

September Faculty Senate Meeting Agenda

Faculty Senate Executive Committee Meeting: September 19th, 2016. 12:30 -1:45 pm. KH 4427.

Full Senate Meeting: September 26th, 2016. 12:30 -1:45 pm. Marietta Campus – A&B Ballroom

Old Business

1. P&T External Letters – Ron Matson

New Business

1. Approval of August meeting minutes
2. Comments from Dr. Houston Davis
3. State's special examination of the cost and quality of higher/online education – Elke Leeds
4. Gender/Transgender/Bi-Gender Identity & Preferred Name: D2L/Banner – Elke Leeds
5. QEP – Julie Page and Jorge Perez
6. Service Opportunities
 - a. Faculty Senate Openings –
 - i. FSEC: Marietta Campus Representative – Nominee: Paola Spoletini
 - ii. Faculty Senate Parliamentarian
 - iii. Faculty Senate Liaisons
 1. Administrators Council: [Schedule](#)
 2. Part Time Faculty Council: [Schedule](#)
 3. Staff Senate - Nominee: Nicholas Clegorne
 - b. Ad-hoc committee for bias/discrimination website: Need 3 senators
 - i. Nominees: Carolyn Carlson, Sandra Piquet.
 - c. Parking and Transportation Committee: Need 1 senator
 - i. Each meeting will be scheduled for 3pm, but the location is TBA. The dates are as follows: October 19th, November 16th, January 19th, February 22nd, March 16th and April 19th.
7. Any other business?

Information

8. Reserved Parking: The minimum fine for parking in a reserved spot has been reduced to \$50 from \$300. Rationale was that it was too high of a cost for students who would park there.

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Attendance		
Department/Constituency/Liaison	Name	Present
Visitors		
Office of Diversity and Inclusion	Erika Gravett	
Office of IE / Policy Process Council	Susan Paraska	
AV President: Technology Enhanced Learning	Elke Leeds	
College of Humanities and Social Sciences	Thierry Leger	
Office of Diversity and Inclusion	Nathalia Jaramillo	
Office of Diversity and Inclusion	Erik Malewski	
Office of the Provost: General Education	Sarah Holliday	
Dept. of Marketing and Professional Sales	Randy Stuart	
Dept. of Marketing and Professional Sales	Jennifer Hutchins	
Executive Director, Distance Learning Center	Jim Cope	
Dept. of Mathematics	Philippe Laval	
AV Provost: Quality Enhancement	Maureen McCarthy	
AV President: Curriculum	Valerie Whittlesey	
College of Computing and SE	Jon Preston	
Dept. of Marketing and Professional Sales	Terry Loe	
Dept. of Mechanical Engineering	Mir Atiqullah	
School of Nursing	Gloria Taylor	
Dept. of Systems and Industrial Engineering	Lester Dollar	
Liaisons		
Administrators Council		
Chairs & Director Council	Dawn Baunach	
Deans Council	Kathy Schwaig	Proxy
Part-time Faculty Council		
Staff Senate		
Student Government Association		
Ex-officio		
President	Houston Davis	
Provost and VPAA	Ken Harmon	
AVP for Faculty	Ron Matson	
AVP Enrollment Services	Kim West	
Senators		
Accounting	Cristen Dutcher	
Architecture	Kathryn Bedette	

