



September 2018 Faculty Senate Meeting Agenda

Faculty Senate Executive Committee Meeting: Monday, Sept 17th 12:30-1:45pm KH4427

Faculty Senate Meeting: Monday, Sept 24th 12:30-1:45pm KSU Center Room 300

I. Call to Order

1. Welcome – Dr. Jennifer Purcell
2. President’s Update – President Pamela Whitten
3. Provost’s Updates – Interim Provost Linda Noble

II. Approval of the Agenda

III. Approval of Minutes

IV. Reports

1. Part-time Faculty Council – Dr. Joanne Lee

V. Old Business

- A. Intellectual Property (IP) Policy – Dr. Jonathan McMurry
- B. Elections – Parliamentarian

VI. New Business

- C. Conflict of Interest and Commitment – Dr. Cristen Dutcher
- D. QEP Updates – Dr. Amy Buddie
- E. National Conference on Undergraduate Research – Dr. Amy Buddie

VII. Informational Items

- F. Academic Affairs Shared Governance Workshop
 1. Wednesday, October 10, 2018, 1:30-3:30pm – Kennesaw Campus, HS1105
 2. Thursday, October 11, 2018, 1:30-3:30pm – Marietta Campus, Q202

VIII. Announcements

IX. Adjournment



August 2018 Faculty Senate Meeting Minutes

Attendance August 2018		
Role	Name	Present
VISITORS		
Distance Learning Advisory Committee	Tamara Powell	Y
University Information and Technology Services	Veronica Trammel	Y
Provost Search Committee	Jon Preston	Y
Office of Undergraduate Research (NCUR)	Amy Buddie	Y
Library	Jennifer Jacchs	Y
CHSS Distance Learning	Stephen Bartlett	Y
KSU Communications	Tammy DeMel	Y
Internal Audit	Lesley Netter-Snowden	Y
Library	Nashieli Marcano	Y
CHSS Deans Office	Thierry Leger	Y
CHSS Deans Office	Carmen Skaggs	Y
Office of Undergraduate Research (NCUR)	Chris Cornelison	Y
Technology Enhanced Learning	Charity Byan	Y
Museums, Archives, Rare Books	Amber Smith	Y
LIAISONS		
Staff Council		
Student Government Association		
Part-Time Faculty Council	Joanne Lee	Y
Chairs and Directors Assembly	Robbie Lieberman	Y
Deans Council		
EX-OFFICIO		
President	Pamela Whitten	Y
Provost and VP for Academic Affairs	Linda Noble	
Senior Associate VP for Academic Affairs	Ron Matson	
Associate VP for Academic Affairs	Val Whittlesey	
SENATORS		
Faculty Senate President	Jennifer Purcell	Y

College of the Arts		
Art and Design, School of	Craig Brasco	Y
Dance	McCree (David) O'Kelley	
Music, School of	Jana Young	
Theatre and Performance Studies	Jim Davis	
College of Architecture and Construction Management		
Architecture	Tim Frank	Y
Construction Management	Charner Rodgers	
College of Computing and Software Engineering		
Computer Science	Alan Shaw	
Information Technology	Ming Yang	Y
Software Engineering	Allan Fowler	Y
Coles College of Business		
Accountancy, School of	Cristen Dutcher	Y
Economics, Finance and Quantitative Analysis	Abhra Roy	
Information Systems	Humayun Zafar	Y
Management and Entrepreneurship	Doug Moodie	Y
Marketing and Professional Sales	Sandra Pierquet	Y
Bagwell College of Education		
Educational Leadership	Nik Clegorne	Y
Elementary and Early Childhood Education	Marrielle Myers	Y
Inclusive Education	Joya Carter-Hicks	Y
Instructional Technology	Anissa Vega	Y
Secondary and Middle Grades Education	Bryan Gillis	Y
WellStar College of Health and Human Services		
Exercise Science and Sport Management	Laurie Tis	Y
Health Promotion and Physical Education	Peter St. Pierre	
Social Work and Human Services	Vanessa Robinson-Dooley	
Nursing, WellStar School of	Mary Beth Maguire	Y
College of Humanities and Social Sciences		
Communication and Media, School of	Justin Pettigrew	Y
Conflict Management, Peacebuilding and Development, School of	Heather Pincock	Y
English	Jeanne Bohannon	Y
Foreign Languages	Noah McLaughlin	Y
Geography and Anthropology	Paul McDaniel	Y

