

# KSU Faculty Senate AY 2016-2017

Meeting Minutes: October 2016

<b>Attendance</b>		
<b>Department/Constituency/Liaison</b>	<b>Name</b>	<b>Present</b>
<b>Visitors</b>		
Department of Mathematics	Philippe Laval	
Human Resources	Amy Phillips	
Human Resources	Pam Smith	
Associate Vice Provost	Maureen McCarthy	
Assoc. V President: Tech. Enhanced Learning	Elke Leeds	
Executive Director, Distance Learning Center	Jim Cope	
University Relations	Tammy DeMel	
Department of Psychology	Daniel Rogers	
College of Humanities and Social Sciences	Thierry Leger	
Office of Institutional Effectiveness	Kevin Gwaltney	
<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	Houston Davis	
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	Thorir Erlingsson	

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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	
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	Heather Pincock	
Psychology	Roxanne Donovan	
Secondary & Middle Grades Education	Bryan Gillis	
Social Work & Human Services	Vanessa Robinson-Dooley	
Sociology & Criminal Justice	Tanja Link	
Software Engineering & Game Development	Paola Spoletini	
Statistics & Analytical Sciences		

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Systems & Industrial Engineering	Robert Keyser	
Theatre, Performance Studies & Dance	Jim Davis	

## Call to Order

1. The meeting was called to order at 12:30pm on October 24, 2016.

## Old Business

None

## Current Business

1. **Comments from Dr. Harmon.** Provost Harmon opened the floor to questions from the audience.
  - a. A senator asked if Dr. Davis would continue to be on campus after November 1<sup>st</sup>. Dr. Harmon responded that Dr. Davis would be present to help in the transition of audits underway.
  - b. Dr. Harmon raised concerns about the legality of a possible teaching strike for individuals who have considered a “no service” protest.
2. **Motion.** A motion was made to approve the September 2016 Meeting Minutes.
  - a. Seconded and passed.
3. **Program Coordinators’ Responsibilities.** Dr. Kevin Gwaltney presented the “Academic Program Coordination” document attached to the meeting agenda and explained that the intent of the policy is to ensure that those coordinating the curriculum of a program are academically qualified to teach within that program. Dr. Gwaltney also presented the “Principals of Accreditation” from the SACSCOC website and referenced the following language from Section 3.4.11, “For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. (**Academic program coordination**)”. Dr. Gwaltney then opened the floor to questions from the audience.
  - a. A senator asked if this is intended to be another layer of administration. Dr. Gwaltney explained that in some cases there is already someone serving the role of program coordinator, sometimes

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in combination with other responsibilities, but in other cases a new coordinator may need to be designated.

- b. It was asked whether or not a curriculum committee could serve this role. Dr. Gwaltney responded that the coordination can be provided by a committee if all members of the committee are appropriately credentialed to teach in that program.
  - c. Dr. Gwaltney also noted that a program may have multiple coordinators with each coordinator advising in a specific area within the program.
  - d. Dr. Gwaltney noted that coordination does not call for any additional credentials beyond being qualified to teach in that area.
  - e. It was asked if this is a new position. Dr. Gwaltney explained that there are people already in program coordinator positions, but that is not consistent across the whole university. As a result, the new policy may call for a new coordinator, depending on the circumstance. Someone already serving this role may simply be designated the program coordinator.
  - f. It was asked if there is a policy on compensation for these positions. Dr. Gwaltney responded that there is local control in the department or program over compensation, noting that some coordinators receive stipends while others receive release time, if warranted.
  - g. Dr. Gwaltney noted that the requirements for coordination of graduate programs differ from those in undergraduate programs.
4. **Accessibility and Third-Party Applications Usage.** Dr. Jim Cope explained that any third-party software purchased by the university is checked for accessibility, but if a faculty member or individual department purchases third-party software or applications they need to check and make sure that it is accessible. This is not limited to online courses. For reference, see the “Academic Web Accessibility” website at: [accessibility.kennesaw.edu](http://accessibility.kennesaw.edu) . Dr. Cope explained that a recent lawsuit judgment found that the university has to make sure that faculty are using accessible resources; it is not enough to offer training. Dr. Cope presented that the Distance Learning Center would like to form an advisory committee to study these matters and then bring the topic back to the faculty.
- a. Dr. Elke Leeds explained that UITS is helping with the response to this need.
  - b. A senator stated that it will take some time to make courses accessible and followed with questioning whether or not faculty could

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respond to a specific request by a student to make it accessible. Dr. Cope explained that rather than responding on a case-by-case basis, all courses now need to meet reasonable accommodations.

