

AGENDA, ACTIONS, AND SUMMARY: POLICY PROCESS COUNCIL
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| Kennesaw State University | | |
|------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------|
| Policy Process Council - Summary | | Date: November 12, 2014 Time: 10:00 AM – 11:30 PM Location: Town Point, Room 2220 |
| Participation | Name | Representative For |
| No | David Arnold | External Affairs |
| No | Melisa Baldwin | University Advancement and Development |
| No | Maria Britt | Operations and CIO/CBO |
| Yes | Anne Graham (New) | Staff Senate |
| No | Katie Egloff | Athletics Department |
| No | Stephen Gay | Administrators Senate |
| Yes | Rachel Martini | Student Government Association |
| Yes | Dr. Ron Matson | Academic Affairs and Dean's Council |
| No | Dr. Bob Mattox | Student Policy |
| Yes | Dr. Doug Moodie | Faculty Senate |
| Yes | Nwakaego Nkumeh, J.D. | Legal Affairs (Division of) |
| Yes | Susan Paraska | Institutional Effectiveness, Chair |
| Yes | Dr. Lynn Stallings | Chairs' and Directors' Assembly |
| Yes | Diane Walker, J.D. | Student Success (Division of) |
| No | <i>Pending</i> | Information Technology Services, Ex-Officio |
| Guests: | | Dr. Val Whittlesey; Serkan Oezsoy; Tanya Sootes; and Tracy Collerain. Demo of "KSU Concern" website. |
| Preparation: | | Please review materials sent with the agenda. |
| Please Review/ Comment/Approve: | | Meeting Summary of October 8, 2014 |
| Please bring: | | Any documents for your use during the meeting. |
| Meeting Agenda, Discussion, and Actions | | |
| Agenda | | |
| 1) Demo of KSU Concern website [Attachment 1] | | |
| 2) Greetings and Around the Table | | |
| 3) Meeting Summary: Motion/Vote on October 8, 2014 Summary | | |
| 4) Policy Reading Schedule [Attachment 2] | | |

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| 5) Policy Updates: <ul style="list-style-type: none"> a. Substantive Change Policy – with President’s Cabinet—next meeting on November 18, 2014. b. Complaint Resolution Policy – with President’s Cabinet—next meeting on November 18, 2014. c. Tobacco and Smoke-free Policy – with President’s Cabinet—next meeting on November 18, 2014. d. Environmental and Occupational Safety Policy – to be presented to the President’s Cabinet on November 18, 2014. e. Sexual Misconduct Policy - Chairs and Directors Assembly requested 3rd reading – scheduled for November 19, 2014. f. Course Materials Web Accessibility Policy – Discussing with Academic Affairs. |
| 6) ISO Policies: Stephen Gay |
| 7) Consolidation and PPC Composition – Task – Recommendations [Attachment 3] |
| 8) Policy Process Council – Sunset Clause Action |
| 9) Other Business |
| 10) PPC Meeting |
| 11) Closing and Adjournment |

Overview of Discussion and Actions

1) Guests and Demo of KSU Concern website [Attachment 1]

Dr. Val Whittlesey, Serkan Oezsoy, Tanya Sootes, and Tracy Collerain presented a demo of the new KSU Concern website and responded to questions.

Serkan presented background information on this project, project team sponsors and members, and information about the site, access, and current phased rollout. Following a view of the live site, the floor was opened for comments and questions. Please see the attached presentation file.

Some of the recommendations included: adding legal disclaimers; ensuring users know what a formal complaint is (versus informal); adding a statement that encourages informal mediation or resolution; clarify the relationship and purpose of this website with that of the USG Hotline; and adding a statement to clarify this is not a site to appeal an already acted upon complaint or grievance and that the user should worked through the office handling or that handled those complaints or grievances.

| Action Item(s): | Person(s) Responsible: | Deadline: |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------|
| 1) Follow-up on recommendations to add legal disclaimers and additional information for the KSU Concern landing page. | Project Team and Nwakaego Nkumeh | As soon as possible |

2) Greetings and Around the Table

The Council welcomed Anne Graham who is representing the Staff Senate. Anne is a certified Archivist and Digital Archives Specialist in the Department of Museums, Archives, and Rare Books.

Attending Council representatives and guests introduced themselves.

Person(s) Responsible:
All

Deadline:
NA

3) Meeting Summary: October 8, 2014 Meeting Summary

October meeting summary – approved as accurate and ready to post.

