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|  **KSU Faculty Senate Meeting Minutes** **Attendance (April 21, 2014)** |  |
| **College/School/Constituency** | **Faculty Member/Liaison** | **Attendance** | **Term Expires** |
| Accountancy | Thomas Devaney | X | 2015 |
| Art & Design | April Munson | X | 2014 |
| Biology & Physics | R. C. Paul | X | 2014 |
| Chemistry & Biochemistry | Chris Dockery | X | 2015 |
| Communication | Emma Wertz | X | 2016 |
| Computer Science | Dick Gayler | X | 2015 |
| Dance | Stevan Novakovich | O | 2014 |
| Economics, Finance & Quantitative Analysis | Abhra Roy | X | 2014 |
| Education Leadership | Earl Holliday | O | 2014 |
| Elementary & Early Childhood Education | Shannon Howrey (proxy for Stacy Delacruz) | X | 2014 |
| English | Cindy Bowers | X | 2016 |
| Exercise Science & Sports Management | Jennifer Beck Willett | X | 2015 |
| First-Year & Transition Studies | Richard Mosholder | X | 2016 |
| Foreign Languages | Jaime Cruz-Ortiz | X | 2014 |
| Geography & Anthropology | Matthew Mitchelson | X | 2015 |
| Health Promotion & Physical Education  | Peter St. Pierre | O | 2015 |
| History & Philosophy | Alan LeBaron | X | 2016 |
| Inclusive Education | Joya Carter-Hicks | X | 2014 |
| Information Systems | Humayun Zafar | X | 2017 |
| Instructional Technology | Jo Williamson | X | 2016 |
| Interdisciplinary Studies | Roxanne Donovan | X |  |
| Management & Entrepreneurship | Doug Moodie | X | 2016 |
| Marketing & Professional Sales | Maria Kalamas | X | 2015 |
| Mathematics & Statistics | Josip Derado | O | 2015 |
| Music | John Warren | X | 2015 |
| Nursing | Jackie Jones | X | 2015 |
| Political Science & International Affairs | Jack Moran | O | 2014 |
| Psychology | Chris Ziegler | X | 2014 |
| Secondary & Middle Grades Education | Joanne Simpson | X | 2016 |
| Social Work & Human Services | Irene McClatchey | X | 2014 |
| Sociology & Criminal Justice | Kenneth White | X | 2014 |
| Sturgis Library | Cheryl Stiles | X | 2016 |
| Theatre & Performance Studies | Jane Barnette | O | 2014 |
| University Studies | Ree Howard | X | 2015 |
| Administrators Senate | Caryn Young | O |  |
| Chairs Council | Alice Pate | O | 2014 |
| Part-Time Faculty Council | Yvonne Wichman | X | 2015 |
| Staff Senate | C. Beam/J. Costen | X | 2014 |
| Student Government | Ryan Delaney | O |  |
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| **VISITORS** |  |  |  |
| President | Dr. Dan Papp |  |  |
| Provost & VPAA | Dr. Ken Harmon |  |  |
| Distance Learning Center | Dr. Jim Cope |  |  |
| Faculty Executive Assistant to President | Dr. Maureen McCarthy |  |  |
| Marketing & Professional Sales | Randy Stuart |  |  |

**Faculty Senate Meeting Minutes 4/21/14**

HS or PH 2010 3:30 – 4:45 p.m.

**Call to order at 3:34 p.m. by K. White. Quorum was established with 29 senators present.**

**Previous Minutes**

1. Approve 02/24/14 minutes. **Senator Mosholder made a motion to approve the minutes, and the minutes were approved by consent.**

**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.”

Senator Munson: Must include context with respect to funding, teaching loads, etc.

Senator McClatchey: What is the value added?

Senator White: Replication of data points from peer review provides sound practice for review and brings KSU in line with majority of peers.

Senator Bowers: Table entire document until July 2015.

Senator LeBaron: Agrees with Senator Bowers.

Senator White: If senate does nothing, only proposal on the table is from OWG 22.

Senator Dockery: Agrees with Senator White.

Senator Bowers: What is the date certain for the new policy?

President Papp: Prospectus to SACS due 10/1/2014 and needs to show a path forward for T&P at the new U.

Provost Harmon: Timeline for implementation of new policy is still in play.

Senator Zafar : Should external reviewers hold specific rank?

Senator White: The following language is submitted as a friendly amendment to the resolution:

**Text of the Proposal on External Letters**

“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.”

**Text of Proposed Faculty Senate Resolutions on External Letters**

* Resolved: *Scholarship is defined by university policy in § 3.4 of the Faculty Handbook.*
* Resolved: *The consolidation disrupted a previously ongoing campus dialogue on external letters and unnervingly accelerated the pace of decision-making.*
* Resolved: *The policy requiring external letters does not apply to tenure-track faculty hired before July 1, 2015.*
	+ Resolved*: If such grandparenting is not permitted, then the those persons responsible for administering the external letters process shall take into consideration when a candidate being evaluated externally had notice of the external letters requirement during the candidate’s review process.*
* Resolved: *Consistent with the parameters set by university policies, departments determine the external letters process.*
* Resolved: *If a chair and candidate cannot agree on two external reviewers, then Academic Affairs considers: 1) the candidate picks one and the chair picks one; 2) a department review committee determines the reviewers; or 3) a college review committee determines the reviewers*.
* Resolved: *The Chair’s letter to external reviewers includes:*
	+ *Appreciation of reviewer’s time*
	+ *Demographics and other information (university status, student data, faculty expectations and resources, etc.) about the general context of KSU (written by Academic Affairs)*
	+ *Demographics and other information about the particular context of the individual candidate (written by each department, respectively).*
	+ *Prohibition of sending the external reviewer any materials—i.e., entire copies of the departmental guidelines—beyond:*
		- *Selected research/creative activity (the quality of which is determined by the candidate, the quantity is determined by the chair)*
		- *Candidate’s CV*
		- *Chair’s letter*
	+ *Prohibition of making a final opinion as to tenure or promotion by the external reviewer. Review is limited to materials provided.*
* Resolved: *A candidate may respond to an external letter(s) and have that response included in the candidate’s portfolio.*
* Resolved: *The requirement of external letters is supported by Academic Affairs through a verifiable increase in travel and research support provided to tenure-track faculty that is commensurate with the expectation of developing an outstanding reputation among potential external reviewers.*

Senator Dockery: Accepted the friendly amendment.

Senator Paul: Motion to adopt the amendment.

Senator Mosholder: Second.

The amendment will be considered for final vote as second reading on May 5, 2014.

**New Business**

1. **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.

2. **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 make public any electronically recorded class discussion without the written permission of the instructor. 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 others as appropriate. Note: 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>

Senator Gayler: Suggests splitting limitations on recording and posting to social media.

Senator White: Faculty are in charge and can all recordings if they wish.

Senator Zafar: motion to approve web accessibility policy and electronic media policy together as required language for syllabus.

Senator Donovan: second.

The motions will be considered for second reading on May 5, 2014.

3. **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.

Senator Ziegler: motion to approve distance education advisory committee on first reading.

Senator Moodie: Second

The motion will be considered for second reading on May 5, 2014.

**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. For information, contact: 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)

2. +/- grades at the new KSU proposal (please send comments to Faculty\_Senate\_President@kennesaw.edu before the next FSEC)

3. New Senate meeting added to the calendar: 5/5/14 in PH 2010. (The FSEC will meet on 4/28/14 in SO 3033; please send agenda items to Faculty\_Senate\_President@kennesaw.edu by 4/23/14 at 12:00 p.m.)

Senator Ziegler: Motion to adjourn at 4:41pm