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| **KSU Faculty Senate Meeting**  **Attendance (August 26, 2013)**  \*\*If you are substituting for a senator, please sign in by the name of that senator.\*\* | | | |  |
| **College/Constituency** | **Faculty Member/Liaison** | **Attendance** |
| Accounting | Thomas Devaney | X |
| Biology & Physics | R. C. Paul | X |
| Chemistry & Biochemistry | Chris Dockery | X |
| Communication | Emma Wertz | X |
| Computer Science | Dick Gaylor | X |
| Dance | Stevan Novakovich | X |
| Economics, Finance & Quantitative Analysis | Abhra Roy | X |
| Education Leadership | Earl Holliday | X |
| Elementary & Early Childhood Education | Stacy Delacruz | X |
| English | Cindy Bowers | X |
| Exercise Science/Sports Mgt. | John McLester | O |
| First-Year Programs | Richard Mosholder | X |
| Foreign Language | Jaime Cruz-Ortiz | X |
| Geography & Anthropology | Matthew Mitchelson | X |
| Health, Physical Education & Sport Science | Peter St. Pierre | X |
| History & Philosophy | Alan LeBaron | O |
| Human Services | Irene McClatchey | X |
| Information Systems | Humayun Zafar | X |
| Inclusive Education | Joya Carter-Hicks | X |
| Instructional Technology | Jo Williamson | O |
| Interdisciplinary Studies | Roxanne Donovan | X |
| Management & Entrepreneurship | Doug Moodie | X |
| Marketing & Professional Sales | Maria Kalamas | X |
| Mathematics & Statistics | Josip Derado | X |
| Music | John Warren | X |
| Nursing | Jackie Jones | X |
| Political Science & International Affairs | Jack Moran | X |
| Psychology | Chris Ziegler | X |
| Secondary & Middle Grades Education | Joanne Simpson | X |
| Sociology & Criminal Justice | Kenneth White | X |
| Sturgis Library | Cheryl Stiles | X |
| Theatre, Performance Studies & Dance | Jane Barnette | X |
| University Studies | Ree Howard | X |
| Visual Arts | April Munson | X |
| Administrators Senate | Caryn Young | X |
| Staff Senate | C. Beam/J. Costen | O |
| Chairs Council | Alice Pate | X |
| Student Government | Ryan Delaney | X |
| **VISITORS** |  |  |
| President | Dr. Dan Papp | X |
| Faculty Executive Assistant to President | Dr. Maureen McCarthy | X |
| Provost & VPAA | Dr. Ken Harmon | X |
| Associate Vice President for Faculty | Dr. Ron Matson | X |
| Faculty Athletic Rep to NCAA | Prof. Randy Stuart | X |
| Math & CETL | Dr. Meghan Burke | X |
| DLC | Jim Cope | X |
| DLC | Elke Leed | X |
| INED | Patty McHatton | X |

Ken White called the meeting to order at 3:31 pm

1. Elections: Ken White presented the following candidates for FSEC.

Vice President and President Elect: Cindy Bowers

Secretary: Chris Dockery

Staff Senate Liaison: Doug Moodie

Chairs & Directors Assembly Liaison: Dick Gayler

Student Government Association Liaison: Chris Ziegler

Administrators Senate Liaison: Humayun Zafar

RC Paul made a motion to approve the candidates. The motion was seconded and passed.

1. Approval of Minutes: Irene McClatchey was in attendance on April 29, 2013. The minutes will be revised accordingly. Doug Moodie made a motion to approve the minutes. The motion was seconded and passed.

Old Business

1. Instructor only certification and other online teaching proposals: Forums on 9/16 and 9/19 12:30-1:30 pm in Social Science 1021. Doug Moodie questioned the detail of the proposal before faculty forum. Ken White described it as a stop gap measure while an ad hoc committee was working on the full/permanent proposal. J. Derado asked for clarification of the language in the first sentence. Ken White will address with FSEC. Traci Redish, Stacy Delacruz, and Jane Barnette expressed concerns about quality without peer review. Provost Harmon agreed with the need for a faculty driven, instructor only path to certification, but voiced concern in the short term that the proposal is has to balance risk management concerns with efficiency concerns. Dr. Harmon continued: the current process is viewed as a best practice within the USG. Ken White commented that the line between process and content is blurred in the current review process and noted that the proposal can be tweaked in the interim to accommodate concerns about quality. Ken White asked for a motion to approve faculty forum. Dick Gaylor responded that the distance education practices are moving rapidly and that something needs to be done now. Dick Gaylor made a motion to approve the faculty forums and the proposal on first reading. The motion was seconded and passed.

1. Ad Hoc Committee on P&T and External Letters: Forums on 11/4 and 11/7 12:30-1:30 pm in Social Science 1021 will solicit campus feedback. Forums on 2/25/2014 and 2/26/2014 from 12:30-1:30 pm in Social Science 1021 will report a specific proposal to campus. Elections will be held electronically by 9/30/2013 and senators are asked to nominate faculty for the ad hoc committee. Meghan Burke and Cheryl Stiles asked for clarification on the term “teaching faculty” and the role of the Librarians in the process. Ken White will review with Ron Matson and the newly elected FSEC. Nina Morgan expressed concern that the proposal presupposes passing of the T&P Process Committee Clarification (new business item 1 part c). Ken White observed that the proposed task force and the T&P Process Committee handbook clarifications are not mutually exclusive. Chris Ziegler made a motion to approve the faculty forum. The motion was seconded and passed.

New Business

1. Faculty Handbook Language changes/clarifications First Reading:
   1. Annual reporting language to Senate: clarification due to past experiences; form creation. Randy Stuart voiced concern that the form is redundant. Doug Moodie expressed support based on his experience managing the annual reporting process and made a motion to approve on first reading. The motion was seconded and passed.
   2. Faculty Handbook Committee change due to Policy Process Council and the AVPAA position. RC Paul made a motion to approve on first reading. The motion was seconded and passed. Chris Ziegler made a motion to waive the second reading. The motion was seconded and passed.
   3. T&P Process Committee clarification due to past experiences. Jackie Jones made a motion to approve on first reading. The motion was seconded and passed.
2. Ad Hoc Strategic Enrollment Management Committee will be formed under the direction of Kim West and meet biweekly to address RRPG and Complete College Georgia (CCG). Nominations are needed ASAP and the first meeting will be in September. President Papp addressed the need for the committee as a perfect storm between several factors including a) decrease in enrollment across USG including 21/31 institutions for fall 2013; b) CCG goal to increase overall graduation by 60,000 by 2020; c) the pending move in funding that will be partly driven by RPG and other performance criteria.

Informational Items were included in the minutes, but not discussed:

**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, 3013, 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" \t "_blank)
   * 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 Curriculog** 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
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

Chris Ziegler made a motion to adjourn at 4:46 pm. The motion was seconded and passed.