**Senate Minutes for Faculty Senate held on November 4th, 2019; at 12:30 pm.**

Attendance: Jonathan Brown, Richard Mosholder, Ginny Boss, Joseph Dirnberger, Barbara Wood, Robbie Lieberman, Christine Zelt, Kat Schwaig, Ron Matson, Diana Gregory, Andrea Knowlton, Jeff Yunek, Jim Davis, Tim Frank, Ken Hoganson, Hassan Pournaghshband, Cristen Dutcher, Abhra Roy, Humayun Zafar, Doug Moodie, Randy Stuart, Albert Jimenez, Marielle Myers, James Gambrell, Anissa Vega, Jillian Ford, Laurie Tis, Peter St. Pierre, Rene McClatchey, Mary Beth Maguire, Justin Pettigrew, Tim Hedeen, Todd Harper, Joanne Lee, Noah McLaughlin, Paul McDaniel, Jennifer Dickey, Rebecca Hill, Steve Collins, Daniel Rogers, Darina Lepadatu, Uttam Kokil, Michael Van Dyke, Bill Griffiths, Jerald Hendrix, Louise Lawson, Matthew Wilson, Scott Tippens, Walter Thain, Jeff Wagner, Ying Wang,

*Approval of Minutes*

Joanne Lee, Part-Time Faculty Council, requested her name be added to those in attendance at the previous meeting. Meeting minutes approved.

*President’s Update*

(President Whitten had to miss Faculty Senate due to a meeting downtown.)

*Provost’s Update*

1. Provost Schwaig provided an update on the Compression and Inversion Study Group. The group has already met and will continue to meet. (Currently, they are arranging the contract for the outside consultant.) They have discussed a wide variety of issues concerning compression and inversion, including the salaries of lecturer, part-time faculty, tenure/tenure track faculty, staff, etc. The committee is also including various models from universities within the UGA system. (Georgia Southern’s model was considered, for instance, though Southern was able to use money that it saved from unfilled faculty lines.)
2. Provost Schwaig described a meeting that she had regarding Research Across the University. This meeting was devoted to raising issues to help build the infrastructure for an R2 university. Susan Smith is facilitating this discussion. Bringing together administrators, faculty, staff.
3. Awards Process: Senior Vice-President for Academic Affairs, Ron Matson, is leading a committee to reevaluate the awards process. President Whitten would like to see the awards take place on a Spring Cycle.
4. Minors: The Department of Education has stated that federal aid will no longer fund minors. When the Provost requested Ron Day to investigate how this would impact our minors and discovered that only a very few students would be impacted this Fall. The Provost also approach Shawn Long, Dean, CHSS, whose college will likely be impacted by this. The Provost is hoping to develop a long term response to what could be a major change down the road.
5. Provost Schwaig noted that Dean Dishman has sent out a note for how to move forward with a graduate council or similar body, and she requested that faculty respond with suggestions. In his note, Dean Dishman has asked faculty whether they want such a body, and, if so, what structure should this body have.
6. The Provost than took questions:
   1. Bill Griffiths, Marietta Campus Representative, asked about fixed seating. Provost Schwaig noted that the President decided not to stay with the fixed seat model. This year we had an large enrollment in the fall. We are likely not going to see the same level of enrollment, but we want our enrollment to remain healthy and not dip down, as has been the case of many of our sister institutions.
   2. JoAnne Lee, Part-Time Faculty Council Liaison, asked whether there will be a faculty and staff review of administrators. The Provost replied that the review still exists, though the cycle has been changed a little. Administrators are now reviewed every three years by those who are under them. The Provost suggested that JoAnne contact Andy Pieper for more information.

*Senior Vice President of Academic Affairs’ update*

1. Senior Vice-President Matson noted that there will be a Centers Task Force, which will evaluate the need and the regulation of Centers. This is a group that has not met since 2017. It is a standing committee, but not constituted.
2. The Awards Committee has met three times. Michele DiPietro, Executive Director, CETL will chair the group.
3. A committee to examine merit raises has been established. The goal for this group is to create a transparent process for how merit raises are awarded. Right now, the group is in the process of developing principles.
4. A committee to examine Post-Tenure Review has met and submitted its report, asking to have the time to collect more data. The group examined how other schools within the system reward post-tenure review.
5. Summer Session: We are moving from six to four summer sessions. A committee has been charged to acquire information from each college as to how they would be affected by a change in summer sessions.
6. The Senior Vice-President took the following questions:
   1. Tim Hedeen, Conflict Management, asked whether the summer session committee is also looking at the Spring Break alignment with Cobb and Cherokee counties. Senior Vice-President Matson said that this group is not looking at that issue.
   2. Joanne Lee, Part-Time Council Liaison, asked whether the committee is looking into access for High School teachers taking summer courses. The Senior Vice-President noted that this is being looked into and considered by the committee.

*Associate Vice President of Curriculum’s Update (See Appendix 1)*

1. Undergraduate Catalogue: Associate Vice President of Curriculum Pam Cole noted that the undergraduate catalogue is currently under review to clean up typos, to edit various entries, to align the catalogue with current practices, and to help identify where new policy needs to be inserted.
2. A committee is meeting to examine the make-up of the General Education Council. (The Council numbers are unwieldy, and certain colleges have a greater say than others concerning the Gen Ed curriculum.) The group has met and will have additional meetings during the following weeks.
3. Academic Program Review: A committee has been established to develop a review for all academic programs as well as a calendar for that review. (Programs that are accredited will be able to use the accreditation as a significant part of their review.) AVP Cole noted that this is not just about low-producing programs, but rather is a means for checking the health of all programs.

*CDA President*

1. The CDA requests volunteers for its committee to reexamine the FPA and ARD process.

*CDA Senate liaison.*

1. Randy Stuart, Marketing and Professional Sales, was overwhelmingly elected to replace Todd Harper, English, as CDA Senate Liaison.

*New Business*

1. Doug Moodie proposed changes to the section on committees in the Handbook. (See Appendix 2). He noted that since the last handbook revision, committees have changed, including members as well as the academic titles of those members. He assured the Senate that the changes are not policy changes, but simply changes to catch basic errors. Doug proposed the motion for the approval of the changes; it was seconded; and then the changes were unanimously passed.
2. Noah McLauglin, Foreign Languages, proposed language in the faculty handbook that would allow College P&T committees to choose to have only one member from each department, if necessary. The proposal passed unanimously.
3. Daniel Rogers, Psychology, brought up an issue with the problematic wording of the University Non-Discriminating Statement, most notably the phrase “or in a manner that creates a hostile environment.” Daniel, as well as his constituency who raised this issue with him, argues that the language is too broad because it has not been sufficiently defined. The concern is that a faculty members’ academic freedom might be encroached upon if someone feels that it creates a hostile environment.
   1. Nwakaego Nkumeh, Chief Legal Affairs Officer, noted that the USG suggests that the language should be in accordance with federal law. This language has been defined by case law. She and Donna Davis Reddix, Director of Institutional Equity, are working on language that would help clarify this phrase.
   2. Donna Davis, Director of Institutional Equity, added that their process was not to hinder academic freedom, but to ensure that everyone is protected.
   3. Jillian Ford, BCOE, wondered if Ms. Davis’s office is where faculty could go if they feel that they are experiencing a hostile environment.
   4. Donna Davis responded that they are trying to identify other partners to whom they can make a formal referral, if their office does not cover the situation.
   5. Nwakaego Nkumeh added that after the last academic year, her office has been trying to identify where faculty they can go when they feel that their academic freedom has been infringed upon. (An email was sent out and will be sent out in the future.)
   6. Daniel Rogers, Psychology, asked if this policy is currently being reviewed by Ms. Nkumeh’s office.
   7. Ms. Nkumeh responded that both hers and Ms. Davis’s office are looking at the process. She also invited any faculty who might be interested in looking at this process with their two offices.
4. Meeting Adjourned (1:35 pm)

**Appendix 1**

**Taskforce Updates (4th November 2019; corrected)**

1. **Compression and Inversion**

Charge: Investigate methods for addressing compression and inversion.