History and Philosophy	Marianne Holdzkom	Y
Interdisciplinary Studies	May Gao	
Government & International Affairs, School of	Steve Collins	Y
Psychology	Daniel Rogers	Y
Sociology and Criminal Justice	Brian Starks for Darina Lepadatu (Fall)	Y
Technical Communication and Interactive Design	Uttam Kokil	Y
College of Science and Mathematics		
Chemistry and Biochemistry	Michael Van Dyke	Y
Ecology, Evolution, and Organismal Biology	Joe Dirnbeger	Y
Mathematics	Josip Derado	Y
Molecular and Cellular Biology	Jerald Hendrix	
Physics	Russell Patrick	
Statistics and Analytical Sciences	Josip Derado	(Y)
Southern Polytechnic College of Engineering and Engineering Technology		
Civil and Construction Engineering	M.A. Karim	
Computer Engineering	Scott Tippens	Y
Electrical Engineering	Walter Thain	Y
Engineering Technology	Randy Emert	
Mechanical Engineering	Simon Nasseri for Mohammed S. Mayeed (Fall)	Y
Mechatronics Engineering	Ying Wang	
Systems and Industrial Engineering	Lin Li	Y
University College		
Culinary Sustainability and Hospitality, Michael A. Leven School of	Jonathan Brown	Y
First-Year and Transition Studies	Richard Mosholder	Y
Leadership and Integrative Studies	Ginny Boss	Y
Honors College		
Horace W. Sturgis Library	Barbara Wood	Y

I. Call to Order

The meeting was called to order at 12:30 by Jennifer Purcell. [with 32 Senators present]
Jennifer Purcell welcomed everyone and there were introductions of all present.

1. Introduction/Remarks from President Pamela Whitten

President Whitten thanked everyone for their patience and support during her transition and stated she is committed to being very thoughtful about learning and understanding from many on campus. She named many of the offices and governing bodies she has visited with so far and her plans for meetings with the faculty and staff at each College. She emphasized that our students have been impressive and enthusiastic and described some key figures about the incoming KSU class. She opened the floor to questions.

- a. A Senator welcomed President Whitten and said “we support you”. He spoke about different bubbles at KSU and said that many faculty feel they are in the “bottom bubble” and that they do not feel heard or supported by administration. He encouraged President Whitten to visit Department meetings and to “think outside the box” to address challenges at KSU. He said that faculty have often found administration to be barrier more than a help to faculty (ex. lifting enrollment to make better use of class space). He emphasized that the Provost hire is very important and that faculty seek a Provost who will listen to and work with them. He said he hoped that President Whitten will be a champion of the faculty.

President Whitten responded that she hoped the comment about faculty “at the bottom” would not be repeated because faculty and students are the heart and soul of a University. She said she came up through the ranks as a faculty member and to imply the hierarchy is confusing to her. She asked that faculty work towards not thinking this way and agreed that a new Provost is a top and urgent priority. She went on to say that Transformational change happens at University not because it is demanded on high. From my experience it happens within units. You are all the content experts and able to act more nimbly in pursuing them and that means taking responsibility/leadership for pursuing resources and revenue as well. This will result in larger and faster change. We are seeing it in many places as well. That also means having hard discussions at the unit level. She reiterated that every decision we make we should be asking how it will benefit students.

- b. A Senator asked that President Whitten keep in mind that faculty are taking pay cuts, losing online incentive pay and to recognize where we are at and how we are feeling as a result of these things.
President Whitten responded that she is sensitive to and appreciative of the frustration about lack of raises. She stressed the need to look for how else we can generate revenue.

- c. A Senator commented that a big concern for her is how time is used. She gave an example of pressure to demonstrate “quality and significance” resulting in a 40-page long ARD document while raises were not offered and some colleges write much shorter ARDs. She noted that Climate surveys have consistently pointed to service being a burden and the response was to form a committee to examine this. She asked how can we protect some of our time while being asked to do all of these things especially when it is often having a negative effect on work/life balance?

President Whitten responded that she agrees entirely this is an issue and that Provost Noble is looking at faculty workload. She has tasked the CDA to come up with a “top ten list” of problems that need to be addressed. This will be done by a rotating committee at the CDA for as long as necessary. She encouraged faculty to speak to Chair and Directors about getting their concerns on these lists.

- d. A Senator asked if President Whitten has plans for how to address low faculty morale.

President Whitten said that there is no one thing we can do to address this. She said she is really trying to understand what are the big pockets of things that really frustrate faculty. She said she understands that not getting merit raises is not good, not healthy and that we have to keep a perspective on how many states are doing mid-year budget recisions so it’s not as bad in GA as it is in many places. She said that is not to imply that we don’t need to address it but just to put in perspective. She said she wants to know more about whether the problem is about unclear expectations and/or if people are just tired of “hard moves” as a result of the last couple of years. She said that we also need to communicate about what faculty are doing a great job at.

President Whitten concluded by reminding faculty that she is coming to each college and to bring their remaining questions and comments to those meetings.