- c. It was asked if this applies to supplemental material that is not required for the course. Dr. Cope explained that all material offered should be accessible or a reasonable alternative should be provided.
  - d. Dr. Cope noted that often material owned by others offers closed captioning if it's looked for.
5. **Benefits.** Amy Phillips announced that open enrollment is October 31<sup>st</sup> to November 11<sup>th</sup> and that the 2017 Benefits Comparison Guide is available with detailed information and descriptions of new plans offered. Ms. Phillips explained that benefits information sessions have been scheduled and more information can be found on the Human Resources website, under "Benefits" at: [hr.kennesaw.edu/benefits/](http://hr.kennesaw.edu/benefits/) . Ms. Phillips also announced a change in spousal benefits coverage for next year, in 2018. Under the new coverage, if a KSU spouse has coverage offered directly at their own employer, but chooses to be covered as a spouse with a KSU employee, then there will be a \$100/month fee added to the premium. If the spouse does not have an offer of coverage from an employer (self-employed, etc.), then the fee does not apply. The fee will also not apply to those whose spouse is a USG employee.
6. **External Letters Policy and CDA's Disapproval.** Dr. Dawn Baunach (Chairs and Directors Assembly liaison with the Faculty Senate) presented the vote by the CDA to not approve the proposed version of procedures for External Letters. Dr. Baunach explained that the CDA sees the change to allow applicants to see external letters as effectively making the letters recommendations, rather than reviews. They contend that having the letters open to view will create a bias in the letter writers. Dr. Baunach then opened the floor to questions from the audience.
- a. A question was asked about the Georgia Open Records Act and whether that Act conflicts with a claim of confidentiality. Dr. Harmon offered that it is not clear whether or not the letters would be discoverable by the Open Records Act.
  - b. It was noted that if a student asked for a recommendation, faculty would say no if they didn't want to make a recommendation. It was then asked if we couldn't expect the same type of response from letter writers. Dr. Baunach offered that letter writers may have other reasons for agreeing.
  - c. Dr. Baunach offered that less weight may be given to the letters if it is known that they are open.

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- d. It was asked what would happen if an applicant was denied based on negative letters, but could not address the content of the letters during the application review process. Dr. Baunach offered that in past experience, the review letter would quote from the external letters to make clear the reasoning for the negative recommendation.
  - e. A suggestion was made to open the letters only in the event of a negative recommendation.
  - f. The question was asked that if the letter writers are informed that negative comments may be quoted or the letter may be made open if a negative review is given, then what would be the difference between that and saying they will be open?
  - g. A comment was made that the disapproval seems to be about the administrative burden.
  - h. A suggestion was made to assign numbers to the letters and remove all identifying information from them to both maintain the letter writer's anonymity and allow the content of the letters to be open.
7. **President Sam Olens and Faculty Senate.** Dr. Humayun Zafar asked for questions on the BOR meeting or the hiring process. He then presented a motion from Kathryn Bedette and himself, included in the agenda and included an example question on the 20% rule for non-tenured faculty.
8. **Motion.** The motion was made, "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".
- a. Seconded
  - b. Discussion points:
    - i. The comment was made that an open forum should be held for faculty soon with a second one held once Mr. Olens takes office.
    - ii. It was noted that Mr. Olens is meeting with small groups around campus already.
    - iii. The comment was made that the current climate necessitates transparency and an open forum with no questions coordinated by the senate in advance.
    - iv. The intent to be transparent and inclusive was made clear.
    - v. The point was made that asking all faculty to contribute to a list of substantive questions will aid in faculty receiving meaningful

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responses to those questions they see as being important.

- vi. The question was raised whether or not the request for a list was coming from the president's office. Kathryn Bedette explained that it is not and that the intent is for the faculty senate to present issues important to the faculty to the president.
9. **Motion.** A friendly amendment was made to change the language from collecting faculty questions to requesting an open forum and to revise the motion to read, "In order to present faculty issues and concerns to President Olens, and facilitate communication, the Faculty Senate requests multiple faculty open forums outside of faculty senate meetings to begin by November 18<sup>th</sup>."
    - a. The friendly amendment was accepted.
  10. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion with the Friendly Amendment stated above.
    - a. Passed

## New Business

1. **Motion.** A motion was made to survey KSU faculty on two questions with the following language, "The Faculty Senate should facilitate a vote of every full-time faculty member at KSU to be concluded within one week's time on the following two items: Do you support the appointment of Sam Olens as President of KSU? (Yes or no) Do you support continued advocacy for a national search for a new president? (Yes or no)."
  - a. Seconded
2. **Motion.** During discussion, a friendly amendment was made to divide the motion into two parts.
  - a. The friendly amendment was accepted.
3. **Motion.** A motion was made that the Faculty Senate facilitate a vote of every full-time faculty member at KSU to be concluded within one week's time on the following item: Do you support the appointment of Sam Olens as President of KSU? (Yes or no).
  - a. Seconded
4. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion.
  - a. The Motion did not pass.

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5. **Motion.** A motion was made that the Faculty Senate facilitate a vote of every full-time faculty member at KSU to be concluded within one week's time on the following item: Do you support continued advocacy for a national search for a new president? (Yes or no).
  - a. Seconded
6. **Vote.** Dr. Humayun Zafar called for a vote on the current Motion.
  - a. The Motion did not pass.

## Information Items

1. Information items were provided on the Meeting Agenda.

## Adjournment

1. **Motion.** A motion to adjourn was made at 2:00pm.
  - a. Seconded and passed

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate