



## Kennesaw State University Policy Process Council Meeting Summary

September 11, 2023

11:00 – 12:30

Via TEAMS

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Blue font reflects notes added to the agenda

**Members:** Matt Bain, Jay Thomas, Jeff Delaney, Scott Nowak, Leigh Funk, Robert Bridges, Ryan McLemore, Nwakaego Nkumeh Walker, Evelina Sterling, Amy Phillips,

**Members Excused:** Zae Brewer, Lisa Duke, Amber Smith, Stephen Gay, Sherry Grable, Matt Iwanski, Sandi Gillilan, Ian Ferguson

**Invitees:** Amasett Wong & Katie Fults – Residence Life

**Agenda:**

### New Business

#### 1. Updates on the New Policy Portal App

- a. Update on Searching Policy Portal – CTRL+F
- b. Transition of Policies to Institutional Policies Sharepoint/Teams
- c. New Permanent Links – Please update any local pages linking to a policy... this should be the last time the link changes.
- d. Transition to the Annual Updates – Policies with Signatures
- e. KSU Institutional Policy Dashboard – What information would be useful for you or your constituents?

#### 2. Proposed Cohort schedule for policy annual reviews – Update Reminders

PPC recommended adding a 30-day reminder to the process.

- a. Group May – Initial review request will be sent March 15 / Reminder April 15
- b. Group June – Initial review request will be sent April 15 / Reminder May 15
- c. Group July – Initial review request will be sent May 15 / Reminder June 15
- d. Immediate updates can be made anytime as necessary

#### 3. AY24 Preparation

- a. Meeting Schedule Sept 19, Nov 14, Feb 20, April 15
- b. Additional Membership Changes

#### 4. Review/Discussion of Policies

- a. Access to University Facilities Policy – Lesley Netter-Snowdon
  - i. Section 4 – Exclusions or Exceptions - The PPC felt the exclusions listed under item #4 should remain in the policy to explicitly identify the exclusions.
  - ii. Section #2 - It was suggested that “in 2011 be deleted since that information is stated in the heading.
  - iii. Overall – Group appreciated the effort to clarify and clean-up the policy.

iv. Editorial Updates Only – Group felt these revisions did not rise to substantive changes and would not need to go back through shared governance.

b. Heads Up New Policy - Professional Staff Living On Campus Pets Policy - Amasett Wong & Katie Fults – Residence Life

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### **Meeting Schedule**

2023-2024 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- September 29, 2023
- November 14, 2023
- February 20, 2024
- April 16, 2024