**Agenda for Faculty Senate meeting at 3:45 in Marietta Ballroom on 7th December.**

1. Discuss P&T proposal – Ron Matson

See appendices, A, B, and C.

1. Unmanned Aerial System (UAS) and Other Aircraft Policy – Maria Britt

See appendix D.

1. Adult Learning Committee – Sam Pierquet.

See appendix E

Note: if we do not have time for items 2 and 3, they will be on January meeting agenda.

**Appendix A Multi-Year Review Schedules (02Dec15)**

<https://web.kennesaw.edu/academicaffairs/guidelines>

|  |  |
| --- | --- |
| **Tenure and Promotion Reviews, Tenure Reviews (for Tenure Track Faculty), and Promotion Reviews (for Lecturers, Non-Tenure Track Faculty with Professorial Rank (including Clinical Faculty), and Tenured Faculty with Professorial Rank)** | |
| **Mid-January to Early February** | Chair & Faculty decide on external letter writers as required |
| **Mid-February to Early March** | Chair sends request for external letters |
| **Late April – Early May** | Chair sends a reminder email to letter writers |
| **01 July** | Due date for external letters (if a letter is not received by this date, go to next letter writer on the list) |
| **Mid-August** | Submit Portfolio to Department Office |
| **Mid-August to Mid-September** | Department Review Committee review   (see NOTE) |
| **Mid-September to Early October** | Department Chair review (see NOTE) (Department Chair review can begin earlier, but no Chair decision should be made before the end of the optional faculty response deadline) |
| **Early October** | Portfolio is Transferred to the Dean’s Office by the Department Chair |
| **Early October to Early November** | College Dean’s review (see NOTE) |
| **Early November** | Portfolio is transferred to Provost/VPAA’s Office (except portfolios with any negative decisions or requests for additional review go directly to College committee) |
| **November to December** | College Committee review (portfolios with any negative decisions or requests for additional review) |
| **November-December-January** | Provost/VPAA Review and Referral to College Committee as needed |
| **January to Early February** | College reviews as needed Based on Provost/VPAA’s request (see NOTE) |
| **February and March** | Provost/VPAA and President recommendations   (see NOTE) |
| **April** | Submission to Board of Regents for their records |

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| **For Third-Year, Pre-Tenure, or Pre-Promotion Reviews (For Lecturers and Senior Lecturers, and All Faculty with Professorial Rank) and Sixth Year Reviews (for Senior Lecturers and Non-Tenure Track Faculty with Professorial Rank, including Clinical Faculty)** | |
| **Mid-September** | Submit Portfolio to Department Office |
| **Mid-September to Mid-October** | Department Review Committee review (see note) |
| **Mid-October to Early November** | Department Chair Review (see note)  (Department Chair review can begin earlier, but no Chair decision should be made before the end of the optional faculty response deadline to the Department review) |
| **Early November** | Portfolio is Transferred to Dean’s Office by   Department Chair |
| **Early November to Early December** | College Dean Review (see note) |

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| --- | --- |
| **For Post-Tenure Review (for Tenured Faculty)** | |
| **Early October** | Teaching Faculty Submit Portfolio to Dean’s Office |
| **Early-October to Early November** | College PTR Committee Reviews Teaching Faculty (see note) |
| **Mid-November to Early January** | College Dean Reviews Teaching Faculty (see note) |

The exact dates for the tenure and promotion, third year, and post-tenure review schedules can be found on the Academic Affairs webpage at <https://web.kennesaw.edu/academicaffairs/>.  
   
NOTE: Within 10 calendar days from the review decision, the candidate has the right to respond to the committee’s or administrator’s decision and justifications by submitting a written letter to the reviewing committee or administrator and copied to the next level of review. The reviewer (committee or administrator) does not respond to this letter.

Appendix B

**Letter Template to External Reviewers**

**(DRAFT – 02 December 15)**

Date

Inside Address

Dear Professor XXX:

Thank you for agreeing to serve as an external reviewer of the scholarly activity of Assistant/Associate Professor YYY, who is being considered at this time for tenure and/or for promotion to the rank of associate professor/professor.

