**Faculty Senate Agenda on 4/21/14**

HS/PH 2010 – 3:30 – 4:45 p.m.

**Previous Minutes**

1. Approve 03/24/14 minutes

**Old Business**

1. External Letters (FSEC)

The following language, which the Faculty Senate of SPSU adopted on 3/27/14, is up for a second reading:

“The promotion process for tenure-track faculty includes external review in the form of two letters from appropriate experts who have no current affiliation with Kennesaw State University. These experts are specialists in the candidate’s academic discipline, and they provide an objective evaluation of the evidence of the candidate’s scholarship, which is prepared by the candidate, and which may be limited in quantity by the department chair. If the experts have a present or prior relationship to the candidate, e.g., advisor on dissertation committee or co-author, this relationship must be disclosed. The experts are selected by mutual agreement of the candidate and the department chair, and the department chair performs all communication with the experts. The department chair informs the experts that the review is limited to the material provided by the candidate and does not include the question of promotion or tenure. The department chair will provide the experts a cover letter with instructions on the scope of review and the material prepared by the candidate. Department guidelines on promotion and tenure are not sent to the experts. Academic Affairs provides financial support to departments to cover the costs associated with external review.”

**Resolution on External Letters** to accompany language:

The Faculty Senate hereby recommends to the university president the following items regarding the use of external letters in the promotion and tenure process at the *new* KSU. First, it should be acknowledged that the anticipated deliberative process regarding the adoption of external letters during 2013-2014 was upended by the consolidation.

* Resolved: *Those persons responsible for administering the external letter process shall take into consideration when a person being evaluated had notice of the external letters requirement*.

Second, it should be acknowledged that departments have the most information regarding promotion and tenure decisions.

* Resolved: *Consistent with other parts of the promotion and tenure process, the ultimate requirements concerning the use of external letters are determined on the basis of departmental guidelines*.

Third, the chair’s letter to the external reviewer should include some uniform, university-wide information; otherwise, the departments should create their own unique language for the letter.

* Resolved: *The following language must be included in the chair’s letter to the external reviewers*: “Thank you for agreeing to serve as an external reviewer of a faculty member at Kennesaw State University (KSU), which is the third-largest university in Georgia, offering 90 graduate and undergraduate degrees, including doctorates in Education, Business and Nursing, and a Ph.D. in International Conflict Management. A member of the University System of Georgia, KSU is a comprehensive, residential institution with a growing student population of more than 31,000 students from approximately 130 countries. In general, the faculty at KSU are expected to engage in—in this order—teaching, research, and service to the university and the community. KSU operates in a constrained resources environment.

“This external review process is limited to the material provided by the candidate. Any relationship with the candidate must be disclosed. The department guidelines relevant to the candidate are not included in this external review process, because the review is limited to only the materials provided by the candidate; please, do not make a recommendation for promotion or tenure in your review of the candidate. The candidate may respond to an external letter. The goal of this process is to gain a candid and open external evaluation of the candidate’s research and/or creative activity. The question is on the quality of the candidate’s contribution to the relevant literature or area of study or expertise in the view of the external reviewer.

“Your review will become part of the conversation about the candidate’s overall portfolio during the university’s internal review process for promotion and tenure. Thank you very much for helping to ensure a deliberative review process at KSU. Your participation is sincerely appreciated! [Followed by the rest of the chair’s letter, which must be consistent with the above, as determined by the department’s guidelines.]”

Fourth, it takes time and resources to cultivate an outstanding reputation in one’s field in academia.

* Resolved: *Academic Affairs must increase travel support and research support to tenure-track faculty commensurate with the expectation of developing an outstanding reputation among external reviewers*.