Members: Amy Donahue (Senate); Vanessa Robinson-Dooley (Senate); Albert Jimenez (Senate); Darina Lepadatu (Senate); Ron Matson (Academic Affairs); Shawn Long (Dean); Becky Rutherfoord (CDA); Kat Schwaig.

Status: Met on 28th October 2019; next meeting on 5th November.

1. **Centers & Institutes**

Charge:To codify and simplify the process for creating, evaluating, and discontinuing Centers & Institutes.

Members: Ed Akins (Faculty, past committee member), Joe Bock (CDA); Phaedra Corso (VPR); Mike Dishman (Deans’ Council); Mark Geil (CDA); Luc Guglielmi (Senate); Brian Lawler (Senate); Catherine Lewis (Past committee member); Ron Matson (Chair); Jon Preston (Deans’ Council); Humayun Zafar (Senate).

Status: First meeting scheduled for 21st November 2019.

1. **Faculty Awards**

Charge:To examine the number of faculty awards given at other institutions, make recommendations on the number of awards KSU gives, streamline the process for applying to and selecting award recipients.

Members: Tyra Burton (Senate); Michele DiPietro (CETL; Chair); Rongkai Guo (Senate); Darina Lepadatu (Senate); Ron Matson (Academic Affairs); Marrielle Myers (Senate); Daniela Tapu (Senate); Brett Katzman (CDA).

Status: Final report being written and will be submitted to the Provost.

1. **Merit Raise Process**

Charge: To have a clear and defined process for determining and distributing merit raises in a timely manner.

Members: Jennifer Clarkson (Faculty Affairs); Mike Dishman (Deans’ Council); Tim Hedeen (Senate); Antrameka Knight (Budget); Lynn Lamanac (Faculty Affairs); Ron Matson (Chair); Karen McDonnell (CHRO); Mark Mitchell (CDA); Chuck Nwagwu (HR); Alice Pate (CDA); Amy Phillips (HR); Julie Peterson (CBO); Randy Stuart (Senate).

Status: Met on 31 October 2019 (Dawn Baunach was proxy for Mark Mitchell); in process of scheduling next meeting.

1. **Post-tenure Review Remuneration**

Charge: To examine what other USG schools are doing with regards to remuneration upon successful completion of PTR.

Members: Jennifer Clarkson (Faculty Affairs); Lynn Lamanac (Faculty Affairs); Ron Matson (Chair); Donald McGarey (Deans’ Council); Jennifer McMahon (Senate); Susan Raines (Senate); Randy Stuart (Senate); Laurie Tis (Senate); Greg Wiles (CDA).

Status: Report submitted to Provost. Request has been made for additional information from other schools.

1. **Summer Term**

Charge: To examine and discuss the possibility/desirability of moving from six summer sessions to four summer sessions effective Summer 2021.

Members: Hope Baker (Coles); Marla Bell (CSM); Neporcha Cone (BCOE); Ana Edwards (Registrar); Scott Gordon (Wellstar); Harrison Long (COTA); Lori Lowder (SPCEET); Ron Matson (Chair); Parvan Meadati (ACM); Paul Parker (Registrar); Svetlana Peltsverger (CSSE); LaJuan Simpson-Wilkey (Univ. College); Carmen Skaggs (CHSS); Brenda Stopher (VP Enrollment Services).

Status: Preliminary meeting on 23rd October 2019; next meeting scheduled for 13th December.

