

Kennesaw State University

Policy Process Council

October 15, 2019

Members:

Present: Tariq Bradford, Robert Bridges, Thomas Dale, Mariel Fox, Stephen Gay, Kevin Gwaltney (chair), Jeannine Jones, Randy Kennedy, Shawn Long, Mindy Mager-DeBruce, Ron Matson, Doug Moodie, Amy Phillips, Mary Quat, Chris Summerlin, Chris Ziegler

Absent: Jeff Delaney, Lesley Netter-Snowden, Nwakaego Nkumeh, Alice Pate

Agenda:

Policy Process Council Meeting Notes, April 16, 2019

Information Items:

Updated Policy Portal (<https://policy.kennesaw.edu/>)

- Council members were reminded to notify Kevin of broken links to policies and that the KSU Policy Portal is the central and only location where university-level policies should be posted.
- Members suggested that a short notice announcing the new Policy Portal should be sent.

Discussion of Best Practices for Policy Communication and Training

- After it was noted communication and training primarily are the responsibility of the policy owner, members suggested multiple methods be used to communicate new and significantly revised policies including the following.
 - KSU Today
 - notifications to supervisors (vice presidents, deans, academic chairs/directors)
 - direct email from policy owner
 - KSU Policy Portal website (scrolling bar, table)
 - Shared governance and administrative bodies

Policy Process

- By a memo to and a meeting with Provost Schwaig and Chief Legal Affairs Officer Nkumeh, Danielle Buehrer and Kevin Gwaltney recommended the formation of a task force of KSU policy experts to suggest an efficient, effective process that results in the publication and communication of new and revised University-level policies.
- Council members suggested one product of the work should be clear definitions of terms, such as policy, procedure, guideline, and directive.

Completed Revisions

- Policy Process Council description in the University Handbook

- Hazing Policy
- Sexual Misconduct Policy

Revisions in Progress

- Web Accessibility Policy Statement
- Waiver Administration Policy
- Unmanned Aerial System (UAS) and Other Aircraft Policy

Other:

Future Meetings – Tuesdays, 11:00 - 12:30 pm, TP 2220, as follows

- November 19, 2019
- January 21, 2020,
- February 18, 2020,
- March 17, 2020
- April 21, 2020