processes?

- Continuation of discussion on how student policy/rule/regulation are created, reviewed, approved, and managed.
- Following discussion, the Council recommends that the provost and the vice president for Student Affairs establish an ad hoc committee to review actions around student policy/rule/regulation to include areas such as defining, determining existing directives, determine what is needed to make the processes transparent, bring all up to date as appropriate, make the processes transparent via websites and handbooks, and designate ownership.
- Also recommend that one person designated by agreement of the provost and the vice president for Student Success to serve on the Council who will be the expert on student policy/rule/regulation.
- This will be presented to Dr. Papp for thoughts and direction.

Action Items:	Person(s) Responsible:	Deadline:
1. Send Council’s recommendation to Dr. Papp for comment and direction.	Susan Paraska	Upon receipt
2. Advise Council of Dr. Papp’s feedback.	Susan Paraska	
3. Follow-up action based on Dr. Papp feedback.	As decided	

4) Next Meeting Date and Adjournment

The Council decided its next meeting time should be on November 5, 6, or 7, 2013. Members also requested the choice of a morning and afternoon time for each date. Agreed those times would be 10:00 a.m. and 2:00 p.m.

Action Items:	Person(s) responsible:	Deadline:
1. Send a Doodle with dates and times as stated above.	Susan Paraska	September 26, 2013

5) For November 2013 Meeting

- Human Resources Policies and Procedures – need to have a plan and timeline for completion of policy and procedure review from Human Resources.
- KSU Foundation and the Office of Development Policy and Procedures—to make visible and clear to faculty, students, and staff the policies, procedures, and guidelines related to these areas in order to ensure KSU individuals and organizations know the requirements in these areas.