**Appendix 2**

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| Proposed New Changes backed in Yellow; Deletions backed in Blue.  **Note final punctuation and grammar checks will be done by staff after package is passed.**  **University Committees Definitions**  A standing committee may be either *permanent* **or** *temporary* (ad hoc). An ad hoc standing committee is formed on an as-needed basis by the Faculty Senate Executive Committee, by the Faculty Senate, or by the university President. If the university President forms a standing committee, the Faculty Senate shall be notified of its title, purpose, membership makeup, names of members, and status as either ad hoc or permanent. The Staff Senate, the Student Government Association, or any administrator may request the Faculty Senate to form a standing committee. If the proposed committee impacts primarily the staff or the students or both, the administrator shall first go to those shared governance bodies with the proposal before going to the Faculty Senate.  A **permanent standing committee** addresses a long-standing need. These standing committees meet at least once by the end of September, unless the committee is “called as needed”. The make-up of these committees consists of Teaching Faculty, Research Faculty, Administrators, Staff, and Students, as appropriate to the purpose of the body.  **Rules for all committees.**   1. Newly appointed representatives for the next academic year must be elected by end of March. Retiring prior representatives do not finish their responsibilities until the name of the new current representative is reported to the chair of the committee and to the Vice-President of the Faculty Senate. Elections will take place consistent with department, college, or university guidelines. 2. Elections for standing committees will be early held in the spring term, and service will start immediately or in the fall term, as appropriate. 3. Smaller colleges for committees that allow two representatives from each college, can supply only one representative if they desire. 4. Chairs for the following academic year must be selected by the end of April and the prior chairs must report their names to the Vice-President of the Faculty Senate once they are elected. 5. Prior chairs must place their minute of meetings and/or end of year report on a committee web page that is linked to the Faculty Senate web page. 6. All changes to committees’ names, responsibilities and member composition should be reported to the Vice-President of the Faculty Senate. 7. All elected representative positions are renewable. 8. Representatives are to organize proxies to represent them if they cannot make a meeting. 9. The chair of a standing committee sets the dates and times of the standing committee meetings.  * ~~After elections, the new members will immediately choose a chair from their group.~~   An **ad hoc working committee** has an end-date and studies and/or addresses a temporary issue, need, or project. The term “task force” may also be used to refer to an ad hoc committee, particularly when the committee contains external members selected from outside the campus community.  **Committee Operations**  All standing committees (permanent and ad hoc) report annually to the Faculty Senate or to a designee of the university President, as appropriate.   1. Every standing committee chair shall present a list of its members to the Faculty Senate Vice President/President-elect at the end of the spring term no later than the 1st May. 2. Every standing committee chair shall present the information on the Standing Committee Annual Report Form to the Faculty Senate Vice President/President-elect by the 1st May. This form is available on the Faculty Senate website. 3. Every standing committee chair shall populate its website with the minutes of meetings and other relevant information. 4. Every standing committee chair shall provide the Faculty Senate Vice President/President-elect the name of a liaison from the standing committee to the Faculty Senate and/or the Staff Council, as appropriate. 5. Every standing committee shall meet not less than once each academic year.  3.1.2 - University Standing Committees |
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| **University Standing Committees -** standing committees are assigned to a governance body and the committees also provide feedback to administrative units on campus. **Academic Standing Committee, ASC (permanent) - assigned to the Faculty Senate and advisory to the Registrar** *Purpose:* This committee will evaluate petitions for exemptions to academic regulations in the area of admissions, withdrawals, retention, dismissals, grade changes, graduation requirements and other matters of academic standing. The results of this work will be sent to the Provost/SVPAA and Registrar.  *Membership:*  1. Voting: One elected representative from each degree granting college serving renewable 2-year terms.  2. The following colleges shall elect a committee member in the spring of each even-numbered year to begin service in May of that year as a voting member: College of the Arts, College of Computing and Software Engineering, College of Education, College of Health and Human Services, College of Mathematics and Sciences.  3. The following colleges shall elect a committee member in the spring of each odd-numbered year to begin service in May of that year as a voting member: College of Architecture and Construction Management, College of Business, College of Engineering and Engineering Technology, College of Humanities and Social Sciences, University College.  4. Elected: The Chairs and Directors Assembly shall elect a committee member in the spring of each even-numbered year to serve a renewable 2-year term, beginning service in May of that year as a voting member.  5. Appointed: Senior Associate Registrar, Associate Registrar, Financial Aid Representative, Student Affairs Representative, Office of the Provost Representative. Appointed administrative members shall be non-voting with the exception that the Senior Associate Registrar (or proxy) shall vote in the case of a tie.  *Meetings*  1. Committee Chair: The Senior Associate Registrar or designee shall serve as the chair of the committee. The Chair of the committee will set dates and times of committee meetings.  2. In order to provide timely and relevant answers to the students who petition the committee, the committee shall meet as needed. ~~in the middle of each term (including summer) and on the first day of final registration for each term (including summer).~~  3. Quorum is determined to be at least four voting members. Members who will be absent are to provide for a proxy.  4. Members must notify the Chair of a proxy in the case of absence, at least one week before the committee meeting. **Administrative Review Process Committee, ARPRC ~~Faculty & Staff Evaluation Process~~ ~~FSEPRC~~ (interment) – assigned to the Faculty Senate and advisory to the Provost/SVPAA** *Purpose:* This committee will review the administrative review process every three years or as needed. The results of this work will be sent to the Provost/SVPAA and Faculty Senate.  *Membership:*   * 1. Provost,   2. Representative from the Faculty Senate Executive Committee (FSEC),   3. Representative from the Staff Senate,   4. Representative from the Administrators Council,   5. Representative from the Dean’s Council,   6. Representative from the Chairs’ & Directors’ Assembly,   7. A member selected by the Faculty Senate (but not necessarily a Senator), who is well informed about the evaluation process and can provide “institutional memory” regarding the evolution of the review process,   8. the FSE-PRC chair   9. ~~the Faculty Executive Assistant to the President,~~   *Term:* ~~2~~3 years **Adult Learning Committee - assigned to the Faculty Senate and advisory to the Provost /SVPAA** *Purpose:* The Adult Learning Committee serves as an advocate for and facilitator of adult learning programs and prior learning assessment on the KSU campus.   1. ~~.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.~~   *Membership:*   1. ~~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.~~    1. ~~Voting members include college representatives (10) selected as follows:~~    2. ~~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:~~       1. ~~Student Affairs (appointed), Enrollment Services (volunteer), Registrar (appointed), and the University Prior Learning Assessment Coordinator; and~~       2. ~~Shared Governance representatives (2): faculty senate (elected) and chairs and directors assembly (elected)~~   *Voting*   1. One representative each from all degree granting colleges. 2. Representative from GPCC. 3. Representative from Graduate College. 4. Two representatives from Faculty Senate.   *Non-Voting*   1. Representative from Student Affairs. 2. Representative from Enrolment Services. 3. Representative from Registrar. 4. University Prior Learning Assessment Coordinator 5. Representative from Chairs and Directors Assembly.   *Term:* 2 years (renewable)  *Meetings:* Committee meetings will be held during the Fall and Spring semesters of each Academic Year and organized monthly as needed. 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. **~~Centers and Institutes Standing Committee~~**  1. ~~Purpose: 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.~~   1. ~~Membership: Committee membership will include one (1) tenured faculty representative from each of the following degree granting academic colleges (grouped alphabetically):~~    1. ~~GROUP A:~~       1. ~~College of Architecture and Construction Management~~       2. ~~ii. College of the Arts~~       3. ~~iii. Bagwell College of Education~~    2. ~~GROUP B:~~       1. ~~Coles College of Business,~~       2. ~~College of Computing and Software Engineering~~       3. ~~College of Humanities and Social Sciences~~    3. ~~GROUP C:~~       1. ~~College of Science and Mathematics~~       2. ~~Southern Polytechnic College of Engineering and Engineering Technology~~       3. ~~Senior Staff Representative (non-college / degree granting)~~    4. ~~GROUP D:~~       1. ~~University College~~       2. ~~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.~~ 2. ~~Term: 2 years~~  **Campus Services ~~Parking and~~ ~~Transportation~~ Advisory Committee, ~~PT~~CSAC (permanent) - assigned to the University Council and the Chief ~~Business~~ Administrativ~~e~~ Officer (CAO)** *Purpose:* This committee will serve to advise the CAO, make recommendations for improvements and fee increases, and reflect campus opinion regarding campus services ~~parking and transportation~~ at KSU~~, including but not limited to:~~   * 1. ~~Parking Facility State of Good Repair;~~   2. ~~Pedestrian and Bicycle Safety;~~   3. ~~Parking Enforcement and Regulations;~~   4. ~~Big Owl Bus Transit Operations;~~   5. ~~Bikeshare Operations;~~   6. ~~Alternative Transportation Programs; and~~   and other concerns, as directed by the C~~B~~AO. ~~The committee is also charged with reviewing and making recommendations to improve operations all constituents to include; Students, Faculty, Staff, Guests, and Long-term Visitors.~~ The results of this committee's work will be reported to the CAO, the University Council, and the President.  *Membership:*   1. 2 faculty at large elected by Faculty Senate. 