**Faculty Senate Meeting on Monday 16th November at 3:45 pm in A201, Marietta.**

**Minutes**

1. **Approval of Oct. 19th meeting minutes – Joya Carter Hicks**

Distributed hard copies for review.

**OLD BUSINESS**

1. **Change in rules for Minors – Bill Griffiths.**

The current minor policy includes the following point:   
“When a student’s major and minor programs require the same courses, the credit hours for some of those courses may be counted toward both the major and minor.  However, at least 9 hours of minor must be non-duplicative with course requirements in the major.”   
  
*Motion to Replace “9” with “6”. Motion was moved, seconded, voted and passed.*

**NEW BUSINESS**

1. **Policy change on grade appeals & student complaints against faculty review – Val Whittlesey.**
2. **Grade Appeal Procedure:**

*The motion to insert conjunction “and” was passed.*

Kennesaw State University is committed to treating students fairly in the grading process. Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable. Any such appeal must be based on an allegation that the faculty member has violated his/her stated grading policy or/and that the grade was a result of discrimination or retaliation. The student has the burden of proving these allegations. All formal appeals under these procedures will be based only on the written record.

**b) KSU Faculty Handbook: 4.4.2. Procedures for Handling Student Complaints against Faculty Members**

**Introduction**  
From time to time, students may feel that they have legitimate complaints against a faculty member. It is important that they and the accused faculty member have a common understanding of how such complaints may be resolved. To alert students, faculty, and administration to channels available for complaints, the following procedure is presented. This procedure is not applicable to cases involving discrimination or sexual harassment (see catalog, Student Rights and Responsibilities section). This procedure is also not applicable to cases of violation of stated grading policy (see catalog, Academic Policies section). In those instances, the established KSU procedures should be followed.

**Procedure**  
The student responsible for bringing forward his/her concerns or complaints for resolution. Complaints against a faculty member should be resolved at the lowest level possible. When a student has a complaint, s/he should follow the procedures below in the order stated. Attempts to circumvent the procedure will be redirected to the appropriate level of resolution. For example, the president, Provost and vice president, or dean will refer grievants to the faculty member or to the department chair/school director as the first level of resolution.

**Informal:** Students are encouraged to discuss and resolve a complaint at the lowest possible level. In general, students should talk to the faculty member.  In cases where the student is uncomfortable talking to the faculty member, they should talk to the faculty member’s immediate supervisor (the department chair/school director or, if the faculty member is a chair/school director, that faculty member's dean). Informal resolution of a complaint should be attempted prior to filing a formal complaint.  Faculty, department chair/school directors, and/or deans are encouraged to be available to students for such discussions so that if possible, the issue can be resolved informally.

**Formal**: In situations where such informal resolution does not occur because the student feels uncomfortable discussing the problem with the faculty member or because the discussion with the faculty member, faculty member’s department chair/school director, and/or faculty member’s dean is not successful, the student must follow the process outlined below to file a formal complaint against a faculty member. The appeal must be in writing and describe the precise basis of the appeal. Any pertinent information must be submitted in writing with the appeal in order to be considered in the appeal.

**Step 1**   
The student makes a formal complaint to the faculty member’s department chair/school director. Students are encouraged to make formal complaints as soon as reasonable possible to allow the department chair/school director to conduct a thorough and impartial review of the complaint. Timely reporting allows for better preservation of witness testimony and other evidence. The department chair/school director will review the formal complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

**Step 2**   
The student may appeal the department chair/school director’s decision by directing his/her complaint, in writing, to the faculty member’s college dean within 15 business days from the date of the chair/school director’s decision. The dean will review the complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of the receipt of the formal complaint.

**Step 3**   
The student may appeal the dean’s decision by directing his/her complaint in writing to the provost and vice president for academic affairs within 15 business days of receipt of the dean’s decision. The provost and vice president for academic affairs will review the complaint, conduct any additional fact finding, and provide a decision in writing to the student within 15 business days of receipt of the formal complaint.

**Step 4**   
The student may appeal the provost and vice president for academic affairs’ decision by directing his/her complaint, in writing, to the president of the University within 15 business days of receipt of the provost’s decision. The president will provide a decision in writing to the student. The president’s decision is final.

