

Agenda and Actions

Policy Process Council	Date: July 11, 2013 Time: 10:00 AM – 11:30 AM Location: TP2220
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Participation	Name	Office Representing
X	David Arnold	External Affairs
X	Maria Britt	Operations and CIO/CBO
O	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
O	Dr. Mark Mitchell	Chairs’ and Directors’ Assembly
X	Nwakaego Nkumeh, J.D.	Legal Affairs
X	Susan Paraska	Institutional Effectiveness, Chair
O	Jahan Saeed	Student Government Association
X	Brenda Stopher	Athletics Department
X	Diane Walker, J.D.	Student Success
X	Dr. Christine Ziegler	Faculty Senate

Preparation:	Review materials: process chart, guidelines, template, and website
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Please review/comment:	None
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Please bring:	Calendars for planning future meetings.
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Meeting Agenda, Discussion, and Actions

Agenda

1) Discuss and Decide: Process, Guidelines, Template, and Website		
2) Progress Report on Existing Policies		
3) Closing Thoughts		
4) Schedule Next Meeting – August 2013		
5) Adjournment		

Overview

1) Discuss and Decide: Process, Guidelines, Template, and Website

Members were provided materials to review in advance and send in comments. Comments emailed by Dr. Mark Mitchell (Chair’s and Directors’ Assembly representative) and Noelle Davis (Staff Senate representative) were included in the review at the meeting; attending members agreed with their recommended changes. Based on the discussion as a whole, a revised version of each document was agreed upon with the understanding that we will track and review feedback for revisions as appropriate.

Policy at KSU” website:

1. Implement use of documents and new ‘Policy at KSU’ website—track feedback.
2. Advise Advanced Computing Services (Tom Boyle) to make website operational.
 - a. Need to ensure Google search/KSU web searches direct viewers to the new policy site and not to documents or pages of previous site.
 - b. Connect ‘Policy at KSU’ website to KSU Handbooks website.

Continuing Action Items:	Person(s) Responsible:	Deadline:
1. Continuous feedback for review, as needed.	All	Continuous
2. Website actions and posting of minutes and materials.	Susan Paraska	August 2013

2) Progress Report on Existing Policies

As reported at June 2013 meeting, three persons are working with Susan Paraska, following an audit of the former KSU policy portal. The audit was conducted to identify approved policies, ensure their currency and accuracy, complete professional edit actions, present to completed policies to vice presidents/VP-designates of owning offices for review and sign off, and post to the new ‘Policy at KSU’ website.

Policy Audit Working Group (PAWG) members are Susan Paraska, Stephen Gay, Kathy Maschke, and Alicia Stignani.

Audit involved 41 policies for re-posting and the 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. Those policies will be brought forward using the materials approved at today’s meeting.

Next PAWG meeting date is August 8, 2013. The projected completion date by the three division liaisons is August 2013.

For future policy, all Council members are asked to review within their areas of responsibility to identify any needs to develop policy that ensures KSU is compliant with federal, state, or other regulation/law.

Action Items:	Person(s) Responsible:	Deadline:
1. Update Council at August 2013 meeting.	Susan Paraska	August 2013
2. Council Members: conduct a review to determine need for policy development to ensure KSU is compliant with federal, state, or other regulation/law.	All	

3) Closing Thoughts		
Action Items:	Person(s) Responsible:	Deadline:
<ol style="list-style-type: none"> Based on the Council’s role each member should provide information on policy development and the process to their respective units. This may be accomplished by sharing information at a staff meeting or regularly scheduled meeting of the shared governance body. Members planning to present information to their represented groups may want to notify the Council via email (use the listserv address) of planned meeting dates at which that they plan to share information with their unit or a KSU shared governance body. This would allow Council members to be on hand to hear comments/feedback as well as assist with questions. 	All	As requested or notified

4) Schedule Next Meeting – August 2013		
The Council will meet in August to ensure closure on any actions. Members will discuss the frequency of future meetings.		
Members decided meeting on a Thursday at the same time was agreeable.		
Action Items:	Person(s) Responsible:	Deadline:
<ol style="list-style-type: none"> Susan Paraska will email Doodle link. Members to provide availability via Doodle Poll for meeting on either August 8 or August 22 from 11:00 a.m. to 12:30 p.m. 	Susan Paraska All	Before July 15, 2013 As soon as possible

5) Adjournment		
Action Items:	Person(s) responsible:	Deadline:
None.	NA	NA