Person(s) Responsible:
All

Deadline:
Today

4) Policy Reading Schedule [Attachment 2]

Provides an overview of readings and presentations of policy as it moves through the review/approval process. Also assists the leadership of the shared governance bodies and policy owners/representatives with the agreed upon dates, times, and locations of readings.

Action Item(s): None at this time.

Person(s) Responsible:

Deadline:

1. For information purposes; feedback and comments welcomed.

All

NA

5) Policy Updates

A. Substantive Change Policy [new] – pending review/feedback from the President’s Cabinet and President (October 21, 2014).

B. Complaint Resolution Policy [new] – pending review/feedback from the President’s Cabinet and President (October 21, 2014).

C. Tobacco and Smoke-free Policy [revision] – pending review/feedback from the President’s Cabinet and President (October 21, 2014).

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

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D. Environmental and Occupational Safety Policy [new] – scheduled for presentation to the President’s Cabinet on November 18, 2014.

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

| Action Item(s): | Person(s) Responsible: | Deadline: |
|------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|
| 1. None required by the Council—this policy is ready for presentation to the President’s Cabinet on November 18, 2014. | Susan Paraska | November 18, 2014 |
| 2. Final review and approvals; posting; and announcements | Policy owners; Susan Paraska | Upon Dr. Papp’s approval |

E. Sexual Misconduct Policy [revised] – in the review and approval process. – Chairs’ and Directors’ Assembly – 3rd Review scheduled for November 19, 2014.

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] are serving as co-collaborators 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.

| Action Item(s): | Person(s) Responsible: | Deadline: |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------|
| 1. None required by the Council. | NA | NA. |
| 2. Awaiting outcome of remaining shared governance review, and then presentation to the President’s Cabinet. | Shared Governance Bodies; Cabinet; President | As scheduled. |

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

Point of contacts: Office of Academic Affairs [Dr. Valerie Whittlesey; Dr. Elke Leeds]; Legal Affairs; and others as is determined such as University Relations.

| Action Item(s): | Person(s) Responsible: | Deadline: |
|-----------------|------------------------|-----------|
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| <ol style="list-style-type: none"> 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. 2. UPDATE: Meeting with Drs. Val Whittlesey and Elke Leeds on November 6, 2014. This policy is to be a University-wide policy on “web accessibility” and not just for course materials. Course materials are on part of web accessibility but not the full scope of the federal requirement. 3. The proposed policy will need to be revised to reflect a University-wide web accessibility policy. 4. The rewritten policy will need to be resubmitted for shared governance review in Spring 2015. | Actions pending | As soon as possible |
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6) ISO Policies – Stephen Gay

All policy owners/administrators are to conduct an annual review of their policies and associated procedures. The annual review for each owner/administrator is based on the approval date of the policy/procedure.

Stephen was not present to discuss but Paraska covered the material. There were no issues or discussion. Council recommended that these move forward to the next step.

Action Items:

1. No more action required by the Council.
2. Stephen Gay is responsible for review of policies for the Information Security Office. He completed the annual review as scheduled and the updated policies were sent to the Council on October 10, 2014.
3. No issues—these policies may be sent as an Information Item to the University Council, and then posted to the Policy at KSU website.

Person(s) responsible:

Susan Paraska;
Stephen Gay (ISO)

Deadline:

Before the
end of 2014

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7) Consolidation and PPC Composition – PPC for the New KSU [Attachment 3]

The Council decided at its September 10, 2014 meeting to prepare suggestions on the composition of the Council for Spring 2015.

The Council reviewed the new version of recommendations and also discussed the probability that joint sessions may be needed for Spring 2015 since some/all of the shared governance bodies may be conducting business in parallel to each other and not as single entities. The KSU and SPSU shared governance bodies are awaiting decisions as to how they will conduct business in Spring 2015.

Additionally, Diane put forth a recommendation that policies could be read at a town hall that would take place on a standing day, time of each month, and location, and open to the University as a whole. There would need to be a location at each campus in order to rotate the reading equally. Further discussion resulted in the thought that the town-hall style reading could serve as a first reading and then each shared governance body would conduct their review/comment individually, and provide their decisions within a specified time frame.

Action Items:

1. Council representatives reviewed the compiled version of recommendations and added two ideas concerning policy review readings.
2. The final version of the recommendation is attached for review and comment.
3. The final version will be provided to Dr. Papp by Paraska upon completion of this final review/comment.

