

KSU Faculty Senate AY 2016-2017

Meeting Minutes: November 2016

Attendance		
Department/Constituency/Liaison	Name	Present
Visitors		
Director of Institutional Quality & Accreditation	Danielle Buehrer	
Chair, Policy Process Council	Susan Paraska	
Asst. V President for University Relations	Tammy DeMel	
Associate Vice Provost	Maureen McCarthy	
Assoc. V President: Tech. Enhanced Learning	Elke Leeds	
Chair, President's Comm. on Disability S & R	Jennifer Leifheit-Little	
Community Development Committee	Ron Bullock	
President's Comm. on Gender & Work-Life	Sarah Holliday	
College of Humanities and Social Sciences	Thierry Leger	
Chair, President's Comm. on Racial & Ethnic Dial.	Seneca Vaught	
Chief Diversity Officer	Erik Malewski	
Department of English	Lesia Schnur	
Department of Health Promotion & Physical Ed	Aimee Dyal	
Department of History and Philosophy	Roger Soiset	
Liaisons		
Administrators Council	Chris Hutt	
Chairs and Directors Assembly	Dawn Baunach	
Deans Council	Kathy Schwaig	
Part-time Faculty Council		
Staff Senate	Chris Beam	
Student Government Association		
Ex-officio		
President	Sam Olens	
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	

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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 Promotion and Physical Education	Peter St. Pierre	Proxy
History & Philosophy	Marianne Holdzkom	Proxy
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	
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	

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Social Work & Human Services	Vanessa Robinson-Dooley	
Sociology & Criminal Justice	Tanja Link	
Software Engineering & Game Development	Paola Spoletini	
Statistics & Analytical Sciences	Josip Derado	
Systems & Industrial Engineering	Robert Keyser	
Theatre, Performance Studies & Dance	Jim Davis	

Call to Order

1. The meeting was called to order at 12:32pm on November 14, 2016.

Old Business

None

Current Business

1. **Motion.** A motion was made to approve the October 2016 Meeting Minutes.
 - a. Seconded and passed.
2. **BOR Programs Serving Minors Policy.** Nwakaego Nkumeh presented an overview of the new BOR requirements in the Programs Serving Minors Policy and reviewed the timeline for USG institutions to create institutional procedures that meet those requirements. A survey is currently being conducted on programs serving minors across campus and feedback will be used to create a FAQ list and make adjustments to the policy. Programs serving minors must be approved annually. This excludes events open to the general public. Currently, KSU is seeking a program administrator to coordinate the approval process. Nwakaego Nkumeh then opened the floor to questions from the audience.
 - a. An introduction letter dated August 23, 2016 from Chancellor Huckaby and the BOR policy text dated August 10, 2016 were included in the agenda.
 - b. The comment was made that there are questions on the survey that cannot be answered by individuals and the survey has been designed not to allow one to continue with unanswered questions. Nwakaego Nkumeh asked that respondents answer all of the questions that they can and noted that adjustments will be made to the survey to allow for an "N/A" response. An Excel spreadsheet can also be attached for multiple programs.
 - c. The question was asked whether or not mentoring is included.

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Nwakaego Nkumeh explained that yes, mentoring of non-student minors is included and they are trying to assess how many one-on-one situations exist across campus.