2. 2 elected by Administrators' Council. 3. 2 elected by Staff Senate. 4. 2 appointed by SGA. The SGA representatives will serve a one-year term. 5. Ex-officio members as needed.   *Term:* Other members who are not ex-officio will be elected to serve two-year, staggered terms, beginning Fall Semester, and may be elected to one additional two-year term.  *Meetings:* The committee will meet at least twice during each fall and spring semester. Additional meetings will be held at the discretion of the chair.   1. ~~Process: Members will elect a Chair at the first meeting of each year. With the exception of emergency meetings, all meeting dates will be announced electronically to the KSU community at least one week in advance, and regular meetings will be open all in the KSU community. Persons who may have information or interest in an issue under consideration by the committee may be particularly invited to attend one or more meetings.~~ 2. *~~Term:~~* ~~2 years~~  **Committee on Committees, (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate, the Staff Senate, the Student Government Association, and the University President** *Purpose:* This body is a non-policy making entity that serves to ensure an efficient committee structure to assist the shared governance process and ensure need advisory input is given to the senior administration.  *Membership:* one representative from each of the following:   * 1. Faculty Senate.   2. Staff Senate.   3. SGA.   *Meetings:* Once each semester.  *Term:* 2 years **Community Engagement Committee, CEC (permanent) - assigned to the Faculty Senate and advisory to the Executive Director for Community Engagement** *Purpose:* The purpose of this committee is:   1. To identify ways in which Kennesaw State University (KSU) may work collaboratively to build strong university-community partnerships that strengthen the educational experience and help build community capacity. 2. To serve as a think-tank for the Executive Director for Community Engagement and provide recommendations on policies and practices that impact the connection between KSU and the larger community. 3. To support and provide guidance for others at KSU seeking to develop and/or manage relationships with the larger community that support the learning experience.   *Membership:* One teaching faculty from each degree-granting college.  *Meetings:* At least once a semester.  *Term:* 2 years **~~Compliance: Human and Animal Research, Biosafety (permanent) - assigned to the Faculty Senate and the Vice President for Research~~**  1. **~~Institutional Review Board (IRB) for Research with Human Subjects~~**    1. ~~Purpose: This committee is charged with the prior review and approval of all research involving human  subjects that is conducted under the auspices of Kennesaw State University. The committee will be responsible for ensuring that all research involving human  subjects complies with the Department of Health and Human Services for the protection of human  subjects (~~[~~http://www.hhs.gov/ohrp/~~](http://www.hhs.gov/ohrp/)~~).~~   ~~A complete description of the policies and procedures of the committee is found in the Kennesaw State University Federalwide Assurance  document with the Department of Health and Human Services  Policy for Protection of Human Research  Subjects (on file in the Office of Research and the University library).~~   1. ~~Membership:~~    1. ~~Office of Research, 2 members: The Vice President for Research and the Director of  Research Compliance .~~    2. ~~Tenured Faculty, at least 7 members and 2 alternates: appointed by the VPR in consultation with the Director of Human Subjects and college deans, for staggered three-year terms. Faculty will have diverse backgrounds as required to promote complete and adequate review of research activities covered by this assurance. Faculty will have the professional competence necessary to review the specific research activities that will be assigned. At least one faculty member appointed will have scientific research experience.~~    3. ~~Community, 1 member and 1 alternate :  appointed by the VPR in consultation with the President, Provost/SVPAA, , or college deans, for staggered three-year terms. Neither this person nor the members of his/her immediate family should  have current affiliation with Kennesaw State University. In addition, this individual should not have any background or expertise in scientific research.~~    4. ~~WellStar Medical Staff , 2 members and 1 alternate:  To allow for added expertise in review of biomedical studies, members of the WellStar medical staff will be appointed to the KSU IRB by the Vice President for Research through consultation with the WellStar  Director of Research.~~    5. ~~Regular members have full membership responsibilities with the KSU IRB. Alternate members are encouraged to attend board meetings, provide expertise on protocols being reviewed, and assist the IRB Chair in conducting expedited reviews of protocols, but alternates are not allowed to vote at meetings unless the regular member is absent.~~ 2. ~~Each member of the IRB (except for the  VPR and the Director of Research Compliance, which  are permanent appointments to the IRB) will serve for a term of three-years, renewable, staggered terms, with terms running 1st August to 31st July. Should an IRB member resign prior to the end of his/her term, a replacement will be appointed by the VPR for the balance of the term.~~ 3. ~~The chair of the IRB is a KSU Faculty member appointed by the  VPR, in consultation with the Director of Human Subjects, and serves a three- year, renewable term as chair. The general duties of the Chair include presiding over meetings of the IRB, consulting with the Director of Human Subjects on IRB member performance, assigning reviews to IRB members, designating authority for expedited review of protocols, reviewing IRB policies and procedures, and handling reports of adverse outcomes and protocol deviations.~~ 4. ~~All administrative functions of the IRB are coordinated by the Director of Human Subjects, which is a staff position in the Office of Research. The Director of Human Subjects and HS Specialist shall ordinarily serve as the communications channel between researchers and the IRB, requesting further information when necessary, notifying researchers of IRB decisions, and generally serving as support for all review activities. The HS Specialist will arrange space and arrange for minutes to be kept for IRB meetings. The  Director of Human Subjects will maintain files of IRB activities and coordinate IRB correspondence. When IRB members visit research projects in progress, as part of their continuing oversight responsibilities, the Director of Human Subjects or HS Specialist will coordinate these visits. The IRB Chair will notify researchers officially and in writing of all actions involving their submitted proposals, including approvals, requirements of modifications, extension of time, suspensions and disapprovals, and will provide all necessary certifications of these actions. The HS Specialist and Director of Human Subjects will maintain communication with the KSU Office of Research regarding approval of projects that are to be submitted for external funding, any changes in the approval status of ongoing projects, and changes in the IRB membership. The Director of Human Subjects shall maintain appropriate records in accordance with 45 CFR 46.115, and a list of all IRB members and a written description of IRB procedures, in accordance with 45 CFR 46.103. The Vice President for Research, the IRB Chair, or the Director of Human Subjects shall be responsible for notifying  OHRP (Office for Human Research Protections) or other relevant federal agencies of any injuries to participants in federally funded research, for complying with FDA investigational new drug or device certification requirements, and for informing OHRP of the membership, or of any changes in membership, of the IRB.~~   **~~Institutional Animal Care and Use Committee (IACUC) for Research Using Animals~~**   * 1. ~~Purpose: Kennesaw State University complies with all applicable provisions of the Federal Animal Welfare Act managed by the US Department of Agriculture, and other state and federal statutes and regulations related to animals. In meeting these obligations Kennesaw State University is guided by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training." These guidelines apply to everyone who participates in research, instruction, or work with animals at KSU.~~   2. ~~Membership: The Vice President for Research will appoint IACUC members, qualified through their work experience with animals and professional research expertise, to oversee the institution's animal program, facilities, and standard operating procedures related to animal care and use. The Vice President of Research appoints the Chair from within the membership of the IACUC for a term of three years. The Chair has the responsibility for prescreening submitted animal use protocols as necessary; approving protocols or recommending review by the full committee; review and approve amendments to protocols, and protocol updates as necessary; ensure member training (this task may be designated to another qualified individual); set meeting agendas and establish meeting dates; and conducting/managing meetings and keeping formal records of all meeting decisions for future review by the APHIS inspector.~~   ~~The Federal Animal Care and Use Assurance must include the names, position titles, and credentials of the IACUC chairperson and the members. The committee will consist of no fewer than five members, to include at least:~~   1. ~~One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution (see IV.A.1.c.);~~ 2. ~~One practicing scientist experienced in research involving animals;~~ 3. ~~One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, and member of the clergy); and~~ 4. ~~One individual who is not affiliated with the institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution.~~ 5. ~~An individual who meets the requirements of more than one of the categories detailed in IV.A.3.b.(1)-(4) of this policy may fulfill more than one requirement. However, no committee may consist of fewer than five members.~~   ~~c. Term: 3 years renewable~~  **~~Institutional Biosafety Committee (IBC)~~**   * 1. ~~Purpose: Kennesaw State University (KSU) is committed to the highest standards of safe and ethical research and complies with all federal, state, local laws and regulations and University System of Georgia policies related to biosafety. For this purpose and to comply with the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines), KSU has established an Institutional Biosafety Committee (IBC). The NIH Guidelines apply to all recombinant DNA research that is conducted at or sponsored by any institution that receives support from the NIH. These guidelines apply to everyone who participates in research, instruction, or work at KSU.~~   2. ~~Membership: The IBC size and composition shall be large enough to represent the range of personnel who perform activities listed in Section IIB across Kennesaw State University (KSU) and will include scientists and administrators from KSU and community representatives. Based on NIH Guidelines (section IV-B-2-a-(1)), the minimum number of IBC members is five. An effort is made to represent all major units served, to have a mix of technical expertise characteristic of the research protocols being reviewed, and to epitomize the diversity of the University community. Committee configuration will be kept in accordance with NIH Guidelines (section IV-B-2-a).