**Faculty Senate Agenda on 05/05/14**

HS/PH 2010 @ 3:30 – 4:45 p.m.

**Previous Minutes**

1. Approve 4/21/14 minutes

**Old Business**

1. **Proposal for New Standing Committee** – Distance Education Task Force Committee (D. Moodie)

**Distance Education Advisory Committee — assigned to the Faculty Senate and advisory to the Assistant Vice President of Technology Enhanced Education and the VPAA**

1. Purpose:  
   This committee will annually review all KSU and USG distance education policies and may make recommendations for revisions to existing policies. The committee makes and hears policy change proposals/recommendations to distance education policies. All distance education policy changes are reviewed by this committee and the Faculty Senate for feedback before being implemented.
2. Membership:
   1. TF 14: (This number will change 20 when new colleges added at consolidation) tenured, tenure track, or full-time permanent faculty; two elected from each degree-granting college, serving two year staggered terms. Faculty elected to serve on this committee should have demonstrated previous involvement and commitment to Distance Education. Faculty will serve staggered two-year terms so that the composition of the committee will have a mix of experienced and new members.
   2. AD 1: One administrator: AVP of Technology Enhanced Education or designee (ex-officio).
   3. SF 1. Representative chosen from instructional designers (ex-officio).
   4. Additional people may also be asked by the committee to serve based on their knowledge (ex-officio).
   5. Until consolidation, the elected members of the existing Distance Education Task Force will serve as members, with next elections for 2015/16 and 2015/17 members to be held in Spring 2015.
3. Procedures:
   1. A faculty member, chosen by the committee, serves as the chair of this committee.
   2. This committee will normally meet as needed to review distance education program proposals and changes.
   3. Annual report due May 1st of each year to the Vice President/President-elect of the Faculty Senate.

2. **Resolution on Required Syllabus Language** – Resolved: *Faculty may comply with university policy on required syllabus language by inserting a web link into every syllabus that goes to a university-hosted page that contains the text of all university required syllabus information. Faculty are encouraged to put the full text of the required language in their syllabi to encourage even greater student awareness.*

**Web Accessibility & Reasonable Accommodations**

Kennesaw State University follows the guidelines of the Universal Design for Learning standard of web accessibility. Faculty use Word, PDF, and HTML formats when communicating electronic information to students whenever possible and appropriate in light of the goals of the course. Faculty are trained to use Web Accessibility Evaluation tools, e.g., WAVE ([www.wave.webaim.org](http://www.wave.webaim.org)), and make adjustments as possible and appropriate in light of the goals of the course. Faculty are encouraged to provide electronic information in alternative formats, e.g., text, audio, etc., as appropriate in light of the goals of the course. For free resources available to students on web accessibility, please visit the Web Accessibility Resources page at the Distance Learning Center: [link]. Faculty accommodate all reasonable requests for accommodation; these requests must be documented by the DisAbled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

Faculty Training Program: All faculty will take a 30-minute web accessibility training program online. The DisAbled Student Support Services and the Distance Learning Center will coordinate the curriculum, delivery, data keeping, and assessment of this training program with the standing committee on Distance Education. Legal Affairs is the office ultimately responsible for this program, which will be assessed every five years—or earlier, if a significant change in web accessibility standards occurs. Faculty will take a different “re-fresher” course every five years from the date of their last training session.

Proposed Training Alternative (D. Gayler): Faculty may opt to read and sign a web accessibility and reasonable accommodations training document. The DisAbled Student Support Services and the Distance Learning Center coordinate the content, data keeping, and updating of this training document. Legal Affairs is responsible for the assessment of web accessibility & reasonable accommodations policies, which occurs every five years—or earlier, if a significant change in web accessibility standards occurs. Faculty who opt for this alternative training process read and sign a “re-fresher” web accessibility and reasonable accommodations training document every five years.

**Electronic Recording & Social Media Policy**

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the DisAbled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

3. **External Letters Proposal & Resolutions**

The following proposed language on external letters, which the Faculty Senate of SPSU adopted on 3/27/14, is up for a 2nd reading:

“The promotion process for tenure-track faculty includes external review in the form of two letters from appropriate experts who have no current affiliation with Kennesaw State University. These experts are specialists in the candidate’s academic discipline, and they provide an objective evaluation of the evidence of the candidate’s scholarship, which is prepared by the candidate, and which may be limited in quantity by the department chair. If the experts have a present or prior relationship to the candidate, e.g., advisor on dissertation committee or co-author, this relationship must be disclosed. The experts are selected by mutual agreement of the candidate and the department chair, and the department chair performs all communication with the experts. The department chair informs the experts that the review is limited to the material provided by the candidate and does not include the question of promotion or tenure. The department chair will provide the experts a cover letter with instructions on the scope of review and the material prepared by the candidate. Department guidelines on promotion and tenure are not sent to the experts. Academic Affairs provides financial support to departments to cover the costs associated with external review.”

**Resolution on External Letters** to accompany proposed language (see attached document):

Current text: Resolved: Consistent with the parameters set by university policies, departments determine the external letters process.

Suggested clarification: Resolved: Consistent with the parameters set by university policies, departments determine the process for obtaining (or soliciting) external letters.

**Information**

**1. Substantive Change Policy and Complaint Resolution Policy – Articulation of Existing Policy Documents (S. Paraska)**

**2. Parking Information – Good News! Faculty parking spaces have recently been added to the Church Lot. Be sure to try there the next time parking is full in other areas.**

**3. KSU Day of Service – Success! (B. Wooten)**

Over 170 pre-registered participants + five different sites with multiple beautification and other community service activities per site + multiple sponsors and partners of the event = Engaged KSU!

**4. Attendance Verification Procedures Information – See Attached Document (K. West)**

Recommended syllabus language: *Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal*.

**5. Report on Equity – see attached document (M. McCarthy)**

**6. Report on Faculty Awards – see attached documents (M. McCarthy)**

**7. OWG, No. 69 – Faculty Shared Governance Recommendations (K. White & M. Dillon)**

1. OWG Recommendation: We recommend that the shared governance structure at the *new* KSU follow the structure outlined in the BoR handbook and policy manuals, namely, that there be three shared governance bodies making recommendations to the university President.

Explanation of Recommendation: For the purposes of shared governance, the *new* KSU should have a Faculty Senate, a single Staff Council, made up of a mix of staff and administrators, and a Student Government Association.  Whether or not there are deans council, chairs council, administrators senate, etc., these should not be part of the shared governance process. We further recommend that University Council be dissolved.

2. OWG Recommendation: The Faculty Senate for the *new* KSU will get reports from many university standing committees and a few ad hoc committees.

Explanation of Recommendation: For the purposes of shared governance, much of the work at the *new* KSU will be done in standing committees and ad hoc committees.  Those committees that deal with matters of an academic nature and those that deal with matters of mixed academic and other natures will report to the Faculty Senate.

3. OWG Recommendation: Liaisons from the Faculty Senate to: Staff Council, Student Government Association, Part-time Faculty Council (a standing committee), Policy Process Council (standing committee), and USG Faculty Council will facilitate communications.

Explanation of Recommendation: Liaisons may be able to accomplish what has been accomplished through committees in the past.

4. OWG Recommendation: Standing committees should be streamlined.

Explanation of Recommendation: We are going to have trouble staffing standing committees if there are too many of them.

5. OWG Recommendation: Faculty participation in shared governance must be properly recognized and rewarded.

Explanation of Recommendation: We need committed faculty participating in shared governance for it to work well.

**Other Matters Arising**

1. Question to consider next year at the current KSU and SPSU campuses on the *new* KSU: How do the faculty want to determine and measure “quality” at the *new* KSU? What, if any, entities outside of the departments/colleges should have (any or how much?) editorial control over the “quality” of instruction and curriculum? For example, should annual or semester teaching evaluations performed by department peers replace the distance education course review process?

2. +/- grades at the *new* KSU?