

Agenda and Actions

Policy Process Council	Date: February 5, 2014 Time: 10:00 AM – 11:30 PM Location: TP2220
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Participation	Name	Office Representing
Yes	David Arnold	External Affairs
Yes	Maria Britt	Operations and CIO/CBO
Excused	Noelle Davis	Staff Senate
Yes	Stephen Gay	Administrators Senate
Excused	Ann Key	University Advancement and Development
Excused	Lectra Lawhorne	Information Technology Services, Ex-Officio
Yes	Dr. Ron Matson	Academic Affairs and Dean’s Council
Yes	Dr. Mark Mitchell	Chairs’ and Directors’ Assembly
Yes	Nwakaego Nkumeh, J.D.	Legal Affairs
Yes	Susan Paraska	Institutional Effectiveness, Chair
Yes	Jahan Saeed	Student Government Association
Yes	Brenda Stopher	Athletics Department
Excused	Diane Walker, J.D.	Student Success
Excused	Dr. Christine Ziegler	Faculty Senate

Guest(s):	None.
Preparation:	None.
Please review/comment/approve:	Not applicable for this meeting.
Please bring:	Not applicable for this meeting.

Meeting Agenda, Discussion, and Actions

Agenda		
1) Minutes of November 6, 2013 meeting.		
2) Update: “This Policy Makes No Sense” survey.		
3) Update: Proposed policy, “Policy on Control of University Policies.”		
4) Announcements from Members		
5) Consolidation Operational Working Groups, KSU Policy, and Future Meeting		

Overview of Discussion and Actions

1) Minutes of November 6, 2014 – Approved via email due to break.		
Action Item:	Person(s) Responsible:	Deadline:
1. Minutes approved; no discussion.	Susan Paraska	Posted

2) Update: “This Policy Makes No Sense” Survey

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.

UPDATE: Dr. Ken White held a meeting on January 23, 2014 to discuss the results of the survey and steps involved with reviewing and analyzing the collected information. The effort to review, code, and collate survey results will be a volunteer effort with guidance from Dr. White, the IRB, and other campus resources as appropriate. Dr. White projects to have the survey results review completed during the Spring 2014 semester and a full report for the campus following shortly.

Action Items:	Person(s) Responsible:	Deadline:
1. Dr. Ken White is the point of contact for the survey.	NA	NA
2. A copy of Dr. White’s notes of the January 23, 2014 meeting are included with these minutes. [Attachment 1]	NA	NA
3. Recommended that Dr. Flora Devine contact Dr. White for information that may be of assistance to those serving on the Consolidation Operational Working Groups that cover university policy.	NA	NA

3) Update: Proposed Policy, “Policy on Control of University Policies”

Background: Two existing policies were reviewed and recommended that one be revised and the second be retired.

- 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.
- Discussion by the Policy Process Council resulted in the following recommendations.
 - a) Revise Control of University Policy.
 - 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.
- Susan Paraska sent the proposed policy to the leaders of the shared governance bodies on January 6, 2014 for initial review and request for how the leadership would like to proceed. The leadership agreed to hold discussion of the proposed policy at the University Council’s meeting on February 3, 2014 at which time they would provide guidance on next steps.

UPDATE: Susan Paraska presented the proposed policy to the University Council (UC) on February 3, 2014 to include the background for the proposed policy. Members of the UC requested two revisions to the proposed policy and then stated that the revised copy should be sent to the shared governance bodies for their review and comment.

Proposed policy and flowchart with revisions are at **Attachments 2 and 3.**

Action Items:	Person(s) Responsible:	Deadline:
1. Make revisions: 1) Section 6, Policy, to indicate that policy can generate at any level of the university; 2) revise the policy process flowchart to indicate the same.	Susan Paraska	February 7, 2014
2. Policy Process Council members review/comment/edit revisions and advise Susan Paraska by email.	Members	February 14, 2014
3. Send the revised proposed policy and flowchart to the shared governance bodies for action.	Susan Paraska	February 21, 2014
4. Continue follow-up on the proposed policy per KSU’s policy process.	Susan Paraska	At completion of review by shared governance bodies.

4) Announcement from Members

Dr. Ron Matson, Associate Vice President for Faculty, announced that the proposed “Emeritus Policy” has been forwarded to Dr. W. Ken Harmon, Provost and Vice President for Academic Affairs. The proposed policy received approval at the January 27, 2014 Faculty Senate meeting.