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Art & Design	Craig Brasco	
Chemistry & Biochemistry	Michael Van Dyke	
Civil Engineering	Metin Oguzmert	
Construction Engineering Technology	Matthew Wilson	
Communication	Carolyn Carlson	
Computer Science	Alan Shaw	
Construction Management	Charner Rodgers	
Culinary Sustainability & Hospitality	Thorir Erlingsson	
Dance	McCree O'Kelley	
Digital Writing and Media Arts	Uttam Kokil	
Ecology, Evolution, and Organismal Biology	Joe Dirnbeger	
Economics, Finance & Quantitative Analysis	Luc Noiset	
Education Leadership	Nic Clegorne	
Elementary & Early Childhood Education	Scott Ritchie	
Electrical Engineering	Bill Diong	
Electrical & Computer Engineering Technology	Pam Frinzi	
English	Jeanne Bohannon	
Exercise Science/Sports Mgt.	Laurie Tis	
First-Year and Transitional Studies	Richard Mosholder	
Foreign Languages	Federica Santini	
Geography & Anthropology	Debrati Sen	
Health, Physical Education & Sport Science	Peter St. Pierre	
History & Philosophy	Marianne Holdzkom	
Honors College	Katherine Kinnick	
Inclusive Education	Joya Carter-Hicks	
Information Systems	Humayun Zafar	
Information Technology	Ming Yang	
Instructional Technology	Julia Fuller	
Interdisciplinary Studies	May Gao	
Leadership & Integrated Studies	Jennifer Purcell	
Library, University	Barbara Wood	
Management & Entrepreneurship	Doug Moodie	
Marketing & Professional Sales	Sandra Pierquet	
Mathematics	Josip Derado	
Mechanical Engineering	Mohammed S. Mayeed	Proxy
Mechanical Engineering Technology	Randy Emert	
Mechatronics	Ying Wang	
Molecular & Cellular Biology	Jerald Hendrix	
Music	Jana Young	
Nursing	Jane Brannan	Proxy
Physics	Russell Patrick	

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Political Science & International Affairs	Ken White/Heather Pincock	
Psychology	Roxanne Donovan	
Secondary & Middle Grades Education	Bryan Gillis	
Social Work & Human Services	Vanessa Robinson-Dooley	
Sociology & Criminal Justice	Tanja Link	
Soft Engineering & Game Development	Paola Spoletini	
Statistics & Analytical Sciences	Josip Derado	
Systems & Industrial Engineering	Robert Keyser	Proxy
Theatre, Performance Studies & Dance	Jim Davis	

Call to Order

1. The meeting was called to order at 12:30pm on August 29, 2016.

Old Business

1. None. (See "Information Items" below.)

Agenda Items

1. **Audit Update.** Interim KSU President Dr. Houston Davis presented the current status of the audit process and the future steps to be taken in resolving outstanding concerns. Following his presentation, Dr. Davis responded to questions from the audience.
2. **Bias Reporting Website.** Dr. Terry Loe addressed the senate with points of concern regarding updates to the Bias Reporting website of the Office of Diversity and Inclusion. Dr. Loe argued that, while well intended, the language of the website is antithetical to the freedom of speech, thought and expression.
 - a. Dr. Loe proposed the adoption of a freedom of expression statement by the University.
3. **Motion.** A motion was made to entertain a discussion of Dr. Loe's concerns.
 - a. Seconded and passed.
 - b. Discussion points:
 - i. The Bias Reporting process allows students to express concerns about bias in the classroom. Students may not be willing to confront faculty members about biased statements for fear of reprisal.

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- ii. Following a report submission, the next steps in the process depend on the nature of the report made. Sometimes the reporter is advised that the statements perceived as being biased fall under protected speech. Other times, the ODI may investigate the report further.
 - iii. It was noted that the language used to describe the follow up process online sounds aggressive.
 - iv. It was posited that the language used on the Bias Reporting website is unconstitutional.
 - v. It was offered that further discussion should involve persons affected by bias.
 - vi. Past examples of reported bias were provided for clarification.
- 4. **Motion.** A motion was made to form an Ad Hoc Committee to explore the Bias Reporting Website and its language.
 - a. Seconded and passed.
- 5. **USG Learning Management System Survey.** Dr. Elke Leeds and Dr. Jim Cope presented news on the search and adoption process for the USG's next learning management system. Dr. Leeds noted that the process will take two to three years and is just beginning. The new LMS will replace D2L, which has been in use for the past five years and is outdated.
 - a. The request was made for faculty input on draft questions for a system wide survey on LMS priorities.
 - b. Any topic areas that faculty members consider important in the assessment of a new learning management system are welcome for inclusion.
 - c. Submit draft questions or topic areas for the survey to Dr. Elke Leeds or Dr. Jim Cope by Thursday, September 1, 2016.
- 6. **Introduction.** Dr. Val Whittlesey, AVP for Curriculum, introduced Dr. Sarah Holliday as the Faculty Director of General Education.
- 7. **Prospective KSU President Search Committee.** Dr. Jennifer Purcell introduced the following resolution:
 - a. The Faculty Senate, in the interest of shared governance and faculty engagement, recognizes USG Policy 2.2 *Procedure for Selection of a President for USG Institutions*.
 - b. According to USG Policy 2.2, "The committee shall be composed of representatives of the faculty, alumni, foundation, students, and the