~~      1. ~~Full Members: The committee shall consist of no fewer than five full members, of whom;~~         1. ~~At least one member with appropriate infectious disease and recombinant DNA expertise;~~         2. ~~At least two faculty members with experience in rDNA technology and/or biological safety and containment;~~         3. ~~At least two community members (not affiliated with the university) who represent the interests of the surrounding community with respect to health and protection of the environment;~~         4. ~~Biological Safety Officer, Environmental Health & Safety Office;~~         5. ~~A Research Compliance Officer (NIH/OBA contact person), University Office of Research; and~~         6. ~~A Research administrator, University Office of Research~~         7. ~~At least one scientist with expertise in plant containment principles when experiments utilizing Appendix P, Physical and Biological Containment for Recombinant DNA Research Involving Plants, require IBC approval.~~         8. ~~At least one scientist with expertise in animal containment principles when experiments utilizing Appendix Q, Physical and Biological Containment for Recombinant DNA Research Involving Animals, require IBC approval.~~      2. ~~Ex Officio Voting Members - In addition, the following are designated as voting members:~~         1. ~~Vice President of Research, institutional authorized signing official~~   ~~Subject Matter Expertise~~  ~~If a protocol registration is outside the area of expertise of IBC members, the IBC Chair is authorized to seek counsel from an individual knowledgeable in the subject matter to allow for appropriate review and approval or disapproval.~~  ~~Appointment to the IBC~~  ~~The Vice President of Research appoints members for a renewable term of three years. Terms of appointment are staggered in a manner such that one-third of the committee is appointed or renewed each year.~~  ~~The IBC Chair~~  ~~The Vice President of Research appoints the Chair from within the membership of the IBC for a term of three years. The Chair has the responsibility for prescreening submitted registrations as necessary; approving registrations or recommending review by the full committee; review and approve amendments and updates as necessary; ensure member training (this task may be designated to another qualified individual); set meeting agendas and establish meeting dates; and conducting/managing meetings.~~  ~~Term: 3 years renewable~~ **Distance Learning Advisory Committee, DLAC (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate, ~~and~~ the Provost/SVPAA, and the Executive Director of CETL** *Purpose:* This committee will evaluate proposals and existing processes to improve distance and technology enhanced learning. The results of this work will be sent to the Provost/SVPAA and the Executive Director of CETL.  ~~This committee serves as a think-tank for and oversight body of the Assistant Vice President for Technology Enhanced Education.~~ ~~This committee serves as a think tank for and oversight body of all university policies and practices concerning recruitment, retention, progression, and graduation of students. The committee exists to ensure the academic rigor of and faculty autonomy over the curriculum delivered to the students. The committee also exists to serve specific groups of students that require individualized service, e.g., transfer students, first-year students, commuting students, residential students, adult-learners, non-traditional students, etc.~~  *Membership:*   * 1. One representative each from all degree granting colleges.   2. Representative from CETL Distance Learning Innovations (non-voting).   *Meetings:* Meets at least once per semester.  *Term:* 2 years. **~~Diversity & International Faculty/Students Committee, DIFSC (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Chief Diversity Officer~~**  1. ~~Purpose: This committee functions as a think-tank for and oversight body of the Chief Diversity Officer. This committee also serves as a social and policy space for international faculty and students to plan events and policy proposals that enhance the international visitors' experience at Kennesaw State University.~~ 2. ~~Membership:~~    1. ~~TF: One from each degree granting college~~    2. ~~One library faculty~~    3. ~~One representative from the Deans' Council~~    4. ~~One representative from the Chairs' and Directors' Assembly~~    5. ~~One representative from the SGA~~ 3. ~~Meetings: Once per semester~~ 4. ~~Term: 2 years~~  **Education Abroad Advisory Committee, EAAC (permanent) - assigned to the Faculty Senate and Advisory to the Senior Director of International Programs** *Purpose:* The Education Abroad Advisory Committee of the Faculty Senate (EAAC) collaborates with the Education Abroad Office and the Division of Global Affairs as an advisory and decision-making committee to review education abroad program proposals and to make policy recommendations for Education Abroad campus-wide. The EAAC works collaboratively with the university's academic colleges and departments, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated policies.  *Membership:*   * 1. *Voting Members*   One elected faculty from each degree granting college. Faculty elected to serve on this committee should have demonstrated previous involvement and commitment to Education Abroad and/or Global Learning. Membership is based on the following guidelines:   * + - 1. Faculty will serve staggered two-year terms based on Academic Years so that the composition of the committee will have a mix of experienced and new members.       2. ~~Two-year committee membership cannot be renewed for a second consecutive term.~~   1. *Non-voting Members:*      1. A faculty member elected from the Department for Foreign Languages.      2. The Senior Director of International Programs      3. The Assistant Director Education Abroad Operations & Finance      4. A representative from the Education Abroad Advising.      5. A representative from the Division of Global Affairs.      6. An Administrator from the Division of Student Affairs.      7. An Administrator from Enrollment Services.      8. A representative from the Office of Budget & Planning.      9. ~~An Administrator from the Office of Diversity and Inclusion~~      10. ~~Campus administrators as recommended by the Director of Education Abroad and Exchange Programs.~~      11. ~~Additional study abroad advisors from the Education Abroad Office or other ex-officio.~~   ~~These roles are all non-voting and are either selected by the Education Abroad Office based on their involvement in education abroad programs, or they are appointed by their respective departments, with the exception of the ex-officio faculty member, who is elected~~  *Term:* 2 years; membership cannot be renewed for a second consecutive term  *Procedures:*   1. The Senior Director of International Programs leads and chairs this committee in an ex officio capacity 2. This committee will routinely meet in August to review education abroad program proposals, and to review policies and procedures as well as new initiatives on the following schedule: 3. October - General Meeting 4. December - General Meeting • 5. February - General Meeting 6. April - General Meeting 7. Additional meetings may be called as necessary but are not anticipated. 8. It is recommended that each academic college have a global affairs committee that will approve programs within their colleges based on academic/disciplinary requirements (academic rigor and contact hours), and ensuring the proposal meets any other criteria established by the respective college. 9. Program proposals approved by the colleges are submitted to the EAAC by the committee's deadline and evaluated primarily on completeness of proposal, risk management, financial planning/budgeting, and safety. Additional considerations are program innovation and design, diversity, and previous program success. Final course approvals are subject to the normal policies and procedures of the university. 10. Elected faculty representatives will serve as the primary reviewers and policy decision-makers leading discussion of proposals from their College. Faculty will not review their own programs. 11. Following review, the committee's recommendations based upon the above criteria will be reported to submitting faculty, on behalf of the committee. The proposal notification categories are as follows: 12. Approved 13. Approved with Revisions 14. Revise and Resubmit 15. Proposals designated for revision still need to receive final committee approval and meet all necessary criteria prior to program promotion or enrollment 16. The committee will review the criteria each year in order to make recommendations for any revisions to the program proposal process. All criteria and internal policies will be posted on DGA's website and will be updated as needed. All meeting minutes will be posted to the DGA website 17. The committee will discuss and vote on policies and procedures on a rolling basis as needed based on new institutional initiatives, best practices in international education, and topics introduced as a result of previous program area of opportunity.  **~~Faculty & Staff Evaluation Process Review Committee, FSEPRC (permanent) - assigned to the Faculty Senate and advisory the Provost/SVPAA~~**  1. ~~Purpose: The FSE Process Review Committee (FSE-PRC) shall serve as an advisory body to the Provost/Senior Vice-President for Academic Affairs in the regular implementation of the Faculty and Staff Evaluation of the Managerial Effectiveness of Academic Administrators (FSE). Additionally, the FSE-PRC shall solicit input from stakeholders and review the entire FSE process no less than once every five years.~~ 2. ~~Membership:~~    1. ~~Provost,~~    2. ~~The Faculty Senate Executive Committee (FSEC),~~    3. ~~1 representative from the Staff Senate,~~    4. ~~1 representative from the Administrators Council,~~    5. ~~2 representatives from the Dean's Council,~~    6. ~~2 representatives from the Chairs' & Directors' Assembly,~~    7. ~~A member selected by the Faculty Senate (but not necessarily a Senator) who is well informed about the evaluation process and can provide "institutional memory" regarding the evolution of the review process (two year term),~~    8. ~~the Faculty Executive Assistant to the President,~~    9. ~~the FSE-PRC chair~~   ~~Representatives from the Staff Senate and Administrators Council should hold positions in Academic Affairs. The FSE-PRC shall be chaired by a tenured member selected by the FSEC. That individual may be a member of the FSEC but need not be. The Chair will be responsible for notifying FSE-PRC members of their responsibilities and for managing meetings and FSE reviews. In addition to these tasks the Chair will partner with the assigned administrator in Academic Affairs to facilitate the overall Administrative Evaluation process. In particular, the Chair will work with College and Department FSE Review Committees to ensure that committee members have been identified and reported to college election officers as well as Academic Affairs. In concert with the assigned administrator, the Chair will also see to it that current FSE procedures are made available to the review committees and will answer questions from them regarding such procedures and processes.