

# KSU Faculty Senate AY 2016-2017

Meeting Minutes: February 2017

<b>Attendance</b>		
<b>Department/Constituency/Liaison</b>	<b>Name</b>	<b>Present</b>
<b>Visitors</b>		
Asst. V President for University Relations	Tammy DeMel	
Associate Vice Provost	Maureen McCarthy	
Dept. of Marketing and Prof. Sales	Jessi Jones	
Student Affairs	Julia Henkel	
College of Humanities and Social Sciences	Thierry Leger	
Assoc. V President: Curriculum	Valerie Whittlesey	
Museums, Archives, and Rare Books	Richard Harker	
<b>Liaisons</b>		
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		
<b>Ex-officio</b>		
President	Sam Olens	
Provost and VPAA	Ken Harmon	
Assoc. V President for Faculty	Ron Matson	
Assoc. V President for Enrollment Services	Kim West	
<b>Senators</b>		
Accounting	Cristen Dutcher	
Architecture	Kathryn Bedette	
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	Jonathan Brown	
Dance	McCree O'Kelley	
Digital Writing and Media Arts	Uttam Kokil	
Ecology, Evolution, and Organismal Biology	Joe Dirnbeger	

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Economics, Finance & Quantitative Analysis	Luc Noiset	
Education Leadership	Nic Clegorne	
Elementary & Early Childhood Education	Scott Ritchie	
Electrical Engineering	Yusun Chang	
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	
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	Ken White	
Psychology	Roxanne Donovan	
Secondary & Middle Grades Education	Bryan Gillis	<b>Proxy</b>
Social Work & Human Services	Vanessa Robinson-Dooley	
Sociology & Criminal Justice	Tanja Link	
Software Engineering & Game Development	Paola Spoletini	<b>Proxy</b>
Statistics & Analytical Sciences	Josip Derado	
Systems & Industrial Engineering	Robert Keyser	
Theatre, Performance Studies & Dance	Jim Davis	

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## Call to Order

1. The meeting was called to order at 12:30pm on February 20, 2017.

## Old Business

1. Non-voting OIE representation on the UPCC – Jorge Perez
  - a. Dr. Humayun Zafar relayed that the UPCC approves of adding a non-voting member from the OIE and called for further discussion.
2. **Vote.** Dr. Zafar called for a vote to approve non-voting OIE representation on the UPCC.
  - a. Passed.

## Current Business

1. **Motion.** A motion was made to approve the January 2017 meeting minutes.
  - a. Seconded and passed.
2. Comments from President Olens:
  - a. Two current position searches are for Chief Institutional Auditor and Vice President for Development & Alumni Affairs and Executive Director KSU Foundation. The first has been advertised for about seven to ten days and the second advertisement is going out today. Both will have a full interview process with committees.
  - b. President Olens opened the floor for questions.
    - i. A senator questioned what we are doing to make sure that students are not negatively impacted by the current immigration ban. President Olens responded that Lance Askildson and K.C. White are working with him to address any issues that arise. If any questions come up, they should be directed to Lance Askildson.
3. Parking Concerns
  - a. Dr. Zafar announced that Auxiliary Services will require parking fees from all KSU faculty and staff starting this July. This agenda item will be rescheduled with Aaron Fowler for next month's meeting.
4. Teaching Effectiveness Taskforce – Maureen McCarthy
  - a. Dr. McCarthy introduced the updated work of the taskforce and proposed new guidelines to help faculty in documenting their teaching

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effectiveness. The recommendations offer guidance on how to use qualitative data alongside quantitative data and will be included in the Faculty Handbook upon approval.

- b. Refer to the meeting minutes for the full report.
  - c. Dr. McCarthy opened the floor for questions.
    - i. A senator asked if the recommendations had gone to the CDA. Dr. McCarthy replied that they have been presented to the CDA.
5. **Motion.** A motion was made to approve the recommendations of the Teaching Effectiveness Taskforce.
- a. Seconded and passed.
6. CIP Codes – Ron Matson
- a. Dr. Matson provided an informational overview of the use of CIP codes and stated the need for CIP codes to be used more consistently for reporting purposes, both when hiring new faculty and when matching faculty credentials to courses taught.
  - b. A document providing more information on CIP codes was provided in the meeting minutes.
  - c. Faculty of each department will be asked to determine which degree CIP codes are automatically matched to each course in their curriculum. Once established, a SACS-COC justification letter will be needed for faculty teaching courses outside of the assigned CIP designations.
  - d. Dr. Matson opened the floor for questions.
    - i. A question was asked about whether or not we would use the two-digit codes provided in the example. Dr. Matson explained that we will use a six-digit coding system that allows for more detailed designations.
    - ii. A senator asked if this was an action item. Dr. Matson replied that the overview was for information only at this stage.
7. University Handbook Change Process – Val Whittlesey
- a. Dr. Whittlesey introduced proposed changes to the University Handbook in Section 3 to more clearly state the process for making changes to the University Handbook, Faculty Handbook and Catalogs as follows:
    - i. **Old Version:**