- d. A question was asked on whether or not student work is included. Nwakaego Nkumeh responded that, yes, student work is included and the survey will be modified to allow for student responses.
 - e. The new procedures will go into effect starting May 1, 2017.
3. **Faculty Awards Program.** Dr. Maureen McCarthy presented a handout on the faculty awards program and provided background on the program. All faculty are encouraged to apply and information is available at: <http://facultyaffairs.kennesaw.edu/development.php> . Dr. McCarthy then opened the floor to questions from the audience.
 - a. It was asked if applications could be made to both a college-level award and to one of the faculty awards. Dr. McCarthy explained that the faculty awards program is university-wide and is not connected to college level awards; applications can be made to both.
 4. **President's Commissions Report on Meeting with President Olens.** Three representatives from the President's Commissions reported on their Commissions' meeting with President Olens.
 - a. Sarah Holliday, Commission member, represented the President's Commission on Gender & Work-Life.
 - b. Jennifer Leifheit-Little, Commission Chair, represented the President's Commission on Disability Strategies and Resources.
 - c. Seneca Vaught, Commission Chair, represented the President's Commission on Racial & Ethnic Dialogue.
 - d. There were no questions from the audience following the reports.
 5. **Updates on Technology Enhanced Learning Items.** Dr. Elke Leeds provided updates on items previously presented to the Faculty Senate.
 - a. The Prior Learning Committee is currently examining the terms used in prior learning assessment agreements, for example the use of "course" versus "credit". Due to accreditation standards in some programs, more flexibility is being sought for how prior learning credit is evaluated. Fees are also under review and they are looking into ways to give departments some discretion in the amount charged.
 - b. By January the preferred name fields will be available in D2L and progress is being made on including them in Banner. The University of Vermont's preferred name process is being used as reference.

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- c. The Faculty Senate Distance Learning Advisory Committee is working with the Distance Learning Center on web accessibility for all courses. Dr. Leeds then opened the floor to questions from the audience.
 - d. A question was raised concerning how KSU works with other USG institutions when there is a transfer of adult learning credit. Dr. Leeds explained that KSU is a member of the Adult Learning Consortium with an agreed upon MOU. Currently, the credit is automatic, but KSU is working to amend the MOU to provide more flexibility to degree programs in evaluating adult learning credit.
6. **Open Forum with President Olens.** Dr. Humayun Zafar announced a reminder that the Faculty Senate is hosting an open forum with President Olens on November 18th from 12:00 – 1:30 pm in room PH 1000 (auditorium) as a result of senate business in the October meeting. Dr. Zafar then opened the floor to questions from the audience.
- a. The question was raised on whether or not audience members would have the option to write down questions during the session. Dr. Zafar responded that note cards will be offered as an alternate to verbal questions.
 - b. It was questioned whether or not President Olens would make opening remarks. Dr. Zafar responded that he expects President Olens to make brief opening remarks. A senator requested that the president's opening remarks be kept brief to allow for most of the session to be devoted to Q&A.
7. **Spring Meetings.** Dr. Zafar announced the spring meeting schedule.
- a. Kennesaw campus, University Rooms C, D, E.
 - b. Dates: January 30th, February 20th, March 20th, and April 24th (updated date).
 - c. Meeting times remain the same: 12:30 pm - 1:45 pm.

New Business

- 1. **Question.** The question was asked if it would be possible to invite President Olens to attend Faculty Senate meetings in the spring semester. Dr. Zafar responded that the president is an ex-officio member and will attend as his schedule allows.

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Adjournment

1. **Motion.** A motion to adjourn was made at 1:13pm.
 - a. Seconded and passed

Information Items

1. Information items were provided on the Meeting Agenda.

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate

Academic Deans Council Meeting Report
November 10, 2016
Prepared by Roxanne Donovan, Faculty Senate Rep to Council

I. Sam Olens

- Opening comments
 - “Nontraditional” president, similar to approximately 14% of presidents nationally, many of whom are lawyers
 - Will rely on academic deans to help him learn more about the academic side; will defer to deans and provost on academic areas
- Priorities noted and responses to Q&A
 - Relieve course bottleneck areas that influence students’ retention, progression, and graduation (e.g., more faculty lines to address high-demand gen ed classes that serve as prerequisites for later courses in majors)
 - Increase research grants from \$9M to \$25M
 - Increase grad programs; increase percent of graduate students from 7% to 15%
 - Work with USG to initiate enrollment management strategies
 - In five years would like to see KSU go higher than current R3 status
 - Interested in having discussions about equity, including racial and gender equity; will take time to address
 - Plan to meet one-on-one with each dean, then with chairs and directors, then with interested faculty

