|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KSU Faculty Senate Meeting**  **Attendance (January 27, 2014)** | | | |  | |  |  |
| **College/School/Constituency** | **Faculty Member/Liaison** | **Attendance** | **Term Expires** | |
| Accountancy | Thomas Devaney | X | 2015 | |
| Art & Design | April Munson | X | 2014 | |
| Biology & Physics | R. C. Paul | X | 2014 | |
| Chemistry & Biochemistry | Chris Dockery | X | 2015 | |
| Communication | Emma Wertz | X | 2016 | |
| Computer Science | Dick Gayler | X | 2015 | |
| Dance | Stevan Novakovich | X | 2014 | |
| Economics, Finance & Quantitative Analysis | Abhra Roy | X | 2014 | |
| Education Leadership | Earl Holliday | X | 2014 | |
| Elementary & Early Childhood Education | Stacy Delacruz | X | 2014 | |
| English | Cindy Bowers | X |  | |
| Exercise Science & Sports Management | Jennifer Beck Willett | X | 2015 | |
| First-Year & Transition Studies | Richard Mosholder | X | 2016 | |
| Foreign Languages | Jaime Cruz-Ortiz | X | 2014 | |
| Geography & Anthropology | Matthew Mitchelson | X | 2015 | |
| Health Promotion & Physical Education | Peter St. Pierre | X | 2015 | |
| History & Philosophy | Alan LeBaron | O |  | |
| Inclusive Education | Joya Carter-Hicks | X | 2014 | |
| Information Systems | Humayun Zafar | X | 2014 | |
| Instructional Technology | Jo Williamson | X | 2015 | |
| Interdisciplinary Studies | Roxanne Donovan | X |  | |
| Management & Entrepreneurship | Doug Moodie | X |  | |
| Marketing & Professional Sales | Maria Kalamas | X | 2016 | |
| Mathematics & Statistics | Josip Derado | X | 2015 | |
| Music | John Warren | X | 2015 | |
| Nursing | Jackie Jones | X | 2015 | |
| Political Science & International Affairs | Jack Moran | X | 2014 | |
| Psychology | Chris Ziegler | X | 2014 | |
| Secondary & Middle Grades Education | Joanne Simpson | X | 2016 | |
| Social Work & Human Services | Irene McClatchey | X | 2014 | |
| Sociology & Criminal Justice | Kenneth White | X | 2014 | |
| Sturgis Library | Cheryl Stiles | X | 2016 | |
| Theatre & Performance Studies | Jane Barnette | X | 2014 | |
| University Studies | Ree Howard | O |  | |
| Administrators Senate | Caryn Young | O |  | |
| Chairs Council | Alice Pate | X | 2014 | |
| Part-Time Faculty Council | Yvonne Wichman | X | 2015 | |
| Staff Senate | C. Beam/J. Costen | X | 2014 | |
| Student Government | Ryan Delaney | O |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **VISITORS** |  |  |  | |
| President | Dr. Dan Papp | X |  | |
| Provost & VPAA | Dr. Ken Harmon | O |  | |
| Associate Vice President for Faculty | Dr. Ron Matson | X |  | |
| AVP Enrollment Services | Kim West | X |  | |
| Faculty Executive Assistant to President | Dr. Maureen McCarthy | X |  | |
| AVP Tech Enhanced Learning | Dr. Elke Leeds | X |  | |
| Faculty Athletic Rep | Randy Stuart | X |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |

**Faculty Senate Meeting Minutes 1/27/14**

HS 2010 3:30 – 4:45 p.m.

**Call to order at 3:30 p.m. by K. White. Quorum was established with 33 senators present.**

**1. Approve 11/18/13 minutes. Senator S. Novakovich was in attendance at the meeting on 11/18/13. Senator C. Dockery made this amendment to the minutes. Senator C. Ziegler made a motion to approve the minutes, Senator D. Gayler seconded and the minutes were approved by consent.**

**OLD BUSINESS**

**1. Financial Aid Attendance Compliance Strategy** (K. West) First Reading

Starting this Spring 2014, for students who “stop attending” a course, but who do not officially withdraw, faculty may issue a grade of W or WF and note the last known date of attendance/academic activity. We still have the “NA” grade, which began in Fall 2013, for students who perform no academic work but remain on the roster at the end of the term.