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community. Faculty shall compose the largest number of institutional members of the committee. Except as provided below, the chancellor shall name a faculty member as the chair of the institutional search committee (USG Policies, 2.2).”

- c. We call upon the university’s permanent and interim senior leadership team and the Chancellor of the University System of Georgia to advocate for and ensure faculty representation on the presidential search committee. Specifically, the search committee will include eight non-administrative faculty members chosen through a process developed by the Faculty Senate. We call on representatives from the USG to coordinate with the Faculty Senate to select these faculty members, including the chair of the search committee.
8. **Motion:** A motion was made to entertain a discussion of Dr. Purcell’s proposal.
 - a. Seconded and passed.
 - b. A second proposal was distributed for consideration in written form and was introduced by Jeanne Bohannon on behalf of a faculty member in the Department of English.
 - c. The scheduling of a presidential search was discussed relative to the transition of the USG Chancellor.
 - d. It was offered that candidates for KSU President should have experience related to R3 designated institutions.
 9. **Motion:** A motion was made to adopt the resolution presented by Dr. Purcell.
 - a. Seconded and passed.
 10. **Faculty Executive Assistant to the President.** Dr. Humayun Zafar noted that this position is now vacant.
 11. **FSEC.** Dr. Humayun Zafar called for nominations for the position of Faculty Senate Executive Committee at Large Member, Marietta Campus.
 12. **FS Liaisons.** Dr. Zafar called for nominations for Faculty Senate Liaisons to the Administrators Council, Chairs and Directors Assembly, Deans Council, Part Time Faculty Council, Staff Senate and Student Government Association.
 - a. The following Liaisons were nominated:
 - i. Chairs and Directors Assembly Nominee: Federica Santini
 - ii. Deans Council Nominee: Roxanne Donovan

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iii. Student Government Association Nominee: Doug Moodie

13. **Vote.** Dr. Humayun Zafar called for a vote to approve the nominated Liaisons.
 - a. All nominees approved.
14. **KSU Policy Process Council.** Dr. Zafar called for nominations for the KSU Policy Process Council FS Representative.
 - a. Nominee: Doug Moodie
15. **Vote.** Dr. Humayun Zafar called for a vote to approve the nominated representative.
 - a. Approved.

New Business

1. **Motion.** A motion was made to discuss Dr. Papp's service.
 - a. Not seconded.

Information Items

1. An announcement was made concerning the Sexual Misconduct Policy. Documentation was distributed with the Meeting Agenda.
2. An announcement was made regarding changes by SABAC to the funding process for student organizations. Documentation was distributed with the Meeting Agenda.
3. Dr. Humayun Zafar noted that future business will include the presentation of P&T handbook procedures for adoption.

Adjournment

1. Dr. Humayun Zafar adjourned the meeting at 1:40pm.

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate

In Dr. Papp's "Campus Update" of November 2015, he stated "...Based on this input, the timeline for full implementation of new guidelines will be delayed until 2018.

Thus, for those going up for P&T in fall 2016, fall 2017, and fall 2018, guidelines to be used are as follows:

For the P&T cycle beginning in fall 2016: current guidelines must be used

For the P&T cycle beginning in fall 2017: current or new guidelines may be used

For the P&T cycle beginning in fall 2018: new guidelines must be used

Based on the above dates, the following changes in T&P procedures will be implemented as outlined below:

Change in T&P Procedure	Fall 2016	Fall 2017	Fall 2018
Switch to P and T (i.e. must be promoted to Associate before being tenured)	No	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required
External Letters	No	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required
Only Full professors voting on promotion from Associate to Full	No	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required
Tally of votes recommending/not recommending an action	No	Appears in 2017-2018 KSU Faculty Handbook but not implemented	Required

RHM; 09Aug16

P&T Procedures (for 2017-2018)

(Draft – 14 April 16)

I) Department Committees

- a. There is a single department committee with a minimum of 3 voting members at appropriate rank for each portfolio (committees can borrow faculty from other departments if needed).
- b. Only Full professors can vote on a candidate's promotion to Full professor. Both Associates and Fulls can vote on a candidate's promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Full.
- c. Full professors are expected to serve on P&T committees as required.
- d. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes).