Person(s) responsible:

All

Deadline:

November
20, 2014

8) PPC – Sunset Clause Action – Information Item

At the time the PPC was established as a University Standing Committee, the Faculty Senate added a Sunset Clause that requires action in order for the PPC to continue or not past March 2015. The clause may be viewed in the *University Handbook*, section 3.2F, on this webpage at the end of the page:

http://www.kennesaw.edu/handbooks/university/section3_2.php.

“Sunset Clause: At two years of the approval date (13 March 2013), this policy will be presented for review through KSU’s shared governance process for a decision to continue the process as written, revise it, or to deactivate it. In the absence of a positive decision to continue following a review in which all relevant shared governance bodies have participated, this policy will be discontinued until such a review is completed.”

Action Items:

1. Susan Paraska included this required action in her bi-weekly status report to Dr. Papp.
2. Susan Paraska asked Dr. Cindy Bowers to present this as an agenda item for discussion at the November 3, 2014 Faculty Senate Executive Committee meeting.
3. Awaiting word from Dr. Bowers and Dr. Papp.

Person(s) responsible:

Susan Paraska;
Shared Governance

Deadline:

Before
March 13,
2015

9) Other Business

Demo of new KSU Concern website – will fit in as is convenient for the presenters.

Action Item(s):

None.

Person(s) responsible:

NA

Deadline:

NA

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10) PPC Meeting – Need to Decide about December 10, 2014 Meeting

The remaining meeting for this semester is scheduled for December 10, 2014, from 10:00 a.m. to 11: 30 a.m. in Town Point Building, Room 2220.

As there is no additional business for the Council, the Council may decide whether it wishes to hold a December meeting or not. We are also awaiting word on the composition of the Council following the January 2015 consolidation implementation which is dependent on hearing from Dr. Papp.

Should we have a December 2014 meeting, the 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> .

Action Item(s):

1. Please announce your decision on the December meeting: Yes or No thank you.

Person(s) responsible:

All

Deadline:

November 20, 2014

11) Closing and Adjournment

Action Item(s):

Best wishes to all for the upcoming University breaks.

Person(s) responsible:

All

Deadline:

NA

End of Meeting Summary

Attachment 1



Agenda

- Project Sponsors
- Project Team
- Concern System Features
- Concern Submission Workflow Process
- System Demo
- Timelines
- Q&A