K. West thanked the faculty for adopting the NA grade code and mentioned that 267 NA grades were assigned fall 2013. Students should be strongly encouraged to use the self service procedures for withdrawal in owl express. Faculty are encouraged to add language to syllabi articulating the new issuance of W or WF. K. West will review the catalog language on grade definitions and update if needed to address the new policy. Senator C. Ziegler made a motion to approve the policy, the motion was seconded and approved by a majority of voting members in attendance.

**2. Emeritus Proposal** (Second Reading)

AVP Matson presented the proposal. Senator K. White asked for clarification regarding emeritus faculty with endowed titles. AVP Matson will research BOR policy. Senator C. Ziegler made a motion to approve the policy, the motion was seconded and approved by a majority of voting members in attendance. The senate agreed that the policy can be effective March 1, 2014.

**NEW BUSINESS**

**1. Web Accessibility Statement and Compliance Strategy** (FSEC)

To ensure compliance with Section 508 and the requirement to provide reasonable accommodations to students when it comes to the accessibility of electronic information, a statement of compliance with accessibility requirements will be put online and a working group led by legal affairs that includes faculty will study the issue and make recommendations on compliance procedures by the end of Spring 2014. **Faculty Senators interested in serving on this working group, please email:** [**Faculty\_Senate\_President@kennesaw.edu**](mailto:Faculty_Senate_President@kennesaw.edu)

**1.13.14 FSEC: Section 508 and Reasonable Accommodations Requirements**

**Policy Statement on KSU’s Commitment to Electronic Information Technology Accessibility:**

*Kennesaw State University is committed to making all official electronic information technology accessible and in conformity with widely accepted Internet accessibility standards and requirements.*

**Next Steps:**

1. Post this statement online
2. Further legal research
3. Create a working group led by legal affairs that includes faculty (selected by the FSEC) to propose specific policy/practice recommendations on compliance with the two accessibility requirements
   1. Take nominations of service for this working group from Faculty Senators (email nominations to [Faculty\_Senate\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu))

Senator C. Ziegler asked for clarification on where the policy statement will be published. Senator K. White responded that Academic and Legal Affairs would decide and mentioned that the working group will move quickly and produce recommendations this semester. Senator D. Moodie asked for clarification as “all official electronic information” is very broad. Senator K. White suggested this would be an action item for the taskforce to discuss. Senator D. Holliday made a motion to approve the policy; the motion was seconded and approved by a majority of voting members in attendance.

**2. Part-Time Faculty Council Handbook Change** (Y. Wichman)

The members of the PTFC have developed bylaws that require amendment to the language in the handbook to avoid conflict (terms of office and titles of officers). Senator R. C. Paul made a motion to approve the change; the motion was seconded and approved by a majority of voting members in attendance.

**INFORMATION**

**President Dr. Dan Papp** presented an update on the consolidation. The Co-Chairs of the 81 operational working groups (OWG) have met and are in the process of finalizing membership of their respective committees. The accreditation team and others are working to simplify the charge to the OWGs. The BOR master tracking document addresses approximately 800 items. The overview, timeline, leadership, responsibilities, and other documents will be updated shortly on the consolidation webpage. Dr. Papp expects to spend a day to a day and a half per week at SPSU. Physical plant will remain separate. IT will combine. The expanded consolidation implementation committee is completing work on the mission, vision, and structure of academic programs, likely will be the 13 colleges mentioned in various press releases. 2.5 to 4 million in savings is expected to be redirected to academic programs but will happen on a delay after one time upfront costs in consolidation of IT, signage, etc. is complete. OWGs should compete work by May 16 and SACS documents will be submitted in early fall 2014.

**1. Decentralized Review and the 5-Year Re-Review Process: Clarification** (FSEC resolution)

*Departments who opt in to create a “decentralized review process” for new online courses may also create a department-level process for the five-year review of existing courses in accordance with the other terms and conditions of the process.*

**2. Campus Culture & Climate Assessment Leadership Team** (Chris Ziegler)

The Campus Culture and Climate Assessment is the first comprehensive climate assessment at Kennesaw State University that surveys all of KSU's faculty, staff, and students. With the assistance of an external vendor, Rankin & Associates Consulting, and the dedicated efforts of over 40 campus community members, the survey instrument was developed and refined to adequately assess the current climate for working and learning at KSU. The survey will open on February 19, 2014 and will close on March 5, 2014 depending on completion rates. The survey results will be communicated to the campus community in Fall Semester 2014. Two to three actionable items will be developed from the findings that can be implemented within one year. Dedicated funds have been set aside to ensure the completion of the action items. In order for Kennesaw State to receive reliable data, a 30% response rate must be met. The Campus Culture and Climate Assessment Task Force encourages you to take the survey and remind your colleagues and students to do the same. For more information regarding the survey and process to date, please visit [www.kennesaw.edu/ccca](http://www.kennesaw.edu/ccca).