2. **Web Accessibility** – proposed: syllabus language and 30-min web training program (“re-fresh” course every five years)

Syllabus Language: Web Accessibility & Reasonable Accommodations Policies

Kennesaw State University follows the guidelines of the Universal Design for Learning standard of web accessibility. Faculty use Word, PDF, and HTML formats when communicating electronic information to students whenever possible and appropriate in light of the goals of the course. Faculty are trained to use Web Accessibility Evaluation tools, e.g., WAVE ([www.wave.webaim.org](http://www.wave.webaim.org)), and make adjustments as possible and appropriate in light of the goals of the course. Faculty are encouraged to provide electronic information in alternative formats, e.g., text, audio, etc., as appropriate in light of the goals of the course. For free resources available to students on web accessibility, please visit the Web Accessibility Resources page at the Distance Learning Center: [link]. Faculty accommodate all reasonable requests for accommodation; these requests must be documented by the DisAbled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

Faculty Training Program: All faculty will take a 30-minute web accessibility training program online. The DisAbled Student Support Services and the Distance Learning Center will coordinate the curriculum, delivery, data keeping, and assessment of this training program with the standing committee on Distance Education. Legal Affairs is the office ultimately responsible for this program, which will be assessed every five years—or earlier, if a significant change in web accessibility standards occurs. Faculty will take a different “re-fresher” course every five years from the date of their last training session.

**New Business**

1. **Electronic Recording & Social Media Policy** (FSEC)

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall electronically record any class discussion without the written permission of the instructor. No person shall publish online or elsewhere any electronic recording of a class discussion without the written permission of the instructor and any other persons who were recorded. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor and any other persons who were/will be recorded. Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the DisAbled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

2. **Proposal for New Standing Committee**: Distance Education Task Force Committee (D. Moodie)

**Distance Education Advisory Committee — assigned to the Faculty Senate and advisory to the Assistant Vice President of Technology Enhanced Education and the VPAA**

1. Purpose:  
   This committee will annually review all KSU and USG distance education policies and may make recommendations for revisions to existing policies. The committee makes and hears policy change proposals/recommendations to distance education policies. All distance education policy changes are reviewed by this committee and the Faculty Senate for feedback before being implemented.
2. Membership:
   1. TF 14: (This number will change 20 when new colleges added at consolidation) tenured, tenure track, or full-time permanent faculty; two elected from each degree-granting college, serving two year staggered terms. Faculty elected to serve on this committee should have demonstrated previous involvement and commitment to Distance Education. Faculty will serve staggered two-year terms so that the composition of the committee will have a mix of experienced and new members.
   2. AD 1: One administrator: AVP of Technology Enhanced Education or designee (ex-officio).
   3. SF 1. Representative chosen from instructional designers (ex-officio).
   4. Additional people may also be asked by the committee to serve based on their knowledge (ex-officio).
   5. Until consolidation, the elected members of the existing Distance Education Task Force will serve as members, with next elections for 2015/16 and 2015/17 members to be held in Spring 2015.
3. Procedures:
   1. A faculty member, chosen by the committee, serves as the chair of this committee.
   2. This committee will normally meet as needed to review distance education program proposals and changes.
   3. Annual report due May 1st of each year to the Vice President/President-elect of the Faculty Senate.

**Information**

1. KSU Day of Service: 4/26/14 (B. Wooten)

2. KSU National Walking Day – April 30th (F. Spellman)

KSU is hosting an event for National Walking Day on Wednesday, April 30, 11:30am-1:30pm on the Campus Green. We would greatly appreciate it if you three can lead a 30-minute walk as the grand marshals starting at 12PM. Contact: [fspellma@kennesaw.edu](mailto:fspellma@kennesaw.edu)

3. Attendance Verification Procedures Information (K. West)

Recommended syllabus language: *Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal*.

**Other Matters Arising**

1. Question to consider next year at the current KSU and SPSU campuses on the *new* KSU: How do the faculty want to determine and measure “quality” at the *new* KSU? What, if any, entities outside of the departments/colleges should have (any or how much?) editorial control over the “quality” of instruction and curriculum? For example, should annual or semester teaching evaluations performed by department peers replace the distance education course review process? (FSEC)