## KSU Policy Process Council: Meeting Summary

**Date:** October 8, 2014  
**Time:** 10:00 AM – 11:30 AM  
**Location:** Town Point, Room 2220

<table>
<thead>
<tr>
<th>Attended</th>
<th>Name</th>
<th>Representative For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>David Arnold</td>
<td>External Affairs</td>
</tr>
<tr>
<td>No</td>
<td>Melisa Baldwin</td>
<td>University Advancement and Development</td>
</tr>
<tr>
<td>Yes</td>
<td>Maria Britt</td>
<td>Operations and CIO/CBO</td>
</tr>
<tr>
<td>Yes</td>
<td>Noelle Davis</td>
<td>Staff Senate</td>
</tr>
<tr>
<td>No</td>
<td>Katie Egloff</td>
<td>Athletics Department</td>
</tr>
<tr>
<td>No</td>
<td>Stephen Gay</td>
<td>Administrators Senate</td>
</tr>
<tr>
<td>Yes</td>
<td>Rachel Martini</td>
<td>Student Government Association</td>
</tr>
<tr>
<td>Yes</td>
<td>Dr. Ron Matson</td>
<td>Academic Affairs and Dean’s Council</td>
</tr>
<tr>
<td>No</td>
<td>Dr. Bob Matteo</td>
<td>Student Policy</td>
</tr>
<tr>
<td>Yes</td>
<td>Dr. Doug Moodie</td>
<td>Faculty Senate</td>
</tr>
<tr>
<td>No</td>
<td>Nwakaego Nkumeh, J.D.</td>
<td>Legal Affairs (Division of)</td>
</tr>
<tr>
<td>Yes</td>
<td>Susan Paraska</td>
<td>Institutional Effectiveness, Chair</td>
</tr>
<tr>
<td>Yes</td>
<td>Dr. Lynn Stallings</td>
<td>Chairs’ and Directors’ Assembly</td>
</tr>
<tr>
<td>Yes</td>
<td>Diane Walker, J.D.</td>
<td>Student Success (Division of)</td>
</tr>
<tr>
<td>NA</td>
<td>Pending</td>
<td>Information Technology Services, Ex-Officio</td>
</tr>
</tbody>
</table>

**Guest(s):** None attended.

**Preparation:**  
Please review the Policy at KSU website and attachments as noted.

**Please Review/Comment/Approve:** Meeting Summary of September 10, 2014

**Please bring:** Any documents for your use during the meeting.

## Meeting Agenda, Discussion, and Actions

### Agenda

1. Welcome and Around the Table
2. Meeting Summary: Motion/Vote on September 10, 2014 Summary
4. Policy Updates:
   - Substantive Change Policy – final phase of review.
   - Complaint Resolution Policy – final phase of review.
   - Tobacco and Smoke-free Policy – final phase of review.
   - Environmental and Occupational Safety Policy [Attachment 2].
   - Sexual Misconduct Policy [Attachment 3].
   - Course Materials Web Accessibility Policy [Attachment 4].
Agenda-Summary continued

5) Consolidation and PPC Composition – Task – Recommendations Received as of September 29, 2014 [Attachment 5]

6) Other Business — Update on Annual Review of University Policies [Attachment 6]

7) Policy Process Council Meetings

8) Closing and Adjournment

Overview of Discussion and Actions

1) Welcome and Around the Table

Opportunity for representatives to share policy-related information.

<table>
<thead>
<tr>
<th>Person(s) Responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>NA</td>
</tr>
</tbody>
</table>

- David Arnold announced he is retiring in December 2014.

2) Meeting Summary: September 10, 2014 Meeting Summary

Motion and Vote to Approve/Not Approve the meeting summary.

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) Responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meeting summary to be posted</td>
<td>Susan Paraska</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

3) Policy Reading Schedule [Attachment 1]

Policy Reading Schedule is provided to the leadership of the shared governance bodies and policy owners/representatives with the agreed upon dates, times, and locations of readings this fall.

<table>
<thead>
<tr>
<th>Action Item(s): None at this time.</th>
<th>Person(s) Responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For information purposes.</td>
<td>As shown in schedule.</td>
<td>NA</td>
</tr>
</tbody>
</table>

4) Policy Updates

A. Substantive Change Policy [new] – pending President’s Cabinet and President.

For information.

B. Complaint Resolution Policy [new] – pending President’s Cabinet and President.

For information.

#4 - Policy Updates continued on the next page.
C. **Tobacco and Smoke-free Policy [revision]** – Pending University Council on October 14, 2014. Then President's Cabinet and President.

   1. **POC:** Maria Britt, Associate Vice President for Operations.
   2. Be sure to promote the Breathe Easy campaign.

D. **Environmental and Occupational Safety Policy [new]** – in the review and approval process.

   Point of contacts: Maria Britt [Associate Vice President for Operations] and Stephen Ndiritu [Interim Director of Environmental Health and Safety].

   - Maria Britt provided an overview of the policy and goals for the University regarding Environmental and Occupational Safety. The EOS Management System (EOSMOS) may be viewed at [http://www.kennesaw.edu/ehs/management-system.html](http://www.kennesaw.edu/ehs/management-system.html). The system comprises an electronic means to track and report, provide education and training, and assist the University in remaining its compliance with associated rules and regulations.
     - Additionally, it is proposed that individual safety-related committees/councils will be brought together to form a University committee or council that will assist with ensuring everyone is receiving and acting upon the most current information. While the University is required by the Board of Regents to have a policy, the Department of Environmental Health and Safety have gone beyond to create a full program for KSU. The goal is for KSU to provide the best environment for its employees, students, and guests.

   Please refer to **Attachment 2**.

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) Responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide any comments/suggestions to Maria Britt and Stephen Ndiritu on the policies as appropriate.</td>
<td>As noted.</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>2. Please update your divisions and units on these policies—many people are not fully aware of the involvement of many University groups in developing, reviewing, and approving policy.</td>
<td>All</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

E. **Sexual Misconduct Policy [revised]** – in the review and approval process.

   Point of contacts: Dr. Flora Devine [Division of Legal Affairs], Dr. Erik Malewski [Office of Diversity and Inclusion], and Dr. Jerome Ratchford [Division of Student Success] serve as co-collaborators for this policy during the review and approval process. The policy will be administered by the EEO/Title IX Office [Office of Diversity and Inclusion] when approved and signed by Dr. Papp.

   - Diane Walker reviewed the background for this required policy; see Section 2 of the policy. Walker explained that KSU has had a policy that covered students only and in March 2013 the scope of the Sexual Misconduct Policy was expanded to include University employees (faculty and staff), students, and third parties. The Office of Diversity and Inclusion staff are in the process of establishing a means for initial (new employee, new student) training and will also set-up ongoing training. There is still work to be done in the area of procedures because each group—faculty, staff, and students—operate under different handbooks and violation procedures.
     - Noelle Davis and Doug Moodie said there would most likely be discussion and a need for more details at their respective Senate meetings.

   Note: Representatives from Legal Affairs and EEO/Title IX offices are attending each of the policy readings in order to hear comments and respond to questions.

   Please refer to **Attachment 3**

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) Responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
</table>

#4 - Policy Updates continued on the next page.
1. Provide any comments/suggestions regarding the policy to Susan Paraska or Mary Ellen McGee, EEO/Title IX Officer. | Susan Paraska; Mary Ellen McGee | As soon as possible

2. Please update your divisions and units on these policies—many people are not fully aware of the involvement of many University groups in developing, reviewing, and approving policy. | All | As soon as possible

**F. Course Materials Web Accessibility Policy [new] – preparing for continuation of review and approval process.**

Point of contacts: Office of Academic Affairs and Division of Student Success.

Please refer to [Attachment 4](#)

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) Responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Paraska contacted Dr. Cindy Bowers [Faculty Senate] by email for the status of this proposed policy. It had been in committee by the Faculty Senate since November 2013. Dr. Bowers advised that the FS approved the policy at its May 5, 2014 meeting. However, no mark-up copy was provided. So Paraska is reading through the meeting minutes to determine what may have been recommended by the Faculty Senate. Paraska will send that mark-up copy to Dr. Bowers for confirmation of any recommended edits, and then return the proposed policy to the review and approval process.</td>
<td>All</td>
<td>As soon as possible.</td>
</tr>
<tr>
<td>2. Provide any comments/suggestions to Susan Paraska at this time. Still working on the direct point of contact for this proposed new policy.</td>
<td>All</td>
<td>As soon as possible.</td>
</tr>
</tbody>
</table>

*Meeting Summary continued on next page*
5) Consolidation and PPC Composition – Suggestions for the PPC of the New KSU

The Council decided at its September 10, 2014 meeting to send suggestions on the composition of the Council for Spring 2015. Please see Attachment 5 for the suggestions that were sent to Paraska.