As you may know, Kennesaw State University is Georgia’s third-largest university. While KSU is primarily focused on undergraduate education, we also offer several dozen master’s degrees and a small but growing number of doctoral programs. Designated by the Board of Regents of the University System of Georgia as a comprehensive university, Kennesaw State is committed to becoming a world-class academic institution positioned to broaden its academic and research missions and expand its scope on a local, regional, and national level.

As you review Professor YYY’s work, please note that since the time of his/her hiring/last promotion review, Dr. YYY’s teaching load has, on average, been X classes and/or ZZ credit hours per semester. Dr. YYY is a member of the Department (s) of \_\_\_\_\_\_\_\_.

Chair: Provide a brief description of your department/school here (and/or possibly a link to your department/school webpage if appropriate).

We do not wish that you make a tenure/promotion recommendation as such. Your evaluative comments, however, based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our process. As you review these materials and address the candidate’s scholarly contributions, we ask that you provide specific commentary in the following areas:

1. How do you know the candidate, in what capacity, and for what length of time?

2. How would you assess the candidate’s contributions to the field (publications, conference proceedings, conference presentations, exhibits, performances (whatever is appropriate in the specific discipline) in terms of significance and impact?

3. In your judgement, what is the candidate’s potential for future success?

To assist you, I have included Dr. YYY’s current vita, selected publications and/or other materials which he/she has submitted for review, and the department’s guidelines for promotion and tenure. Your written comments will become part of Professor YYY’s promotion and tenure portfolio and will be seen by committees and administrators involved in the promotion and tenure process at KSU. Your letter will be kept confidential to the extent possible in compliance with the Georgia Open Records Act and other applicable law.

Please include copy of your current vita along with your evaluation letter. Your letter and vita should be sent directly to me at the address below. In light of our promotion and tenure timeline, I would appreciate receiving your evaluation letter no later than 01 July.

Thank you very much for your willingness to assist Kennesaw State University in this very important process. If you have any questions please call me at 470.578.XXXX.

Sincerely yours,

Name

Title

Appendix C

**P&T Procedures**

**(Draft – 02 December 15)**

1. **Department Committees**
   1. There is a single department committee with a minimum of 3 voting members at appropriate rank for each portfolio (committees can borrow faculty from other departments if needed).
   2. Only Full professors can vote on a candidate’s promotion to Full professor. Both Associates and Full Professors can vote on a candidate’s promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate’s promotion to Full.
   3. Full professors are expected to serve on P&T committees as required.
   4. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes).
2. **Letters**
   1. The person submitting a portfolio (herein after referred to as the “candidate”) and the department chair/school director (herein after referred to as “chair”) develop a list of potential letter writers, twice the minimum number of the total required, with the candidate supplying at least half the names on the list.
   2. The chair and the candidate will discuss potential letter writers and in collaboration will develop a mutually acceptable, hierarchized list. The majority of letters must come from individuals who are neither co-authors nor dissertation committee members. If the candidate and the chair cannot reach agreement on the list of potential letter writers, the dean will make the final determination of the list..
   3. Individuals who pose a conflict of interest (such as friends, relatives, KSU co-workers) will be removed from the list.
   4. For promotion to Full Professor, the candidate chooses 3 names out of the final 5 letter writers; the chair chooses 2.
   5. For promotion to Associate the candidate chooses 2 out of the final 3 letter writers; the chair chooses 1.
   6. The candidate may veto two names on the chair’s initial list with no reasons or explanations required.
   7. Neither the chair nor the candidate may solicit a letter concerning Scholarship / Creative Activity from outside of the mutually agreed upon list.
   8. The candidate may choose to solicit letters from outside the mutually composed list in the areas of Teaching, Supervision, and Mentoring, and / or Professional Service; however, these letters should not address Scholarship / Creative Activity since this is the purpose of external letters. No individual may write more than one (1) letter of support for a single candidate’s portfolio.
   9. The department chair contacts the potential letter writers by email or phone requesting their assistance.
   10. If the letter writer accepts, the chair will send the letter writer the standard KSU “Letter to External Reviewers,” the KSU faculty member’s CV, department guidelines for promotion and tenure, and reprints and/or professional portfolios or other documentation as appropriate by discipline. It is unnecessary to have all materials evaluated. The candidate should select the work to be shared with the letter writer. Materials should be shared electronically with the letter writer to the degree possible.
   11. If the letter writer declines, the chair will choose another letter writer in the order of the list.
   12. Once packets are sent to external letter writers, no additional information regarding the candidate’s research/creative activity will be sent to the external letter writer
   13. The letter writers will send their letter to the department chair who will insert the letter into Binder 1 in a section clearly marked “External Letters.”
   14. If requests are sent to more potential letter writers than are required, and if more than the required numbers are received, all letters will be included in the portfolio.
   15. If fewer than the number of letters requested by the chair are received, the chair will so note in the portfolio and the review will proceed.
   16. The candidate will not see the letters (to the degree protected by Georgia Open Records)
   17. At the end of the process, the department chair will remove the letters and keep them on file for one year from the date of the President’s decision.
3. **Department Chairs**
   1. Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank.
4. **College P&T Committees**
   1. Only Full professors can vote on a candidate’s promotion to Full professor. Both Associates and Fulls can vote on a candidate’s promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate’s promotion to Full.
   2. College committees require a minimum of 3 voting members at the appropriate rank for each portfolio.
   3. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes)
   4. If there are fewer than three departments in a College, then the College P&T committee will include as many representatives from another College as needed.
5. **Administrators**