~~   1. ~~Procedure: All changes made in Administrative Evaluation Process since its initiation shall be reviewed by all the two Senates in light of the experience of the reviews to date, and all future changes in the administrative review process recommended by the FSEPRC (or by any other body) shall be vetted by the Staff and Faculty Senates before submission to the Provost/SVPAA for implementation.~~ 2. ~~Term: 2 years~~  **~~Faculty Awards Committee, FAC (permanent) - assigned to the Faculty Senate and advisory to the Provost/SVPAA~~**  1. ~~Purpose: This committee functions as the think-tank for and oversight body of the university awards process.~~ 2. ~~Membership: TF 10: One teaching faculty from each degree-granting college elected by the college's representatives in the Senate.~~ 3. ~~Meetings: Will meet at least once each year.~~ 4. ~~Term: 2 years~~  **Faculty Development Committee, FDC (permanent) - assigned to the Faculty Senate and advisory to the Provost/SVPAA and CETL** *Purpose:* This committee functions as the think-tank for and oversight body for all faculty development programs.  *Membership:*   1. One ~~teaching or research~~ elected faculty from each degree-granting college. ~~elected by the college's representatives in the Senate.~~ 2. CETL Executive Director ex-officio. 3. Additional CETL staff as needed (non-voting).   *Meetings:* Will meet at least once each semester.  *Term:* 2 years. **~~Faculty Foundation Award Committees (permanent) - assigned to the Senior Associate Vice President for Faculty~~**  1. ~~Purpose: Members of these committees evaluate applications and select recipient of the following Faculty Awards funded through the generosity of the KSU Foundation. There are six committees:~~    1. ~~University Distinguished Professor Award and Early Career Award,~~    2. ~~Outstanding Teaching,~~    3. ~~Outstanding Professional Service and Outstanding Community Engagement Award;~~    4. ~~Outstanding Research/Creative Activity Award and Outstanding Book Award;~~    5. ~~Outstanding Diversity Faculty Advocate Award; and~~    6. ~~Madhuri and Jagdish N. Sheth Distinguished Faculty Award for Global Achievement Award (evaluated by the University Faculty Committee on Global Engagement)~~ 2. ~~Membership:~~    1. ~~TF: 10, One teaching faculty representative from each degree granting college elected by the college; only faculty with the rank of professor may serve on the Distinguished Professor/Early Career Awards committee.~~    2. ~~AD: Ex officio, non-voting, permanent~~       1. ~~AVP Faculty: Distinguished Professor and Early Career Awards~~       2. ~~Director of CETL: Outstanding Teaching Award~~       3. ~~VP for Research: Outstanding Research and Creative Activity and Outstanding Book Awards~~       4. ~~Executive Director of Community Engagement: Outstanding Professional Service and Community Engagement Awards~~       5. ~~VP for Global Affairs: Madhuri and Jagdish N. Sheth Distinguished Faculty Award for Global Achievement~~       6. ~~Chief Diversity Officer: Outstanding Diversity Advocate Award~~ 3. ~~Term: 2 years~~  **Faculty Handbook Committee, FHC (permanent) - assigned to Faculty Senate and advisory to the Provost/SVPAA** *Purpose:* Maintain the most recent/up-to-date and approved version of the Faculty Handbook and incorporate any future approved changes to the handbook that went through the shared governance process.  *Membership:*   * 1. One member of the Faculty Senate Executive Committee.   2. The Senior Associate Vice President for Faculty.   *Meetings:* As needed to ensure an up-to-date and correct Faculty Handbook; this body will meet at least once every academic year.  *Term:* 2 years **~~Faculty Senate Diversity Committee (permanent) - assigned to the Faculty Senate and advisory to the Chief Diversity Officer and the Senior Associate Vice President for Faculty.~~**  1. ~~Purpose: This committee functions as a think-tank focused on hiring and retention, leadership and governance, salary equity, and promotion and tenure for faculty of color. This committee serves as a social and policy space for faculty to plan events and policy proposals to ensure that Kennesaw State University is an equitable and diverse workplace.~~ 2. ~~Membership: TF: 5. Members serve two year terms and elected by nominations or self-nominations.~~ 3. ~~Meetings: determined by Diversity Committee.~~ 4. ~~Term: 2 years~~  **General Education Council, GEC (permanent) - assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum**  *Purpose:* The General Education Council serves as an advocate for and facilitator of the general education program on the KSU campus. It is the voice that speaks for the general education program, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective general education program. The council is advisory and submits proposals to the UPCC.  *Membership:* General education coordinators are those faculty/administrators who coordinate general education activities in their respective departments and function as liaisons between those departments and the council.   * 1. One general education coordinator from each discipline represented in the core: anthropology; art and design; molecular and cellular biology; ecology, evolution, and organismal biology; chemistry; communication; composition; criminal justice; dance; economics; foreign languages; geography; history; interdisciplinary studies; leadership and integrative studies; literature; mathematics; music; philosophy; physics; political science; psychology; sociology; statistics; and theatre and performance studies.   2. The coordinator of WELL 1000.   3. One representative for each college without a departmental representative above.   4. A director from the Department of First-Year Programs (either the  Director of the First-Year Seminar and for Learning Communities)   5. One representative from the Bagwell College of Education.   6. One representative from the Southern Polytechnic College of Engineering and Engineering Technology.   7. One representative from the College of Architecture and Construction Management.   8. One representative from the College of Computing and Software Engineering.   9. One representative from the Honors College.   *Meetings:* The Faculty Director of General Education chairs the council.  *Term:* 2 years **Graduate Policies and Curriculum Committee, GPCC (permanent) - assigned to the Faculty Senate and advisory to the AVP for Curriculum and Dean of the Graduate College.** *Purpose:* The GPCC receives graduate course and program proposals from colleges and departments and ensures their compliance with University policies and goals for graduate education. This committee also approves changes in post-baccalaureate curriculum, including the addition or deletion of courses, approval of new programs or concentrations, and changes in program requirements. The committee recommends or reviews changes in graduate policies and procedures, and monitors assessment of graduate programs. Its recommendations will be directed to the AVP for Curriculum and the Dean of The Graduate College, the Provost/SVPAA, and the President for their action, ~~and to the Executive Committee of the Faculty Senate for its use in monitoring the activities of this committee.~~ The committee also makes recommendations regarding the curriculum development and review process to the Faculty Senate.  *Membership:*  *Voting:*  Two members of the Graduate Faculty (Full or Provisional status) within each college housing a graduate program. No more than one member from the Graduate Faculty within a college may be a graduate program director or coordinator.  *Ex-officio (non-voting):*   * + 1. All graduate program directors or coordinators;     2. The Associate and Assistant Deans of The Graduate College;     3. The Office of Graduate Admissions;     4. A representative from the Office of Curriculum Support ~~Academic Publications~~;     5. A representative from the Office of Institutional Effectiveness;     6. Director of Digital Learning Innovation;     7. The Dean of the Library Services or approved designee.     8. Dean of Graduate College;     9. The Registrar or his/her appointed designee;     10. One graduate student elected by the Graduate Student Association;     11. Two faculty from any academic college without a graduate program.   *Term:* 3 years. **Grievance Oversight Committee (ad hoc, called as needed) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/SVPAA** *Purpose*: The committee, in collaboration with the Provost/SVPAA and the Ombuds, has the responsibility of evaluating the effectiveness of the Conflict Resolution Policy and recommending changes in the policy to the Faculty Senate and other shared governance bodies.  *Membership:*   * + - 1. Three faculty senate representatives, elected by the Faculty Senate.       2. One chair elected by the Chairs and Directors Assembly.       3. One dean or assistant/associate dean, elected by the Deans Council.       4. One representative from Legal Affairs.       5. One representative from EEO.   Note: the chair and dean should not be from the plaintiff’s college.  *Term:* as needed.  ***Institutional Animal Care and Use Committee (IACUC) for Research Using Animals assigned to and reporting to the VP of Research***  *Purpose:* Ensure all regulations pertaining to research on animals are met  *Membership:* The Federal Animal Care and Use Assurance must include the names, position titles, and credentials of the IACUC chairperson and the members. The committee will consist of no fewer than five members, to include at least:   1. One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution (see IV.A.1.c.); 2. One practicing scientist experienced in research involving animals; 3. One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, and member of the clergy); 4. One individual who is not affiliated with the institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution. 5. An individual who meets the requirements of more than one of the categories detailed in IV.A.3.b.(1)-(4) of this policy may fulfill more than one requirement. However, no committee may consist of fewer than five members.   Term: 3 years renewable  ***Institutional Biosafety Committee (IBC) assigned to and reporting to the VP of Research***  *Purpose:* The ensure the biosafety of the university.  *Membership:* The IBC size and composition shall be large enough to represent the range of personnel who perform activities listed in Section IIB across Kennesaw State University (KSU) and will include scientists and administrators from KSU and community representatives. Based on NIH Guidelines (section IV-B-2-a-(1)), the minimum number of IBC members is five. An effort is made to represent all major units served, to have a mix of technical expertise characteristic of the research protocols being reviewed, and to epitomize the diversity of the University community. Committee configuration will be kept in accordance with NIH Guidelines (section IV-B-2-a).  *Full Members:* The committee shall consist of no fewer than five full members, of whom:   1. At least one member with appropriate infectious disease and recombinant DNA expertise. 