Council representatives talked about the suggestions show in the attachment. Overall, everyone agreed that there was great value in having colleagues from Southern Polytechnic State University (SPSU) on the Council in order to hear and learn about the KSU policy process. SPSU will become the Marietta campus of KSU upon the approval by the SACSCOC and the Board of Regents. At this time, KSU and SPSU are separate institutions.

- Speaking about Recommendation 1, Diane Walker said the persons listed are those from SPSU who are currently working on Consolidation Operational Working Groups so they would already be familiar with some of the information but not the overall process.

- Speaking about Recommendation 4, Noelle Davis said that having persons who are not in a managerial or salaried position would help to balance the Council. Susan Paraska said this is action that the Staff Senate may take on their own as there is no requirement on the Senates in selecting their representatives. David Arnold asked about the selection of representatives. Paraska said that the leadership of each office or shared governance body is asked to either renew the appointment of their respective incumbents or to make a new appointment. So the Senates may appoint/select as they choose.

- For the SGA, Rachel Martini said that the KSU and SPSU SGA’s will be operating as separate bodies in Spring 2015, and that following the April 2015 elections, there would be only one SGA. So for Spring 2015, the SGA will have two representatives to this Council—one from each campus.

- Regarding the Administrators and Staff Senates, there was discussion that decisions are still being made within the Consolidation Implementation Committee and Operational Working Groups regarding these as to whether there will be two senates or only one senate to represent administrators and staff. As of now there is not a final decision.

- Discussion on Recommendation 5 was initiated by Ron Matson that the composition proposed is to not duplicate where there will only be a single person as the head of the organization such as in External Affairs, Operations, Athletics, and others as shown in the recommendation. This prompted discussion about there may be the need and also serve as a benefit for there to be duplication in some areas. One example given by Maria Britt was for Operations in that it may be helpful during the transition period (Spring 2015) to have one representative who will be from each campus—Kennesaw and Marietta.

Action Items:

1. Council representatives give some more thought to this based on what was sent in and also the discussion about the merits of each.
2. Prepare to discuss and complete recommendation at the November 12 meeting.
3. A final list will be provided to Dr. Papp by Paraska.

<table>
<thead>
<tr>
<th>Person(s) responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>November 12, 2014</td>
</tr>
</tbody>
</table>

Meeting Summary continued on next page
6) Other Business

Reviewed the policy review progress as shown in Attachment 6.

- Paraska reported that Stephen Gay [Executive Director, Information Security Office] has completed the annual review of the Information Security Office policies as shown. There are now 13 policies as one of the existing policies (Video Monitoring of Public Spaces) was made a standard and now included in the Video Surveillance Needs Analysis Policy. Paraska will send the mark up copies to the PPC for information and then as an Information Item to the University Council. The mark-up copies include Section 12, a table that shows which sections of the policy were changed and any impact. Once the policies are posted to the policy website, Gay will send a KSU Inform so KSU employees and students will know the policies have been reviewed and are posted.

- Britt asked about due dates for completion of reviews which is one year from the effective or posting date. The schedule shows the posting dates.

- Paraska asked about the status of two policies—Clery Act Compliant Institutional Policy and Social Media Policy. These were on the policy site in April 2013 during the policy audit. They have not been revised or updated.
  - Diane Walker said the Clery Act policy is a required policy based on federal regulation. Clery Act compliance information is currently posted on the Department of Public Safety website in the form of an annual report. The compliance policy is
  - Britt said she would check with the department on the policy and get back to the Council on follow-up actions/decisions.

- David Arnold discussed activities associated with the Social Media Policy. He said there is not a current policy and that there may need to be one if other policies such as those in the Information Technology areas do not specifically address the University’s standards or requirements. Arnold said External Affairs made a presentation to the President’s Cabinet recently on social media and activities at KSU. However, no one suggested that a social media policy should be developed.

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clery Act compliance policy follow-up.</td>
<td>Maria Britt</td>
<td>Status at November 12, 2014 meeting.</td>
</tr>
<tr>
<td>2. Social Media policy follow-up.</td>
<td>Susan Paraska</td>
<td>Status at November 12, 2014 meeting.</td>
</tr>
<tr>
<td>3. Follow-up on ISO policies.</td>
<td>Susan Paraska; Stephen Gay</td>
<td>Status at November 12, 2014 meeting.</td>
</tr>
</tbody>
</table>

Meeting Summary continued on next page
7) PPC Meetings

The remaining meeting dates for this semester are:

- November 12, 2014
- December 10, 2014

Our meeting time is from 10:00 a.m. to 11:30 a.m. in Town Point Building, Room 2220.

A meeting agenda will be sent in advance (I aim for one week so that you have time to read over) and then a meeting summary will follow for your review and comment. We will conduct a vote on the meeting summary and I will then make any changes as needed and post to the website. PPC meeting summaries are posted at: https://policy.kennesaw.edu/content/council-meetings-and-actions.

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please send agenda items in advance to Susan Paraska so that she may include them in the materials.</td>
<td>All</td>
<td>1 week prior to meeting date.</td>
</tr>
<tr>
<td>2. Also please send any issues or questions from your areas.</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

8) Closing and Adjournment

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Person(s) responsible:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None.</td>
<td>All</td>
<td>NA</td>
</tr>
</tbody>
</table>

End of Meeting Summary.
### KSU Policy Reading and Presentation Schedule

#### September - November 2014

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Time</th>
<th>Month</th>
<th>Date</th>
<th>Policy Title</th>
<th>Governance Body</th>
<th>Location</th>
<th>Policy Owner/Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>3:30 PM</td>
<td>September</td>
<td>8</td>
<td>Tobacco and Smoke-free Policy [revised] - Information Item - Concur</td>
<td>Faculty Senate</td>
<td>Prillaman 1105</td>
<td>Committee Members</td>
</tr>
<tr>
<td>Thursday</td>
<td>3:30 PM</td>
<td>September</td>
<td>11</td>
<td>Tobacco and Smoke-free Policy [revised] - 1st Reading - Concur</td>
<td>Student Government Association</td>
<td>University Room A</td>
<td>Committee Members</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10:00 AM</td>
<td>September</td>
<td>23</td>
<td>Environmental and Occupational Safety Policy [new] - 1st Reading - Concur</td>
<td>Staff Senate</td>
<td>Leadership Room - Student Center</td>
<td>Susan Paraska</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Operations: Stephen Ndirit, Maria Britt</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 AM</td>
<td>September</td>
<td>24</td>
<td>Substantive Change Policy [new] - 2nd Reading - Concur</td>
<td>Chairs' and Directors' Assembly</td>
<td>SO 1020 AB</td>
<td>Susan Paraska</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Complaint Resolution Policy [new] - 2nd Reading - Concur</td>
<td>Chairs' and Directors' Assembly</td>
<td></td>
<td>Susan Paraska</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tobacco and Smoke-free Policy [revised] - 2nd Reading - Concur</td>
<td>Chairs' and Directors' Assembly</td>
<td></td>
<td>Susan Paraska</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Environmental and Occupational Safety Policy [new] - 1st Reading</td>
<td>Chairs' and Directors' Assembly</td>
<td>See 2nd Reading</td>
<td>Operations: Maria Britt; Kathy Maschke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - 1st Reading</td>
<td>Chairs' and Directors' Assembly</td>
<td>See 2nd Reading</td>
<td>EEO: Mary Ellen McGee</td>
</tr>
<tr>
<td>Monday</td>
<td>3:30 PM</td>
<td>October</td>
<td>6</td>
<td>Environmental and Occupational Safety Policy [new] - Presentation</td>
<td>Faculty Senate Executive Committee</td>
<td>KH 1203</td>
<td>Operations: Maria Britt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - Presentation</td>
<td>Faculty Senate Executive Committee</td>
<td></td>
<td>EEO and/or Legal Affairs: Dr. Flora Devine</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - Reading</td>
<td>Academic Deans' Council</td>
<td>Prillaman 4004</td>
<td>EEO and/or Legal Affairs</td>
</tr>
<tr>
<td>Thursday</td>
<td>3:30 PM</td>
<td>October</td>
<td>9</td>
<td>Environmental and Occupational Safety Policy [new] - 1st Reading/Motion</td>
<td>Student Government Association</td>
<td>Burruss Room 151</td>
<td>Operations: Stephen Ndiritu; Maria Britt; and/or Kathy Maschke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - 1st Reading/Motion</td>
<td>Student Government Association</td>
<td>Burruss Room 151</td>
<td>EEO and/or Legal Affairs</td>
</tr>
<tr>
<td>Monday</td>
<td>3:30 PM</td>
<td>October</td>
<td>13</td>
<td>Environmental and Occupational Safety Policy [new] - 1st Reading/Motion</td>
<td>Faculty Senate</td>
<td>Prillaman 1105</td>
<td>Operations: Stephen Ndiritu; Maria Britt; and/or Kathy Maschke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - 1st Reading/Motion</td>
<td>Faculty Senate</td>
<td></td>
<td>EEO; Legal Affairs</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10:30 AM</td>
<td>October</td>
<td>14</td>
<td>Environmental and Occupational Safety Policy [new] - 1st Reading/Motion</td>
<td>Administrators' Senate</td>
<td>Leadership Room - Student Center</td>
<td>Operations: Stephen Ndiritu; Maria Britt; and/or Kathy Maschke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - 1st Reading/Motion</td>
<td>Administrators' Senate</td>
<td></td>
<td>EEO and/or Legal Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:30 PM October 14</td>
<td>Tobacco and Smoke-free Policy [revised] - Presentation - Final</td>
<td>University Council</td>
<td>KH 4427</td>
</tr>
<tr>
<td>Thursday</td>
<td>3:30 PM</td>
<td>October</td>
<td>16</td>
<td>Environmental and Occupational Safety Policy [new] - 2nd Reading/Motion</td>
<td>Student Government Association</td>
<td>University Room A</td>
<td>Operations: Stephen Ndiritu; Maria Britt; and/or Kathy Maschke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - 2nd Reading/Motion</td>
<td>Student Government Association</td>
<td></td>
<td>EEO and/or Legal Affairs</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 AM</td>
<td>October</td>
<td>22</td>
<td>Environmental and Occupational Safety Policy [new] - 2nd Reading/Motion</td>
<td>Chairs' and Directors' Assembly</td>
<td>SO 1020 AB</td>
<td>Operations: Stephen Ndiritu; Maria Britt; and/or Kathy Maschke</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sexual Misconduct [revised] - 2nd Reading/Motion</td>
<td>Chairs' and Directors' Assembly</td>
<td></td>
<td>EEO and/or Legal Affairs</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00 AM</td>
<td>October</td>
<td>29</td>
<td>Sexual Misconduct [revised] - 1st Reading/Motion</td>
<td>Staff Senate</td>
<td>Leadership Room - Student Center</td>
<td>EEO and/or Legal Affairs</td>
</tr>
<tr>
<td>Thursday</td>
<td>10:00 AM</td>
<td>November</td>
<td>6</td>
<td>Sexual Misconduct [revised] - Reading</td>
<td>Academic Deans' Council</td>
<td>Prillaman 4004</td>
<td>Operations: Stephen Ndiritu; Maria Britt; and/or Kathy Maschke</td>
</tr>
</tbody>
</table>

