

Policy Process Council

URL: <https://policy.kennesaw.edu/>

Date: January 26, 2016
Time: 10:00 AM – 11:30 PM
**Location: Kennesaw Campus,
 Town Point 2220**

Meeting Summary

- 1) Greetings and Around the Table
- 2) Status of Policy
- 3) Other Business
- 4) Adjourn

Invited Guest	Ceimone Strickland, Director of Internal Audit at Clayton State University	
Representative	Attending	Representing
Melisa Baldwin	Yes	University Advancement and Development
Jill Brady	Yes	Enrollment Services
Maria Britt	Yes	Operations and CIO/CBO
Tammy DeMel	No	External Affairs
Katie Egloff	No	Athletics Department
Dr. Joel Fowler	Yes	University Ombuds
Melissa Kramschuster	Yes	Student Government Association - Director
Lectra Lawhorne	No	University Information Technology Services, Ex-Officio
Ann Lay	No	Staff Senate
Dr. Tamara Livingston	Yes	Administrators Council
Dr. Ron Lunk	No	Student Life
Dr. Ron Matson	Yes	Academic Affairs and Deans Council
Dr. Bob Mattox	Yes	Student Policy
Dr. Doug Moodie	No	Faculty Senate
Nwakaego Nkumeh, J.D.	No	Legal Affairs
Susan Paraska	Yes	Institutional Effectiveness, Chair
Dr. Alice Pate	No	Chairs and Directors Assembly
Diane Walker, J.D.	Yes	Student Affairs

1. GREETINGS AND AROUND THE TABLE

- a. Maria Britt introduced Ceimone Strickland, Clayton State University. Ms. Strickland is job shadowing Ms. Britt as part of her leadership development with the University System of Georgia’s Executive Leadership Institute (ELI) program.
- b. Ann Lay (Staff Senate) is retiring from KSU; Kathy Rechsteiner, Staff Senate Chair-elect, will serve as the Staff Senate representative for the remainder of this semester.

2. STATUS OF POLICY

- a. The **Web Accessibility Policy Statement** was approved by the KSU elected and administrative bodies and signed by Dr. Papp on January 12, 2016. A KSU Inform was sent in addition to an email to the vice presidents of Academic Affairs, Student Affairs, and Operations/CIO/CBO to distribute to their leadership teams. The policy statement is available online at <https://policy.kennesaw.edu/content/web-accessibility-policy-statement> .
- b. The elected and administrative bodies [Unmanned Aerial System and Other Aircraft Policy \(proposed new\)](#) have completed their respective review and comment processes. Maria Britt, Andy Altizer, and Andrew Newton have been key in the presentations providing expertise on the subject matter and also fielding questions and comments.

Faculty Senate	December 7	Positive vote.
Chairs and Directors Assembly	December 16	Pending email vote.
Administrators Council	December 17	Positive vote.
Student Government Association	January 20	Positive vote.
Deans Council	January 28	Positive vote.
Staff Senate	January 28	Positive vote.
Part-time Faculty Council	No request	NA

Action: Next presentation will be to the President’s Cabinet (scheduled for February 9).

- c. Please review the recommended updates to the **Data Security Policy** as offered by Stephen Gay, KSU’s Chief Information Security Officer.

Action: Council representatives to review the policy document (sent via emailed) and provide feedback. All comments will be provided to Stephen Gay.

- d. The **Risk Management of Experiential Learning Policy** (proposed new) is with the AVP-Operations Office (Maria Britt) for internal review. Maria provided a copy of the proposed policy to the University Safety Council which resulted in several comments and recommendations. Maria and her staff continue to meet with faculty and staff on the proposed policy.

Action: This is tabled; no further action required at this time.

- e. The Office of Institutional Effectiveness is conducting reviews for two policies. OIE is conducting an internal (OIE) review and, following that, will send the policies out for review by offices directly involved with actions or tasks for the respective policies. To date, no substantive changes have been proposed during the policy reviews.
 - i. Complaint Resolution, <https://policy.kennesaw.edu/content/complaint-resolution-policy>.
 - ii. Substantive Change, <https://policy.kennesaw.edu/content/substantive-change-policy> .

Action: None required at this time.

3. OTHER BUSINESS

a. Improvements for Council, services, and resources.

In November 2015, we talked briefly that we would review policy resources and services to decide upon areas for improvement. Please come with your ideas after reviewing the website and guidelines.

- i. [Policy website](#): structure, association with handbooks, content, levels of policy, standardization of format below University level, announcement, postings, and other areas.
- ii. [Policy guidelines](#): format, content, forms, workflow, and other areas.

b. Discussion

i. Websites offered for review included:

- Carnegie Mellon, <http://www.cmu.edu/policies/>
- University of Cincinnati, <http://www.uc.edu/about/policies.html>
- Stanford University, <https://www.stanford.edu/about/administration/policy>
- University of Pennsylvania, <http://www.upenn.edu/about/policies>
- University of Washington, <http://www.washington.edu/admin/rules/policies/>
- Purdue University, <http://www.purdue.edu/policies/>

Each site has features that may be considered for KSU's website.

- ii. Policy website and Handbooks. Representatives discussed the relationship of policies and the handbooks (Faculty, Employee, Student, and University) with regard to what should be located internally and externally to handbooks. For example, if there is reference in a handbook to a University policy, a link to the University policy should be included and not a repetition of the University policy. Ideally, each division level (Academic Affairs, Student Affairs, Operations, etc.) would provide visibility to their respective policies on their home pages. Again, if there is a reference to a University policy, a link to the Policy at KSU website would be made.

Action: Council representatives to send recommendations for improvements concerning the University policy website (functionality, content), policy format, and policy guidelines.

4. ADJOURN

Remaining Council 2016 meetings are shown below; meetings are held 10:00-11:30 AM.

- February 23, 2016 Q 204, Marietta Campus
- March 22, 2016 Town Point 2220, Kennesaw Campus
- April 26, 2016 Q 204, Marietta Campus