**Faculty Senate Agenda on 11/18/13**

PH 2204 3:30 – 4:45 p.m.

**Previous Minutes**

1. Approve 10/28/13 minutes

**Old Business**

1. Faculty Handbook Online Office Hours for Online Courses: (Randy Stuart): **Second** **Reading** (motion = RC Paul)

**Current Language**: “Departments must establish guidelines that establish a minimum number of hours during each week that faculty should be available on campus beyond scheduled classes.”

**Proposed Language**: “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 online and/or hybrid courses may be available virtually instead of being required to be on campus at stated times during each week in proportion to their online teaching load.”

2. Financial Aid Attendance Compliance Strategy The “NA” grade for Fall 2013; the “SA” and “NA” grade for Spring 2014 (Kim West) **Second Reading** (motion = D. Moodie)

3. ~~¨BoR Textbook Policy Compliance on Faculty-Authored Books: department review process to avoid conflict of interest (Ken White, Val Whittlesey)~~ **~~Second Reading~~** **On hold, pending further BoR review**. (motion = C. Dockery)

**New Business**

1. Emeritus Policy **First Reading** (Ron Matson)

**Information**

1. VoIP Phone System Transition (Cheryl Hassman and John Isenhour)

2. Open Enrollment Period for Benefits (**Positive Enrollment Process: You Must Log In or You Will Lose Coverage**): 11/11 through 11/22. Contact [benefits@kennesaw.edu](mailto:benefits@kennesaw.edu) for more information.

3. **Announcement:** Faculty representative on the Foundations of Excellence Steering Committee (Chair, Keisha L. Hoerrner) – Yanghee Kim

4. **Announcement:** Faculty representatives from the degree granting colleges (two per college) for *faculty-led* strategic enrollment committee (Chair, Maureen McCarthy) TBD

5. Mandatory Survey (Dr. Hinds):

In accordance with federal EEOC regulations, please be advised that all faculty, staff, and student assistants will be required to complete a demographic survey by November 21, 2013.

To ensure that all KSU employees complete the survey by the deadline, the Office of the Chief Information Officer has mandated that all NetID passwords for KSU employees will expire at 11:59 PM on November 21, 2013.  During the first step of the NetID password reset process, employees will be required to complete the survey or opt out prior to this date. To restate, every employee of Kennesaw State University will be required to complete the demographic survey in order to reset their NetID password which will expire at 11:59 PM on November 21, 2013.

The Information Technology Services department and KSU Service Desk will e-mail instructions to each employee on Monday, November 4, 2013 with details about this process.

Should you have questions about the survey, please email ddennie@kennesaw.edu. Thank you for your cooperation.

6. Distance Education Comprehensive Task Force: send name, college, candidate statement (up to 250 words) to [Faculty\_Senate\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu) by January 10, 2014. (Election to be held electronically within each college from January 13th to the 17th). Task Force will report to Senate on 3/24/14 on future steps (which may include the need for continued deliberation).

7. Consolidation information (Dr. Papp)

**Other Matters Arising**