

October Faculty Senate Meeting Agenda

Faculty Senate Executive Committee Meeting: October 17th, 2016. 12:30 -1:45 pm. KH 4427.

Full Senate Meeting: October 24th, 2016. 12:30 -1:45 pm. Marietta Campus – A&B Ballroom

Old Business

New Business

1. Comments from Dr. Houston Davis
2. Approval of September meeting minutes
3. Program coordinators responsibilities – Kevin Gwaltney and Ron Matson
4. Accessibility and third party applications usage – Jim Cope
5. Benefits – Amy Phillips
6. External Letters Policy and CDA’s disapproval – Dawn Baunach
7. President Sam Olens and Faculty Senate
 - a. Motion from Kathryn Bedette and Humayun Zafar: “In order to present faculty issues and concerns to President Olens, and facilitate communication, the Faculty Senate Executive Committee shall put forward questions from the faculty for him to reply to at one of our future meetings”.
8. Service Opportunities
 - a. Faculty Senate Openings –
 - i. Faculty Senate Parliamentarian
 - ii. Faculty Senate Liaisons
 1. Administrators Council: [Schedule](#)
 2. Part Time Faculty Council: [Schedule](#)
9. Any other business?

Information

Election results:

- FSEC – Marietta Campus Representative: **Paola Spoletini**
- Staff Senate Liaison: **Nicholas Clegorne**
- Ad-Hoc Committee Members for Reviewing the Discrimination Website: **Jeanne Bohannon, Carolyn Carlson, and Sandra Piquet.**

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

Attendance		
Department/Constituency/Liaison	Name	Present
Visitors		
QEP, Dept. of First-Year and Transition Studies	Stephanie Foote	
QEP, Office of Institutional Effectiveness	Julie Page	
QEP, Office of Economic Development and Community Engagement	Brian Wooten	
QEP, College of Science and Mathematics	Adrian Epps	
Department of English, DFC	Nancy Reichert	
Department of Mathematics	Philippe Laval	
Associate Vice Provost	Maureen McCarthy	
Assoc. V President: Tech. Enhanced Learning	Elke Leeds	
Senior Vice Provost	John Omachonu	
College of Humanities and Social Sciences	Thierry Leger	
Dept. of Systems and Industrial Engineering	Lester Dollar	
Software Engineering & Game Development	Patricia Pierce	
Liaisons		
Administrators Council		
Chairs & Director Council	Dawn Baunach	
Deans Council	Kathy Schwaig	
Part-time Faculty Council		
Staff Senate	Chris Beam	
Student Government Association		
Ex-officio		
President	Houston Davis	
Provost and VPAA	Ken Harmon	
Assoc. V President for Faculty	Ron Matson	
Assoc. V President for Enrollment Services	Kim West	
Senators		
Accounting	Cristen Dutcher	
Architecture	Kathryn Bedette	
Art & Design	Craig Brasco	
Chemistry & Biochemistry	Michael Van Dyke	
Civil Engineering	Metin Oguzmert	
Construction Engineering Technology	Matthew Wilson	

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

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	Proxy
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 Promotion and Physical Education	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 & Integrative Studies	Jennifer Purcell	Proxy
Library, University	Barbara Wood	
Management & Entrepreneurship	Doug Moodie	
Marketing & Professional Sales	Sandra Pierquet	
Mathematics	Josip Derado	
Mechanical Engineering	Mohammed S. Mayeed	
Mechanical Engineering Technology	Randy Emert	
Mechatronics	Ying Wang	
Molecular & Cellular Biology	Jerald Hendrix	
Music	Jana Young	
Nursing	Jane Brannan	
Physics	Russell Patrick	
Political Science & International Affairs	Heather Pincock	
Psychology	Roxanne Donovan	
Secondary & Middle Grades Education	Bryan Gillis	
Social Work & Human Services	Vanessa Robinson-Dooley	

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

Sociology & Criminal Justice	Tanja Link	
Software Engineering & Game Development	Paola Spoletini	Proxy
Statistics & Analytical Sciences		
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 September 26, 2016.