No action required.

5) Spring 2014 Meetings Discussion and Adjournment

Members of the Policy Process Council are serving on the consolidation leadership committee or on one or more working groups associated with the consolidation effort. Additionally there are four working groups under the leadership of Legal Affairs, Dr. Flora Devine, that are specifically addressing policy (#47, #48, and #49).

As a result, the Policy Process Council agreed to meet in June 2014 which is after the May 16, 2014 due date for which most tasks associated with the consolidation working groups should be completed.

In the interim, the “Policy at KSU:” website, <<https://policy.kennesaw.edu/>> , and the Council listserv (policy@list.kennesaw.edu) are available as resources to the consolidation working groups.

Action Items:	Person(s) responsible:	Deadline:
1. Send a Doodle with proposed June 2014 meeting.	Susan Paraska	April 2014

End of Meeting Summary.

Jan. 23, 2014

Re: Notes on This Policy Makes No Sense Data Analysis Group

The individuals who indicated an interest on the survey to form a working group to analyze the data met and discussed ways to analyze the data from the survey. The goals of the survey were discussed: 1) increase morale; 2) identify issues that are perceived as unreasonable but actually have merit in order to determine where orientation/training/distribution of information is warranted; 3) identify policies that should be eliminated, modified, expanded, added, etc.

The following steps were discussed:

1. An IRB confidentiality agreement will be required to analyze the data; personal information in the data about a respondent's evaluation of another person's performance will not be disclosed or considered part of the findings of the data. The data is about policy, not an individual's performance assessment by a respondent on an anonymous survey instrument.
2. A code sheet and the data will be distributed to members of the working group to record their opinion on the top ten important policies/practices in the survey regarding "bad" policy, "good" policy, and "potential" policy that could be implemented.
 - a. The code sheet will include:
 - i. Top ten rankings of the most "important" responses from each area of the sections of the survey (bad policy, good policy, and aspirational policy).
 1. What is "important" will take into account not only the number of responses about the same or similar matter (*quantity*), but also the *quality* of a single response that is particularly insightful and/or compelling.
 - ii. The code sheet will also ask for a record of the area "where" a policy is administered or enforced (e.g., academic affairs, facilities, etc.).
 - iii. The code sheet will also ask for "what" type of issue is raised in a response, e.g., a "policy," a "practice," or "set of conventions," a "document," etc.
3. The members of the group will aim to have the responses coded according to the top ten responses, the area of the response, and the type of response by the end of February 2014.
4. The code sheets will be compiled and analyzed by a smaller working group of methodologists who will organize and write a report on the survey's findings and discuss next steps.
5. The report is distributed to the campus and specific agencies or individuals.

There was a discussion on the importance of not looking at the data or sharing information about personal evaluations that may be contained in the data. The focus is on policies, not individual performance. There was also a discussion on valuing both quality and quantity of the responses. The same comment by 100 people is important to note. It is also important to note a single insightful comment. It is assumed that the diversity of opinion among this group that will code the data will yield both the most common comments in the data, as well as the most insightful

outliers. A working group of methodologist will be asked to discuss performing a next round of analysis and to write a report for distribution to the campus.

Members of the group who agree to code the survey should expect a document on ethics, a code sheet with directions on how to analyze the data, and the data itself (the responses) in the next few weeks.



Policy Title	Policy on University Policies
Issue Date	November 26, 2007
Effective Date	November 26, 2007
Last Updated	PENDING - 2014
Responsible Office	Office of the President
Contact Information	Office of Institutional Effectiveness Phone: (770) 423-6976 Email: policy@kennesaw.edu

1. Policy Purpose Statement

This policy establishes a uniform process by which Kennesaw State University (KSU or the University) policy is created, authorized, and maintained. This policy lists guidelines for the issuance and review of University policy and its inclusion on the University Web site, Policy at KSU, which is the official repository of University policies and procedures.

2. Background

A policy is a guiding principle to set direction in an organization. Policies must be followed uniformly by all units of the University. Therefore, there will only be one source for a given policy, formal structure and process for authorization, legal oversight, financial oversight, managerial control, and maintenance of official policy documents. As appropriate University administrators, faculty, or staff will be designated to create KSU policy and procedures that are deemed necessary.

