Annual Report of the

Policy Process Council
May 1, 2013 - April 30, 2014

Chair: Susan Paraska   Director of Institutional Effectiveness
Submitted by: Susan Paraska
Date Submitted: April 16, 2014
Website: https://policy.kennesaw.edu/

Purpose of the Council

The Policy Process Council is a collaborative and representative body that manages, monitors, and maintains institutional policies and KSU's policy portal. While the Council has no policy making authority, its purpose is to assure the policy approval process is followed and that only policies approved through KSU's shared governance process are made available via the policy portal. Among the Council's responsibilities are to:

- communicate and document the flow of proposed policy through the shared governance process for review and recommendation prior to presentation to the Cabinet and president;
- manage, monitor, and maintain institutional policies to ensure that KSU's Policy Portal is accurate;
- provide quarterly updates informing the campus community of new policy, revised policy, and deactivated policy;
- inform owners of KSU handbooks and catalogs of additions to or modifications of policy for inclusion in official publications and websites as appropriate

Activity, Productivity, and Impact

This Policy Process Council was approved as a standing committee in December 2012 and held its first meeting on June 6, 2013. Prior to the first meeting, key tasks that were completed included an audit of current KSU policy and website (policy portal), research and drafting of policy guidelines, a workflow to ensure inclusion of the University's shared governance bodies, and designation or election of persons to serve as Council members.

During this first year, existing policy was reviewed for relevancy and currency by the vice presidents with primary responsibility to administer policy. Once reviewed and signed off, updated policies were re-posted to the new "Policy at KSU" website.

One policy was presented for approval to the KSU shared governance and leadership this year. The proposed policy, "Policy on Control of University Policies," is the result of terminated "Deviations from Approved Policy" and a revision of "Control of University Policies." The proposed policy was reviewed by the University Council as forwarded to the other shared governance bodies as an information item. Following the meetings of these bodies and notation in minutes, the proposed policy will be sent forward to the President's Cabinet and president for final reviews and signature.

University policy is under review as a whole as a result of the November 2013 decision by the Board of Regents of the University System of Georgia to consolidate KSU and Southern Polytechnic State University (Marietta, GA). That decision also established the Consolidation Implementation Committee and, as a result, policy of both universities is under review by working groups under the joint leadership of KSU's and SPSU's offices of Legal Affairs.

The impact and value are having a transparent, documented flow of policy development, review, and approval in place for the KSU community.

Members
Members of the council are designated by their respective vice presidents or elected by their shared governance bodies.

David Arnold	External Affairs
Maria Britt	Operations and CIO/CBO
Noelle Davis	Staff Senate
Stephen Gay	Administrators' Senate
Ann Key	University Advancement and Development
Lectra Lawhorne	Information Technology Services Representative, *Ex Officio*
Dr. Ron Matson	Academic Affairs and the Council of Academic Deans
Dr. Mark Mitchell	Chairs' and Directors' Assembly
Nwakaego Nkumeh, J.D.	Legal Affairs
Susan Paraska	Institutional Effectiveness, *Chair*
Jahan Saeed	Student Government Association
Brenda Stopher	Athletics Department
Diane Walker, J.D.	Student Success
Dr. Christine Ziegler	Faculty Senate