Project Sponsors

- Division of Academic Affairs
- Division of CIO
- Division of Student Success

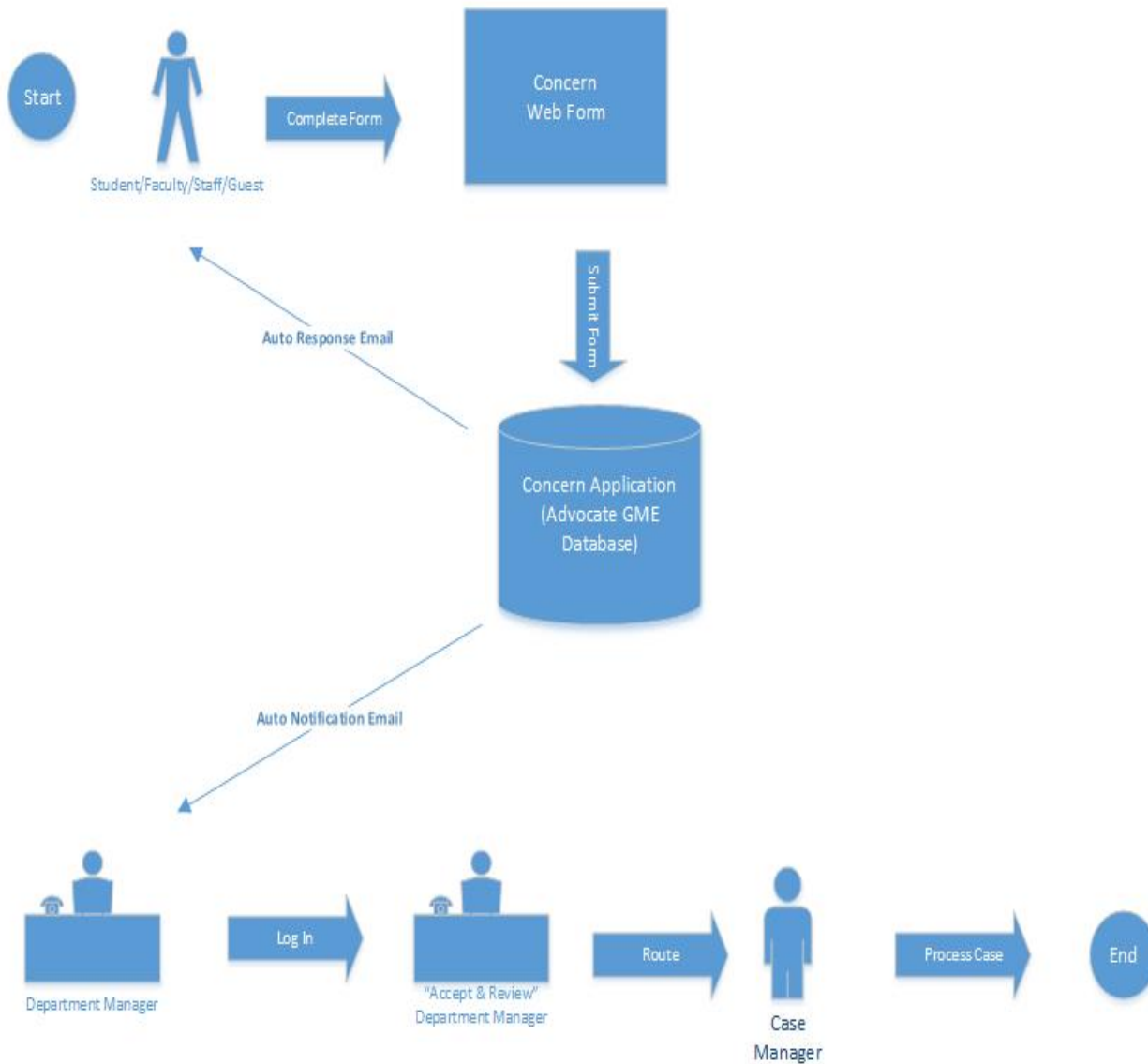
Project Team

- **Functional Implementation Team**
 - Catherine Bush
 - Colin Chadwick
 - Lynda Johnson
 - Dr. Elke Leeds
 - Susan Paraska
 - Paul Parker
 - Dr. Michael Sanseviro
 - Dr. Valerie Whittlesey

- **Technical Implementation Team**
 - Tracy Collerain
 - Amanda Leith
 - Rifka Mayani
 - Serkan Ozsoy
 - Tanya Sootes
 - Other UITs Division Members

Concern System Features

- Standardized Case Management
- Enterprise Solution
- Robust Workflows
- Auto notification
- Improved customer service
- Easy reporting for SACS compliance



System Demo



[A-Z Index](#) | [Directories](#) | [Campus Maps](#)

[Home](#)
 [Prospective Students & Parents](#)
 [Current Students](#)
 [Faculty & Staff](#)
 [Alumni, Friends & Visitors](#)

Kennesaw State University is committed to making our website provides a place to submit a formal, written concern. The more information you can provide, the better we can serve you.



Concern

Current Features

When submitting a University Services concern, you will be able to select the following categories:

- **University Services:** Housing, auxiliary services, student health services, retail shop facilities, or any other related services.

Submit Your Concern

Future Features

You will soon be able to submit your concern via the following areas:

- **Academic Affairs:** Academic matters, fact campus, hybrid, online). **(Spring 2016)**
<http://registrar.kennesaw.edu/policies/g>
- **Enrollment Services:** Financial aid or registration. **(Spring 2016)**
<http://registrar.kennesaw.edu/resources>
- **Distance Learning:** Web Learners program
http://www.kennesaw.edu/dlc/DLC_Ed_C
- **Smoke/Tobacco-Free Policy Violations:** Reporting procedures. **(Live January 6, 2015)**
<http://www.kennesaw.edu/smokefree/>

Concern Form

Please fill out this form in its entirety

Reporter Information

| | |
|------------------------------------|----------------------|
| Reporter's Name* | <input type="text"/> |
| Reporter Primary Contact Number* | <input type="text"/> |
| Reporter Alternate Contact Number* | <input type="text"/> |
| Reporter Email* | <input type="text"/> |

Local Address Information

| | |
|------------------------------------------|--------------------------------|
| Reporter Street Address* | <input type="text"/> |
| Reporter City* | <input type="text"/> |
| Reporter State* | <input type="text" value="▼"/> |
| Reporter's Country* | <input type="text" value="▼"/> |
| Reporter Zip/Country Code* | <input type="text"/> |
| Please select your affiliation with KSU* | <input type="text" value="▼"/> |