**3. Consolidation Update: Expanded Faculty Members on Consolidation Committee**

HSS: Tim Hedeen

Coles: Randy Stuart

UC: Stephanie Foote

Arts: April Munson

Edu: Jim Wright

CSM: Chris Dockery

Wellstar: Jackie Jones

Volunteer for a consolidation working group at: [http://www.ksuspsuconsolidation.com](http://www.ksuspsuconsolidation.com/)

**4. Distance Education Comprehensive Task Force Update** (K. White)

Elections are being held in colleges where there were more than two nominees. Working to ensure Arts and Math & Science have at least two reps.

**5. This Policy Makes No Sense Update** (K. White)

Group of faculty and staff met on 1/23/14 to begin analyzing the responses; report due to campus by the end of Spring 2014.

**6. KSU Film Data Base**

Kennesaw State University has an impressive variety of open educational resources through our Library. The Films on Demand database is an outstanding resource for video and film that is more reliable than YouTube and without advertisement (see [December Talon Tips](http://www.kennesaw.edu/dlc/TalonTips/Volume/TalonTipsVol5Issue1.pdf) for more information.) Off-campus users will require netid authentication.

<http://digital.films.com.proxy.kennesaw.edu/Dashboard.aspx>

**7. Update on Centralized Quality Matters Review Process:**

As a part of the Faculty Senate and Distance Learning Center’s efforts to involve faculty in the review and decision making process related to online course development, the DLC with support of the Faculty Senate has established a modified centralized review process. This process adds a faculty-selected definition of “peer” and self-review option *(e.g. add a subject matter expert(s) to the review team, add a departmental colleague(s) to the review team, add a self-review component to the review team, or other similar additions to the review team makeup)* to online course review.

We have revised the Distance Learning Course and Review Request as follows:

“**Centralized Review (Option One)**

DLC assigned review of three available reviewers

“**Centralized Review (Option Two)**

I request to serve as a self-reviewer on the review team

I request an Instructional Designer serve on the review team

I request a Departmental Colleague\*

I request an Academic Discipline Subject Matter Expect\*

I request a team of Academic Discipline Subject Matter Experts (up to three)\*

I request a specific individual(s) based on my choices above\* (Select Up To 3)

If less than three of the above are chosen, DLC will assign remaining reviewer(s).

\*We will gladly reach out on your behalf to check the availability of your request. If individuals are not available based on your preferences, we will notify you to consider other available options or propose a timeline to meet the request. Requested reviewers are required to have completed the Applying the Quality Matters Rubric ( APPQMR ) training. The APPQMR is not required for the faculty developer to offer a self-review.

You can review the entire form at <https://web.kennesaw.edu/dlc7/>

We hope that the new form will provide faculty the flexibility they desire for online course review. This modified review process does not require departmental opt-in to the decentralized course review pilot. It is open and available to any faculty member desiring more input into review team composition.

**8. Athletics Grade Report News** (R. Stuart)

For the Fall 2013 semester KSU's Student-athletes earned an overall 3.15 GPA! 13 of the 15 sports sponsored by KSU had GPA's over 3.00 with 4 of the 15 earning GPA's of 3.5 or higher! Men's Tennis 3.68 Women's Golf                       3.56

Men's Golf                           3.59 Women's Cross Country      3.54

**9. Uniform Contract Start Dates Information** (R. Matson)

See attached information; contact Ron Matson for question: [rmatson@kennesaw.edu](mailto:rmatson@kennesaw.edu)

**10. UPS Store on campus**

**11. Concert Information**

On Saturday, February 8, the School of Music proudly presents the annual Collage Concert, at 8 p.m. in Morgan Hall at the Bailey Performance Center.  A signature event for the School of Music, the concert showcases faculty soloists and student ensembles in a fast-paced blend of vignette performances, spanning an assortment of musical styles and instrumentation.  The Collage Concert is an audience favorite, and all proceeds benefit scholarships for music students.  Tickets range from $8-40, and are available online at ticketing.kennesaw.edu, or by phone at [770-420-6650](callto:770-420-6650).