### See Page 2
<table>
<thead>
<tr>
<th>Weekday</th>
<th>Time</th>
<th>Month</th>
<th>Date</th>
<th>Policy Title</th>
<th>Governance Body</th>
<th>Location</th>
<th>Policy Owner/Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>3:30 PM</td>
<td>November</td>
<td>11</td>
<td>Sexual Misconduct [revised] - Presentation-Final</td>
<td>University Council</td>
<td>KH 4427</td>
<td>Susan Paraska</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Environmental and Occupational Safety Policy [new] - Presentation-Final</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Substantive Change Policy [new] - Presentation-Final</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Complaint Resolution Policy [new] - Presentation-Final</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Files of proposed policy will be emailed to shared governance leaders in advance for dissemination to members.
2. PPC Chair (S. Paraska) and Policy Owner/Content Expert will attend policy readings/presentations.
3. Proposed policy may be approved at a 1st reading.
4. If 2nd reading is required, then PPC Chair will attend, and Policy Owner/Content Expert will attend as needed.

October 6, 13, and 14 - Susan Paraska will not be on campus. Policy Owners/Representatives will attend as noted.
Policy Title: Environmental and Occupational Safety (EOS) Policy

Issue Date: Pending review and approval

Effective Date: Pending review and approval

Last Updated: NA (new policy)

Responsible Office: Office of the Associate Vice President for Operations

Contact Information: Environmental Health and Safety (EHS)
Phone: 770-499-3321
Email: ehs@kennesaw.edu

1. Policy Purpose Statement

The purpose of this policy is to fulfill the Environmental and Occupational Safety (EOS) requirements as outlined by the Board of Regents (BOR) of the University System of Georgia (USG) policy; establish a University Safety Council; and designate EOS compliance leadership at Kennesaw State University (KSU or the University).

2. Background

KSU is committed to providing and maintaining a safe teaching, learning, living, and working environment for all members of its community and to minimize the University’s impact on the environment. BOR policy requires that each institution shall, at minimum, comply with applicable environmental and occupational safety laws and regulations, and shall designate a key member of its administrative leadership team to oversee EOS compliance.

The Environmental Health and Safety department (EHS) is KSU’s source of expertise and assistance on this topic and continuously works to keep KSU in compliance with applicable federal, state, and local environmental health and safety laws, rules and regulations. A key part of this effort relies upon KSU faculty, staff, students, and others to be attentive to environmental and safety matters such as policy compliance, completing required training, and reporting activity that may be harmful to persons or the environment of KSU. KSU supervisors are responsible for oversight of personnel and resources in order to effectively minimize risks and manage the impact on university operations.
3. Scope (Who is Affected)

All KSU employees, students, and third parties, that include but are not limited to, guests, vendors, contractors, retirees, and alumni are affected by this policy.

4. Exclusions or Exceptions

There are no exclusions or exceptions.

5. Definitions and Acronyms

Environmental and Occupational Safety (EOS): includes all aspects of environmental health and safety in the workplace with a strong focus on primary prevention of hazards.

Environmental and Occupational Safety Management System (EOSMS): the KSU institution-wide framework that provides a systematic approach to managing EHS risks and ensuring compliance.

University Safety Council: a university-wide standing committee comprised of chairpersons of various EOS related compliance committees and representatives from academic, administrative and support units.

6. Policy

The University President hereby establishes the KSU University Safety Council (the Council) to provide guidance and recommendations on EOS policy, procedures, best practices, and activities for the University. The University President designates the Vice President of Operations/Chief Business Officer (VPO/CBO) to oversee EOS compliance at KSU. The VPO/CBO further designates leadership of the Council and management of EOS compliance to the Associate Vice-President for Operations. The Associate Vice-President for Operation is designated to serve in an ongoing capacity as the Chairperson for the Council.

Procedures

KSU procedures related to this policy are guided by the Council with EHS having functional responsibility for maintaining policy, procedures, best practices, and systems for the University related to this policy. EHS procedures are maintained on the KSU EHS website (see link provided below under Section 8: Associated Procedures).
EHS maintains the Environmental and Occupational Safety Management System (EOSMS), which provides a systematic approach to managing EOS risks and ensuring compliance. The EOSMS supports implementation of this policy by providing a mechanism to achieve the following objectives:

a. Define, document, and communicate clear EOS responsibilities to identify hazards, manage risks, ensure training, prevent incidents and improve work practices.

b. Identify and manage environmental and occupational safety risks through the systematic identification of hazards, evaluation of their risks, and timely implementation of effective control measures.

c. Identify and maintain compliance with applicable environmental and occupational safety laws, regulations, and governing policies.

d. Ensure hazards and incidents are promptly reported and investigated, and control measures are implemented to eliminate or minimize the risk of recurrence.

e. Identify EOS training requirements, provide training at the appropriate frequency, track completion, and ensure that training and procedures are implemented consistently and appropriately at all levels of the University.

f. Develop and maintain an effective consultative and participatory process through various safety committees and the University Safety Council to ensure KSU personnel are appropriately involved in matters concerning environmental health and safety.

g. Maintain physical infrastructure, including buildings, maintenance, and equipment such that environmental and occupational safety are a primary consideration.

h. Ensure continuous improvement by maintaining and monitoring progress toward measurable objectives and targets outlined in the EOSMS.

7. Associated Policies/Regulations

a. BOR Policy Manual, 7.15 Risk Management Policy

b. BOR Policy Manual, 7.16 Compliance Policy
c. BOR Policy Manual, 9.12.4 Environmental and Occupational Safety Policy

8. Procedures Associated with this Policy

a. KSU EHS Procedures

9. Forms Associated with this Policy

b. KSU EHS Forms

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Environmental and Occupational Safety Policy and related procedures are reviewed annually by the EHS Director in consultation with the University Safety Council.