Timelines

Phased Roll-Out Dates

Nov 17th, 2014 - University Services (Dr. Michael Sanseviro)

Jan 6th, 2015 - Smoke/Tobacco-Free Campaign (Compliance Team)

Fall 2015 - Enrollment Services (Paul Parker)

Spring 2016 - Distance Learning (Dr. Elke Leeds)

Spring 2016 - Academic Affairs (Dr. Valerie Whittlesey)

Q&A



| Policy Title | Administrators | | | Student Government Association | Chairs and Directors Assembly | Deans' Council | University Council | Cabinet | President |
|----------------------------------------------|---------------------|--------|--------------|--------------------------------|-------------------------------------|----------------|--------------------|--------------------------------|-----------|
| | Faculty Senate | Senate | Staff Senate | | | | | | |
| Substantive Change Policy | passed | passed | passed | passed | passed | passed | passed | presented October 21 | pending |
| Complaint Resolution Policy | passed | passed | passed | passed | passed | passed | passed | presented October 21 | pending |
| Tobacco and Smoke Free Policy | passed | passed | passed | passed | passed | passed | passed | presented October 21 | pending |
| Environmental and Occupational Safety Policy | passed | passed | passed | passed | passed | pending review | November 11 | to be presented November 18 | pending |
| Sexual Misconduct Policy | passed | passed | passed | passed | pending 3rd review - November 19 | pending | pending | pending | pending |
| Course Accessibility Policy | passed w/comment | NA | NA | NA | pending VPAA review | pending VPAA | TBD | TBD | TBD |

Policy Process Council – Consolidation Transition Recommendations

A. Composition for Consolidation Transition – Spring 2015

[in order of the office/body represented as shown in the *University Handbook*, section 3.2 F, http://www.kennesaw.edu/handbooks/university/section3_2.php]

Yes = include a SPSU representative or SPSU OWG Co-chair as noted
 No = no need to duplicate representation

| | |
|------------|---------------------------------------------------------------------------------------|
| No | Academic Affairs |
| No | Operations and CIO/CBO |
| No | Student Success (Division of) |
| No | External Affairs |
| No | University Advancement and Development |
| No | Legal Affairs (Division of) |
| No | Athletics Department |
| No | Student Policy [added in Fall 2014] |
| Yes | Faculty Senate |
| Yes | Administrators Senate |
| Yes | Staff Senate |
| No | Academic Deans' Council |
| Yes | Chairs' and Directors' Assembly |
| Yes | Student Government Association |
| No | Information Technology Services, Ex-Officio |
| No | Institutional Effectiveness, Chair |
| Yes | OWG 31 – Jill Brady, Co-chair, Preparation of Merged Catalogs |
| Yes | OWG 49 – Joel Fowler, Co-chair, Faculty and Staff Policy Mergers and Handbooks |
| Yes | OWG 50 – Ron Lunk, Co-chair, Student Policy Mergers and Handbooks |

From the Policy Process Council
To: Dr. Papp
November 25, 2014

B. Policy Readings – Spring 2015 Consideration

Recommendation: Read any policy that is being proposed at a University-wide town hall on the same day and time. The location of the readings could alternate between the Kennesaw and Marietta campuses. This public reading would be considered the first reading of a proposed policy. The public reading would not serve as a forum for comment or questions. This would be handled within the meeting of each shared governance body.

As is the protocol, the PPC chair and policy owners/representatives would attend meetings of the shared governance bodies to respond to questions and collect comments and recommendations.

Each shared governance body would then make their decision within their respective meetings and return their decision to the PPC for continuation of the policy review and approval process. The public reading process can be evaluated for its effectiveness at the end of Spring 2015 to determine if this would serve as an appropriate means to inform and engage the University of proposed policy.

Considerations/Constraints:

Robert's Rules of Order and KSU Shared Governance Process

- Shared governance bodies would need to agree that a public reading constituted a first reading.
 - Deliberation could still take place at a regularly scheduled meeting of each body and action stated in meeting minutes.
- Need to determine how a public reading would serve as a quorum.
- Public readings would need to take place at each campus.
 - This would ensure widespread coverage.
- Public readings could be taped and posted on Policy at KSU Website.
 - This would make readings available to all no matter their location or time of day to access.