**12. New Comment Box on Faculty Senate Website[[1]](#footnote-1)**

Anyone can now contact the Faculty Senate by making a comment in a comment box on the Faculty Senate website. This can be done anonymously, if desired.

To raise an issue with the Senate, please contact a member of the FSEC, send an email to [Faculty\_Senate\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu) or use the new comment box on the website!

The comment box is available at: <http://www.kennesaw.edu/faculty/contact.php>

**Liaison Reports:**

**PTFC – Liaison K. White**

Faculty Senate Liaison to the Part-Time Faculty Council Report: 1/27/14

The Part-Time Faculty Council is working on the following initiatives:

1. Survey of all part-time instructors to determine agenda of the PTFC moving forward
2. Creating bylaws and amendments to the charter document (these amendments are to be considered by the Faculty Senate on 1/27/14 for a first reading)
3. Considering a proposal to add a part-time faculty category to the annual awards for faculty

**SGA – Liaison C. Ziegler**

1. Call to Order- President Street
2. Roll Call- Secretary Thomas
3. Approval of 1347th Meeting Minutes
4. Officer Reports (2 min per officer)

Dir. Of Ops open: apply if interested. College Surveys collected, add/drop changes. Pamphlets about SGA with a comment section were distributed to guests in attendance. Polo shirts were distributed to SGA members at the recent retreat.

Check email regularly, Facebook page is getting started and will be up and running soon.

Time capsule initiative is set for April 22.

Feed the future Fri. March 14th . Silent auction Feb 20th, 10-3 will be a raffle instead of silent auction, bring donations or bring ideas about how to get donations.

Community service hours = 312h, 15 min so far, goal for the year is 500 hours.

Jan. 28th 6:30 Kick off for Life relay.

Election reform suggestions are being considered. Feb 22-26 Conference of Student Governments: leave Fri. back Sun? Dean search for HHS going well will keep everyone updated.

Guest sign-in sheet, get office hours done!

What’s up Wednesday suggestions were solicited.

Goal sheets for officers distributed.

External Committees please sign up if you haven’t already. Capital day Wed. Jan 29,

8-11.

Athletics senator position open as well as a few others.

Student advisory panel for sports and recreation park is currently working.

Student football advisory committee has met about a student section at home games.

Honors college: will have 2 senator seats.

Officer shadowing can be arranged if you are interested in a leadership position for next year. Please contact a current officer if interested.

1. Open Forum (5 min) Parking 2 new routes, to Walmart on T/Th 10-3 and Health Clinic (house 52). Check website and Facebook for changes. Bus app is up and working. There will be changes to accommodate SPSU. Get everyone out for upcoming men’s basketball game (all rso’s).

Liaison Ziegler talked about the upcoming Campus Culture and Climate Survey (provided dates, asked that senators speak to their constituents, etc.)

1. Consolidation Update- President Street (10 min) Sign up for one of the committees. Probably 13 colleges (these were listed in the meeting and were correct). Naming options are open. Students need to be appointed soon to the operational working groups. SGA group will be 8 people, 4 from each school.
2. Social Events-Vice President Chestnut (5 min) Suggestions for things to do, restaurants to go to: Bowling, movie night, hiking, rock climbing, Zacksby’s, TacoMac, Commons, Chili’s, dancing, white water rafting, team building seminar, zip lining.
3. College Breakouts (7 min) Not for the liaison participation.
4. Committee Breakouts (10 min) Not for the liaison participation. Brief discussion of the ideas that emerged from breakouts.
5. Announcements (5 min)
6. Adjournment

*(Estimated time: 60+ mins)*

**Administrators Senate – Liaison H. Zafar**

- KSU is now using a new performance evaluation software that is completed   
online. This year employees will be asked to complete a self evaluation as   
well.  
- Be the Match!! The senate is supporting a bone marrow drive targeting   
anyone between the ages of 18 and 44. It takes less than 15 minutes and only   
a swab of your cheek. It's on Wednesday, January 22nd (11 am - 3 pm), PH   
1001 (Indoor Plaza). Contact: Rod Gunn, rgunn@nmdp.org.  
- Next meeting is scheduled to take place on February 11th.

**Adjourn** – Senator C. Ziegler made a motion and the senate was adjourned at 4:37 p.m.

1. Thank you to Chris Ward for creating this feature! [↑](#footnote-ref-1)