All department chairs, deans, associate deans, VPs, AVPS etc. must follow the same procedure for soliciting incorporating external letters into their portfolio following the guidelines for teaching faculty.

**Additional Comments:**

All faculty who are required to have “Research and Creative Activity” (e.g., all tenure-track faculty, tenured faculty, and clinical and research faculty as defined by their FPA/MOU) must submit external letters as described in this policy.

**Recommendation: Change the composition of the College P&T from two faculty per department to one per department.**

Appendix D



|  |  |
| --- | --- |
| Policy Title: | Unmanned Aerial System (UAS) and Other Aircraft Policy |
| Issue Date: | TBD |
| Effective Date: | TBD |
| Last Reviewed: | TBD |
| Responsible Office: | Vice President for Operations and Chief Information Officer/Chief Business Officer |
| Contact Information: | Department of Public Safety and University Police  Phone/Emergencies: 470-578-6666  Phone/Non-Emergencies: 470-578-6206  Email/Non-Emergencies: police@kennesaw.edu |

1. **Policy Purpose Statement**

The purpose of this policy is to establish requirements for operating any unmanned aerial system (UAS) and other aircraft including, but not limited to, hot air balloons, drones, model aircraft, blimps, and parachutes on and/or in the airspace over Kennesaw State University (KSU or the University) campuses and/or leased properties.

1. **Background**

Public safety is a priority at KSU and, whenever any UAS or other aircraft is operated on and/or in the airspace over KSU campuses and/or leased properties, the University is committed to promoting safe and responsible operation of the UAS or other aircraft. As UAS technologies and other aircraft applications are rapidly advancing, requests to operate UAS and other aircraft on KSU campuses have increased. For instance, the KSU Southern Polytechnic College of Engineering and Engineering Technology’s Aerospace Engineering academic program includes the study, research, and application of UAS. Also, in 2015, several KSU departments requested permission to operate UAS during special events. The KSU Athletic Association commissioned a project with the University Aerospace Engineering program to build and maintain a “flying mascot” to operate during and over home football games on the KSU Kennesaw Campus. Since 2013, KSU Sports and Entertainment Park has hosted an annual Owl-O-Ween Hot Air Balloon Festival each fall. The FAA has also granted permission for the Silver Wings out of Fort Benning, Georgia to sky dive and land on the field at KSU Fifth-Third Bank Stadium to deliver the game ball as part of the pregame festivities at the 2015 Major League Lacrosse (MLL) Championship game. KSU also hosts and/or sponsors summer programs and competition teams that design and/or operate UAS.