Policy coordination and action on next page.
### Action Log [for Policy Process Council action]

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2014</td>
<td>Received for presentation; for editing.</td>
</tr>
<tr>
<td>September 9, 2014</td>
<td>Emailed to leadership of shared governance bodies for readings/presentation at meetings. <strong>Awaiting dates for readings.</strong></td>
</tr>
</tbody>
</table>

### Responsible Office - Required Review and Approval Actions: as of September 25, 2014

| Vice President Sign off; Release | Dr. Randy Hinds Vice President for Operations and CIO/CBO | August 21, 2014 |

<table>
<thead>
<tr>
<th>KSU Governance Body</th>
<th>1st Reading- Date</th>
<th>2nd Reading – Date</th>
<th>Concurrence - Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators’ Senate</td>
<td><em>Scheduled</em> - October 14, 2014 10:00 AM – Leadership Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs’ and Directors’ Assembly</td>
<td>September 24, 2014 8:30 AM – SO 1020 AB</td>
<td>October 22, 2014</td>
<td></td>
</tr>
<tr>
<td>Academic Deans’ Council</td>
<td><em>Scheduled</em> – November 6, 2014 10:00 AM – Prillaman 4004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Senate Executive Committee</td>
<td><em>Scheduled</em> – October 6, 2014 3:30 PM – KH 1203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Senate - General</td>
<td><em>Scheduled</em> - October 13, 2014 3:30 PM – Prillaman 1105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Senate</td>
<td>September 23, 2014 10:00 AM – Leadership Room</td>
<td>NA</td>
<td>September 23, 2014</td>
</tr>
<tr>
<td>Student Government Association†</td>
<td><em>Scheduled</em> - October 9, 2014 3:30 PM – Burruss 151</td>
<td><em>If needed</em> - October 16, 2014, 3:30 PM – University Room A</td>
<td></td>
</tr>
<tr>
<td>University Council</td>
<td><em>Scheduled</em> – November 11, 2014 3:30 PM – KH 4427</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President’s Cabinet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Approval and Signature

Presidential Approval: Date: 

† SGA review and comment if students are included in the policy scope statement.
1. Policy Purpose Statement

As a recipient of federal funds, Kennesaw State University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. KSU is committed to providing programs, activities, and an educational environment free from all forms of sex discrimination. Kennesaw State University (KSU or the University) issues this statement of policy to inform the community of the University’s comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus.

2. Background

On April 4, 2011, the Office for Civil Rights in the U.S. Department of Education issued a “Dear Colleague Letter” on student-on-student sexual harassment and sexual violence. The letter comprehensively explains a school’s responsibility to respond promptly and effectively to sexual violence against students in accordance with the requirements of Title IX. As a result, Kennesaw State University instituted its comprehensive Title IX Student Sexual Misconduct Policy in 2013.

In March 2013, the reauthorized Violence Against Women Act ("VAWA") incorporated the Campus Sexual Violence Elimination Act, creating a comprehensive change to both the policy and statistical disclosure requirements of the Clery Act. VAWA changes existing legal requirements and imposes new obligations that KSU must institute by October 1, 2014.
Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Consequently, KSU’s Student Sexual Misconduct Policy has been updated to comply with the new legal requirements. The policy has been renamed “Kennesaw State University Sexual Misconduct Policy,” and is now broadly applicable to all KSU employees, students, and campus visitors.

3. Scope (Who is Affected)

This policy covers faculty, students, and staff of the University, as well as third-parties. Third parties include, but are not limited to guests, vendors, contractors, retirees, and alumni.

4. Exclusions or Exceptions

There are no exclusions or exceptions.

5. Definitions and Acronyms

Please refer to Section 6 for definitions.

6. Policy

As a recipient of federal funds, KSU is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities. KSU is committed to providing programs, activities, and an educational environment free from sex discrimination. Sex discrimination involves treating someone unfavorably because of that person’s sex. Sexual misconduct, as defined below, is a form of sex discrimination prohibited by Title IX.

Kennesaw State University does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. KSU is committed to providing programs, activities, and an educational environment free from sex discrimination. The University has implemented this policy and affirms its responsibility to:

- Respond promptly and effectively to sex discrimination, especially sexual harassment and sexual violence;
- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students with appropriate resources regardless of their status as complainant or accused.
Questions about this policy should be directed to the KSU Equal Employment Opportunity (EEO) and Title IX officer by telephone at (470) 578-2614. You may also visit the University’s EEO website http://www.kennesaw.edu/eeo/index.html for more information. Compliance with the provisions of this policy or the procedures to enforce it does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

This policy applies broadly to all KSU employees, students, and campus visitors. All individuals are encouraged to report and seek assistance regarding incidents of sexual misconduct. A student who is under the influence of alcohol or drugs in violation of the KSU Student Code of Conduct at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. In order to encourage students to come forward, disciplinary violations against a student (or against a witness) for his or her use of alcohol or drugs will not be enforced if the student is making a good faith report of sexual misconduct.

A “student” for purposes of this policy is a person who is registered for classes or actively taking classes at the time the alleged misconduct occurred. This includes periods of time of academic recess if the student is registered for classes upon returning. Additionally, this covers an accused student if he/she is participating in a study abroad program sponsored and controlled by KSU.

There is no geographical limitation to this policy as it applies to students. This policy also applies to any university-related complaint of sexual misconduct no matter the distance from campus.

Table of Contents

I. Definition of Sexual Misconduct
II. Reporting Sexual Misconduct
III. Educational Programming
IV. Available Resources for Students
V. University Investigation of Sexual Misconduct Complaints
VI. Requests for Confidentiality/Not to Pursue Investigation or Resolution
VII. Informal Resolution of Sexual Misconduct Complaints
VIII. Formal Resolution of Sexual Misconduct Complaints
IX. Imposition of Sanctions
X. Appeal Procedures from Sexual Misconduct Panel Decisions
I. Definition of Sexual Misconduct

A. General definition. Sexual misconduct encompasses a broad range of unwelcome behaviors that are committed without consent or by force, intimidation, coercion, or manipulation. The term includes, but is not limited to, criminal sexual assault, sexual harassment, sexual exploitation, domestic violence, dating violence, and stalking as those behaviors are described later in this section. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

B. Consent. For purposes of this policy, consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. “Non-consent” means without either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, the sexual initiator should stop and clarify the other individual’s willingness to continue. Non-communication constitutes lack of consent.

C. Persons unable to give consent. By definition, the following conditions cause a person to be unable to give consent:

1. Persons who are asleep or unconscious;
2. Persons incapacitated by drugs, alcohol, or medication;
3. Persons who are unable to communicate consent due to a physical or mental impairment;
4. Persons who have been threatened or coerced into giving their consent; or
5. Persons under the age of 16.

Engaging in sexual activity with someone who is unable to give consent is considered by law and KSU to be sexual misconduct. Indications of consent are irrelevant if the person is incapacitated. When there is ambiguity about whether consent has been given, a student can be charged with, and found responsible for, committing a sexual assault or another form of sexual misconduct.

Examples of incapacitation include, but are not limited to, being highly intoxicated, passed out, or asleep. Consumption of alcohol, in and of itself, does not relieve a person of the responsibility to obtain ongoing consent.

D. Examples of Sexual Misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:

1. sexual assault (paragraph E)
2. sexual harassment (paragraph F)
3. sexual exploitation (paragraph )

Other forms of prohibited behavior, as defined below, include:

1. domestic violence (paragraph H)
2. dating violence (paragraph I)
3. stalking (paragraph J)

E. Definition of sexual assault. Sexual assault is a form of sexual misconduct and represents a continuum of conduct that includes non-consensual sexual contact between an individual and another person.

Examples of sexual assault under this policy include, but are not limited to, the following behaviors, if non-consensual:

- Sexual intercourse;
- Any sexual touching, including penetration, with any object. Sexual touching is contact of a sexual nature, however slight;
- Touching of intimate body parts such as mouth, genitalia, groin, breast, buttocks, inner thighs, or any clothing covering them;
- The removal of another person's clothes;
- Touching a person with one's own intimate body parts;
- Compelling another to touch one's intimate body parts.

F. Definition of sexual harassment. Sexual harassment is a form of misconduct that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's or group's sex, or based on gender stereotypes, when that behavior is unwelcome. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome conduct of a sexual nature where:

1. Submission to or tolerance of such conduct is made either an explicit or implicit term or condition of employment or student admission, enrollment, participation, or programming;
2. Submission to or tolerance or rejection of such conduct is used as a basis for employment or for academic, athletic, or other educational decisions affecting an individual;
3. The conduct has the purpose or effect of substantially interfering with an individual's work or academic, athletic, or other educational performance; or
4. The conduct creates an intimidating, hostile, or offensive work or educational environment.