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Currently on last page of section:  
Section 3 (Shared Governance and Committees)

*Changes to this section of the University Handbook will be routed as outlined here:*

*Senate Approval-University Council -Associate VPAA-  
Provost/VPAA-President--President  
notifies Provost/VPAA of decision-Provost/VPAA notifies  
Associate VPAA of decision-Associate VPAA  
forwards change to Publication Coordinator for inclusion in  
next publication.*

ii. **New Version:**

*Section 3.8- Process for Changes to University and Faculty  
Handbooks and Catalogs*

*Changes to the University Handbook (Shared Governance  
section), Faculty Handbook, and Catalogs  
(Academic Policies section) will be routed as outlined here:*

*\*Faculty Senate Approval-\*Chairs and Directors  
Assembly -\*Deans Council-Associate VPAA (Associate  
VP for Faculty for Handbooks and Associate VP for  
Curriculum for Catalogs)-Provost/VPAA-President--  
President notifies Provost/VPAA of decision-  
Provost/VPAA notifies Associate VPAA of decision-  
Associate VPAA forwards change to Publication  
Coordinator for inclusion in next publication.*

*(\*) denotes that the ordering of routing is not sequential.*

8. **Motion.** A motion was made to approve the proposed changes.
  - a. Seconded and passed.
9. Campus Carry – Jim Davis
  - a. See related communication provided in the meeting minutes.
  - b. Dr. Davis presented concerns on the exclusion of performance and assembly venues in 2017 HB280 as places where guns are not allowed and made the following proposal:

“To invite Representatives Bert Reeves, Stacey Evans and Mandi Ballinger to speak to the Faculty Senate regarding HB 280, the “Guns on Campus” bill at the regular meeting on Monday, March 20. We are in a unique position to invite three members of the GA House as Rep. Reeves represents District 34, where the Kennesaw Campus is located, Evans represents

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District 42, the location of the Marietta Campus and Rep Ballinger, the sponsor of the bill, is a KSU alum.

The purpose of this invitation is to provide an opportunity for faculty to directly ask questions and express concerns to members of the Georgia House who are represent the KSU community.”

- c. Dr. Davis opened then the floor to discussion.
  - i. Dr. Zafar noted that the item must go through Government Relations first.
  - ii. Dr. Davis agreed and stated the desire to have the discussion while the bill is still in house committees.
  - iii. A senator commented that faculty are very concerned about this bill and asked about appropriate opposition measures.
  - iv. Dr. Davis explained that the proposal is seeking to establish public discussion on the topic for the sake of exchange of ideas and information.
  - v. An audience member asked if discussion had been raised on grievances from the 2016 bill that are not addressed in the 2017 bill and noted that one issue was addressed in HB280, but not the others.
- 10. **Motion.** A motion was made to adopt the proposed resolution, pending approval from Government Relations, and for Dr. Jim Davis to organize a forum for the exchange of information and ideas on the subject of HB 280.
  - a. Seconded and passed.
- 11. History of the Holocaust Resolution – Ken White
  - a. Dr. White and Dr. Federica Santini presented a resolution prepared in response to statements made on Holocaust Remembrance Day.
  - b. The full text of the resolution was provided in the meeting minutes.
  - c. Richard Harker presented resources available from the KSU Museum of History and Holocaust Education to support the resolution.
- 12. **Motion.** A motion was made to approve the resolution.
  - a. Seconded
  - b. Discussion:

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- i. Additional questions were asked about support and materials from the museum.
  - ii. A question was raised concerning who would take responsibility for item four in the resolution. Mr. Harker responded that Dr. Catherine Lewis, Executive Director of the museum, would handle this item.
13. **Vote.** Dr. Zafar called for a vote.
  - a. Passed.

## **New Business**

1. None.

## **Adjournment**

1. **Motion.** A motion to adjourn was made at 1:07 PM.
  - a. Seconded and passed

## **Information Items**

1. Dissatisfaction with Faculty Senate: Membership resolution – Marianne Holdzkorn
  - a. Reminder: Will vote on March 20<sup>th</sup>.
  - b. Note: 2/3rds majority needed to pass changes to the by-laws.
2. University Council meeting: April 25<sup>th</sup> – 2 – 3:15 PM in KH 4427. [Agenda and minutes can be found here.](#)
3. Faculty Senate elections: President Elect, Secretary, Kennesaw/Marietta campus reps, and all liaisons.
  - a. Elections in April meeting.
  - b. Nominations due 03/31.

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate

CDA Report, Feb. 15, 2017

Dr. Crimm called the meeting to order at 9am.

Announcements:

Nominations needed for new assistant head of CDA (no volunteers), as well as for the new taskforce on faculty degrees consistency (there are already volunteers from senate). Dr. Dan Lo volunteered for the taskforce.