2. At least two faculty members with experience in rDNA technology and/or biological safety and containment. 3. At least two community members (not affiliated with the university) who represent the interests of the surrounding community with respect to health and protection of the environment. 4. Biological Safety Officer, Environmental Health & Safety Office. 5. A Research Compliance Officer (NIH/OBA contact person), University Office of Research; and 6. A Research administrator, University Office of Research. 7. At least one scientist with expertise in plant containment principles when experiments utilizing Appendix P, Physical and Biological Containment for Recombinant DNA Research Involving Plants, require IBC approval. 8. At least one scientist with expertise in animal containment principles when experiments utilizing Appendix Q, Physical and Biological Containment for Recombinant DNA Research Involving Animals, require IBC approval. 9. Ex Officio Voting -Vice President of Research, as the institutional authorized signing official.   *Subject Matter Expertise*  If a protocol registration is outside the area of expertise of IBC members, the IBC Chair is to seek counsel from an individual knowledgeable in the subject matter to allow for appropriate review and approval or disapproval.  *Appointment to the IBC*  The Vice President of Research appoints members for a renewable term of three years. Terms of appointment are staggered in a manner such that one-third of the committee is appointed or renewed each year.  *The IBC Chair*  The Vice President of Research appoints the Chair from within the membership of the IBC for a term of three years. The Chair has the responsibility for prescreening submitted registrations as necessary; approving registrations or recommending review by the full committee; review and approve amendments and updates as necessary; ensure member training (this task may be designated to another qualified individual); set meeting agendas and establish meeting dates; and conducting/managing meetings.  *Term:* 3 years renewable  ***Institutional Review Board (IRB) for Research with Human Participants (permanent) –*** ***assigned to and reporting to the VP of Research***  *Purpose:* This committee is charged with the prior review and approval of all research.  *Membership:*   1. The Vice President for Research. 2. Director of Grants and Contracts in the Office of Research. 3. 10 faculty appointed by the VPR in consultation with college deans, for staggered three-year terms. Faculty will have diverse backgrounds as required to promote complete and adequate review of research activities covered by this assurance. Faculty will have the professional competence necessary to review the specific assigned research activities. At least one faculty member appointed will have scientific research experience. 4. Community: the President, Provost/SVPAA, Vice President for Research, Dean of the Graduate College, or college deans, will recommend volunteer appointments for staggered three-year terms. Neither this person nor the members of his/her immediate family should be affiliated with Kennesaw State University. 5. WellStar Medical Staff to the KSU IRB.   To allow for added expertise in review of biomedical studies, Vice President for Research through consultation with the WellStar SVP & COO WMG Officer or designee and the Sr. Vice President Chief Nurse Executive will appoint four members of the WellStar medical staff the KSU IRB. KSU will appoint one physician as a regular voting member, one as an alternate, and one nurse will serve as a regular voting member, while one will be an alternate. Regular members have full membership responsibilities with the KSU IRB. Alternate members are encouraged to attend board meetings, provide expertise on protocols under review, and assist the IRB Chair in conducting expedited reviews of protocols, but alternates are not to vote at meetings unless the regular member is absent.  ***Information Technology Advisory Committee, ITAC (permanent) – assigned to the Faculty Senate and advisory to the Chief Information Officer. ~~Faculty Senate~~ ~~and the Vice President for Operations~~***  *Purpose:* The purpose of the ITAC Committee is to: 1) facilitate dialogue between the Office of the CIO, the Faculty Senate, the colleges and the operational units of the University, 2) provide a forum for students, faculty and staff to make recommendations concerning access and use of information technology, and 3) provide feedback about new applications, operating system upgrades, instructional technologies and respective deployments. ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.  *Membership of the Executive Committee:*   * 1. Membership shall include      1. Chair      2. Vice-Chair      3. Secretary   2. *Meetings*: The executive committee of ITAC will meet monthly from August through May (with the exception of December).   3. *Term:* 1 year, renewable up to 3 consecutive terms   *Membership of the Full Committee:*  Membership shall include   1. One representative from each degree-granting college, 2. One representative from the Library 3. One representative from the College of Professional Education, with IT background/interest; 4. One administrator or staff member with IT background/interest will be appointed for each operational unit, including Academic Affairs, Student Enrollment/Registrar, University Development, Center for Excellence in Teaching and Learning, Student Affairs, Office of the Chief Business Officer, and Office of the Chief Administrative Officer; 5. Four undergraduate students selected by the Student Government Association; 6. Two graduate students selected by the Graduate Student Association. 7. Ex officio (nonvoting):    * 1. CIO;      2. any other members of University Information Technology Services.   *Meetings:* The full committee of ITAC will meet at least twice per semester during the academic year (August through May).  *Term:* 2 years for faculty and staff, 1 year for students.  ~~Purpose: The purpose of the ITAC Committee is to advise the chief information officer on planning and policy issues concerning use of information technology, increase/facilitate communication between the CIO and IT users and provide support for the teaching mission at KSU through appropriate use of technology to improve learning. All members of the faculty, staff, students, and administration of KSU who have an interest in information technology are invited to join one of the three subcommittees (i.e., Academic Subcommittee, Administrative Subcommittee, and Student Subcommittee). The three subcommittees will meet four times a year, twice during fall semester, and twice during spring semester.~~  ~~Membership of the Executive Committee:~~   1. ~~TF 10: one representative from each degree-granting college, with IT background/interest;~~ 2. ~~CETL Fellow;~~ 3. ~~AD/SF 4: one administrator or staff member elected from each of the following units: business and finance, student affairs, advancement and development, and academic affairs;~~ 4. ~~SD 4: four students elected by the Student Government Association.~~ 5. ~~Ex officio (nonvoting):~~    * 1. ~~CIO;~~      2. ~~any other members of University Information Technology Services~~   ~~Meetings: The executive committee of ITAC will meet monthly from August through May (with the exception of December).~~  ~~Term: 2 years~~ **Library Advisory Committee, LAC (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/SVPAA** *Purpose:* This committee will serve as an advisory group to the ~~director~~ Dean of the Library Services and liaison with each college and group represented regarding library needs and issues. It will make recommendations and advise the Dean in the development and refinement of library policies. The results of this committee's work will be reported to the Dean of the Library Services ~~director~~, Provost/SVPAA, and President.  *Membership:*   1. One ~~undergraduate~~ faculty representative elected from each degree-granting college;   ~~One graduate faculty representative elected from each college with graduate programs.~~   1. Librarian appointed by the ~~director~~ Dean of Library Services;   ~~One representative appointed by the Vice President for Operations.~~   1. One library staff representative elected by the library staff members. 2. One undergraduate student appointed by the President of Student Government Association; 3. One graduate student appointed by the President of Student Government Association.   *Term:* 2 years **Policy Process Council**  *Purpose:* The Policy Process Council is a collaborative and representative body that manages, monitors, and maintains institutional policies and KSU's policy portal. While the Council has no policy making authority, its purpose is to assure the policy approval process is followed and that only policies approved through KSU's shared governance process are made available via the policy portal.  *Membership:*  One representative from each of the senates, councils, or offices serves on the Council as shown below. Service begins in August and is based on a renewable (or as appropriate) one-year term, in a manner determined by each senate, council, or office. A representative from the Legal Affairs Office serves as the chair.   * + 1. Office of the Provost and Senior Vice President for Academic Affairs;     2. Office of the ~~Vice President for Operations~~ the Chief Administrative Officer     3. Office of the Chief Information Officer     4. Office of the Chief Business Officer;     5. Office of the Vice President for Student Affairs;     6. Office of the Vice President for External Affairs;     7. Office of the Vice President for Advancement and Development;     8. Division of Legal Affairs;     9. Athletic Department;     10. Faculty Senate;     11. Staff Senate;     12. Student Government Association;     13. Deans' Council;     14. Chairs' and Directors' Assembly;     15. Administrators Council;     16. University Information Technology Services Representative, Ex officio     17. Director of Institutional Quality & Accreditation.   *Responsibilities:*   1. Communicate and document the flow of proposed policy through the shared governance process for review and recommendation prior to presentation to the Cabinet and president; 2. Manage, monitor, and maintain institutional policies to ensure that KSU's Policy Portal is accurate; 3. Provide quarterly updates informing the campus community of new policy, revised policy, and deactivated policy; 4. Inform owners of KSU handbooks and catalogs of additions to or modifications of policy for inclusion in official publications and websites as appropriate.   *Policy Routing*   1. Policies approved by shared governance bodies and reviewed by the University Council are forwarded to the Policy Process Council. 2. Council members will communicate recommended policy and solicit feedback on possible implications/impacts within their respective divisions. Consideration of recommended policy also includes implications with regard to existing regulations, Board of Regents of the University System of Georgia policy, regional accreditation requirements, and those of other accrediting or certifying bodies. 