2. Introduction/remarks from Dr. Kris DuRocher, Faculty Director of General Education

She shared that she is really excited to be here at KSU and hopes to visit Faculty Senate in future to report on what is happening in Gen Ed Council. She said that she and the Gen Ed Council are looking at some data and forming work groups for “student centered Gen Ed”—these work groups are open to all faculty. She asked that faculty who want to be part of this or take part in assessment to please get in touch with her.

II. Approval of the Agenda

Motion to approve the amended agenda moving Jon Preston's update on the Provost search to earlier in order to accommodate his schedule.

Seconded.

Vote: passed.

III. Approval of Minutes

Motion to dispense with minutes reading.

Seconded.

Vote: passed.

IV. Informational

A. KSU Provost Search – Dean Jon Preston

Dean Preston announced that the Provost search website is live at <http://provostsearch.kennesaw.edu/>. The committee has been given its charge and the job ad is live and running nationally with an emphasis on diversity and inclusion. The leadership statement is live and will be shared with any nominees. He stressed that the best candidates will likely come from faculty so please nominate those people and the Search Firm will approach them. Funk and Associates is the search firm. He said they will be aiming to bring 8-10 candidates for airport interviews in mid-October and 3-4 candidates to visit campus in early November with open forums for all to participate in.

i. A Senator asked him to elaborate about the emphasis on diversity and inclusion.

Dean Preston explained that the search is national in scope and that ads have been placed in order to recruit a diverse pool. He said he can provide more specifics upon request.

ii. A Senator asked why Parker was not the selected search firm which has been used in the past.

Dean Preston answered that Funk and Associates was selected prior to the appointment of committee members.

President Whitten responded that she learned there are no fixed search firms and so solicited bid from a number of firms and selected Funk and Associates.

iii. A Senator asked for clarification about who selected Funk and Associates.

President Whitten clarified that she did.

Dean Preston concluded by emphasizing to faculty to please reach out to him with nominees, feedback, or questions.

V. Reports

1. Part-time Faculty Council – Joanne Lee
2. Chairs and Directors Assembly – Dr. Jeanne Bohannon
3. USG Faculty Council – Dr. Joya Hicks

Motion to dispense with readings of reports and approve them as distributed.
Seconded. Not vote required.

VI. Old Business

B. **Updates on Academic Initiatives** – Dr. Jennifer Purcell provided updates/reports on relayed to her by Dr. Linda Noble

1. *Academic Master Plan*

Building of degree program dashboard is on hold pending the appointment of a new IR director (search underway).

2. *Quality Enhancement Plan (QEP)*

There was a failed search for new Director. The Provost is soliciting the Deans for recommendations for an internal interim Director. Pilot continues. Proposal (it remains a proposal until adopted by SACSCOC) will be submitted in Feb. 2019.

3. *SACSCOC Reaffirmation*

Report will be submitted Sept. 10 and site visits to take place March 26-9. Two Faculty Senate reps on the leadership team (Purcell and Brown).

4. *Momentum Year*

Draft focus areas have been provided to Deans and Departments should be reviewing them now. These are intended as advising tools only and to capture students in discipline areas of interest who are not sure yet of their exact program or major. Additional background on this will be shared with the minutes.

5. *Faculty Salary Study*

On hold pending the appointment of a new IR director (search underway). Funds haven't been committed to address salary but the salary study was initiated to collect necessary data and complete analysis to be prepared to allocate funds for salary adjustment when available in future.

a. A Senator asked if it was a temporary or permanent pause.

President Whitten responded that it is a temporary pause because they do not have an IR director to complete the study.

b. A Senator asked why the work on the study cannot continue by other staff in IR in the absence of a Director. He noted that this will be very disappointing and hurt faculty morale and would recommend the study move forward.

c. Humayun Zafar and Anissa Vega who were Faculty Senate reps to the

salary study working group commented that a draft report was circulated in the Spring and noted that the current study included attention to gender.

Jenn Purcell indicated that the FSEC would request additional information from Provost Noble and ask about the draft report.

6. *Course Scheduling*

The new schedule requiring MWF course effective Spring 19 will require Departments to implement. If you have issues in your Department please address through DFCs/Chairs. Keep Senate informed on how this is being implemented and if there are issues.

- a. JoAnne Lee (liaison to the Part-Time Faculty Council) noted that this is on the agenda for their meeting (Wednesday afternoon). She noted that Part-Time faculty were not included in the decision and that it will have major costs including child care, transportation etc.

C. Distance Learning Advisory Committee (DLAC) – Dr. Tamara Powell

Dr. Powell reported that the DLAC has not yet met and that they will have more updates to come.

- a. A Senator asked why the USG e-tuition has only dropped 10% when it had been communicated as a much more dramatic cut? She also asked how KSU will ensure the resources to support online courses will be available?