Old Business

1. **Faculty Handbook P&T Procedures.** Associate Vice President for Faculty Dr. Ron Matson presented proposed P&T procedures developed by the Faculty Handbook Committee for policies concerning the promotion and tenure process, with a focus on external letters.
 - a. Documentation of the proposed procedures and the implementation time line for new P&T policies were provided in the Meeting Agenda.
1. **Motion.** A motion was made to entertain a discussion on the proposed procedures.
 - a. Seconded and passed.
 - b. Discussion points:
 - i. The question was asked whether or not Post-Tenure Reviews also require external letters. Dr. Matson responded that the policy does not require external letters for PTR or review of Lecturer positions.
 - ii. A question was raised on the exclusion of co-authors in the policy/procedure. Dr. Matson clarified that letters from co-authors are minimized, but not excluded and can be written by co-authors from other institutions.
 - iii. Concerns were raised that the vote tally policy could lead to interpersonal issues within departments. Dr. Matson explained that the policy itself was approved through shared governance and offered that the tally provides additional information to those participating in the review process.
 - iv. It was noted that some departments do not have enough Full Professors to fill a P&T committee for applications for promotion to Full Professor and would prefer having the

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

committee filled with senior-level Associate Professors from within the department, rather than filling the vacancies with Full Professors from another discipline.

- v. A Senator offered that retirees could fill Full Professor vacancies. Dr. Matson explained that the policy does not allow retirees to join P&T committees.
2. **Motion.** A motion was made to review and vote on each P&T Procedure section separately.
 - a. Seconded and passed.
 3. **Motion.** A motion was made to approve the change in process to Promotion and Tenure (P&T).
 - a. Seconded and passed.
 4. **Motion.** A motion was made to approve the External Letters Procedure section.
 - a. Seconded
 - b. Discussion points:
 - i. The additional time required to meet all of the reporting and reviewing processes required of faculty members is a concern. It was noted that the external letters policy adds to that workload and will be a significant draw on faculty resources in terms of time spent.
 - ii. It was offered that external letters are usually good and therefore do not become a substantive part of the review process.
 - iii. Provost Dr. Ken Harmon questioned whether the discussion was focused on the approved policy or the proposed procedures.
 - iv. Reference was made to the last meeting of AY 2015-2016 when the FS chose to table the discussion rather than approve the proposed procedures. It was noted that if the procedures are not approved then the next step would be to recommend policy changes.
 - v. The question was raised of whether or not the letters are required to maintain a position. Dr. Matson explained that the situation varies by position. For Assistant Professors, yes, the letters will be a part of the promotion process and promotion to

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

Associate is required before tenure. For Associate Professors, no, since the application to Full is optional.

- vi. It was offered that three letters is a good amount for the promotion process and that external letters help to support quality in higher education.
 - vii. An example was given of one case where the process was manipulated.
 - viii. The point was made that faculty and committees are waiting on the implementation of the new polices.
 - ix. A discussion was raised on item II.p, “The candidate will not see the letters (to the degree protected by Georgia Open Records)”, noting that this item was debated last spring.
5. **Motion.** A motion was made for a Friendly Amendment to the current Motion to remove items II.p and II.q from the procedures approved.
 - a. Seconded and passed.
 6. **Motion.** A motion was made to call the question.
 - a. Seconded and passed.
 7. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion with the Friendly Amendment to approve the External Letters Procedure section, with the exception of items II.p “The candidate will not see the letters (to the degree protected by Georgia Open Records)” and II.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.”
 - a. Passed.
 8. **Motion.** A motion was made to approve the P&T committee compositions and Procedures for voting on applications for promotion to Full Professor.
 - a. Seconded and passed.
 9. **Motion.** A motion was made to approve the Tally of Votes Procedure.
 - a. Seconded
 - b. Discussion points:
 - i. **Motion.** A motion was made for a Friendly Amendment to the current Motion to allow the tally sheet to advance to the President’s office where it is removed before the filing of application materials.