II. 2017 Academic Recognition Day Representative – Ken Harmon

- Deans chose awardee from among nominees

III. Policy Change: Board Policy – Programs Serving Minors – Legal Dept.

- Presentation similar to what was presented to Senate at 11-14 meeting
- Requested deans review draft of policy and provide feedback
- Policy adheres to USG and Fed guidelines regarding programs that serve minors (e.g., sports camps, academic camps, workshops, research projects, conferences, tutoring)
- Draft policy requires sponsoring unit of program with activities involving minors to seek approval; approval given after risk assessment is conducted
- All volunteers in these types of programs must have a background check conducted

IV. IRB – Chris Ziegler

- According to current KSU Federal-Wide Assurance (FWA) of Compliance each department/unit/program involved in assessment, even if it is exclusively internal (e.g., senior survey), must get IRB approval
- Assessment activity falls under an exemption in FWA; exemption approvals take approximately 4 business days
- Questions raised about whether the IRB Committee can change the need for exemptions to go through the IRB
 - Any changes to FWA must be approved by committee and go through shared governance process

V. Strategic Planning Opportunities for the Division of Economic Development and Community Engagement – Charles Ross & Maggie Stevens

- Developing a strategic plan for division
- Currently in the process of interviewing internal and external community stakeholders
- Comments made about the difficulty of plans that require support from academic deans/colleges without commensurate resource allocation or input

VI. 2017 Faculty Development Program-European Academy Otzenhausen – Ron Matson

- Seeking one representative per college to participate

Liaison Report-- KSU Chairs' and Directors' Assembly
Wednesday, November 16th, 2016, 9-11 am

1- Consent Agenda. Approval of [October 12](#), 2016 CDA minutes

Brief introduction. All CDA minutes are public and available on the CDA website.

2- Faculty and Staff Awards (Maureen McCarthy)

Dr. McCarthy asked Chairs to encourage faculty members to apply. Specifically regarding research, she stated that every discipline will be considered. She also offered to come and talk to departments about awards, adding that there have not been as many applicants as it would be expected.

QA- CDA members commented regarding the following issues:

- The University-wide awards are no longer connected to College-level awards, in consideration, among other factors, of the different size of Colleges.
- There have been clear discrepancies between applications and Chairs' input, as well as Faculty members' accomplishments and awards, and all that can become problematic for P&T decisions.
- How about administrators' awards for Chairs, etc.?
- How about librarians who are faculty? (Strong statement about the Library Faculty feeling as they are being considered "second class" faculty).
- Issue with the lack of notification to faculty members/Chairs, who then don't attend the ceremony.

Dr. McCarthy stated that all these issues will be considered.

3- P&T issues from Senate (Dawn Baunach)

Dr. Baunach, as CDA Liaison to Faculty Senate, reported on the external letter issue and consequent discussion at Senate. She summarized the Senate discussion clearly. She repeated what was shared in Senate by Dr. Matson: the President has the last word and if CDA and Senate don't agree, he will make the decision. Dr. Matson suggested that the CDA prepares a recommendation, to be sent to him. (The Dean's Council also needs to provide input.)

QA:

-What happened with the Faculty Executive Assistant to the President and why was that discussion tabled at the last Senate meeting?

Dr. Matson explained that the position may disappear and nobody is sure at this point. President Davis had decided to eliminate that position; no one knows yet what President Olens will do.

4- Future vision on graduate programs (Mike Dishman)

Dr. Dishman offered an overview of existing graduate programs: there are 91 existing grad. Programs, yet 76% of students are enrolled in the top 20, which clearly shows the vulnerability of the situation. All programs depend heavily on faculty working above and beyond expectations. He also discussed current graduate funding and enrollment. 16 students is the enrollment number for cost neutrality in a graduate class: there are some programs clearly over that and generating a lot of money, but there are also many that operate at a clear loss.

KSU is the most efficient provider pro-capita in the state of GA (less money spent per student). Yet, as per grad. students #s, KSU is near the very bottom of the USG system.

Graduate education needs to grow, but to do so it needs to be funded as the 'altruism' resources

have all been tapped. A big problem is that the graduate fees don't go back to graduate education. Challenges:

Grad programs going forward: there will be a proposal for a categorization, with focus on large MA programs that generate money, but also special programs that, while they operate at a loss, clearly and objectively benefit KSU (they draw funds, add to status, etc.).