Dr. Powell responded that KSU is committed to supporting faculty to create quality online courses and programs. She said the Distance Learning Center (DLC)'s mission continues but the resources are not there. She stated that the tuition differential was reduced by 1/3 this year.

Michael Rothlisberger (Academic Fiscal Affairs Officer, Academic Affairs) explained that in the past KSU students have paid an additional amount per credit hour for online courses. He said the USG numbers reflect the total tuition amount. The online differential amount is going down by 1/3 each year. It has not yet happened for graduate online courses differentia but for the time being we are trying to be as cautious as possible. He explained that this year KSU is still receiving a 2/3 differential but that within 3 years will be at 0 in terms of the differential. He noted that a number of salaries are paid for through this differential and they are continuing to be paid. He said they are working to backfill these positions on to "hard dollars" and the specific lines that are going to be moved will be announced shortly. This backfilling is the priority. There is \$850K committed to this effort. As of Fall there is no

additional pay tied to modality of teaching (aka “online incentive pay”). He said he can put this information in writing and circulate by email.

- b. A Senator noted that this deepens the credibility gap because faculty were told the differential was being cut 50% this year and would be down to 0 in 2 years.

Mr. Rothlisberger explained that until March this is what we were told by BOR (50/50) but then they changed to a 3-year phase out by 1/3 each year.

- c. A Senator pointed out that the incentive pay has allowed for expansion of enrollment and other benefits to KSU and asked why was the decision made to phase it out immediately?

Mr. Rothlisberger explained that KSU was not given discretion re: incentive pay but directed to eliminate it immediately. The university will absolutely ensure that the cuts are not absorbed solely by the Academic side.

President Whitten noted that she is still learning all the details but that she sympathizes with how frustrating it might have been to have had something that was baked in taken away and stated that “we are not playing games.” She stated that a large budget cut is the result (and that KSU is not only campus that has had to manage a cut in e-tuition). She said that the Provost is working very hard to figure out how to adjust for this loss of revenue. They are working with great integrity to try to figure out how to roll it out in the least damaging way possible.

- d. A Senator stated that the DLC is very important to faculty and that she hopes to see it continue.

President Whitten said she totally agrees and ask the faculty to think about what they would like to see go away as a result of these budget cuts. It is not an easy topic for anybody.

- e. Jennifer Purcell reminded Senators that they have representatives from your departments on the DLAC and to please engage and inform those reps.

VII. New Business

D. Overload Compensation Guidelines – Dr. Jennifer Purcell on behalf of Dr. Linda Noble

Clarification that there are still valid overloads. There continue to be justified reasons for overloads. They must be pre-approved. Chairs have received clarification.

E. OCS Mandatory Employee Information Security Training – Veronica Trammell

USG mandates that we make sure that all employees have training (located in OwlTrain). To complete you need to click on your training plan. The status bar will

indicate if you have completed the training. A half bar indicates you have not completed. Do not fast forward the video—this will interfere with successful completion. Some browsers are causing trouble ex. IE has been an issue, Chrome has been most successful. Our goal is 100% completion rate. The training takes 11 minutes to complete.

Other updates from UITS include the creation of a new status page, the availability of firstname.lastname email aliases for KSU email, and a new VPN (see information attached).

F. Elections

Jennifer Purcell sought nominations for open Liaison positions. Confirmed that Cristen Dutcher was previously elected to serve as FS Staff Council Liaison for 2018-2019.

Open positions:

1. FS Parliamentarian – 1 Senator (still vacant)
2. FS Student Government Association Liaison – Heather Pincock
3. QEP Operational Development Committee – Doug Moodie
4. Student Technology Fee (STF) Committee – Ginny Boss & Nik Cleghorne

Motion to vote on the slate.

Seconded.

Vote passed.

VIII. Information Items [See attachments]

G. National Conference on Undergraduate Research (NCUR)

Updates – Dr. Amy Buddie

H. Academic Affairs Shared Governance Workshop – Dr. Jennifer Purcell

Dates/locations:

-Wednesday, October 10, 2018, 1:30-3:30pm

Kennesaw Campus, HS1105

-Thursday, October 11, 2018, 1:30-3:30pm

Marietta Campus, Q202

More details to come.

I. Policy Process Council Updates – Dr. Kevin Gwaltney

1. KSU Motor Vehicle Operator Policy

J. Employee Wellness Programs and \$100 Well-being Incentive – Dessi Tzankova

K. USG Policy Update – Conflict of Interest and Conflict of Commitment

IX. Adjournment

The meeting was adjourned at approximately 1:50pm.

