

Policy Process Council Meeting Summary

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

Date: November 17, 2015
Time: 10:00 AM – 11:30 PM
Location: Marietta Campus, Q 204

Agenda

- 1) Greetings and Around the Table
- 2) Status of Policy in Review
- 3) Policy for Comment—Annual Review
- 4) Other Business
- 5) Adjourn

Dial-in Number	NA
Invited Guests	None for this meeting
Preparation	Please review materials sent with the agenda.
Please Review/Comment	1) Complaint Resolution Policy and 2) Substantive Change Policy.
Please Bring	As we are striving to support a paperless environment, <u>please bring any documents/materials you may need for your use during the meeting</u> . Information will be displayed through technology resources during the meeting—as available.

Representative Name	Attending	Representing
Melisa Baldwin	No	University Advancement and Development
Jamilah-Renay Bouges	No	Student Government Association - Senator
Jill Brady	Yes	Enrollment Services (OWG-31)
Maria Britt	Yes	Operations and CIO/CBO
Tammy DeMel	No	External Affairs
Katie Egloff	No	Athletics Department
Dr. Joel Fowler	Yes	University Ombuds (OWG-49)
Melissa Kramschuster	No	Student Government Association - Director
Lectra Lawhorne	No	University Information Technology Services, Ex-Officio
Ann Lay	Yes	Staff Senate
Dr. Tamara Livingston	Yes	Administrators Council
Dr. Ron Lunk	No	Student Life (OWG-50)
Dr. Ron Matson	Yes	Academic Affairs and Deans Council
Dr. Bob Mattox	Yes	Student Policy
Dr. Doug Moodie	Yes	Faculty Senate
Nwakaego Nkumeh, J.D.	Yes	Legal Affairs

Representative Name	Attending	Representing
Susan Paraska	Yes	Institutional Effectiveness, Chair
Dr. Alice Pate	Yes	Chairs and Directors Assembly
Diane Walker, J.D.	Yes	Student Affairs

1. GREETINGS AND AROUND THE TABLE

2. STATUS OF POLICY—UNIVERSITY REVIEW

The following proposed new policies are in the University review and comment process:

- a. Web Accessibility, https://policy.kennesaw.edu/policy_revisions.

Deans Council	November 5	No follow-up required.
Faculty Senate	November 16	No follow-up required.
Chairs and Directors Assembly	November 18	No follow-up required.
Student Government Association	November 18	No follow-up required.
Staff Senate	November 19	Dr. Cope will present.
Part-time Faculty Council	December 2	Dr. Cope will present.
Administrators Council	December 17	Susan Paraska will present.

- 1) Dr. Jim Cope, Executive Director/Distance Learning Center, will be at each presentation to answer any questions concerning faculty support that will be provided through his office.
 - 2) Dr. Bob Mattox, Student Affairs, was be present to answer questions at the SGA meeting.
 - 3) The Part-time Faculty Council requested a presentation on the policy. Susan Paraska offered to include the PTFC in future readings which was well received by the members.
- b. Unmanned Aerial System and Other Aircraft. Presented to the President’s Cabinet November 17, 2015. Proposed policy emailed to the leaders of the elected and administrative bodies for presentations at their respective meetings.
- c. Risk Management of Experiential Learning. Per Maria Britt, additional review is planned with an expanded policy development group based on recommendations from the University Safety Council.

3. POLICIES FOR COMMENT

Policy Process Council representatives will review and offer comments on two University policies due for annual review in December.

- a. Complaint Resolution, <https://policy.kennesaw.edu/content/complaint-resolution-policy>.
- b. Substantive Change, <https://policy.kennesaw.edu/content/substantive-change-policy>.

4. OTHER BUSINESS

- a. Council Composition for Spring 2016.

The Council agreed to maintain the current composition through Spring 2016 and agreed upon the meeting dates as noted in Section 5. The Council agreed that the use of Collaborate or another web-based meeting application would be helpful in the event representatives cannot attend in person.

- b. Attendance and Participation.
Representatives agreed to not send delegates to the Council meetings. Meeting information and summaries are available to Council representatives in advance and within one week of each meeting. In the event there is a need to cover information or material in person, Susan Paraska will set up a time to meet with representatives.

- c. Improvements by the Council.
The Council agreed to seek ways to improve its service to the University—through messaging, the website, and outreach. For example, the Council will review the functionality and organization of the website. One idea discussed was to include a feature that would pull up policies according to a person’s status (employee, student, faculty, visitor, etc.) in addition to the A-Z feature and policy categories. This would simplify searches for policy.

5. ADJOURN

Spring 2016 Meetings:

January 26, 2016 (Town Point 2220, Kennesaw Campus)

February 23, 2016 (Q 204, Marietta Campus)

March 22, 2016 (Town Point 2220, Kennesaw Campus)

April 26, 2016 (Q 204, Marietta Campus)

End of Meeting Summary