**Draft Minutes of Kennesaw Senate Meeting held on the 9th February, 2015**

Meeting opened at 3:04 pm

1. Minutes of both January meetings approved.

**Old Business**

1. ***Faculty Textbook policy 2nd reading***

Ken White asked some questions. Nwakaego Nkumeh from Legal Affairs answered.

1. This policy does not affect privacy rights.
2. Department review is required for self-textbooks if they cost the students money. Free material does not have to be reviewed
3. BoR policy is to ban reselling of sample textbooks.

Policy passed second reading 24 votes to 2

1. ***Points for Discussion of Draft P&T for OWG 22 and Ad Hoc Task Force***

The meeting continued discussion on the points raised by KSU Kennesaw and Marietta faculty concerning the conclusions of Ad Hoc Task Force.

**Category One: Performance Categories**

1. Defining Service: The Ad Hoc Task Force states: “Service includes service to the department, school, college, university, profession and community (but the service activity must be related to a person’s status as a faculty member).”
2. The word “related” needs definition/clarification. Should we include language that excludes some kinds of services as “unrelated” to one’s status as a faculty member? What about the scholarship of service? Should this also be left to Departments?

Meeting voted to add Bowling Green language on this to policy.

“Faculty members are encouraged to lend their professional expertise to collaborations with external entities that contribute to the well-being of the larger community. To be considered as community service appropriate for merit, contract renewal, tenure, or promotion considerations, such external activities must draw upon a faculty member’s expertise and must be recognized by the School, College, or University as qualifying. All faculty members are encouraged to participate fully in civic and community life as citizens, but they need to recognize that not all such activities will be viewed as directly related to their professional expertise. Performance indicators used to evaluate community service include: records of relevant activities and professional contributions; degree of active involvement; significance and scope of involvement in each activity; evidence of contributions and achievements; leadership positions held; professionalism and dependability demonstrated in performing activities; community awards and other recognitions; and written statements or testimonials.”

**Category Two: External Letters**

Meeting voted 24 to 2 to move the introduction of the requirement for external letters from 2016 to 2018, as this would allow people who had gone through third year review not to do external letters.

**Category Three: P&T Committees**

1. Voting rank: the language is unclear. The Ad Hoc Task Force states: “We recommend that only faculty at the same rank or above be allowed to vote on P&T decisions.”
2. Should the language be changed to state “only faculty at the same rank or above the rank for which the candidate is applying should be allowed to votes?” This would allow Associates to vote on Assistants to Associates and Associates to Full.

There was much discussion on conflict of interest and practicality on this. No motion was made however

1. Should Departments be left of determine their own guidelines given their own unique compositions?

Ron Matson said departments could not do their own thing.

**Category Four: PTR**

1. Should external letters be required for PTR?

Not supported by meeting. Voting was 24 to 0 against external letters for PTR.

**Category Five: Handling of Portfolios/Addition of material.**

1. The Ad Hoc Task Force recommends: Once a portfolio is submitted, no new material can be added. However, “updating” information (e.g., a paper going from submitted to accepted or a grant going from submitted to funded) may be included in a response letter and considered by subsequent levels of review. This is a simple “status” change of something already submitted; it is not considered a submission of new information. Previous levels of review will not reconsider their decision based on this status change.

Marietta passed these words. There was much discussion on wanting accurate information but not allowing new material.

Motion passed 16 to 6 to delete “going from submitted” above (twice).

**Category Six: Translation of “inches” and “binders” in the shift to electronic portfolios.**

1. How do “inches” translate to electronic portfolios? Page number limits? Size of portfolios at all levels? Should there be a restriction on the number of pages or the number of documents?

The meeting noted that once P&T was electronic rather than paper this question was moot as the 3 inch requirement was for practicality with paper binders. Motion passed 23 to 3 to have no limits on second binder.

**Category Seven: Date of Implementation/Training for new system**

1. Ad Hoc Task Force has recommended full implementation Fall 2016.

(Note except for external letters)

1. If the new policy goes into place instead in Fall 2015, will there be training (will there be time for training?) faculty and administrators for the new policy and procedures? CETL?