Part-Time Faculty Council

Minutes August 29, 2018

- I. Welcome - Dr. Lee welcomed new and returning Part-Time Faculty Council representatives to the meeting. She introduced the current officers and reviewed the purpose, mission, content and format of the PTFC meetings. Dr. Lee announced that the position of secretary is open. She introduced Stephen Bartlett, a founder of the PTFC.
- II. Approval of Minutes - Minutes from the May 10, 2018 meeting were approved as presented.
- III. Meeting Schedule and Location - A copy of the May newsletter as well as the schedule for PTFC meetings was presented. UITS supports the process of linking the Marietta and Kennesaw campuses for the meeting.
- IV. Roles and Responsibilities - Dr. Jackson shared the kinds of information his department members ask and his role in representing the department's part-time faculty. Dr. Jackson spoke about the schedule for submitting time worked and the process he follows for OneUSG. In addition, Dr. Jackson addressed the changes in D2L that many of his department members have been asking about and agreed to share a "cheat sheet" he developed to make the process easier. The information will be emailed out to representatives with the newsletter.
- V. Who's Who - Representatives were given time to meet each other by sharing the answers to three questions about themselves. Those representatives who met more than three people were given KSU Owls
- VI. President's Update - Dr. Lee provided an update on the on-going work with department chairs and directors to secure representatives for the council. She reported that twenty-six of fifty-two departments have representatives, twenty-two of which were in attendance at the PTFC meeting.

The PTFC was invited to work with the Office of Diversity and Inclusion to develop and deliver a pilot workshop on diversity. Dr. Eric Malewski, Dr. Nathalia Jaramillo, Mandy McGrew, and Dr. Lee met with fifteen part-time faculty members to discuss current climate and policies and procedures related to diversity.

Dr. Lee represented the PTFC at the HR Town Hall meeting. No issues related to part-time faculty were discussed.

Dr. Lee attended COCAL (cocalinternational.org) conference in August to learn more about the issues and needs of part-time faculty and how to best support part-time faculty. Concerns about pay, timing of teaching assignments, and benefits expressed to her by faculty at KSU were common items for discussion across the states and countries participating in COCAL. She also said that she would like the PTFC to work closely with the KSU Chapter of the American Association of University Professors to develop the voice of the PTFC.

Other items she would like to focus on include recognition of part-time faculty professional accomplishments and parking. (Mandy McGrew stated that several colleges recognized Outstanding Part-Time teachers.) Her next steps are to schedule a meeting with Dr. Noble and President Whitten. She asked representatives to learn, to engage, to share, and to educate part-time faculty within their departments so they could better represent them.

Part-Time Faculty Council

VII. Work Session - Representatives broke into groups to identify issues of concerns that the PTFC should work on this year. The council will use the information to develop prioritized goals for the PTFC. Charts were collected and will be reviewed at the next council meeting.

VIII. CETL Update - Mandy McGrew explained the goals and services offered by the KSU Center for Teaching and Learning. She shared the CETL website, spoke about funding opportunities, noted upcoming events, and demonstrated how to access resources and workshops.

Mandy has designed a survey for part-time faculty which will be open from September 4 to October 5. Representatives should encourage colleagues to participate in the survey. She encouraged PTF to use the UITS website to register for workshops

Information on activities and 2019 SPACE conference can be found on the CETL workshop. Mandy was also asked to host short workshops for PTF faculty prior to the PTFC meeting to support communication and technology skills.

IX. Next Steps

- A. The revised bylaws will be shared at the next PTFC meeting.
- B. Amy Buddie will speak to the council.
- A. Dr. Lee will look for a speaker on Intellectual Property
- B. Representatives should communicate with their part-time faculty members by September 15.
- C. The newsletter will be mailed to all part-time faculty prior to the September meeting.

X. Announcements and Questions

- A. Dr. Bartlett spoke about shared governance and communication.
- B. The next meeting will be September 26.

Dr. Joanne Lee	President	jlee102@kennesaw.edu
Dr. Charles Jackson	Vice President	cjack169@kennesaw.edu
	Secretary	
NeCall Wilson	Parliamentarian	nwilso46@kennesaw.edu
Yvonne Wichman	Immediate Past President	ywichman@kennesaw.edu

<http://ptfc.kennesaw.edu>

Representatives and Guests Present August 29, 2018

Bagwell College of Education	Present
1. Educational Leadership	Joanne Lee
2. Elementary and Early Childhood Education	
3. Inclusive Education	Holly Arnold
4. Instructional Technology	Jim Chivacci
5. Secondary and Middle Grades Education	Joanne Lee
Coles College of Business	