If in the past a person has welcomed sexual advances or other harassing conduct (whether sexual or otherwise) by active participation in or encouragement of such activity, he/she should specifically inform the alleged harasser if such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome. However, failure to give such notice does not
prevent KSU officials from taking appropriate corrective and/or disciplinary action against the
alleged harasser for his/her behavior.

G. Definition of sexual exploitation. Sexually exploitative behavior, which occurs when a
person takes non-consensual or abusive sexual advantage of another for his/her own benefit,
and to benefit anyone other than the one being exploited. Examples of sexual exploitation
include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other
sexually inappropriate material via email or other channels to non-consenting persons/groups;
and any activity that goes beyond the boundaries of consent, such as recording of sexual
activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted
disease (STD), including HIV, to another.

H. Definition of domestic violence. Felony or misdemeanor crimes of violence committed by a
current or former spouse of the victim, by a person with whom the victim shares a child in
common, by a person who is cohabitating with or has cohabitated with the victim as a spouse,
by a person similarly situated to a spouse of the victim under the domestic or family violence
laws of Georgia...or by any other person against an adult or youth victim who is protected from
that person’s acts under the domestic or family violence laws of the jurisdiction.

I. Definition of dating violence. Violence committed by a person—(A) who is or has been in a
social relationship of a romantic or intimate nature with the victim; and (B) where the existence
of such a relationship shall be determined based on a consideration of the following factors:
1. the length of the relationship;
2. the type of relationship;
3. the frequency of interaction between the persons involved in the relationship.

J. Definition of stalking Engaging in a course of conduct directed at a specific person that would
cause a reasonable person to:
1. fear for his or her safety or the safety of others; or,
2. suffer substantial emotional distress.

II. Reporting Sexual Misconduct

The University takes all incidents of sexual misconduct seriously. If you or someone you know may
be the victim of sexual assault or other sexual misconduct, you are strongly urged to
immediately report the incident. The incident can be reported 24 hours a day, seven days a week
to the KSU Department of Public Safety and Police (campus extension 6666 or off campus at 470-
578-6666). The incident may also be reported to the Cobb County Police Department (770-499-
3911). In an emergency, dial 9-1-1.

Any student, faculty, staff or third party to the University is strongly encouraged to report to the KSU
EEO/Title IX Officer a complaint of sexual misconduct where the victim or accused is a student,
campus visitor, or employee of KSU. The report may be made by telephone at (470) 578-2614, by
email at eeo@kennesaw.edu, or in person at KSU as soon as reasonably possible to report any 
sexual misconduct believed to have occurred.

There is no geographical limitation to this policy as it applies to students. This policy also applies to 
any university-related complaint of sexual misconduct no matter the distance from campus.

A. Timing of Complaints and Availability of Procedures

The University will hear complaints of sexual misconduct when the accused is a student or 
employee. You are encouraged to report incidents of sexual misconduct as soon as 
reasonably possible in order for KSU officials to obtain as much evidence and to conduct a 
thorough and impartial investigation. Timely reporting allows for better preservation of 
witness testimony and other evidence.

If not reported directly to KSU Department of Public Safety and Police, statistical data will be 
reported to the KSU Department of Public Safety and Police under the Jeanne Clery 

Persons, including students, who are victims of sexual misconduct by a student or KSU 
employee, may elect to take the following actions:

1. File a criminal report with the KSU Department of Public Safety and Police. The KSU 
   Department of Public Safety and Police will discuss with the victim the possibility of 
   conducting a criminal investigation and filing criminal charges.

2. File a formal complaint with the EEO/Title IX officer to request that the incident be 
   adjudicated by a KSU Sexual Misconduct Panel pursuant to the procedures set forth in 
   this policy, if the accused is a student; by the procedures set forth in the faculty 
   handbook, if the accused is a faculty member; or by the procedures set forth in the 
   staff handbook, if the accused is staff.

3. Pursue an informal resolution, which may include mediation of the complaint 
   conducted by the Title IX Office and/or Department of Student Conduct and Academic 
   Integrity (SCAI) in appropriate cases. Informal mediation will never be used in 
cases involving allegations of sexual assault. Both the complainant and accused 
   (party/parties) must agree to engage in informal mediation, and either party can end 
   the informal mediation process at any time, for any reason. The SCAI Office has the 
   discretion to determine if it would be inappropriate to informally mediate any particular 
   sexual misconduct complaint involving students.

4. Students who elect not to pursue any of the above options may nonetheless do any of 
   the following:

   a. Seek counseling;

   b. Request a rearrangement of class schedule and/or on-campus housing;
c. Request a no-contact directive;

d. Request the Department of SCAI address the complainant’s concerns with the accused.

In an effort to eliminate sexual misconduct and encourage reporting, the acknowledgment of use of alcohol or drugs in violation of the KSU Student Code of Conduct by a student bringing a complaint of sexual misconduct shall not be a basis for a separate charge of misconduct against the student.

B. Retaliation and Related Misconduct

No person shall be subject to coercion or reprisal for action taken in good faith to seek advice concerning a sexual misconduct grievance, to file a grievance, or to serve as a witness, Panel member, or representative in the investigation and hearing of a grievance. Acts or threats of retaliation are a violation of the KSU Student Code of Conduct and will be adjudicated accordingly.

C. False Reports

An allegation that is both intentionally false and malicious may be a violation of the KSU Student Code of Conduct and will be investigated and adjudicated accordingly.

D. Reporting Procedures for Sexual Misconduct by Employees or Visitors

If you or someone you know may be the victim of sexual misconduct by a University employee or visitor, you may also report such conduct to the University’s EEO/Title IX Officer; however, complaints will follow the procedures outlined in the KSU’s Sexual Harassment Policy located in the KSU Employee and/or Faculty Handbook.

III. Educational Programming

The University provides programming for students and employees addressing the issues of sexual misconduct (including sexual assault and sexual harassment), domestic violence, dating violence, and stalking. Education programs include:

A. Primary prevention and awareness programs for all incoming students and new employees

B. Safe and positive options for bystander intervention

C. Information on risk reduction to recognize warning signs of abusive behavior

D. Ongoing prevention and awareness programs for students and employees.

IV. Available Resources for Students

For in-depth information about what to do immediately following a sexual assault, and for the many resources KSU and the greater community provide, please consult “Resources” on the Women’s Resource and Interpersonal Violence Prevention Center website located here: http://www.kennesaw.edu/studentsuccessservices/WRC/index.html
# Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

## University Resources

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Location</th>
<th>Contact Phone and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students</td>
<td>1000 Chastain Road</td>
<td>470-578-6310 <a href="mailto:deanofstudents@kennesaw.edu">deanofstudents@kennesaw.edu</a></td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td>3391 Town Point Road</td>
<td>470-578-6030</td>
</tr>
<tr>
<td>University Police</td>
<td>1000 Chastain Road</td>
<td>470-578-6666</td>
</tr>
<tr>
<td>Office of Equal Employment Opportunity (EEO)/Title IX Coordinator</td>
<td>1000 Chastain Road Bldg #27 - Room 210</td>
<td>470-578-2614 <a href="mailto:mmcgee21@kennesaw.edu">mmcgee21@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Office of Victim Services (OVS)</td>
<td>1000 Chastain Road</td>
<td>470-578-6725</td>
</tr>
<tr>
<td>Director, Student Conduct and Academic Integrity (SCAI)¹</td>
<td>3805 Canton Place University Village Suites Bldg #5000 - Suite 5100</td>
<td>470-578-3403 <a href="mailto:scai@kennesaw.edu">scai@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Counseling and Psychological Services Center</td>
<td>1000 Chastain Road Bldg #1 - Room 2401</td>
<td>470-578-6600</td>
</tr>
<tr>
<td>Women's Resource Center on Interpersonal Violence Prevention</td>
<td>1000 Chastain Road Bldg #1 - Room 3429</td>
<td>470-578-7858</td>
</tr>
<tr>
<td>Director, Department of Residence Life</td>
<td>3805 Canton Place University Village Suites Bldg #3000 - Suite 3051</td>
<td>470-578-4388 <a href="mailto:reslife@kennesaw.edu">reslife@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Health Clinic</td>
<td>3210 Campus Loop Road</td>
<td>470-578-6644</td>
</tr>
</tbody>
</table>

## Off-Campus Resources

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Location</th>
<th>Contact Phone and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Police</td>
<td></td>
<td>911</td>
</tr>
<tr>
<td>YWCA Women’s Crisis Center</td>
<td>48 Henderson St SW</td>
<td>770-427-3390</td>
</tr>
<tr>
<td>Victim Information and Notification Everyday (VINE) Cobb County</td>
<td>1-800-785-8463</td>
<td></td>
</tr>
</tbody>
</table>

¹ SCAI ensures proper handling of alleged violations of the KSU Student Code of Conduct and promotes campus awareness of issues related to student conduct and academic integrity. However, if a violation includes an offense that constitutes Sexual Misconduct, whether that act occurs on or off campus, the initial formal complaint will be assessed and investigated, if warranted, under the direction of KSU’s EEO/Title IX officer or designee and subsequently handled according to the procedures set forth in this policy and heard by the SCAI office.