Just as students may file a written appeal of a decision to the next level, faculty may also appeal a decision, in writing, to the next level of review. The faculty member will receive copies of any written documents produced during the complaint resolution (at any level) and will be given the opportunity to respond to each document within 10 business days of receipt of the document, and the response will be directed to the next level of review. The faculty member will be informed at any point at which written documents concerning the complaint are placed into his/her personnel file and will be allowed to respond, in writing.

Faculty are reminded that KSU policy and Federal law prohibits any form of retaliation against any individual who has been involved in this process (see KSU catalog, Student Rights and Responsibilities, Reaffirmation of Equal Employment Opportunity and Affirmative Action Rights section).

**Step 5**

A student or faculty member aggrieved by the President’s final decision in the matter may apply to the Board’s Office of Legal Affairs (“Legal Affairs”) for a review of the decision. Review of the decision is not a matter of right, but is within the sound discretion of Legal Affairs. If granted, the discretionary review is limited to the record from Kennesaw State University’s appeal process. Any petition to Legal Affairs must be submitted in writing to Legal Affairs within a period of 20 calendar days following the decision of the President. Legal Affairs will determine whether the application for review shall be granted.

1. **Web accessibility policy – Susan Paraska & Jim Cope**

*MOTION PASSED.* The Web accessibility policy was proposed in effort to bring KSU in full compliance of Federal law by Fall 2017. The Distance Learning Center has resources, training and information available to support Faculty.

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| --- | --- |
| Policy Title | Web Accessibility Policy Statement |
| Issue Date | *Pending* |
| Effective Date | *Pending* |
| Last Updated | NA |
| Responsible Office | Vice President for Operations and Chief Information Officer/Chief Budget Officer |
| Contact Information | See Section 6 |

1. **Policy Statement**

The creation and dissemination of knowledge and information is a defining characteristic of universities. As such Kennesaw State University (KSU or the University) is committed to ensuring that official Web content and other electronic information associated with University administration, services, courses, or instruction programs and activities conform to widely accepted Web accessibility standards. KSU's goal is to provide effortless access for students, faculty, staff, and visitors to web-based content by maintaining as a minimum standard the guidelines set forth in the University System of Georgia’s Web Accessibility Guidelines.

1. **Background**

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government’s accessibility guidelines. As such, KSU complies with USG guidelines.

1. **Scope**

This policy statement affects KSU employees, students, and third parties, which includes but is not limited to guests, vendors, contractors, and University retirees and alumni.

**4. Exclusions or Exceptions**

There are no exclusions. Individual/personal Web pages published by students, employees, or non-university organizations that are hosted by the University but do not convey or communicate University-related business are strongly encouraged to adopt the University's policy and standards.

**5. Definitions and Acronyms**

None.

**6. Policy Information**

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for** | **Office** | **Contact Number** | **Contact Email** |
| Student Support Services | Student Disability Services | (470) 578-2666 | [studentdisability@kennesaw.edu](mailto:studentdisability@kennesaw.edu) |
| Student Technology Assistance | University Information Technology Services | (470) 578-3555 | [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu) |
| Faculty Assistance | Distance Learning Center | (470) 578-7550 | [distancelearning@kennesaw.edu](mailto:distancelearning@kennesaw.edu) |
| Employee Disability Assistance | Human Resources Benefits Manager | (470) 578-6030 | [benefits@kennesaw.edu](mailto:benefits@kennesaw.edu) or  [hr@kennesaw.edu](mailto:hr@kennesaw.edu) |
| Employee Technology Assistance | University Information Technology Services | (470) 578-6999 | [service@kennesaw.edu](mailto:service@kennesaw.edu) |
| Third Party Technology Assistance | University Information Technology Services | (470) 578-6999 | [service@kennesaw.edu](mailto:service@kennesaw.edu) |

**7. Policies/Regulations Associated with this Policy**

1. [Section 508 Subsection 1194.22 of the Rehabilitation Act](http://www.section508.gov/section-508-standards-guide#Web)
2. [University System of Georgia Web Accessibility Guidelines](http://www.usg.edu/siteinfo/accessibility)

**8. Procedures Associated with this Policy**

1. [Student Disability Services](http://www.kennesaw.edu/stu_dev/dsss/welcome.html) Accommodations
2. [Course Development and Review](http://distancelearning.kennesaw.edu/)

**9. Forms Associated with this Policy**

None

**10. Violations**

Failure to comply with requirements described in Section 508 Subsection 1194.22 of the Rehabilitation Act and the University System of Georgia Web Accessibility Guidelines could result in complaints or litigation. Complaints of this nature are handled by the University Division of Legal Affairs.