3. Scope

This policy applies to University employees (faculty and staff) and third parties as noted within a policy. University policy includes only those policies and procedures that are generally applicable to more than one office or department of the University. Matters pertaining only to the internal procedures of a given department or office are not considered within the scope of this policy.

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31 **4. Exclusions or Exceptions**

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33 Any exclusion or exception to a policy is stated in Section 4 of the policy. Additionally
34 contact information for each policy is stated at the start of each policy;. All questions should
35 be directed to the responsible office.

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37 **5. Definitions and Acronyms**

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39 a. **Policy:** a written statement of management philosophy and direction, established
40 to provide direction and assistance to the University community in the conduct of
41 University affairs.

42 b. **Policy Category:** policy area that aligns with those of the Board of Regents of
43 the University System of Georgia or as determined by the University
44 administration.

45 c. **Policy Portal/Web site:** official public site for approved University policy.

46 d. **Procedures:** written statements that prescribe specific actions to be taken to
47 conform with established policies -- allowing for the orderly implementation of
48 those policies.

49 e. **Responsible Office:** university administrators who are responsible for the
50 accuracy and timeliness of policies and procedures relating to their areas or
51 departments. This responsibility includes proper notification of changes and
52 updates to policies and procedures, and conducting a review of policies annually.

53 f. **Shared Governance Review and Comment:** process of open review and
54 comment by members of the University's shared governance bodies. Comments
55 are compiled by the proposed policy owner/drafter for presentation to the
56 President's Cabinet and president.

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58 **6. Policy**

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60 In general the need for a new policy or revision to existing policy is identified and initiated
61 by the responsible office of a policy category. Key administrators are responsible for
62 identifying areas of operation within their areas that are in need of new or revised policy or
63 procedure changes, for recommending appropriate policy statements and procedures,
64 and for assuring adherence to established policies and procedures in the conduct of
65 their department's affairs.

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67 Based on events or mandates, the University president or the President's Cabinet may
68 decide it is necessary to create policy and notify the responsible office to begin action on

69 a proposed policy.
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71 Approved policy is posted on the Policy at KSU website following signature by the
72 University president. For the consolidation and standardization of University policies, the
73 University web site has been established as the official location of approved University
74 policies and procedures. This format makes policies and procedures available to the
75 University community in an electronic format which reduces the need to publish and
76 distribute paper copies.
77

78 Policy announcements are provided via the policy web site, emails to shared governance
79 bodies, and KSU Informs. Policy writing guidelines, process workflow and a policy
80 template are available on the Policy at KSU website. Additionally, members of the Policy
81 Process Council and the director of the Office of Institutional Effectiveness are available to
82 assist policy writers.
83

84 Policy categories follow those of the Board of Regents of the University System of
85 Georgia as shown below.
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Policy Category	Responsible Office
Governance	President
Student Affairs	Student Success
Public Service	Provost-Academic Affairs
Research	Provost-Academic Affairs
Finance and Business	Operations-Chief Business Officer
Personnel	Academic Affairs-Provost Operations-Chief Business Officer
Facilities	Operations-Chief Business Officer
Information, Records, and Publications	Operations-Chief Information Officer
Legal	Division of Legal Affairs
Information Technology	Operations-Chief Information Officer

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90 **7. Associated Policy/Regulation**

91 a. Not applicable at this time.
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94 **8. Procedures Associated with this Policy**

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The Office of Institutional Effectiveness will maintain the master list of policies and policy

96 numbers. An approved copy of each policy will be kept on file and made visible via the
97 Policy at KSU Web Site. KSU units wishing to provide visibility to official policy will link
98 to the Policy at KSU web site and users may print copies directly from this site. Copies of
99 official policy may not be stored separately on unit servers or web sites. This ensures
100 viewers and users have access to current and approved policy.

