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| **KSU Faculty Senate Meeting Minutes****Attendance (February 24, 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 | X | 2014 |
| Economics, Finance & Quantitative Analysis | Abhra Roy | X | 2014 |
| Education Leadership | Earl Holliday | X | 2014 |
| Elementary & Early Childhood Education | 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 | X | 2015 |
| History & Philosophy | Alan LeBaron | X | 2016 |
| Inclusive Education | Joya Carter-Hicks | X | 2014 |
| Information Systems | Humayun Zafar | X | 2014 |
| Instructional Technology | Jo Williamson | X | 2015 |
| Interdisciplinary Studies | Roxanne Donovan | X |  |
| Management & Entrepreneurship | Doug Moodie | X |  |
| Marketing & Professional Sales | Maria Kalamas | X | 2016 |
| Mathematics & Statistics | Josip Derado | X | 2015 |
| Music | John Warren | X | 2015 |
| Nursing | Jackie Jones | X | 2015 |
| Political Science & International Affairs | Jack Moran | X | 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 | X | 2014 |
| University Studies | Ree Howard | X | 2015 |
| Administrators Senate | Caryn Young | X |  |
| Chairs Council | Alice Pate | X | 2014 |
| Part-Time Faculty Council | Yvonne Wichman | X | 2015 |
| Staff Senate | C. Beam/J. Costen | O | 2014 |
| Student Government | Ryan Delaney | O |  |
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| **VISITORS** |  |  |  |
| Provost & VPAA | Dr. Ken Harmon |  |  |
| Associate Vice President for Faculty | Dr. Ron Matson |  |  |
| AVP Enrollment Services | Kim West |  |  |
| Faculty Executive Assistant to President | Dr. Maureen McCarthy |  |  |
| AVP Tech Enhanced Learning | Dr. Elke Leeds |  |  |
| Faculty Athletic Rep | Randy Stuart |  |  |
| Student Life | Jennifer Messer |  |  |
| Diversity and Inclusion | Ana Baida |  |  |
| Dean, Extended University SPSU | Russ Hunt |  |  |
| Dean, Arts and Sciences SPSU | Tom Nelson |  |  |
| Registrar | Melissa Earle |  |  |
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**Faculty Senate Meeting Minutes 2/24/14**

HS or PH 2010 3:30 – 4:45 p.m.

**Call to order at 3:31 p.m. by K. White. Quorum was established with 34 senators present.**

**Previous Minutes**

1. Approve 01/27/14 minutes. **Senator D. Moodie made a motion to approve the minutes, Senator J. Jones seconded and the minutes were approved by consent.**

**Information**

1. eCore information Dr. Jason Huett, Associate Dean of e-core. jhuett@westga.edu

SPSU is a participant in eCore, which is a USG general education distance education program. Courses are pre-built for faculty to deliver who sign a memorandum of understanding with eCore. Tuition sharing is involved. Faculty are paid fixed overload amounts. KSU students would choose to take a course created by KSU faculty or a course created by eCore. For information, check out: <https://ecore.usg.edu/KSU-SPSU/>

* Option 1: Do not continue eCore at the *new* KSU
* Option 2: Sign on with eCore in a limited fashion (hybrid)
* Option 3: Sign on with eCore in full (do not offer gen ed online courses created by KSU faculty)

A demo account for interested faculty/students at KSU who would like to learn more about specific eCore courses.

URL: <https://go.view.usg.edu/>

Username: kennesaw\_demo

The demo account has been enrolled in the following eCore courses as a student (if you need other roles to do more digging or other classes, just let me know):

* eCoreD2L Demo ENGL1102-K CO: ENGL 1102 - English Composition II
* eCoreD2L Demo MATH1401-K CO: MATH 1401 - Introduction to Statistics
* eCoreD2L Demo COMM1100-K CO: COMM 1100 - Human Communications
* eCoreD2L Demo CHEM1212K-K CO: CHEM 1212K - Principles of Chemistry II

**Old Business**

1. Financial Aid Attendance Compliance Strategy 2.0: The “W” and “WF” grade for Spring 2014 (Kim West) **(**First Reading)

Unofficial Withdrawals- Last Date of Attendance: (Effective Spring 2014)
Faculty should submit a W or WF grade for students who stop attending class and do not officially withdraw as follows:

* For students who stop attending class on or before the published “Last Day to Withdraw without Academic Penalty date, a grade of W or WF should be assigned based on the student’s status in the course.
* For students who stop attending class after the published “Last Day to Withdraw without Academic Penalty” date, a grade of WF should be assigned.