**11. Review Schedule**

This policy is reviewed annually by the Office of the Vice President for Operations and Chief Information Officer/Chief Business Officer in collaboration with the Office of the Provost and the Division of Student Affairs.

**Action Log [for Policy Process Review and Coordination]**

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| --- | --- |
| **Date** | **Action** |
| August 28, 2015 | Proposed policy sent for review by Policy Process Council. |
| September 2, 2015 | Sent to Provost Harmon and Dr. K. C. White for review. |
| October 14, 2015 | Proposed policy statement and information ready for review (PPC). |
| October 20, 2015 | President’s Cabinet – Information Item; proceed. |
| October 22, 2015 | Emailed to leadership of elected bodies and administrative councils for review and comment. |

**Responsible Office - Required Review and Approval Actions**:

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| --- | --- | --- |
| **Vice President**  **Sign off; Release** | Randy C. Hinds, Ph.D.  Vice President for Operations and CIO/CBO | August 28, 2015 |

1. **Centers & Institute Review – Elke Leeds & May Gao.**

*MOTION PASSED.* Ad hoc Committee recommends a process for Centers and Institutes. There are currently 67 unique centers and institutes at KSU. This proposal is to move to a Centers and Institutes (C&I) Standing (review or advisory) Committee under John Omachonu – as detailed below.

* 1. Opening Communication – Letter from Ken Harmon
  2. Background – What does it mean to be a Center or an Institute?
  3. OWG recommendation
  4. History of TF work (Appendix IV)
  5. Timeline of Process:
  6. 10/29 Draft bylaws and structure
  7. 11/5 Final bylaws and structure
  8. 11/19 Open application call
  9. 1/1/15 Call of standing committee representatives
  10. 2/15 Applications due
  11. 4/15 Reviews complete
  12. 5/1 Handoff –standing committee and three year cyclical review
  13. Proposed Policy



**Centers and Institutes Standing Committee**

**OPERATING PROCEDURES / BYLAWS DRAFT**

***Offered as an operational guideline from the Centers and Institutes Task Force 2015***

1. **CHARGE and DEFINITION**

The purpose of the Centers and Institutes (C&I) Standing Committee is to serve as an advisory review body to the office of the Senior Vice Provost of Academic Affairs on the following matters related to Centers and Institutes:

1. Review proposals for the formation of C&I;
2. Evaluation of existing C&I;
3. Serve as initial respondents to policy and procedural questions; and,
4. Establishing methods and means for the above actions in a cyclical review process

Recommendations will be made to the Office of the Senior Vice Provost who will review potential implementation, make further referrals, and provide feedback to the Standing Committee.

This committee operates using the current USG definitions for Centers and Institutes found within USG Policy “2.14 Research Centers and Institutes” listed within the USG Academic and Student Affairs handbook.

1. **COMMITTEE LEADERSHIP AND STRUCTURE** 
   1. Officer selection: Nominations for individuals seeking the Chair’s position will be solicited in the Spring semester and Committee members will vote for a nominee at the first meeting in the Fall semester
   2. Chair: Will formally serve as the head of the committee with a service term of two (2) Academic Years.
      1. The Chair is broadly responsible for the following:
         1. Convene and preside over meetings to assure timely review of proposals by the committee
         2. Establish agenda items for each meeting
         3. Work closely with the Vice Chair on preparation of minutes, proposals, and reports
         4. Operate as the primary liaison between the committee and the Sr Vice Provost
   3. Vice Chair: Serves as an assistant and administrative support role to the Chair; Serves as Acting Chair in the absence of the Chair during committee meeting and events;
   4. Membership: Committee membership will be for the term of two (2) overlapping academic years.

Committee membership will include one (1) tenured faculty representative from each of the following degree granting academic colleges (grouped alphabetically) and from other affiliated entities as listed:

GROUP A:

College of Architecture and Construction Management

College of the Arts

Bagwell College of Education

GROUP B:

Coles College of Business,

College of Computing and Software Engineering

College of Humanities and Social Sciences

GROUP C:

College of Science and Mathematics

Southern Polytechnic College of Engineering and Engineering Technology

Senior Staff Representative (non-college / degree granting)

GROUP D:

University College

Wellstar College of Health and Human Services

* 1. Non-voting membership: Sr. Vice Provost, one (1) liaison from the Deans Council, and one (1) liaison from the Chairs and Directors Assembly. Non-voting membership will serve a term of two (2) years on the Committee with the exception of standing membership by the Senior Vice Provost.
  2. In the foundational year GROUP A representatives will be selected from faculty who are active within an existing Center or Institute and all other groups will be elected from faculty non-affiliated with Centers or Institutes. In the foundational year of the committee, GROUP B and D representatives will be elected for a one (1) year term in order to establish staggered rotations. At the completion of the term of membership for the Group with Centers and Institute representatives, the C&I representation will rotate to the next GROUP.