The Federal Aviation Administration (FAA) restricts flight over stadiums during Major League Baseball (MLB), National Football League (NFL) regular season, National Collegiate Athletic Association (NCAA) football, and motor speedway events. Commencing one hour before the scheduled time of the event until one hour after the end of the event. The FAA Sporting Event Temporary Flight Restriction (TFR) prohibits all aircraft operations; including parachute jumping, unmanned aircraft and remote controlled aircraft within a 3NMR up to and including 3000 feet Above Ground Level (AGL) of any stadium having a seating capacity of 30,000 or more people where either a regular or post season MLB, NFL, or NCAA division one football game is occurring.

The FAA has also established an interim policy to speed up airspace authorizations for certain commercial UAS operators who obtain Section 333 exemptions. The new policy helps bridge the gap between the past process, where the FAA evaluated every UAS operation individually, and future operations where the FAA will publish a final version of the proposed small UAS rule. Under the new policy, the FAA will grant a Certificate of Authorization (CoA) for flights at or below 200 feet to any UAS operator with a Section 333 exemption for aircraft that weigh less than 55 pounds, operate during daytime Visual Flight Rules (VFR) conditions, operate within Visual Line of Sight (VLOS) of the pilots, and stay certain distances (as defined by FAA) away from airports or heliports. For example, the FAA “blanket” 200-foot CoA allows flights anywhere in the country except within restricted airspace and other areas, such as major cities, where the FAA prohibits UAS operations. The CoA application process is separate from the petition for exemption process. The CoA process makes applicable FAA Air Traffic Control facilities aware of proposed UAS operations, and provides the FAA the ability to consider airspace issues unique to UAS operations. Both the CoA application and the petition for exemption should be submitted under the same name/company name to the FAA.

The FAA has reported that every day it receives reports of potentially unsafe UAS operations and that pilot sightings of UAS doubled between 2014 and 2015.  The U.S. Department of Transportation and FAA announced on 10/19/2015 the creation of task force to develop recommendations for a proposed registration process for all UAS.

In September 2015, the University and Cobb County International Airport-McCollum Field executed a Memorandum of Understanding (MOU) to provide enhanced communication and coordination between the Cobb County International Airport and KSU regarding UAS that operate on or in the air space over the KSU campuses, which include but are not limited to campuses located in Kennesaw and Marietta, Georgia.

1. **Scope (Who is Affected)**

This policy affects all KSU employees, students, visitors, and third parties.

1. **Exclusions or Exceptions**

There are no exclusions or exceptions to this policy.

1. **Definitions and Acronyms**

**Unmanned Aircraft (UA):** An unmanned aircraft (UA) flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links and any additional equipment necessary to operate safely. The FAA issues an experimental airworthiness certificate for the entire system, not just the flying portion of the system.

**Unmanned Aircraft or Aerial System (UAS):** An unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the UA. The UA is the flying portion of the system, flown by a pilot via a ground control system, or autonomously based on pre-programmed flight plans or more complex dynamic automation systems that include, but are not limited to, an on-board computer, communication links and any additional equipment necessary to operate safely. The FAA issues an experimental airworthiness certificate for the entire system, not just the flying portion of the system. The FAA references UAS as “Unmanned Aircraft System” and for the purpose of this policy the acronym is used interchangeably and also for “Unmanned Aerial System.”

**Drone:** An unmanned aircraft, as described above, that has traditionally been used when describing a military unmanned aircraft, although now the general public uses the same terminology.

**Model Aircraft:** A small sized unmanned aircraft used by hobbyists or for recreational purposes. FAA guidance says that model aircraft flights should be flown a sufficient distance from populated areas and full scale aircraft, should be kept within visual line of sight of the operator, should weigh under 55 pounds unless certified by an aero modeling community-based organization, and are not for business purposes.