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

- ii. Dr. Harmon explained that the Georgia Open Records Act would prohibit the destruction of the document.
 - iii. The Friendly Amendment was not accepted.
 - iv. The point was made that the Tally of Votes provides transparency for the voting process and ensures that each member of the P&T committee votes individually, regardless of rank, rather than having committee members reach a consensus.
 - v. Dr. Harmon noted that the information provided in the tally could be useful for reviewers further in the process if the departmental committee's recommendation is negative.
 - vi. It was posited that committee members may try to shield applicants from negative reviews if the majority vote is positive.
10. **Motion.** A motion was made to call the question.
- a. Seconded and passed.
11. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion to approve the Tally of Votes Procedure.
- a. Passed.

Current Business

1. **Motion.** A motion was made to approve the August 2016 Meeting Minutes.
 - a. Seconded and passed.
2. **Comments from Dr. Davis.** Interim KSU President Dr. Houston Davis presented the current KSU enrollment projections, provided updates on budget items and invited attendance for the October revised budget discussions. Dr. Davis also provided an update on the BOR's KSU President search, noting that faculty, students and community members had provided feedback on the process and that those letters and comments have been positively received and reviewed. Dr. Davis noted that the feedback provided reflects the commitment of the university community. Following his comments, Dr. Davis opened the floor to questions from the audience.
3. **State's special examination** of the cost and quality of higher/online education. Associate Vice President Dr. Elke Leeds presented the results to date of the Georgia Department of Administrative Services' surveys and review of eCore and KSU online course structures and noted that KSU will be profiled in the DOAS narrative, showcasing

KSU Faculty Senate AY 2016-2017

Meeting Minutes: September 2016

best practices.

4. **Gender Identity and Preferred Name.** Dr. Leeds provided information on university efforts to increase availability of preferred name and pronoun information for students. Currently KSU offers a preferred name field in class rosters, but that information is not linked to Banner. Efforts are underway this fall to add a preferred name field in Banner at the system level and University of Vermont processes are being reviewed for “best practices” on the selection of a preferred name, legal name and preferred pronoun. Following her presentation, Dr. Leeds answered questions from the audience.
5. **QEP.** Project Manager Julie Page from the Office of Institutional Effectiveness presented updates on the QEP drafting and selection process. Three proposals have been selected to move forward for development and the proposal authors are collaborating on a final draft. (See presentation information below.)
 - a. Proposal author Dr. Stephanie Foote provided an overview of the drafting process.
 - b. Next steps will include the formation of a review committee with a Faculty Senate representative. Contact Julie Page to volunteer for the QEP Development Committee or complete the online form under “Project Information” at the QEP webpage.
6. **Service Opportunities.** Dr. Humayun Zafar announced the use of online voting for current service openings. Nominees were provided in the Meeting Agenda.

New Business

1. No items.

Information Items

1. Information items were provided on the Meeting Agenda.
 - a. Reserved Parking: The minimum fine for parking in a reserved spot has been reduced from \$300 to \$50. The previous amount was considered too high a cost for students.

Adjournment

1. The meeting adjourned at 1:53pm.

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate



Academic Program Coordination

Kennesaw State University (KSU) assigns responsibility for program coordination to an academically qualified professional for each major in a degree program and, for some degrees where a major is not identified, each concentration or curriculum area for a degree program.

The academic program coordinator assures that the assigned degree program, concentration, or curricular area:

- contains essential curricular components, and
- has appropriate content and pedagogy.

To that end, the academic program coordinator:

- must be academically qualified to teach in and coordinate the assigned program,
- advises the department faculty and administrators about modifications to the program, and
- must ensure that approved curriculum changes are communicated to the academic unit that houses the program and to the relevant academic advisors.

Each academic program coordinator is appointed by the applicable supervisor (i.e., department chair, school director, or dean).

The bylaws of the hosting academic unit must list the curricular area(s) for which an academic program coordinator is assigned. The bylaws may enumerate additional responsibilities for an academic program coordinator based on the level and/or complexity of the academic program, and/or on duties assigned by the supervisor(s). The Graduate College, in consultation with the Graduate Policy and Curriculum Committee (GPCC) and the Graduate Council, defines the qualifications and expectations of the University's Graduate Program Coordinators.

Each supervisor ensures that the academic program coordinator name and qualifications for each applicable program in the unit is up-to-date in the appropriate electronic system.