9am Approval of January 18, 2017 CDA minutes

Approved

9:05am Consent agenda with Liaison Reports

Dr. Matson had no news on Campus Carry or the strategic planning taskforce. He shared that Campus Carry may be on the Faculty Senate agenda next week.

Consent agenda approved.

9:10am Web Learners' Program and the Concourse Syllabus Template

Software (Jim Cope)

Template-- This is going to be on D2L and available to all faculty members, so that syllabi can automatically include all required policies. After the university-wide template is approved, college-specific ones will be prepared. This is not a requirement on the part of the university but will be available to all and will facilitate collecting syllabi for accreditation purposes.

Web Learners-- All students enrolled in a totally online major will now be assigned a W designation. This will solve the existing problem of students enrolling as web learners, earning early registration priority through that, and then pursuing a non-online major. This will be fully implemented by the end of the semester. The end result will be the ability to track data on all online learners.

9:20am Wireless Communication Device Policy (Cheryl Hassman)

Not addressed.

9:30am Evaluation of Teaching Effectiveness

(Maureen McCarthy and Alice Pate)

This is the product of an ad hoc task force initiated within the Faculty Senate in 2010. The purpose is to educate all individuals involved in the evaluation of faculty during the P&T process on how to use students' comments.

A request was made to review the document closely because there are cases in which faculty members are active in pursuing workshops and a variety of teaching improvement/development initiatives, yet the students' evaluations remain consistently low. Dr. Matson reminded the group



that in the end it is the responsibility of the faculty members to demonstrate that they are meeting expectations in teaching and workshops should not make up for poor performance in the classroom.

9:40am Faculty Visas and Sponsorship

(Alicia Stignani and Julie Sharpe)

Dr. Stignani presented, though Julie Sharpe is the point person for most visa questions (Alicia Stignani is responsible for HB1, TN, and O visas). The process is currently undergoing much delay. They suggest for departments to pay the additional \$1225 for premium processing.

A question was asked as to whether it is an EEO violation to require new hires to have Visas.

The reply was that this cannot be stated in ads, but we do ask a question about citizenship status on PeopleAdmin. In a further comment, it was stated that committee members may be alerted to the issue and that hiring international faculty members will cause additional expenses for departments (depts. pay, not the university directly). There is an 18-month timeline for full approval of a visa, after which a new search needs to be started.

9:50am Ron Matson introduces Danielle Buehrer along with his morning updates and Q&A

-Ms. Buehrer is now the director of institutional quality and accreditation and thus is the person in charge of all SACS issues and she will be reaching out to departments. She encouraged all chairs to reach out to her when in doubt about "gray areas" (interdisciplinary courses etc.). She will start by confirming info about new faculty and PT faculty.

-New handout on faculty affairs webpage related to collecting and using data for outside reporting, SACS accreditation, etc. This process was started before consolidation and then suspended. The new Interim Dean for the Graduate College presented on the report that is used to vet faculty's application for graduate status (available on the Graduate College website). Different units are working on updating these data. Chairs were alerted to the fact that course correlation data are mostly up to date for the graduate section, but are outdated for the undergraduate courses. Departments will be asked to confirm current correlations. Dr. Matson reminded the group to please review the list of dos and don'ts of justifications before sending them in (he will re-send that list). He also asked dept. chairs to think very clearly about what courses need to be taught when assigning CIP codes when in the process of hiring a new faculty member (candidates should not be called in for interviews if they don't have the appropriate qualifications for the course they would be scheduled for). He finally asked to differentiate between individuals with a certain terminal degree that are qualified to teach a course outside of their specific field because of special circumstances (through a SACS justification) and the codes themselves, which would allow anyone with that terminal degree to teach that outside course.

-ARD due dates are last Friday of March. Merit workbooks are due on March 22nd and Chairs will receive them on 3/8 (only faculty, staff is handled through HR directly). As the worksheets need to be approved by Deans, technically this is all due well before ARD deadlines, which may mean needing to speed up annual reviews.

- Please encourage faculty to apply for Foundation Awards.
- Jennifer Figueroa is no longer working with Dr. Matson. Requests and questions on jobs should all go to [facultyjobs@kennesaw.edu](mailto:facultyjobs@kennesaw.edu) so they can be tracked.
- Invitations for a workshop on new hires will go out soon.

#### Q&A

Q How are the data in DM used and are they used?

A They are being used, for instance they are used for classification and accreditation issues. They could be used for SACS, and for all kinds of assorted reports. As a reminder, DM is being analyzed by a committee, which will recommend whether to replace it. Dr. Matson acknowledged the difficulties with DM, but also reminded the group that a new program will require a new set of things to learn. The contract ends within the next 6 months but the sooner a change could be made would be 2019. All DM questions should be sent to Meghan Burke.

Q Is it true that a program named 1USG is being looked at?

A Yes, but Dr. Matson has not heard anything that may connect it with P&T.

General meeting adjourned at 10:30am, to be followed by the Executive Session

Respectfully submitted by Federica Santini, Faculty Senate Liaison to the CDA