Part-Time Faculty Council

6. Accountancy	Laurie Ereddia
7. Information Systems	
8. Economics, Finance and Quantitative Analysis	
9. Management and Entrepreneurship	
10. Marketing and Professional Sales	NeCall Wilson
College of Architecture and Construction Management	
11. Architecture	
12. Construction Management	
College of Computing and Software Engineering	
13. Computer Science	
14. Information Technology	Diana Rabah
15. Software Engineering and Game Development	
College of Humanities and Social Sciences	
16. Communication and Media	Gala Jackson
17. English	
18. Foreign Languages	Alberto Lucchi
19. Geography and Anthropology	
20. Government and International Affairs	Veronica Luckow
21. History and Philosophy	Diana Honey
22. Interdisciplinary Studies	Hallie Eberlein*
23. Psychology	
24. Sociology and Criminal Justice	Barry Morgan
25. Technical Communication and Interactive Design	Ginger Sinton
College of Science and Mathematics	
26. Chemistry and Biochemistry	
27. Ecology, Evolution, and Organismal Biology	
28. Mathematics	Nelda Hadaway
29. Molecular and Cellular Biology	
30. Physics	
31. Statistics and Analytical Sciences	Melody Pankhurst
College of the Arts	
32. Art and Design	Chris Hall
33. Dance	Martha Goodman
34. Music	Charles Jackson
35. Theatre and Performance Studies	
Southern Polytechnic College of Engineering and Engineering Technology	
36. Civil and Construction Engineering	
37. Computer Engineering	
38. Electrical Engineering	Michael Lee
39. Engineering Technology	
40. Mechanical Engineering	

Part-Time Faculty Council

41. Mechatronics Engineering	
42. Systems and Industrial Engineering	
University College	
43. Culinary Sustainability and Hospitality	
44. Dual Enrollment Program	
45. First-Year and Transition Studies	
46. Leadership and Integrative Studies	Keesha Burke-Henderson
WellStar College of Health and Human Services	
47. Exercise Science and Sport Management	NA
48. Health Promotion and Physical Education	Tom Bell
49. Social Work and Human Services	NA
50. WellStar School of Nursing	
Ex-Officio and Guests	
51. Office of Provost	
52. CETL	Mandy McGrew
53. CHSS	Stephen Bartlett

DRAFT

**Kennesaw State University
University Handbook
2018-2019
Effective July 1, 2018**

5.2.2. KSU Intellectual Property Policy

Introduction

Kennesaw State University (“University”) is dedicated to teaching, research, and the extension of knowledge to the public. Among its primary objectives are the development of new and useful devices, processes, computer software, and artistic and literary works; and the publication and creation of scholarly works. Such activities:

- contribute to the professional development of the faculty, staff and students involved;
- enhance the reputation of the University;
- provide additional educational opportunities for participating students; and
- promote the general welfare of the public at large.

In some cases, patentable inventions, copyrightable materials, and other intellectual property may be developed through activities of University faculty, staff, or students who have been aided in their efforts by University resources. In such cases, the University has an interest in insuring and expediting the development, marketing, and utilization of the intellectual property. At the same time, the rights, privileges, and incentives of the inventor(s) or creator(s) must be preserved so that their abilities and those of other University faculty, staff, or students may be further encouraged and stimulated.

The University recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. Frequently through individual effort and initiative, faculty, staff, and students develop articles, pamphlets, books, and other scholarly works which may be subject

Policy Title	Intellectual Property Policy
Issue Date	[month/day/year]
Effective Date	[month/day/year]
Last Updated	[month/day/year]
Responsible Office	Office of Research
Contact Information	Office of Research Phone: (470) 578-6046 Email: sponprog@kennesaw.edu

1. Policy Purpose Statement

The purpose of the Intellectual Property Policy (IPP) is to establish guidelines for how intellectual property created by the faculty, staff, and students at Kennesaw State University is to be protected and developed while preserving the rights of the USG Board of Regents through Kennesaw State University (University) and the rights, privileges, and incentives of the inventor(s) and creator(s) (hereafter referred to as Originators). This policy is intended to support faculty, staff, and students in identifying and protecting intellectual property, defining the rights and responsibilities of all involved, administering intellectual property matters, and establishing a support committee to provide guidance and assistance. It also stipulates how income generated should be distributed to the originators and to the University. Kennesaw State University's Intellectual Property Policy is found in its entirety below and meets the University System of Georgia (USG) Board of Regents Policy directive: "Each USG institution is required to develop policies and procedures for the administration of this Intellectual Property Policy." Additional information regarding intellectual property policy as set by the USG Board of Regents is available in the *Board of Regents Policy Manual*, Official Policies of the University System of Georgia in the section Intellectual Properties.

