

Agenda and Actions

<b>Policy Process Council</b>	<b>Date: November 6, 2013</b> <b>Time: 10:00 AM – 11:30 PM</b> <b>Location: TP2220</b>
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Participation	Name	Office Representing
O	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
O	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
X	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

<b>Guest(s):</b>	None.
<b>Preparation:</b>	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.]
<b>Please review/comment/approve:</b>	September 24, 2013 meeting minutes.
<b>Please bring:</b>	Calendars for scheduling next meeting.

## Meeting Agenda, Discussion, and Actions

<b>Agenda</b>		
1) Approve minutes of September 24, 2013 meeting.		
2) Information Item: “This Policy Makes No Sense” survey.		
3) Recommendations: Two existing KSU policies, Control of University Policy and Deviations from Approved Policy--retain, revise, or retire.		
4) Announcements and Updates.		
5) University Policy: What’s Missing?		
6) Next Meeting Date and Adjournment		

**Overview of Discussion and Actions**

<b>1) Minutes of September 24, 2013</b>		
<b>Action Item:</b>	<b>Person(s) Responsible:</b>	<b>Deadline:</b>
1. Minutes approved; no discussion.	Susan Paraska	Post

<b>2) “This Policy Makes No Sense” Survey [Information Item]</b>		
Background: This survey is a joint effort of the President’s Office and the Faculty Senate Executive Council.		
Survey provides a unique link for each recipient to complete a short survey in order to identify policies that seemingly do not make sense and also to identify policies that do make sense. This is the inaugural survey so there is the expectation that this will be conducted on an annual or other periodic basis.		
<b>Action Items:</b>	<b>Person(s) Responsible:</b>	<b>Deadline:</b>
1. Encouraged all who received the email survey to complete it as the information may be helpful to the Council. No deadline was in the email.	Council	November 8, 2013 if possible
2. Requested a copy of the survey results be provided to the Council and act upon recommendations as appropriate.	Susan Paraska	Upon receipt of results

<b>3) Recommendations: Control of University Policy and Deviations from Approved Policy</b>		
Background: These existing policies need to be reviewed for recommendation to revise, retain or retire.		
<ul style="list-style-type: none"> <li>• New policy guidelines and format include information that addresses actions in each of these policies—violations and exceptions. 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.</li> <li>• Discussion by Council resulted in the following:             <ul style="list-style-type: none"> <li>a) Revise Control of University Policy.</li> <li>b) Retire Deviations from Approved Policy. Policy owners or unit heads who wish to allow exceptions and exclusions may develop process, waiver documentation, and management of waiver documentation to support needs of their respective policies.</li> </ul> </li> </ul>		
<b>Action Items:</b>	<b>Person(s) Responsible:</b>	<b>Deadline:</b>
1. Recommendation is to revise Control of University Policy and retire Deviations from Approved Policy.	Council	None
2. For the Control of University Policy, add information on goal of collaboration to reduce unnecessary overlap and allow consideration for consolidating policies where appropriate.		
3. Prepare proposed revision for Council review (via email).	Susan Paraska	December 31, 2013
4. Proposed revision of Control of University Policy and recommendation to retire Deviations from Approved Policy should move forward through shared governance bodies for comment and approval.	Susan Paraska; Council	January 2014

**4) Announcements and Updates [2 Attachments]**

Background: As provided by Council members.

- **Board of Regents:** J. Burns Newsome, vice chancellor of Legal Affairs at the University System of Georgia, conducts a continuous review of BOR policy and presents updates/revisions at each BOR meeting. Policy updates/revisions are reviewed and approved at BOR meetings and then posted in the BOR meeting minutes and on the BOR Policy Manual website. Provided today is a copy of the policy updates/revisions from the BOR’s October 2013 meeting. A copy of the recent BOR policy changes/revisions is at Attachment 1. BOR Policy Manual website is at: <http://www.usg.edu/policymanual/> .
- **Faculty Handbook:** Dr. Ron Matson advised of two approved changes to the Faculty Handbook [See Attachment 2].
- **Human Resources Policy and Handbook:** Maria Britt advised of the status on updates/revisions to HR policies. There are approximately 25 HR policies in review that are 80%-90% complete as reported by Alicia Stignani, director of Human Resources Services. The projection is to have 10 policies for internal review by November 8 and the remainder ready for internal review before the December 2013 winter break.
- **Student Policy:** Diane Walker reported that a group is formed and is to receive its charge within a week. This update is associated with the Council’s recommendation to President Papp, Provost Harmon, and Dr. Ratchford [see September 24, 2013 minutes] to form a task force to conduct a review of KSU rules, regulations, and policies that apply to students and make recommendations for a review and approval process and management of student policy by a designated body. The second part of the Council’s recommendation is to select one person to serve on the Council as the expert on student policy. Drs. Papp, Harmon, and Ratchford agreed with the Council’s recommendations.

Action Item:	Person(s) Responsible:	Deadline:
Follow-ups as appropriate.	All	NA

**5) Spring 2014 Meetings and Adjournment**

The Council will consider dates to meet in February and March 2014. As indicated by members, proposed meetings times would be at 10:00 a.m. and 2:00 p.m. on available dates.

Action Items:	Person(s) responsible:	Deadline:
1. Send a Doodle with proposed dates and times as stated above.	Susan Paraska	November 18, 2013

**Policy Matters Previously Discussed and Pending Follow-up**

- For all divisions, please look for opportunities as well as bring forward recommendations to make University policies and procedures more visible and clear to faculty, students, staff, and visitors.