Faculty should also submit the last known date of academically-related activity (i.e., exam, test, assignments, etc.) should be entered into the “Last Attend Date” field. If the last date of attendance or class participation is unknown, faculty should leave this field blank.

All W and WF grades assigned as part of the Attendance Verification Procedures will count towards the number of W grades allowed, as defined in the University Course Withdrawal Policy.

Suggested syllabus language:

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

**Senator C. Bowers proposed the friendly amendment and waiver of second reading, Senator C. Ziegler accepted the amendment and seconded, and the second reading was approved by consent.**

2. PTFC Handbook Changes (Second Reading)

Dr. Pate asked for clarification on membership if a part-time faculty is no longer on contract. Senator Y. Wichman replied that faculty on contract in fall can remain on the council in the spring even if they are not teaching. T**he second reading was approved by consent.**

**New Business**

1. Office Hours Clarification (K. White) (First Reading; proposal to waive second reading)

Departments must establish guidelines that establish a minimum number of hours during each week that faculty should be available on campus beyond scheduled classes. Faculty teaching on campus, online, and/or hybrid courses may be available virtually instead of being required to be on campus at stated times during each week in accordance with department guidelines. The times stated by departments may be continuous or asymmetrical hours. **Senator R.C. Paul made a motion to accept the proposal as first reading.**

**Information**

**1. Standing Committees** for *new* KSU (K. White)

The OWG No. 69 requests the Faculty Senators of KSU to send to Faculty\_Senate\_President@kennesaw.edu a list of standing committees that are appropriate for a comprehensive university like the *new* KSU.

**2. Campus Culture & Climate Assessment Leadership Team** (Chris Ziegler)

The Campus Culture and Climate Assessment is the first comprehensive climate assessment at Kennesaw State University that surveys all of KSU's faculty, staff, and students. With the assistance of an external vendor, Rankin & Associates Consulting, and the dedicated efforts of over 40 campus community members, the survey instrument was developed and refined to adequately assess the current climate for working and learning at KSU. The survey will open on February 19, 2014 and will close on March 5, 2014 depending on completion rates. The survey results will be communicated to the campus community in Fall Semester 2014. Two to three actionable items will be developed from the findings that can be implemented within one year. Dedicated funds have been set aside to ensure the completion of the action items. In order for Kennesaw State to receive reliable data, a 30% response rate must be met. The Campus Culture and Climate Assessment Task Force encourages you to take the survey and remind your colleagues and students to do the same. For more information regarding the survey and process to date, please visit [www.kennesaw.edu/ccca](http://www.kennesaw.edu/ccca).

**Adjourn** – Senator C. Ziegler made a motion and the senate was adjourned at 4:45 p.m.

**Liaison Reports**

**Chairs and Directors Meeting – February 19th**

* There will be Curriculog training in March.
* Report from UPCC – Chairs need to help keep proposals flowing by making sure that proposals are complete at the college level.
* Do not worry about the area F form from the system office.
* Chair need to help get responses from the campus culture and climate survey.
* Flora Devine presented some case studies and promoted a workshop for chairs. This led to a great discussion.
* HR made a presentation about FMLA. This also led to a great discussion.

**Administrators Senate - 03/11/2014**

Last month’s meeting was cancelled due to the snow storm. The agenda contained two points under new business.

-          **Proposed Policy on University Policies:** The senate went over the policy document. A concern was raised about ownership of policies. The senate was of the view that the policy categories that appear on page 3 of the document are vague.

-          **Consolidation of administrator’s and staff senates:**The senate president (Jeff Cooper) highlighted a live proposal currently being discussed in an OWG he is a part of. The idea is to combine administrators and staff senate as part of reducing the many layers of shared governance that may not be necessary. Though nothing was voted on, Jeff is going to solicit opinions via email. Based on the discussion that took place no one was in favor of merging the two.

-          The next meeting is scheduled for April 11th, 2014.