II) Letters

- a. The person submitting a portfolio (herein after referred to as the "candidate") and the department chair/school director (herein after referred to as "chair") develop a list of potential letter writers, twice the minimum number of the total required, with the candidate supplying at least half the names on the list.
- b. The chair and the candidate will discuss potential letter writers and in collaboration will develop a mutually acceptable, hierarchized list. The majority of letters must come from individuals who are neither co-authors nor dissertation committee members. If the candidate and the chair cannot reach agreement on the list of potential letter writers, the dean will make the final determination of the list..
- c. Individuals who pose a conflict of interest (such as friends, relatives, KSU co-workers) will be removed from the list.
- d. For promotion to Full, the candidate chooses 2 names out of the final 3 letter writers; the chair chooses 1.
- e. For promotion to Associate the candidate chooses 2 out of the final 3 letter writers; the chair chooses 1.
- f. The candidate may veto two names on the chair's initial list with no reasons or explanations required.
- g. Neither the chair nor the candidate may solicit a letter concerning Scholarship / Creative Activity from outside of the mutually agreed upon list.
- h. The candidate may choose to solicit a maximum of 5 additional letters of support in any area of Teaching, and/or Service and/ or Scholarship from outside the mutually composed list. When soliciting such letters, the candidate will include that the writer is asked not to make a tenure/promotion recommendation as such.

- . No individual may write more than one (1) letter of support for a single candidate's portfolio.
- i. The department chair contacts the potential letter writers by email or phone requesting their assistance.
- j. If the letter writer accepts, the chair will send the letter writer the standard KSU "Letter to External Reviewers," the KSU faculty member's CV, department guidelines for promotion and tenure, and reprints and/or professional portfolios or other documentation as appropriate by discipline. It is unnecessary to have all materials evaluated. The candidate should select the work to be shared with the letter writer. Materials should be shared electronically with the letter writer to the degree possible.
- k. If the letter writer declines, the chair will choose another letter writer in the order of the list.
- l. Once packets are sent to external letter writers, no additional information regarding the candidate's research/creative activity will be sent to the external letter writer
- m. The letter writers will send their letter to the department chair who will insert the letter into Binder 1 in a section clearly marked "External Letters."
- n. If requests are sent to more potential letter writers than are required, and if more than the required numbers are received, all letters will be included in the portfolio.
- o. If fewer than the number of letters requested by the chair are received, the chair will so note in the portfolio and the review will proceed.
- p. The candidate will not see the letters (to the degree protected by Georgia Open Records)
- q. At the end of the process, the department chair will remove the letters and keep them on file for one year from the date of the President's decision.

III) Department Chairs

- a. Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank.

IV) College P&T Committees

- a. Only Full professors can vote on a candidate's promotion to Full professor. Both Associates and Fulls can vote on a candidate's promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Full.
- b. College committees require a minimum of 3 voting members at the appropriate rank for each portfolio.

- c. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes)
- d. If there are fewer than three departments in a College, then the College P&T committee will include as many representatives from another College as needed.

V) Administrators

All department chairs, deans, associate deans, VPs, AVPS etc. must follow the same procedure for soliciting incorporating external letters into their portfolio following the guidelines for teaching faculty.

Additional Comments:

All faculty who are required to have “Research and Creative Activity” (e.g., all tenure-track faculty, tenured faculty, and clinical and research faculty as defined by their FPA/MOU) must submit external letters as described in this policy.

Recommendation: Change the composition of the College P&T from two faculty per department to one per department.