1. **MEETING**
   1. Committee meetings will be held during the Fall and Spring semesters of each Academic Year and organized monthly as needed:
      1. The committee will meet at the start of Fall Semester with the Sr. Vice Provost to be charged with duties for the academic year
      2. At the completion of the Spring Semester all outstanding reviews should be completed.
   2. A quorum will be established with 2/3 attendance of the voting membership
   3. Voting actions will require the establishment of a quorum. Voting actions may be held electronically for matters needing immediate attention or in the absence of a quorum at the called meeting. Approvals must receive a 2/3 majority of the voting membership.
   4. Frequency of committee meetings will be between 3 to 4 scheduled meetings per semester; Sub-committee meetings will be scheduled and maintained on an as-needed basis
   5. Summer Semesters will be utilized as a break period
   6. Minutes will be taken during every meeting to ensure historic references, record keeping, and guidance for future meetings and events. Typically, the Vice Chair will maintain and take all minutes.
2. **MEMBERSHIP OBLIGATIONS**
   1. Members of the committee are expected to attend and participate in called meetings and to participate in sub-committee tasks as needed
3. **AMENDMENTS AND MODIFICATIONS**

**Amendments and modification can be made to the bylaws through the voting processes outlined above by voting members of the committee.** Amendments and modifications must receive a 2/3 majority vote of the voting membership.

* 1. Budget

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| --- | --- | --- |
| **SUBTOTAL of Internal sources** |  | **$ 165,315.00** |
| **TOTAL ANNUAL FUNDING (External+ Internal)** |  | **$ 696,315.00** |
|  |  |  |
| **PART II: ACTUAL ANNUAL SPENDING** |  |  |
| **EXPENSES (ACTUAL SPENDING)** | **DETAILS** | **FY 2014** |
| OPERATIONAL EXPENSES (not including salary, travel, equipment cost) |  | $ 50,000.00 |
| TRAVEL COSTS |  | $ 50,000.00 |
| OTHER EXPENSES |  | $ 7,500.00 |
| ITEM 1 |  | $ 69,000.00 |
| ITEM 2 |  |  |
| ITEM 3 |  |  |
| DIRECTOR BASE SALARY |  | $ 70,000.00 |
| DIRECTOR COURSE RELEASE PER YEAR | 3 | $ - |
| DIRECTOR ADMINISTRATIVE STIPEND |  | $ 7,500.00 |
| FULL TIME EMPLOYEE#1 SALARY+FRINGE |  | $ 70,000.00 |
| FULL TIME EMPLOYEE#2 SALARY+FRINGE |  | $ - |
| PART TIME EMPLOYEE SALARY |  | $ 5,000.00 |
| PART TIME EMPLOYEE SALARY |  | $ - |
| OTHER EMPLOYEE COST |  | $ - |
| OTHER EXPENSES |  | $ - |
| **TOTAL ANNUAL EXPENSES** |  | **$ 329,000.00** |
|  |  |  |
| **PART III: ANNUAL SURPLUS (or DEFICIT)** |  | **$ 367,315.00** |

* 1. Submission Process and Protocols (late submissions?) – Limits, Guidelines, Examples, and what to do if guidelines are not adhered to?
  2. Contact – Questions/Assistance

1. **Faculty Club – Randy Shelton**

UPDATE: Previous location will be used by the Bookstore.

1. **Faculty input on how VP for research funds are allocated. – Federica Santini.**

COMMENT: There is concern for the role (or lack there in) of faculty in how funds are allocated and distributed to different disciplines by the Office of VP for Research.

REQUEST: Invite the VP for Research to attend a future Faculty Senate meeting to address these and other concerns.

**INFORMATIONAL**

December meeting P&T

We aim to have all new senators elected by the 31st January 2016, and new officers by 28th February.

**FS meeting adjourned at 4:30**