

Kennesaw State University
Policy Process Council
Meeting Notes
September 15, 2020

Members:

Present: Undra Baldwin, Rob Bridges, Mark Byrd, Jeff Delaney, Bill Diong, Ian Ferguson, Stephen Gay, Kevin Gwaltney, Teresa Johnston, Jeannine Jones, Randy Kennedy, Mindy Mager-DeBruce, Ron Matson, Alex McGee, Doug Moodie, Amy Phillips, Michael Sloan, Amber Smith, Jessica Watkins

Absent: Alice Pate, Mary Quat

Guests: David Easterwood, Donna Davis Reddix, Breana Ware

Agenda:

Welcome and Policy Process Council Information

- Policy Process Council reminders:
 - University Handbook description
 - <http://catalog.kennesaw.edu/content.php?catoid=53&navoid=3814>)
 - Non-voting body
 - Members:
 - Review meeting agenda and associate documents before the meeting
 - Suggest revisions to policy owner based on expertise
 - Share policy information with unit or body represented
 - Director of Policy
 - Provides policy guidance to policy owners and users
 - Oversees the policy review and approval process
 - Provides editorial services to policy owners
 - Monitors external policy changes (BOR, USG, etc.)

Policy Download Instructions

- <https://policy.kennesaw.edu/>, select “Policies,” click “Policy,” select policy name from list
- A direct URL to a specific policy in the Policy Portal is available upon request.
- Please encourage colleagues to access policies directly from Portal and discourage colleagues from posting policy documents on other websites.

Policy Process Summary

- Periodically, each policy owner, or designee, should review applicable policies and determine if revision is warranted. Also, KSU leaders should continually assess if a new policy is needed.

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- When the policy owner, or designee, revises or drafts a policy document, the revisions are reviewed by the Director of Policy and Legal Affairs.
- If the revisions are determined to include a substantive change to a policy or a new policy, the policy draft proceeds through the review and approval process before posting on the Policy Portal.
- If the revisions are determined to include no substantive change to existing policy (e.g., position title, office name, phone number, URL), the new version is posted on the Policy Portal.

New Business

Sexual Misconduct Policy

- <https://kennesaw.policytech.com/docview/?docid=101&public=true>
- Department of Education, Office of Civil Rights issued new rules for Title IX
- BOR Policy Manual, Sections 6.7 and 4.6.5, revised in response to updates
- KSU policy now links to BOR Policy Manual instead of repeating Board policy
- Policy update and training announced through KSU Today (<https://ksutoday.kennesaw.edu/post/sexual-misconduct-prevention-and-awareness-training-3>)
- Faculty are encouraged to volunteer to serve as hearing panelists

Student Codes of Conduct

- <https://scai.kennesaw.edu/codes.php>
- Misconduct Resolution Procedures (<https://scai.kennesaw.edu/procedures/scai-misconduct.php>) revised to align with BOR Policy Manual updates related to new Title IX rules

Centers and Institutes Policy

- <https://kennesaw.policytech.com/docview/?docid=102&public=true>
- Policy revision, which is new to the Policy Portal, developed by task force charged by Provost Schwaig
- Focused on research centers and institutes
- Assigns control to local authority, usually college dean
- Prescribes a five-year review cycle, which assesses mission and financial viability of each center/institute

Centers and Institutes Review Committee

- <http://catalog.kennesaw.edu/content.php?catoid=53&navoid=3814>
- Revision of University Handbook to align with Centers and Institutes Policy

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Information Items

Unmanned Aerial System (UAS) and Other Aircraft Policy

- Revised, reviewed, and posted on Policy Portal

Recent Non-Substantive Revisions

Competitive Solicitation Policy

Consulting Services Policy

Environmental and Occupational Safety Policy

Intellectual Property Policy

Investment Policy

Reviews in Progress

Access to University Facilities Policy

Alcohol and Other Drug Policy

Policy on University Policies

University Handbook (<https://handbooks.kennesaw.edu/>)

Other Business

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

- September 15, 2020, Microsoft Teams
- October 20, 2020, Microsoft Teams
- November 17, 2020, Microsoft Teams
- January 19, 2021, TP 2220
- February 16, 2021, TP 2220
- March 16, 2021, TP 2220
- April 20, 2021, TP 2220