**Blimp:** A non-rigid airship often pressured from contained gas. Typically used for observation purposes, but smaller blimps are increasingly used for promotional means. When unmanned, a blimp falls under the general category as a UAS.

**Certificate of Authorization (CoA):** An authorization issued by the Air Traffic Organization to a public operator for a specific UA activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

1. **Policy**

Operation of any Unmanned Aerial System (UAS) or other aircraft on and/or in the airspace of the KSU campuses and/or leased properties is subject to the Federal Aviation Administration (FAA) laws and regulations, including any FAA requirement for advance authorization, exemption, registration, and/or waiver. Operation of any Unmanned Aerial System (UAS) on and/or in the airspace of the KSU campuses and/or leased properties is prohibited unless advance authorization is received from the KSU Department of Public Safety and University Police (DPS). Additionally, operation of other aircraft on the KSU campuses and/or leased properties require advanced authorization from the KSU DPS.

Management of the authorization procedures for UAS by the University is hereby delegated to the KSU DPS. KSU sponsored and/or hosted activities involving UAS that include, but are not limited to, academic programs; research and design programs; non-academic events and activities; summer programs and activities; student, faculty, or staff competition teams programs and activities; emergency response programs and activities; and indoor design, testing, and operation will receive priority consideration for fast-tracked, streamlined, and/or potential blanket authorizations by KSU.

Procedure

To obtain advance required authorizations, the UAS operator and/or program manager should:

1. Contact the KSU DPS, Office of Enterprise Risk Management, and Department of Legal Affairs to provide notification of the intent to obtain any FAA and KSU authorizations, exemptions, registrations and/or waivers.
2. Contact the KSU Department of Legal Affairs to review and coordinate any required FAA authorizations, exemptions, registrations and/or waivers prior to submitting to the FAA.
3. Submit an application to the FAA to obtain any required authorizations, exemptions, registrations, and/or waivers.
4. Submit to the KSU DPS the *KSU UAS or Other Aircraft Application Form* and include a copy of any authorizations, exemptions, registrations, and/or waivers obtained from the FAA.

1. **Associated Policies/Regulations**
2. [FAA 2007 Federal Register Notice, Unmanned Aircraft operations in the National Airspace System](https://www.faa.gov/uas/media/frnotice_uas.pdf)
3. [FAA CFR Title 14 Aeronautics and Space, Chapter 1, Subchapter F, Part 99 Security Control of Air Traffic, Subpart A General, §99.7 Special Security Instructions](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=224f4caa299238689ebdbf7c741e5725&rgn=div8&view=text&node=14:2.0.1.3.14.1.9.4&idno=14)
4. [FAA Modernization and Reform Act of 2012, Public Law 112-95, Title III, Subtitle B](https://www.faa.gov/uas/media/Sec_331_336_UAS.pdf)
5. [FAA Notice 8900.291, Inspection and Maintenance Program Requirements for Airworthiness Certification of Unmanned Aircraft Systems Operating Under 55 Pounds](https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1027090)
6. [FAA Notice 8900.292, Aviation-Related Videos or Other Electronic Media on the Internet](http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1027266)
7. [FAA Notice 8900.313 Education, Compliance, and Enforcement of Unauthorized Unmanned Aircraft Systems Operators](https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1027899)
8. [FAA Petitioning for Exemption under Section 333](https://www.faa.gov/uas/legislative_programs/section_333/how_to_file_a_petition/)
9. [FAA Small UAS Notice of Proposed Rulemaking (NPRM)](https://www.faa.gov/uas/nprm/)
10. [FAA Sporting Event Temporary Flight Restriction (TFR) FDC Notice to Airmen (NOTAM) 4/3621](https://www.faa.gov/uas/regulations_policies/media/Sports_TFR-UAS_Handout.pdf)
11. [FAA Temporary Flight Restrictions (TFR) Website](https://www.faasafety.gov/gslac/ALC/course_content.aspx?cID=42&sID=239&preview=true)
12. [FAA UAS Certification Status, November 15, 2006, includes FAA focal points for UAS certification project coordination](https://www.faa.gov/uas/regulations_policies/media/uas_policyupdate.pdf)
13. [FAA UAS Certification Status, Optionally Piloted Aircraft and Accidents Involving UAS, August 18, 2008, Revision to AVS Policy](https://www.faa.gov/uas/regulations_policies/media/UAS_Cert_Status_USA_Piloted_Aircraft_Accidents.pdf)
14. [FAA UAS Section 333 FAQS](https://oeaaa.faa.gov/oeaaa/external/uas/content/UASSection333FAQs.jsp)
15. [FAA Unmanned Aircraft Systems (UAS) Frequently Asked Questions](https://www.faa.gov/uas/faq/)
16. [FAA Unmanned Aircraft Systems (UAS) Regulations and Policies](https://www.faa.gov/uas/regulations_policies/)
17. **Procedures Associated with this Policy**
18. [KSU Campus Advisory Website](http://www.kennesaw.edu/advisories)
19. [KSU Division of Legal Affairs Contract Review Process](http://www.kennesaw.edu/legal/contracts.shtml)
20. [KSU Emergency Operations Plan](http://oem.kennesaw.edu/docs/Kennesaw%20State%20University%202015%202016%20%20Emergency%20Operations%20Plan%20Final.pdf)
21. [KSU Incident Management Handbook (IMH)](http://www.kennesaw.edu/police/KSU%20Incident%20Management%20Handbook%20%28IMH%29%20-%20JAN08%20FINAL.pdf)
22. **Forms Associated with this Policy**
23. [FAA Form 8130-6, Application for U.S. Airworthiness Certificate](https://www.faa.gov/documentlibrary/media/form/faa_form_8130-6.pdf) (PDF)
24. [FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) System for Online Application for U.S. Airworthiness Certificate (requires obtaining an account)](https://ioeaaa.faa.gov/oeaaa/Welcome.jsp)
25. KSU UAS or Other Aircraft Application Form (sample form provided add link when finalized)
26. **Violations**