2. Background.

In the Carnegie Classification of Institutions of Higher Learning 2015 update, Kennesaw State University was elevated from "M1" status (Master's Colleges and Universities) to "R3", which are doctoral research institutions with moderate research activity. Also in that year, Kennesaw State University and Southern Polytechnic State University began operating as a consolidated Kennesaw State University. Prior to achieving R3 status and prior to consolidation, there was an increase in faculty, staff, and students seeking more support from KSU to protect and develop intellectual property. Intellectual property (IP) refers to creative products including literary works, artistic works, designs, processes, software, inventions, materials, symbols, and images used in commerce. The requests to protect IP continue to grow, therefore a new IP policy is needed to provide University guidelines and information concerning IP developed by faculty, staff, and students at KSU.

Kennesaw State has rapidly increased the quality of its graduate instructional program and the level of faculty and student research, scholarly, and creative activities. Research, scholarship, and creative activities should be encouraged without regard to potential gain from licensing fees, royalties, or other such income; however, the University also recognizes that intellectual property with commercial potential may be produced as a result of these activities. Should such IP arise, one of the main functions of the KSU Research and Service Foundation, Inc. on behalf of KSU is to manage intellectual property and perform technology transfer functions for the University, taking assignment of inventions; obtaining patent, trademark, and copyright or other intellectual property protection; working with faculty and students to patent discoveries that have commercial and economic potential; and licensing inventions to the private sector in return for sharing royalty income with the faculty, staff and/or student inventors to further the research mission of the University and support expanded faculty and student scholarship opportunities. KSURSF may also secure venture capital to support

Conflicts of Interest & Outside Activities

Legal Affairs

Wed 9/5/2018 5:56 PM

To all faculty and staff:

The Board of Regents of the University System of Georgia recently revised [BOR Policy 8.2.18.2](#) regarding Conflicts of Interest and Conflicts of Commitment. These policies are vital to our ability to carry out the university's mission, to ensure we are good stewards of the university's resources and to maintain the public's trust. Therefore, we must all:

1. Review these policy changes, available here:
<http://legal.kennesaw.edu/docs/exhibit-8-16-18b.pdf>

2. Ensure that you have documented approval for any compensated outside activities using the form at this link: coi.kennesaw.edu prior to engaging in outside activities covered by this policy. Faculty and staff who do not currently have outside activities covered by this policy do not need to submit this form at this time. However, all faculty and staff who are engaging in outside activities, or who have a potential conflict of interest, need to submit this form no later than **September 28, 2018**. If an outside activity opportunity covered by this policy arises in the future, you should then complete a new form to obtain prior approval.

What is staying the same?

The fundamental rules have not changed. Remember that:

- All faculty and staff should avoid actual or apparent conflicts of interest and conflicts of commitment that might interfere with their university duties.
- All faculty and staff have an ongoing responsibility to report and fully disclose any personal, professional, or financial interests, relationships, or activities that have the potential to compromise an employee's objectivity in fulfilling the employee's responsibilities to the university.
- All faculty and staff must also disclose any financial and business interests that they or their spouse, partner, parent, child, sibling, and any in-laws of any of the foregoing may have that relate to the employee's university responsibilities.
- All faculty and staff must obtain the university's permission before engaging in compensated outside activities that are related to their university duties.
- All faculty and staff must obtain the university's permission before engaging in uncompensated outside activities that will take place during normal working hours, or that

might otherwise interfere with their university duties.

- Faculty and staff whose outside activities have the potential to create a conflict of interest must obtain an approved conflict of interest management plan that properly defines and manages any potential conflicts.

What has changed?

These are the key changes and clarifications in the new policy:

- When faculty engage in pre-approved compensated outside activities during their regular work hours, they cannot do so more often than one day per week (on average, subject to your supervisor's approval).
- Twelve-month faculty must take annual leave whenever they engage in pre-approved compensated outside activities during their normal work hours.
- Faculty and staff who are involved in selecting or overseeing KSU vendors are prohibited from receiving compensation from a current or potential vendor.
- Approvals to engage in outside activities, and approvals of management plans for conflicts of interest, must come from the provost, a vice president, or the president.
- For faculty and staff in executive positions (those reporting to the president, or holding a title of vice president or higher), any requests to engage in a compensated outside activity, and any proposed management plan for a conflict of interest, will need approval from the president, after review by the University System of Georgia's Ethics & Compliance and Legal Affairs officials.

What do I need to do?

Always remember that our commitment to ethical behavior is key to our ability to serve our students and to achieve our mission. Kennesaw State University has developed an online tool that you can use to disclose conflicts and to request permission to engage in an outside activity, which is available here: coi.kennesaw.edu.

