



Kennesaw State University Policy Process Council Meeting Summary

March 17, 2026

11:00 – 12:30

Via Teams

Summary notes from this meeting are included below in BLUE font.

Council Members:

Callie Warren, Jay Thomas, Sandi Gillilan, Aaron Streimish, Scott Nowak, Karen Kornweibel, Leigh Funk, Bee Blank, Stephen Gay, Rudy Jackson, Lisa Duke, Matt Iwanski, Ryan McLemore, Marsha Barsky, Sam Garbe, Nwakaego Nkumeh-Walker, Amber Smith, Lauren Taglialatela, Jace Freeman

Members Excused:

Invitees:

- Harrison Long, Vice President of Strategic Communications and Marketing & Stephen Gay, AVP for Cybersecurity & Chief Information Security Officer
- Manda Sexton, Director of Resource Strategy and Management - University Libraries
- Paul Parker, University Registrar & AVP & Hayden Elias-Rodriquez, Assistant Registrar and Records Compliance
- Leigh Funk, AVP & SACSCOC Liaison

Agenda Items:

Updates

1. **WCAG and Policy Versions**
 - Accessible Policy Template – New Policies please use the WCAG KSU Policy Template
 - All KSU Institutional Policies will be converted to the WCAG compliant version by April 1.
 - Approved pdf versions as .docx for editing – Please use the official .docx version of the approved policy to make changes.

Review/Discussion of Policies

Please review the policies and insert your comments / feedback in the shared documents linked below.

1. [Online Resource Ownership, Control, and Use Policy](#) - Strategic Communication / UITS
Substantive Revisions

Changes clarify USG authority and ownership of KSU online resources, expanding definitions and scope to include contractors, third-party vendors with access, and specific features of online content. It also incorporates federally mandated web accessibility standards under Web Content Accessibility Guidelines 2.1, outlines unit responsibilities and consequences for non-compliance, and establishes approval parameters for external links from the KSU website.

2. [Libraries Development Collection Policy](#) – University Libraries
New Policy

3. [Waiver Administration Policy](#) - Registrar's Office
Substantive Revisions

Editorial changes and updates to titles, dates, and minimal verbiage. These changes do not impact overall scope or processes.

4. [Institutional and Program Accreditation Policy](#) - Academic Affairs
New Policy

This policy is intended to promote the quality and consistency of communication between KSU and accrediting agencies. It clarifies the definitions and expectations for the institution and for programs who are accredited by specialized accrediting bodies.

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5. [Cellular Wireless Communications Devices and Services Policy](#) - UITS
Editorial Only

Change to add “or designee” under item b. Criteria to Determine Need.

To support approved research (requires additional approval from the Chief Information Security Officer, [or designee](#)).

To submit a policy for shared governance review, we need to receive the revisions by 04/06/2026.

Policies Submitted for Shared Governance Review

February 2026

- Alternative Work Schedule Policy – Submitted for SG Review 02/10/2026
- Telework Policy – Submitted for SG Review 02/10/2026
- Cellular, Wireless Communications Devices, and Service Policy - Signed 02/26/2026
- Cloud Services Policy - Signed 02/24/2026
- Data Security Policy - Signed 02/24/2026
- Information Security Incident Response Policy - Signed 02/24/2026
- New System Policy - Signed 02/24/2026
- User Accounts and Passwords Policy - Signed 02/24/2026
- Video Surveillance Policy - Signed 02/24/2026
- Vulnerability Disclosure Policy - Signed 02/24/2026

- Web Accessibility Policy Statement - Signed 02/24/2026
- World Wide Web Publishing Policy - Signed 02/24/2026

January 2026

- Contract Approval Signature Authority Policy – Signed 01/20/2026
- Establish Change of Elective Fee Special Charge Policy – Signed 01/20/2026
- Relocation Policy – Signed 01/20/2026

November

- Substantive Change Policy – Not Yet Submitted for Shared Governance Review

October:

- Written Student Complaints_– Signed 11/20/2025
- Complaint Resolution Policy – Signed 11/20/2025
- Research Centers and Institutes Policy – Signed 11/20/2025

September:

- Continuity of Operations Policy – Signed 11/12/2025
- Hazing Policy – Signed 11/12/2025
- AI Policy – Submitted to USG for approval before signed at KSU

Policies Under Review

Action Item: Requests to the following policy sponsors have been sent requesting review by March 31.

1. [Records and Information Management Policy](#) - Amber Smith, Records Management Unit, 2021
2. [Advertising Policy](#) – Dennis Marrow, Strategic Communications Unit, 2023
3. [Programs Serving Minors](#) – Ann Schroeder, Legal Affairs Unit, 2023
4. [Unmanned Aerial System and Other Aircraft Policy](#) – Edward Stephens, Legal Affairs Unit, 2023
5. [Environmental Occupational Safety Policy](#) – Stephen Ndiritu, Environmental Health and Safety Unit, 2023
6. [Motor Vehicle Operator Policy](#) – Janet Nash, Environmental Health and Safety Unit, 2023

Policies Overdue for Review

- None

Process Improvements for AY26

- [PPC Policy Management Dashboard](#) - Permission Based
 - [Policies Under Shared Governance Review Report](#) – Please Share with Your SG Groups
 - [External Policy Portal](#) – TEST Policy Organization
 - [FY26 Policy Review Schedule](#)