Violations of any part of this policy may result in disciplinary action consistent with the rules and regulations governing employees, students, or contractors of the University. Additional FAA sanctions may be pursued by the University.

1. **Review Schedule**

This policy is reviewed annually by the vice president for Operations and CIO/CBO or his/her designee and the Department of Public Safety and University Police.

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

|  |  |
| --- | --- |
| **Date** | **Action** |
| August 28, 2015 | Proposed policy ready for review; sent to Policy Process Council (PPC). |
| September 21, 2015 | Dr. Daniel Papp signed MOU with Cobb County International Airport, establishing communications between KSU and the airport on unmanned aerial system. |
| September 22, 2015 | PPC completed its review; recommendations for consideration provided to AVP-Operations (PPC representative). |
| September/October 2015 | AVP-Operations coordinated proposed policy with University Safety Council members, the assistant vice president/Marietta Campus Director, and Student Affairs leadership. Revisions made to the proposed policy (highlighted in yellow) include all received to date. |
| October 26, 2015 | Proposed policy ready for review. |
| October 27, 2015 | Proposed policy provided to President’s Cabinet. Cabinet received on November 17, 2015. |
| November 18, 2015 | Provided to elected and administrative bodies for review and comment. |

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

|  |  |  |
| --- | --- | --- |
| **Vice President**  **Sign off; Release** | Randy C. Hinds, Ph.D.  Vice President for Operations and CIO/CBO | August 24, 2015 |

|  |  |  |  |
| --- | --- | --- | --- |
| **KSU Review** | **1st Reading- Date** | **2nd Reading – Date** | **Concurrence - Date** |
| **Faculty Senate** |  |  |  |
| **Staff Senate** |  |  |  |
| **Student Government Association†** |  |  |  |
| **University Council** |  |  |  |
|  |  |  |  |
| **Council of Academic Deans** |  |  |  |
| **Chairs and Directors Assembly** |  |  |  |
| **Administrators Council** |  |  |  |
| **Part-time Faculty Council** |  |  |  |
|  |  |  |  |
| **President’s Cabinet** |  |  |  |

**President Approval and Signature**

|  |  |
| --- | --- |
|  | Date: |

† SGA review and comment if students are included in the policy scope statement.