By making these disclosures and documenting that you have approval from the university, you can better protect yourself and the institution. Given the new requirements, all faculty and staff are required to complete the form by September 28, 2018, if they have compensated outside activities covered by BOR Policy 8.2.18.2 or if any disclosures in accordance with this policy need to be made. Remember that this form needs to be updated and resubmitted each time there is a need to disclose any personal, professional, or financial interests, relationships, or activities that have the potential to compromise an employee's objectivity in fulfilling the employees' responsibilities to the USG, or you wish to engage in a new outside activity. Also, if you are engaging in an outside activity or otherwise need to make a disclosure in accordance with these policies and you have only verbal approval, or approval from an authority who is below the provost or a vice president, or approval from a prior supervisor, then you should submit those disclosure and requests again now, to ensure that you have the documentation you need that

your approvals are up to date.

KSU is developing a database to manage these disclosures and approvals, which will be publicly available in 2019 (except for any portions that are exempt under Georgia's Open Records Act).

Where can I find more information?

The revised Board of Regents policy will be incorporated into the BOR Policy Manual, and will appear here:

https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct

KSU will be updating its related policies shortly. For additional guidance and policy links, see: http://cul.kennesaw.edu/docs/Policies_Guidance_on_COI_and_OA.pdf

All KSU employees have been assigned training on these topics, but if you have not completed those, or if wish to refresh your knowledge, please follow these links (signing in with your NetID):

USG Ethics training:

<http://tinyurl.com/kennesaw-usgethics>

KSU Conflicts of Interest and Outside Activities training:

<http://tinyurl.com/kennesaw-conflict>

For technical issues with the online training, please contact: service@kennesaw.edu

For policy questions regarding conflict of interest and outside activities, please contact: asklegal@kennesaw.edu or conflictofinterest@kennesaw.edu.

Thank you very much for your attention to these important matters.

Andrew Newton
Acting Vice President and Chief Legal Affairs Officer

Academic Affairs Shared Governance Workshop

Angelina Conti

Tue 9/11/2018 12:43 PM

To:collegedeans <collegedeans@kennesaw.edu>; deptchairsdirectors <deptchairsdirectors@kennesaw.edu>; John Haseltine <jhaselti@kennesaw.edu>; Kathryn Bedette <kbedette@kennesaw.edu>; M. A. Karim <mkarim4@kennesaw.edu>; Stephen Collins <scollis30@kennesaw.edu>; Nichole Guillory <nguillo1@kennesaw.edu>; Hassan Pournaghshband <hpournag@kennesaw.edu>; Harry Price <hprice8@kennesaw.edu>; Humayun Zafar <hzafar@kennesaw.edu>; Jennifer W. Purcell <jpurce10@kennesaw.edu>; Robert Buresh <rburesh@kennesaw.edu>; Adrian Epps <aepps6@kennesaw.edu>; Angelina Conti <aconti@kennesaw.edu>; Cameron Coates <ccoates4@kennesaw.edu>; Carmen Skaggs <cskaggs4@kennesaw.edu>; Chan Ham <cham4@kennesaw.edu>; Chien-Pin Li <cli@kennesaw.edu>; Dana Fox <dfox23@kennesaw.edu>; David Mitchell <dmitch37@kennesaw.edu>; Harrison Long <hlong3@kennesaw.edu>; Hope Baker <hbaker@kennesaw.edu>; Jeff Chastine <jchasti1@kennesaw.edu>; Jennifer Priestley <jpriestl@kennesaw.edu>; Kadian Callahan <kcallah6@kennesaw.edu>; Leigh Funk <lfunk@kennesaw.edu>; Linda Golian-Lui <lgolianl@kennesaw.edu>; Margaret Lowder <mlowder2@kennesaw.edu>; Marla Bell <mbell@kennesaw.edu>; Michael Keleher <mkeleher@kennesaw.edu>; Pam Cole <pcole@kennesaw.edu>; Rebecca Rutherford <brutherf@kennesaw.edu>; Samuel Robinson <srobin50@kennesaw.edu>; Scott Gordon <sgordo35@kennesaw.edu>; Scott Reese <sreese3@kennesaw.edu>; Svetlana Peltsverger <speltsve@kennesaw.edu>; Thierry Leger <tleger@kennesaw.edu>;

Cc:Ron Matson <rmatson@kennesaw.edu>;

Sent on behalf of Dr. Noble:

Academic Affairs Shared Governance Workshop
Wednesday, October 10, 2018, 1:30-3:30pm – Kennesaw Campus, HS1105
Thursday, October 11, 2018, 1:30-3:30pm – Marietta Campus, Q202

The Office of the Provost is pleased to partner with the University Ombuds and the Faculty Senate Executive Committee to host an Academic Affairs Shared Governance Workshop. The workshop includes an overview of recognized shared governance bodies, including the Faculty Senate, department faculty councils, and college faculty councils, and the intended cooperative decision-making process associated with each level of shared governance at the University. Chairs and members of DFCs and CFCs, department chairs, and college deans are encouraged to attend.

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