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102 a. [Guidelines for Drafting and Coordinating Policy for Review and Approval](#)

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104 **9. Forms Associated with this Policy**

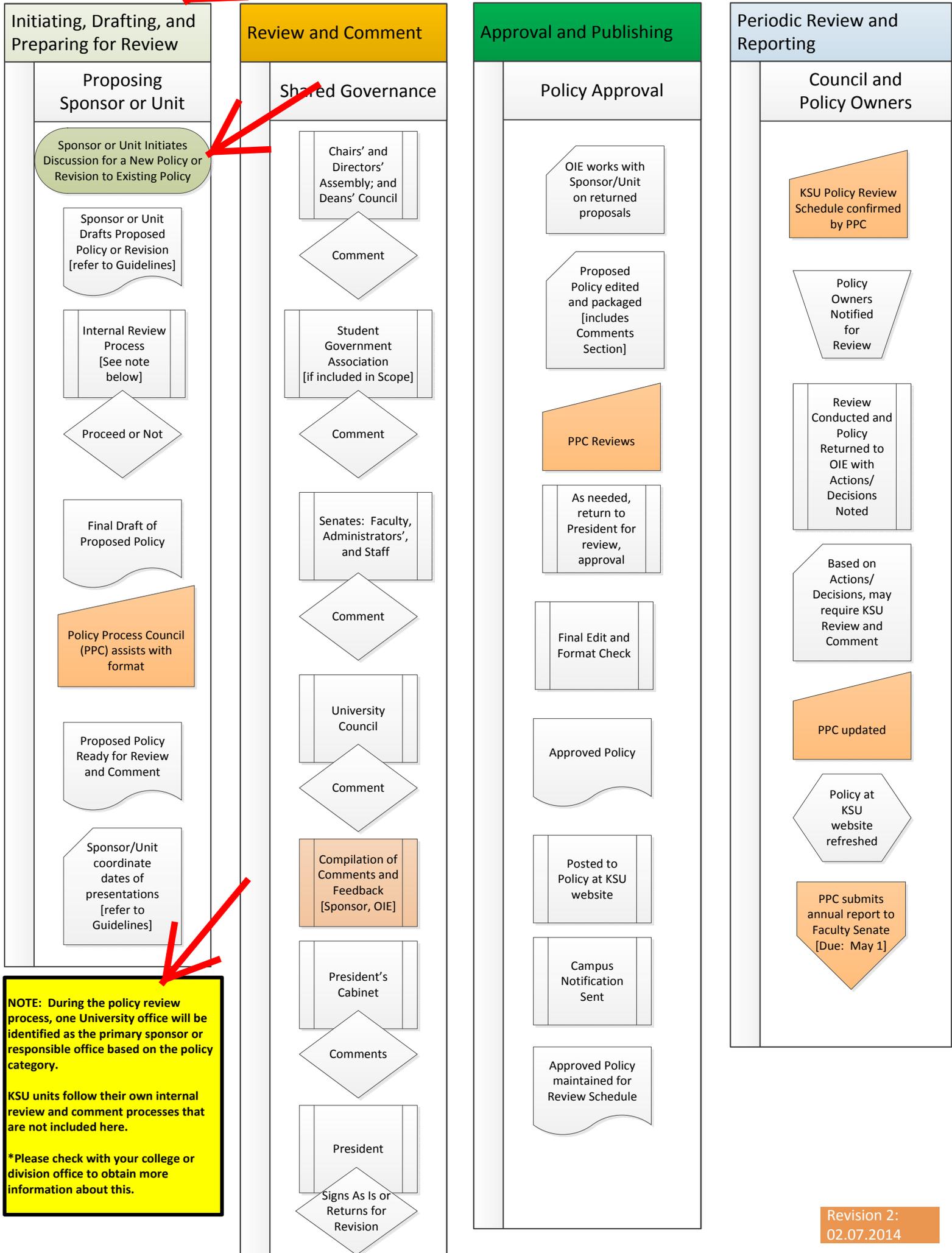
105
106 a. [Policy Format Template](#)

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108 **10. Violations**

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110 KSU employees and/or third parties as noted within a policy are responsible for
111 complying with KSU policy. Violations of this policy will be handled by the Office of
112 the President or his/her designee.

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115 **11. Review Schedule**

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117 Each responsible office/policy owner is responsible for the review of and update to
118 university policies within their respective areas according to the University's policy review
119 schedule. If corrections, changes, or revisions are necessary prior to a policy's
120 scheduled review, the responsible office should contact the Office of Institutional
121 Effectiveness as soon as possible in order to decide on the appropriate actions. The
122 policy will be updated, the date and revision number changed and the revision noted in
123 Section 6.0; then returned to be approved and released.



NOTE: During the policy review process, one University office will be identified as the primary sponsor or responsible office based on the policy category.

KSU units follow their own internal review and comment processes that are not included here.

*Please check with your college or division office to obtain more information about this.