Appendix E

**By Laws Adult Learning Committee**

**Kennesaw State University**

**(Approved 14 October 2015 – Amended 16 November 2015)**

**PURPOSE:**

The Adult Learning Committee serves as an advocate for and facilitator of adult learning programs and prior learning assessment on the KSU campus. The Committee reports to the Provost and Vice President of Academic Affairs. Kennesaw State University is a member of the University System of Georgia’s Adult Learning Consortium and provides representation on the Regents’ Academic Committee on Adult Learning. As such, the Adult Learning Committee shares the responsibility to join a strong, proactive Consortium of institutions to establish policies, test innovative practices, share adult learning resources, and lead System directions, sustain the Consortium’s efforts through integration of adult-focused policies and practices at the institutional and System level, and increase momentum by selectively adding member institutions to the Consortium. Each Participating Institution shall commit to active participation as evidenced by funding for attendance at ALC meetings and other support, such as professional development and institutional leadership. Item #1 on the USG Adult Learning Consortium Working Principles and Agreements is the establishment of a campus-wide adult learning committee. The KSU ALC is the voice that speaks for Adult Learning programs, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective adult learning and prior learning assessment program. The committee is advisory and submits proposals to the Office of the Provost and VPAA.

**CHARGE and DEFINITION:**

The purpose of the ALC is to serve as an advisory review body to the Provost and Vice President of Academic Affairs on the following matters related to Adult Learning and Prior Learning Assessment:

1. Ongoing activities and initiatives of the USG Adult Learning Consortium
2. Recommendations for the establishment of KSU adult learning and prior learning assessment programs
3. Serve as initial respondents to policy and procedural questions; and,
4. Establishing methods and means for assessment of ongoing activities

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

1. **COMMITTEE LEADERSHIP AND STRUCTURE:**

**Membership:** The committee is chaired by KSU’s representative to the Regents Academic Committee on Adult Learning and co-chaired by the remaining members of KSU’s Adult Learning Consortium’s executive committee. Membership is comprised of a representative from each of the degree granting colleges, graduate college, shared governance bodies, as well as representatives from functional area units in Student Affairs and Enrollment Services. College representatives are those faculty/administrators who coordinate adult learning and prior learning assessment in their respective colleges and function as liaisons between those colleges and the committee.

**Voting members** include college representatives (10) selected as follows:

Architecture and Construction Management (volunteer), Arts (appointed), Business (appointed), Computing and Software Engineering (volunteer), Education (volunteer), Engineering and Engineering Technology (volunteer), Health and Human services (elected), Humanities and Social Sciences (elected), Science and Mathematics (volunteer), and University College (volunteer); as well as a representative of the Graduate Policy Curriculum Committee (elected).

**Non-voting** **members** include representatives from functional area units (4) selected as indicated:

Student Affairs (appointed), Enrollment Services (volunteer), Registrar (appointed), and the University Prior Learning Assessment Coordinator; and

Shared Governance representatives (2): faculty senate (elected) and chairs and directors assembly (elected)

* 1. Chair: Will formally serve as the head of the committee.
     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 executive committee members the on preparation of minutes, proposals, and reports
        4. Operate as the primary liaison between the committee and the Provost/VPAA
  2. Vice Chairs (2): Serve in an administrative support role to the Chair; Serve as Acting Chair in the absence of the Chair during committee meeting and events;
  3. Membership: Beginning academic year 2016-2017, committee membership will be for the term of two academic years with 50% of existing membership moving through re-election/appointment processes. Members may be re-appointed/re-elected per college bylaws for subsequent terms.

1. **MEETINGS:**
   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 Associate Vice President of Technology Enhanced Learning to be charged with duties for the academic year
      2. At the completion of the Spring Semester all outstanding items should be resolved and/or reinstated as a new item for the next academic year.
   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; Subcommittee 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 assistant to the 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:**
   1. **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.

Appendix F