Commented [SEP2]: Emergency Number
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:


V. University Investigation of Student Sexual Misconduct Reports

KSU will undertake an appropriate inquiry of all reports of alleged sexual misconduct involving students, regardless of whether the person making the complaint wishes to pursue resolution of any kind. The specific steps in KSU’s inquiry will vary depending on the nature of the allegations; the information available to KSU officials; whether the person complaining of the sexual misconduct (the “complainant”) elects to pursue criminal charges, files a formal complaint with the EEO/Title IX officer, or requests KSU not to pursue action; and other factors.

KSU officials will communicate with the complainant prior to conducting an investigation or taking any remedial action.

A. Interim Measures

Upon receiving a report and making the appropriate inquiries, the EEO/Title IX officer, in collaboration with the dean of students and/or appropriate academic dean, may take interim and non-disciplinary measures before the final outcome of an investigation or hearing, if any. These interim and non-disciplinary measures include, but are not limited to, a no-contact order, alteration of class schedules, or a change in housing arrangements.

B. Concurrent Investigations and Criminal Proceedings

1. Complaints of sexual misconduct may constitute not only a violation of University policy but also a violation of Georgia criminal statutes. KSU encourages you to promptly report sexual misconduct to the KSU Department of Public Safety and Police at (470) 578-6666. The standards for finding a violation of criminal law are different from the standards for finding a violation of KSU’s Sexual Misconduct Policy, so criminal investigative findings shall not be determinative of whether sexual misconduct has occurred.

2. KSU’s Department of Public Safety and Police, upon receiving a complaint of sexual misconduct that constitutes a possible violation of Georgia state law, will alert the KSU EEO/Title IX Officer that a complaint has been made and will assist in implementing immediate steps deemed necessary to protect the complainant. Steps could include a change in housing or the implementation of a no-contact directive to the alleged offender. The KSU Department of Public Safety and Police will inform the complainant of his/her right to file a Title IX complaint and will also share with the EEO/Title IX Officer the name of the complainant and that the complainant has lodged a criminal
sexual misconduct complaint. Under Georgia law, the name of the victim of a sexual assault may not be made public.

3. The EEO/Title IX Officer will document that a complaint of sexual misconduct has been brought to the attention of the KSU Department of Public Safety and Police and note what immediate steps have been taken to protect the complainant. The commencement of the Title IX sexual misconduct investigation will pause while the Department of Public Safety and Police conducts initial fact finding in the matter. Such initial fact finding typically should take three to 10 calendar days. The Title IX sexual misconduct investigation will not be delayed until the conclusion of a criminal investigation or criminal proceeding. Depending on the ongoing nature of the criminal investigation, the Department of Public Safety and Police may share pertinent information with the EEO/Title IX Officer at the conclusion of the initial fact finding. Regardless of whether information is able to be shared or not, at the completion of the KSU Department of Public Safety and Police’s initial fact finding, the Title IX sexual misconduct investigation will resume and will be completed within 60 days, unless reasonable cause is documented as to why it should take longer.

4. If the EEO/Title IX Officer receives the complaint, the officer or designee will advise the complainant of his/her right to report the incident to personnel within the KSU Department of Public Safety and Police for the purposes of initiating a criminal investigation. In collaboration with the KSU Dean of Students, the EEO/Title IX Officer may determine the necessary steps to protect the complainant, which could include a change in housing or the implementation of a no-contact directive to the alleged offender. If the complainant declines participation in a law enforcement process, the EEO/Title IX Officer shall refer the necessary data to the Clery compliance officer in the KSU Department of Public Safety and Police.

C. Options for Resolution of Sexual Misconduct Complaint

There are generally three options by which persons, including students, who are victims of sexual misconduct by a student, may seek resolution. The University will not participate in a complainant’s decision on a particular resolution and will make no recommendation for such purposes. As detailed more specifically below, complainants may:

1. decide to pursue a formal resolution, which will be adjudicated by the Sexual Misconduct Panel pursuant to the procedures set forth in this policy;
2. decide to pursue an informal resolution, or
3. may request that KSU not pursue any resolution or action.

---

2 The KSU Department of Public Safety and Police may be required to disclose some facts regarding the reported misconduct if the information requires the distribution of a “Timely Warning” under the Clery Act.
VI. Requests for Confidentiality/Not to Pursue Investigation or Resolution

KSU's ability to respond to a sexual misconduct complaint, to prevent its recurrence, or to address its effects may be severely limited if the complainant requests confidentiality, does not provide the name of the alleged perpetrator, or asks that the report not be pursued. In cases where the complainant requests confidentiality or requests KSU not to pursue an investigation, the EEO/Title IX Officer or his/her designee will conduct a preliminary assessment of the alleged sexual misconduct and may weigh the complainant’s request against the following factors, including, but not limited to: the severity of the alleged sexual misconduct, the complainant’s age, or whether there have been other complaints or reports of sexual misconduct against the same accused student. The EEO/Title IX Officer may determine that, in the interest of providing a safe and nondiscriminatory environment for students, it is necessary for KSU to act on information it has received.

In cases where the complainant files a formal complaint and seeks a formal resolution, or where KSU is required to conduct a formal investigation, KSU cannot keep the complainant’s identity from the accused student. A charge of sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. However, KSU may provide options during the hearing before the Sexual Misconduct Panel for questioning without confrontation, including using a room divider, using separate hearing rooms, or using technology such as Skype.

VII. Informal Resolution of Sexual Misconduct Complaints

A complainant may elect to pursue an informal resolution to a sexual misconduct complaint. An informal resolution is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Informal resolutions include, but are not limited to, mediation of the complaint conducted by the Title IX office and/or staff of the SCAI Department in appropriate cases. Informal mediation will never be used in cases involving allegations of sexual assault. Both the complainant and accused must agree to engage in informal mediation. Either party can end the informal mediation process at any time, for any reason, and begin the process to pursue a formal resolution. The SCAI Department has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint involving students.

VIII. Formal Resolution of Sexual Misconduct Complaints

A complainant may elect to pursue a formal resolution, which involves a hearing before the Sexual Misconduct Panel, as more particularly described within Appendix A of this policy. Any student who is a complainant or an accused student in a disciplinary proceeding before the Sexual Misconduct Panel has all of the rights described in the hearing procedures set forth in Appendix A of this policy. (To see Appendix A click HERE (https://web.kennesaw.edu/scai/content/formal-procedure-resolution-student-sexual-misconduct-charges-appendix).)

IX. Imposition of Sanctions
Standards. Unless specifically limited by a provision of this policy, the KSU Student Misconduct Panel may consider possible sanctions in any case in which a complainant elects to pursue a formal resolution and where a violation is found or admitted. The Panel should attempt to fairly fit the sanction(s) to the violation(s) as seen in total context. Possible sanctions include those available under the KSU Student Code of Conduct and may involve, but are not limited to, the following:

1. Expulsion: permanent severance of one’s relationship with the University;

2. Probated expulsion: further convictions of major offenses, as specified by the Panel, shall result in expulsion;

3. Suspension: temporary severance of one’s relationship with the University;

4. Probated suspension: notice to the student that further convictions of major offenses, as specified by the Panel, shall result in suspension;

5. Suspension from on-campus housing arrangements;

6. Disciplinary probation: notice to the student that any further major disciplinary violation may result in suspension; this action might also include one or more of the following: the setting of restrictions on social activities, the issuing of a reprimand, or other restrictions as determined;

7. Restrictions: exclusion from enjoying or participating in social activities or from holding office in University organizations;

8. Reprimand: Oral reprimand: an oral disapproval issued to the student. Written reprimand: a written disapproval issued to the student;

9. Other educational or developmental sanctions.

The sanctions of expulsion, probated expulsion, or suspension, involving loss or interruption of educational opportunity, are appropriate only when the violator’s continued membership in the KSU community is judged to (i) fundamentally be at variance with the integrity of its educational mission, (ii) pose a specific threat to the minimal internal order of the community, or (iii) pose a specific threat to his/her own emotional health.

