

**Faculty Senate Agenda**  
**8/26/13**  
PH 2204 3:30 – 4:45 p.m.

**First Business**

1. Elections

- a. Vice-President, 2013-2014 (to be President, 2014-2015)  
Nominee(s): **Cindy Bowers**
  
- b. Secretary, 2013-2014  
Nominee(s): **Chris Dockery**
  
- c. Staff Senate Liaison, 2013-2014  
Nominee(s): **Jaime Cruz-Ortiz**
  
- d. Chairs & Directors Assembly Liaison, 2013-2014  
Nominee(s): **Dick Gayler**
  
- e. Student Government Association Liaison, 2013-2014  
Nominee(s): **Christine Ziegler**
  
- f. Administrators Senate Liaison, 2013-2014  
Nominee(s): **Humayun Zafar**

2. Approve minutes from 4/29/13 Senate meeting

**Old Business**

- 1. Instructor-Only Certification and Other Online Teaching Proposals; **Forums on 9/16 and 9/19** (Ken White)
  
- 2. Ad Hoc Committee on P&T and External Letters; **Forums on 11/4 and 11/7** (Ken White, Ron Matson)  
Need to nominate faculty for service—one rep per college, plus one chair and the Assoc. VP of AA;  
faculty will chair the taskforce

**Send Nominees to:** [Faculty\\_Senate\\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu)

Elections will be held electronically by 9/30/13 (check email for link to Survey)

Nominate One or More People From the Following:

**University College**  
**CSM**  
**Bagwell**  
**Coles**  
**Arts**  
**Wellstar**  
**HSS**  
**Chairs**

## New Business

### 1. Faculty Handbook Language changes/clarifications **First Readings:**

- a. Annual reporting language to Senate clarification due to past experience; form creation (Ken White, Susan Paraska)
- b. Faculty Handbook Committee change due to Policy Process Council and the Assoc. VP of AA position (Ken White, Chris Ziegler)
- c. T&P Process Committee clarification due to past experience (Ken White, Michele DiPietro)

## Informational Items

### 1. **Benefits:**

- **Open Enrollment** for Benefits is from **11/11-11/22**
- **Positive Enrollment: All Faculty MUST go online** even if they do not want to change their options (this is a **major change from past practice**). For more information contact Corie Snellenberger: [csnelle1@kennesaw.edu](mailto:csnelle1@kennesaw.edu)

### 2. **Policy Process Committee Update** (Susan Paraska)

- The Policy Process Council has met twice, June 6 and July 11, to develop guidelines, a format template, and process flowchart to assist faculty and staff charged with developing and maintaining policy. The PPC will meet again on August 22 to discuss control on university policies and deviations from approved policy. Dr. Chris Ziegler is the Faculty Senate representative on the PPC. Information about the PPC can be found at: <https://policy.kennesaw.edu/content/policy-writing-guidelines-and-format>

### 3. **Athletic Facilities Opportunities** (Farah Spellman: [fsPELLMA@kennesaw.edu](mailto:fsPELLMA@kennesaw.edu))

- The Employee Fitness Center offers a safe, effective way to help KSU employees achieve their fitness goals in a friendly, non-intimidating environment. With the center, results come quickly because exercise time can be maximized and there is support available to provide the accountability most people need to stick with an exercise program and achieve their fitness goals. Whether your goals are to tone up, lose inches, increase stamina and strength, or add muscle, the Employee Fitness Center can develop a program for you! Contact Farrah Spellman, Wellness Coordinator for more information (770-423-6770)

### 4. **Kennesaw Fund Campus Campaign** (Joan Todd Duncan and VP Harders)

- Kennesaw Fund Campus Campaign letters will begin arriving in campus mailboxes during mid September. Please consider making a gift to support one or more of the remarkable programs that make Kennesaw State great!
- During the 2012-2013 campaign that ended June 30, 2013, campus giving increased along faculty and staff lines both in terms of the percentage of participation as well as the total dollars given. These funds are an important element that add a margin of excellence to programs across campus and enhance the student experience overall.
- We are most grateful for the commitment demonstrated by so many faculty and staff that has made a remarkable difference at this critical time.
- If you would like to make a gift on line, please go to the following site to access the campus giving card: [https://web.kennesaw.edu/giving/faculty\\_staff.shtml](https://web.kennesaw.edu/giving/faculty_staff.shtml)
- For questions about an existing pledge, funds in your account or other details, please contact Dr. Joan Duncan at [jduncan@kennesaw.edu](mailto:jduncan@kennesaw.edu) or call 770-499-3051

5. **Faculty Athletics Representative News** (Randy Stuart: [rstuart@kennesaw.edu](mailto:rstuart@kennesaw.edu))
  - Please participate in the **Grades First** program (email notifications are sent out at the beginning of each month)
  - **University Attendance Policy:** “Students who are absent because of their participation in university-approved activities such as field trips and extracurricular events will be permitted to make up the work missed during their absences”  
(<http://catalog.kennesaw.edu/content.php?catoid=14&navoid=864>)
  
6. **New Faculty representative for Curriculum** implementation team is Marvin Smith (FSEC).
  
7. **Shared Governance Leadership Introduction**
  - **Administrators Senate:** Jeff Cooper, President; Alicia Stignani, President-Elect
  - **Staff Senate:** Ron Bullock, President; Carole “Betty” Hill, President-Elect
  - **SGA:** Katherine Street, President; Khy Chestnut, Vice President; Ryan Delaney, SGA Liaison to Faculty Senate
  - **Chairs & Directors Assembly:** Mark Mitchell, Chair
  - **Deans Council:** Mark Anderson, University Council Representative
  
8. **Ricoh Printer Roll-Out:** For questions contact Elizabeth Starnes ([estarnes@kennesaw.edu](mailto:estarnes@kennesaw.edu))
  - The Ricoh Copy/Print solution provides a more robust printing solution for KSU faculty, staff and students. Over the summer, ITS and Ricoh have deployed 237 new printers to 201 departments, as well as all student printers
    - “FollowMe” secure printing allows for printing on any Ricoh printer on campus!
    - To send a print job to the printer, select ‘KSU-PRINT-BW on Print01’ or ‘KSU-PRINT -Color on Print01’, for black and white or color prints
    - Just tap your new Campus Card on the reader located on the side of the printer
    - Select your departmental charge code and you are ready to release your print job, make copies, or scan documents
    - HR and FIS departmental data is mapped for automatic provisioning and de-provisioning of employees into the cost centers for departmental print charges
    - Automatic provisioning for all Faculty and Staff to have a scan folder
    - Scanned documents can be saved in searchable PDF, Word, or Excel
    - Documents will be purged after 30 days
    - Scan folders are mapped as the V drive on the desktop: Scan-pass01.win.kennesaw.edu\netID
    - If any issues or challenges occur using the new printers, please email service at [service@kennesaw.edu](mailto:service@kennesaw.edu)
  
9. **Need Nominees to Serve on Strategic Enrollment Management Committee** to provide advice and recommendations on improving recruitment, retention, progression, and graduation performance.
  - Will meet bi-weekly
  - Will start meeting in September
  - Kim West will chair this committee
  - Self nominate or nominate others willing to serve on this important committee by sending an email to [Faculty\\_Senate\\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu) ASAP