If implementation is in Fall 2016 then there is not a problem.

**Category Eight: Need for carefully-written departmental guidelines and rubrics for P&T**

All college and departmental guidelines will need to be rewritten will need to be rewritten by December 2015.

Cindy Bowers will produce a clean version of OWG 69 recommendations.

Meeting finished at 4.45 pm with no time for other business.

|  |  |  |
| --- | --- | --- |
| **Attendance (9th February, 2015)** | | |
| **College/Constituency** | **Faculty Member/Liaison** | **Attendance** |
| Accounting | Thomas Devaney | X |
| Art & Design | Keith Smith | X |
| Biology & Physics | Jerald Hendrix | X |
| Chemistry & Biochemistry | Chris Dockery | X |
| Communication | Emma Wertz | X |
| Computer Science | Dick Gayler | O |
| Culinary Sustainability & Hospitality | Thorir Erlingsson | X |
| Dance | Mara Mandradjieff | X |
| Economics, Finance & Quantitative Analysis | Luc Noiset | O |
| Education Leadership | Earl Holliday | X |
| Elementary & Early Childhood Education | Shannon Howrey | O |
| English | Cindy Bowers | O |
| Exercise Science/Sports Mgt. | Jennifer Beck Willett | X |
| First-Year and Transitional Studies | Richard Mosholder | X |
| Foreign Languages | Jaime Cruz-Ortiz | X |
| Geography & Anthropology | Matthew Mitchelson | X |
| Health, Physical Education & Sport Science | Peter St. Pierre | X |
| History & Philosophy | Alan LeBaron | X |
| Inclusive Education | Joya Carter-Hicks | X |
| Information Systems | Humayun Zafar | X |
| Instructional Technology | Jo Williamson | X |
| Interdisciplinary Studies | LeeAnn Lands | X |
| Management & Entrepreneurship | Doug Moodie | X |
| Marketing & Professional Sales | Sandra Pierquet | X |
| Mathematics | Josip Derado | X |
| Music | John Warren | O |
| Nursing | Jackie Jones | X |
| Political Science & International Affairs | Ken White | X |
| Psychology | Tom Pusateri | X |
| Secondary & Middle Grades Education | Joanne Simpson/Jim Wright | X |
| Statistics & Analytical Sciences |  | O |
| Social Work & Human Services | Irene McClatchey | X |
| Sociology & Criminal Justice | Tanja Link | X |
| Sturgis Library | Cheryl Stiles | X |
| Theatre, Performance Studies & Dance | Jane Barnette | O |
| University Studies | Ree Howard | X |
|  |  |  |
| **Liaisons** |  |  |
| Administrators Senate | Caryn Young | X |
| Chairs Council | Alice Pate | X |
| Part-time Faculty Council | Yvonne Wichman | X |
| Staff Senate | C. Beam/J. Costen | O |
| Student Government | Ryan Delaney | O |
| **Ex-officio** |  |  |
| President | Dan Papp | O |
| Provost and VPAA | Ken Harmon | O |
| AVP for Faculty | Ron Matson | X |
| AVP Enrollment Services | Kim West | O |
| Faculty Executive Assistant to President | Maureen McCarthy | X |
|  |  |  |
| **Visitors** |  |  |
| Susan Prochaska | Policies | X |
| Elizabeth Shields | Library | X |
| Valerie Whittllesey | VPAA | X |
| Nwakaego Nkumeh | Legal | X |
| William Griffiths | Marietta Moderator | X |
| Chris Sharpe | Library | X |
| Randy Stuart | Marketing | X |
| Kevin Gwaltney | Institutional Effectiveness | X |
| Sarah Holliday | Institutional Effectiveness | X |
| Thierry Leger | CHSS | X |
| Elke Leeds | AVP TELAAF | X |
| Tacinta Luster | Admissions | X |
| Zelda Ray | RRPG | X |