X. Appeal Procedures from Sexual Misconduct Panel Decisions

See Section VII of the SCAI Misconduct Procedures. https://web.kennesaw.edu/scai/content/scai-misconduct-procedures#7

Students may also file a complaint with the U.S. Department of Education’s Office of Civil Rights (OCR). If the student uses the University’s sexual misconduct complaint process but decides to also file an OCR complaint, he/she must file the complaint with the OCR within 60
7. Associated Policy(ies)/Regulations
   a. BOR Policy Manual, 8.2.16 Sexual Harassment Policy:
      http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment
   b. BOR Amorous Relationships Policy: http://www.usg.edu/hr/manual/amorous_relationships
   c. KSU Sexual Harassment Policy:
      http://www.kennesaw.edu/handbooks/university/section5_2.php#11

8. Procedures Associated with this Policy
   a. Formal Procedure for Resolution of Student Sexual Misconduct Charge(s) – Appendix A:
      https://web.kennesaw.edu/scai/content/formal-procedure-resolution-student-sexual-misconduct-charges-appendix
   b. SCAI Misconduct Procedures, Section 7: https://web.kennesaw.edu/scai/content/scai-misconduct-procedures#7

9. Forms Associated with this Policy
   a. Office of Diversity and Inclusion Complaint Form:
      https://apps.kennesaw.edu/portal/prod/app_uni_sso/menu/
b. Office of Diversity and Inclusion Bias Motivated Incident Form:
   http://www.kennesaw.edu/diversity/report.php

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including, but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Sexual Misconduct Policy and related procedures are reviewed annually by the EEO/Title IX Officer in consultation with Legal Affairs and the Department of Student Conduct and Academic Integrity.

Action Log [for Policy Process Council action]

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5, 2014</td>
<td>Legal Affairs advised the President’s Cabinet of required revisions to the existing Student Sexual Misconduct Policy based on change in federal regulation on this matter.</td>
<td>Dr. Flora Devine (Legal Affairs)</td>
</tr>
<tr>
<td>September 12, 2014</td>
<td>Proposed revised policy file provided to Office of Institutional Effectiveness for policy review and approval process action.</td>
<td>By Nwakaego Nkumeh (Legal Affairs) and Diane Walker (SCAI)</td>
</tr>
<tr>
<td>September 15, 2014</td>
<td>Proposed revised policy—mark-up copy of existing policy and clean copy in policy format emailed to Dr. Papp, and also provided in hard copy. Dr. Papp released proposed revision for shared governance review.</td>
<td>Susan Paraska (IE)</td>
</tr>
<tr>
<td>September 15, 2014</td>
<td>Proposed revised policy and mark-up of existing policy emailed to shared governance leaders.</td>
<td>Susan Paraska (IE)</td>
</tr>
<tr>
<td>September 18, 2014</td>
<td>Readings and presentation scheduled agreed upon.</td>
<td>Susan Paraska (IE); Shared Governance Leaders; Policy Owners</td>
</tr>
</tbody>
</table>

Responsible Office - Required Review and Approval Actions:

President Release for Review: Daniel S. Papp, President, September 15, 2014

<table>
<thead>
<tr>
<th>KSU Governance Body</th>
<th>1st Reading - Date</th>
<th>2nd Reading - Date</th>
<th>Concurrence - Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators’ Senate</td>
<td>October 14, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs’ and Directors’ Assembly</td>
<td>September 24, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Deans’ Council</td>
<td>October 9, 2014</td>
<td>[November 6, 2014-backup]</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Approval Dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>October 6, 2014-FSEC, October 13, 2014-FS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Senate</td>
<td>October 29, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Government Association†</td>
<td>October 9, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Council</td>
<td>November 11, 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† SGA review and comment if students are included in the policy scope statement.
Policy Title | Course Materials Web Accessibility Policy [new]
---|---
Issue Date | Pending
Effective Date | Date posted to the Policy at KSU website
Last Updated | Same as Effective Date
Responsible Office | Distance Learning Center Provost and Vice President for Academic Affairs
Contact Information | Pending
| Distance Learning Center
| Phone: (770) 794-7550
| Email: distancelearning@kennesaw.edu

1. Policy Purpose Statement

Kennesaw State University (KSU or the University) is committed to ensuring that all Web-based course content is accessible to all students by maintaining as a minimum standard the guidelines set forth in Section 508 Subsection 1194.22 of the Rehabilitation Act as well as the University System of Georgia Web Accessibility Guidelines.

2. Background

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act as well as the University System of Georgia Web Accessibility Guidelines require that all courses posting materials online must meet the federal and Board of Regents (BOR) of the University System of Georgia (USG) accessibility guidelines. In addition, The University System of Georgia Web Accessibility Guidelines recommend that all course materials posted online meet The Web Content Accessibility Guidelines (WCAG 2.0).

On September 27, 2013, the KSU Division of Legal Affairs, at the request of the KSU Distance Learning Center, issued a memorandum explaining Section 508 of the U.S. Rehabilitation Act of 1973 and its applicability to KSU. In this memorandum, it was recommended that:

1) Procedures be developed to ensure that KSU programs are compliant with Section 508;
2) A policy statement be developed “affirming KSU’s commitment to electronic and information technology accessibility”;
3) The procedures and policy statement be posted on the KSU Distance Learning and disAbled Student Support Services websites.
3. Scope (Who is Affected)

All KSU students enrolled in a face-to-face, hybrid, and/or online course that makes use of Web-based course materials. This is especially true for students who suffer from hearing or visual disabilities.

All KSU faculty, part time and full time, who use Web-based course materials in face-to-face, hybrid, and/or online courses. Under this proposal, all KSU faculty who use Web-based course materials are responsible for ensuring that those materials meet Section 508 and BOR accessibility guidelines.

The Distance Learning Center and the Center for Excellence in Teaching and Learning are responsible for providing faculty the necessary training and resources to provide accessible online course materials that meet Section 508 and BOR guidelines.

4. Exclusions or Exceptions:

None based on federal law Section 508 Subsection 1194.22 of the Rehabilitation Act.

5. Definitions and Acronyms:

**Accessible**: Content is accessible when it may be used by someone with a disability.

**Alt**: An attribute that provides an alternative text description for an image if a user cannot view it.

**Applet**: A program inserted into a Web page.

**Image maps**: An image that has been divided into regions with associated actions. Clicking on an active region causes an action to occur.

When a user clicks on an active region of a client-side image map, the user agent calculates the region in which the click occurred and follows the link associated with that region. Clicking on an active region of a server-side image map causes the coordinates of the click to be sent to a server, which then performs some action.

Content developers can make client-side image maps accessible by providing device-independent access to the same links associated with the image map's regions. Client-side image maps allow the user agent to provide immediate feedback as to whether or not the user's pointer is over an active region.

**Longdesc**: An attribute that provides a "long" text description for an image if a user cannot view it.

**Plug-in**: A component of software that helps the browser process special types of Web content.

**Scripting Language**: A programming language that supports scripts, which are programs written for a special run-time environment that can interpret and automate
the execution of tasks rather than being executed by a human operator.

**Style Sheet:** A set of statements that specify presentation of a document. Style sheets may have three different origins: they may be written by content providers, created by users, or built into user agents.

W3C: The Worldwide Web Consortium

WAI: Web Accessibility Initiative

WCAG 2.0: The Web Content Accessibility Guidelines

6. Policy

a. Course Materials Web Accessibility Policy

Standards for all course materials posted online:
It is the responsibility of every KSU faculty member to ensure that all Web-based course materials for face-to-face, hybrid, and/or online courses meet Web accessibility standards as detailed in *Section 508 Subsection 1194.22 of the Rehabilitation Act*. The University System of Georgia Web Accessibility Guidelines require Section 508 compliance for all institutions under the Board of Regents (BOR) of the University System of Georgia (USG).

b. Section 508 requires that any electronic and information technology used, maintained, developed, or procured by KSU allow people with disabilities comparable access to those materials, including any courses materials posted online.

c. *Section 508 Subsection 1194.22 of the Rehabilitation Act* requires the following for Web-based intranet and Internet information and applications:

i. A text equivalent for every non-text element shall be provided (e.g., via “alt,” “longdesc,” or in element content).

ii. Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

iii. Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

iv. Documents shall be organized so they are readable without requiring an associated style sheet.

v. Redundant text links shall be provided for each active region of a server-side image map.

vi. Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

vii. Row and column headers shall be identified for data tables.

viii. Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

ix. Frames shall be titled with text that facilitates frame identification and navigation.

x. Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
xi. A text-only page, with equivalent information or functionality, shall be provided to make a website comply with the provisions of this part when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

xii. When pages utilize scripting languages to display content or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

xiii. When a Web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

xiv. When electronic forms are designed to be completed online, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

xv. A method shall be provided that permits users to skip repetitive navigation links.

xvi. When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

d. As per the University System of Georgia Web Accessibility Guidelines, it is recommended that all course materials posted online for face-to-face, hybrid, and/or online courses meet The Web Content Accessibility Guidelines (WCAG 2.0), which are international guidelines established by the Web Accessibility Initiative (WAI) of the Worldwide Web Consortium (W3C).