QA:

-Comment on some programs stretching the faculty to the max (teaching grad. Classes of 35 etc.). Noted.

-What is the message for smaller programs? Does this mean that these programs will be closed down? There will be some time for further recruitment, but if there is a consistent situation these programs will need to be helped/redesigned.

-How to manage overwhelming enrollment in strong programs? Very challenging, but we'll need to try.

5- KSU Anywhere (Lectra Lawhorne and Cheryl Hassman)

Dr. Hassman introduced herself and summarized the goals of the initiative.

Eligibility is based on 5 year or older desktops. Can select desktop or laptop, Dell or Apple, standard or high end. Older devices need to be collected (data is absolutely destroyed, no chance that they will be disseminated.) CHSS being deployed now.

6- Update on Program Serving Minors (Susan Paraska and Nwakaego Nkumeh)

Time crunch between policy coming out from BoR in August, and implementation required for Jan. 1st, 2017. There was an email from President Olens last week, asking for every program that works with minors (not enrolled or dual enrolled ones) to complete survey; this data will form the first KSU registry of such programs. Dr. Nkumeh asked all chairs to please review the new policy that has been designed. There is a new website. The policy will officially take place on [May 1st](#).

QA

-How about faculty recruiting students at High schools, etc.?

Definitely these programs should complete the survey and should be added to the inventory. For now, activities that are open to the general public will be excluded; the rest is being worked out. MOUs will definitely need to be in place.

-How about one-on-one research mentorship (i.e. single emails with high school students, etc.)? These will be included and should be included in the inventory (a point-person can be designated to fill out the survey even if more individuals are included, but all should be listed).

-Who is going to pay for background checks?

Right now, this will go back to departments. They cost \$50 per person and last for 3 years. There may be recommendations to the President to support these mandated background check. (At least two Chairs expressed strongly how departments cannot sustain such expense.)

-Strong statement about the fact that many educational events will be terminated because they will become overwhelming, in cost and effort, for the programs offering them.

-Will equivalencies between background checks be considered?

Possibly, but right now they aren't.

The presenters asked to please wait until all is defined before cancelling programs and events.

There was a final reminder about mandatory reporting of any wrongdoing concerning minors on

campus.

7- Ron Matson-, Q&A

-Is there going to be a campus-wide statement regarding hate speech following the election? Posters are being reviewed, and all posters should be approved before being posted. Instructors should handle students being disruptive as regular disciplinary issues. (This input was offered by Ms. Nkumeh)

-There have been incidents in the KSU Library of students reporting racial slurs; these students should be directed to the police or to fill out online reports.

-A faculty member reported, in an email to HR, that a chair asked faculty to report sick days for any day when they are not on campus. This is inaccurate, faculty can do research or other work without being on campus. Also, should absences be reported when the faculty members were scheduled to teach but are at a conference? No. The general rule is that if there is a medical procedure taking five days or more, it should be reported. Even if shorter, if class is missed, this should be reported. Same if there is someone covering the class. In short, actual sick days should be reported. Regarding FMLA, if a faculty member has to take a long leave and cannot teach for most of a semester, of course they cannot start teaching when they come back. But 2/3 of a faculty work is research and service, so faculty can be reassigned in conversation with academic affairs; this may be a bit more complex for lecturers, but certainly legitimate assignments can be found. Also, the email in question was sent to Payroll-- a reminder to Chairs that all questions regarding faculty policy should definitely not go to HR but to Academic Affairs.

-IRBs. Why are these to be filled when working on surveys, data, etc., when there is no actual work on human subjects being performed?

-Why is data, i.e. enrollment data, being collected and then not shared back with departments in a timely manner?

For both questions, Dr. Matson will need to confirm, but stated that IRBs protect the KSU community (accreditation issues, etc.). As for data, Dr. M. stated that it is unacceptable that departments may not get reports back on enrollment etc. He will bring that up to Rob Smith.

8-Executive Session – Chairs’ and School Directors’ Assembly.
Only Chairs and Directors participate.