7. Associated Policy(ies)/Regulations

   a. Section 508 Subsection 1194.22 of the Rehabilitation Act
   b. The University System of Georgia Web Accessibility Guidelines
   c. The Web Content Accessibility Guidelines (WCAG 2.0)

8. Procedures Associated with This Policy

   a. Faculty will include in their course a statement of accessibility and provide a link or reference to the corresponding statement of accessibility for associated products/programs.

   **Sample Statement:**
   Kennesaw State University follows the Section 508 Standards for Web accessibility. Section 508 requires that any electronic and information technology used, maintained, developed, or procured by KSU allow persons with disabilities comparable access to those materials, including any courses materials posted online. Please contact your instructor if you encounter content in this course or content that is not accessible.
   Note: This online course/content contains: images, PDF, multimedia, streaming video, etc. (This is customized for the course and allows students to determine in advance of need if special accommodations are required.)
9. Forms Associated with This Policy
   a. None.

10. Violations

Failure to meet Section 508 Subsection 1194.22 of the Rehabilitation Act and the University System of Georgia Web Accessibility Guidelines could result in students filing lawsuits or civil rights complaints against KSU. Such lawsuits or civil rights complaints would be handled by the University’s Division of Legal Affairs.

11. Review Schedule
   a. Faculty teaching face-to-face or hybrid courses will review their courses each semester to ensure that they meet accessibility standards. Online courses will, as a part of their initial and review process, be accessed to ensure that they meet accessibility standards.
   b. KSU’s accessibility policy will be reviewed by the Distance Learning Center cyclically to ensure compliance with changes in federal law.

Action Log [for Policy Process Council action]

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 27, 2013</td>
<td>Legal Affairs review letter provided to Dr. Elke Leeds, Assistant Vice President for Technology Enhanced Learning, on proposed policy.</td>
<td>Dr. Flora Devine</td>
</tr>
<tr>
<td>November 12, 2013</td>
<td>Dr. Elke Leeds forwarded proposed policy to Office of Institutional Effectiveness for shared governance review.</td>
<td>Dr. Elke Leeds</td>
</tr>
<tr>
<td>November 14, 2013</td>
<td>Proposed policy sent to Policy Process Council and leaders of shared governance bodies for review and comment.</td>
<td>Susan Paraska</td>
</tr>
<tr>
<td>November 17, 2013</td>
<td>Due to request by Faculty Senate, proposed policy in review by Faculty Senate and on hold with all other governance bodies until review completed by Faculty Senate.</td>
<td>Dr. Ken White</td>
</tr>
<tr>
<td>September 29, 2014</td>
<td>PPC requesting status on completion of Faculty Senate review of this policy.</td>
<td>Susan Paraska</td>
</tr>
</tbody>
</table>

Responsible Office - Required Review and Approval Actions:

<table>
<thead>
<tr>
<th>Vice President Sign off [Responsible Offices]</th>
<th>W. Ken Harmon, Ph.D. Provost and Vice President for Academic Affairs</th>
<th>November 13, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jerome Ratchford, Ph.D. Vice President for Student Success</td>
<td>November 13, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KSU Governance Body</th>
<th>1st Reading - Date</th>
<th>2nd Reading - Date</th>
<th>Concurrence - Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators’ Senate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs’ and Directors’ Assembly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deans’ Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>January 27, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Senate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Government Association†</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President’s Cabinet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presidential Approval</td>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† SGA review and comment if students are included in the policy scope statement.
Recommendations for 2015 PPC Composition  
as of September 29, 2014

Recommendation 1:  
Include the SPSU colleagues serving as OWG co-chairs for the areas listed below to serve as representatives on the PPC:

OWG-31, Preparation of Merged Catalogues: Jill Brady  
OWG-49, Faculty and Staff Policy Mergers and Handbooks: Joel Fowler  
OWG-50, Student Policy Mergers and Handbooks: Ron Lunk

Recommendation 2:  
Invite SPSU representatives to participate to ensure consistency.

Recommendation 3:  
For the students, recommend one KSU representative and one SPSU representative for the spring. For fall, a single student representative.

Recommendation 4:  
Following consolidation, there will be a single Staff Council, and not both an administrator and a staff body. Therefore, have a representative from that single staff body who is an hourly-wage staff or in a non-managerial position in order to balance the PPC.

Recommendation 5:  
For the Spring 2015 semester include SPSU colleagues who serve in specific roles associated with those of the PPC—but not just duplicate each representative. This would allow for these persons the opportunity to learn how the current KSU process works with regard to policy. My suggestion is to include representation in the following organizational areas as shown below.
Yes = Recommend duplicating representation.
No = Do not recommend duplicating representation.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>External Affairs</td>
</tr>
<tr>
<td>No</td>
<td>University Advancement and Development</td>
</tr>
<tr>
<td>No</td>
<td>Operations and CIO/CBO</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Staff Senate</strong></td>
</tr>
<tr>
<td>No</td>
<td>Athletics Department</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Administrators Senate</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Student Government Association</strong></td>
</tr>
<tr>
<td>No</td>
<td>Academic Affairs and Dean’s Council</td>
</tr>
<tr>
<td>No</td>
<td>Student Policy</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Faculty Senate</strong></td>
</tr>
<tr>
<td>No</td>
<td>Legal Affairs (Division of)</td>
</tr>
<tr>
<td>No</td>
<td>Institutional Effectiveness, Chair</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>Chairs’ and Directors’ Assembly</strong></td>
</tr>
<tr>
<td>No</td>
<td>Student Success (Division of)</td>
</tr>
<tr>
<td>No</td>
<td>Information Technology Services, Ex-Officio</td>
</tr>
</tbody>
</table>

End of Recommendations
<table>
<thead>
<tr>
<th>Policy Title prior to August 1, 2013</th>
<th>Policy Title (in order of review period)</th>
<th>Responsible Office</th>
<th>Policy Effective Date</th>
<th>Policy Review Period</th>
<th>Policy Review Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clery Act Compliant Institutional Policy</td>
<td>Pending Decision</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Computer Usage Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Data Security Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Email Usage Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Enterprise Information Security Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Incident Response Policy</td>
<td>Information Security Incident Response Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Network Access Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>New Server Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Open Computer Lab and Technology Classroom Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Technology Purchasing, Relocation, and Surplus Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Telephone and Fax Usage Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Same Title</td>
<td>User Accounts and Password Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>Video Monitoring of Public Spaces Standard &amp; Procedure</td>
<td>Video Monitoring of Public Spaces Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Converted to an ITS standard and included with Video Surveillance Policy.</td>
</tr>
<tr>
<td>Same Title</td>
<td>Video Surveillance Needs Analysis Policy</td>
<td>VP-Operations and CID/CBO</td>
<td>August-9-2013</td>
<td>August-8-2014</td>
<td>Updates due to KSU changes and those of the Board of Regents/University System of Georgia.</td>
</tr>
<tr>
<td>After Hours Access to University Facilities</td>
<td>Access to University Facilities</td>
<td>VP-Operations and CID/CBO</td>
<td>October-10-2013</td>
<td>October-2014</td>
<td></td>
</tr>
<tr>
<td>Establishing of or Changing in Course Fee</td>
<td>Establishing or Changing an Elective Fee and Special Charges</td>
<td>VP-Operations and CID/CBO</td>
<td>October-10-2013</td>
<td>October-2014</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Travel</td>
<td>VP-Operations and CID/CBO</td>
<td>October-30-2013</td>
<td>October-2014</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Waiver Administration</td>
<td>VP-Operations and CID/CBO</td>
<td>October-25-2013</td>
<td>October-2014</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Consulting Services</td>
<td>VP-Operations and CID/CBO</td>
<td>November-8-2013</td>
<td>November-2014</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Purchasing Card</td>
<td>VP-Operations and CID/CBO</td>
<td>November-21-2013</td>
<td>November-2014</td>
<td></td>
</tr>
<tr>
<td>Signature Authority (and Delegation) on Financial Documentation</td>
<td>Signature Authority and Delegation</td>
<td>VP-Operations and CID/CBO</td>
<td>November-19-2013</td>
<td>November-2014</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Investment</td>
<td>VP-Operations and CID/CBO</td>
<td>March-18-2014</td>
<td>March-2015</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Competitive Solicitation</td>
<td>VP-Operations and CID/CBO</td>
<td>April-16-2014</td>
<td>April-2015</td>
<td></td>
</tr>
<tr>
<td>Same Title</td>
<td>Alternative Work Schedule</td>
<td>VP-Operations and CID/CBO</td>
<td>June-1-2011</td>
<td>June-2015</td>
<td></td>
</tr>
</tbody>
</table>