3. The Policy Council provides the recommended policy to the president, who in turn will discuss it with the Cabinet, and as appropriate, the President's Planning and Budget Advisory Committee. 4. The president approves or declines to approve recommended policy based on review and comment provided throughout this process. Should a policy not be approved by the president, the director of Institutional Effectiveness notifies the policy sponsor as to why the policy was not approved so the sponsor may decide how to proceed.   *Term:* 1 year (renewable) **President's Athletics Oversight Council, PAOC (permanent) - assigned to the Faculty Senate ~~University Council~~ and advisory to the President** *Purpose:* The primary role of the KSU President's Athletics Oversight Council is to serve as an advisory group to the President of the University concerning the intercollegiate athletics program, including reviewing strategic and budget planning and implementation, reviewing policies and practices of the department, and sustaining the academic integrity of the university. PAOC also reports, at least annually, to the University Council and to other university shared governance bodies as requested and as schedules permit.  *Membership*: Teaching faculty and administrators must constitute at least a majority of this body and a majority of the PAOC Executive Committee.   1. One appointed by the university President, serves as chair of the board; 2. Faculty Athletics Representative to the NCAA, 3. Elected faculty representatives from each degree-granting college, ~~by the faculty senators of the college~~; 4. College of ~~Continuing~~ Professional Education,  ~~&~~ ~~Professional Development~~, 5. The Graduate College, 6. The Honors College, 7. Staff Senate, 8. Administrators Council, 9. Two student athletes appointed by the Student-Athlete Advisory Committee, preferably one from a spring sport and one from a winter sport, 10. One student representative from the Student Government Association; 11. President; 12. Director of Athletics; 13. Chief Business Officer or designee; 14. Vice President for Student Affairs or designee; 15. Alumni; 16. Trustee.   *Meetings*: This board must meet at least once each regular academic semester.  *Term:* 3 years **Presidential Commission on Disability Strategies and Resources (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Disability Strategies and Resources is to address issues and challenges faced by persons with disabilities. The group's charge is to recommend programs, strategies, initiatives, and resources to ensure that persons with disabilities are not confronted with barriers to full participation in all aspects related to University life and to ensure that the University's programs and services are inclusive to constituents with disabilities. The commission is tasked with:   1. Assisting University officials in developing a vision and proactive strategies for addressing issues and concerns of persons with disabilities on campus; 2. Fashioning a proactive set of conversations, programs and training initiatives to guide the University's strategic emphases surrounding disability strategies and resources; 3. Providing advice on approaches that can contribute to KSU's goals of becoming a national leader in the higher education community with regard to how it embarks on issues and concerns related to persons with disabilities and other underrepresented groups; 4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership*: Open/voluntary  *Meetings:* Once a month during fall and spring semesters.  *Term:* 1 year, unlimited renewals **Presidential Commission on Gender and Work Life Issues (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Gender and Work Life Issues is to address issues and challenges that pertain to gender and work life issues by recommending programs, strategies, initiatives, and resources to ensure appropriate gender and work life services/functions are being implemented throughout the campus community. The commission is tasked with:   * 1. Assisting University officials in developing a vision and proactive strategies for addressing issues and concerns on gender and work life;   2. Fashioning a proactive set of conversations, programs and training initiatives to guide the University's strategic emphases surrounding gender and work life issues;   3. Providing advice on approaches that can contribute to KSU' s goals of becoming a national leader in the higher education community with regard to how it engages in issues and concerns related to gender and work life issues;   4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership:* Open/voluntary  *Meetings:* Once a month during fall and spring semesters  *Term:* 1 year, unlimited renewals **Presidential Commission on GLBTIQ Initiatives (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on GLBTIQ Initiatives is to serve as an advisory body to the President and other University officials for matters of concern to gay, lesbian, bisexual, transgender, intersex, and questioning persons across the University. The GLBTIQ initiative will provide welcoming, visible, and tangible support to ensure that the University's programs and services are inclusive. The Commission will assist the University in developing a vision and perform its charge by recommending, developing, and/or initiating plans, programs, strategies, and resources pertaining to the GLBTIQ community. More specifically, the commission is tasked with:   1. Assisting University officials in developing a vision and proactive strategies for addressing issues and concerns of GLBTIQ persons on campus; 2. Fashioning a proactive set of conversations, programs, and initiatives to guide the university's strategic emphases; 3. Providing advice on approaches that will contribute to KSU's goals of becoming a national leader in the higher education community with regard to how the University deals with issues and concerns related to GLBTIQ persons and other underrepresented groups; 4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters.  Term: 1 year, unlimited renewals. **Presidential Commission on Racial and Ethnic Dialogue (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Racial and Ethnic Dialogue is to shape appropriate plans, mechanisms, forums, and/or events for a continuing dialogue on issues of race and ethnicity on the KSU campus. With KSU's changing demography, and our increasing focus on diversity, internationalism, and multiculturalism, the commission is tasked with:   * 1. Addressing sensitive racial, religious, and linguistic concerns that exist on campus;   2. Fashioning a proactive set of conversations and initiatives to guide the university's strategic emphases;   3. Advising the President and the Chief Diversity Officer on approaches that can contribute to KSU' s goals of becoming a national leader in the higher education community with regard to how it tackles dialogue and issues; and   4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters.  *Term:* 1-year, unlimited renewals. **Presidential Commission on Sustainability (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Sustainability is to serve as an advisory body on matters of environmental sustainability at KSU. The commission is tasked with:   1. Assisting University faculty, staff, and students in developing and delivering sustainability education through its curricular, co-curricular, and extra-curricular activities; 2. Promoting the principles of environmental sustainability and preservation in our community by fostering social equity in access to, and the fiscally responsible use of, natural resources; 3. Assisting the administration, faculty, and staff in monitoring the University's greenhouse gas emissions, as a signatory institution of the American College and University Presidents' Climate Commitment, and in determining and meeting the goals of the University's Climate Action Plan.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters  Term: 1-year, unlimited renewals **Presidential Commission on Veterans Affairs (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The primary mission of KSU's Presidential Commission on Veterans Affairs is ensuring that KSU provides an inclusive and active campus environment for all members of the veteran community (Students, Faculty, Staff, and Alumni) as well as community members who identify as veterans, service members, spouses, dependents, or survivors. The university will accomplish this mission by:   1. Providing advice and consultation on how to maintain and enhance KSU as a "veteran and military friendly" institution; 2. Raising awareness on veteran specific topics; 3. Providing guidance on how to incorporate the local community to participate and support Kennesaw State veteran events and community veteran events; 4. Establishing community partners in efforts to reach out to the local and state-wide military organizations. This focus will provide enriched opportunities for active involvement in the university and the surrounding community, culminating in a creative and supportive campus atmosphere affirming that veterans have a successful academic and professional experience at KSU.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters.  *Term:* 1-year, unlimited renewals.  ***Promotion and Tenure Process Review Committee assigned to the faculty senate and advisory to the Provost/SVPAA.***  *Purpose:* Examine proposed revisions to the Promotion and Tenure process. The revisions can be about;  a) promotion and tenure processes and procedures, including structure and content (e.g., conflict of interest or conflicting guidelines),  (b) violations of process (e.g., late letters, committees not elected according to guidelines, etc.),  c) potential ethical indiscretions /violations (such as tampering with a candidate’s portfolio documentation) during the promotion and tenure process, etc. (Note that potential ethical indiscretions during the promotion and tenure process should be directed to the Provost, or her/his designee).  *Membership:* Committee membership consists of all the chairs of College Promotion and Tenure Committees from the previous year.  *Meetings:* called by the chair as needed. **~~SoTL Funding Committee - assigned to the faculty senate and advisory to CETL~~**  1. ~~Purpose: The SoTL Funding Committee reviews proposals and makes recommendations to the CETL director for recipients of the SoTL-related CETL funding programs. Currently these programs include Faculty Learning Communities, SoTL Retreat, and Teaching Conference Travel Funds but this list is subject to change. CETL managers of individual programs also review applicants and submit their recommendations to the committee for discussion.~~ 2. ~~Membership:~~    1. ~~TF10: tenured, tenure track or full-time permanent faculty, one elected from each degree granting academic college. Faculty elected to serve on this committee should have demonstrated previous experience in SoTL. When elections are run, candidates who self-nominate will have to write a brief statement outlining their SoTL experience. These statements will be posted on the CETL website. Faculty will be installed on the committee only after providing their statements.~~    2. ~~Any member of the Committee who wishes to submit a funding proposal to the Committee will not participate in any Committee activities that involve the consideration of that funding program.~~    3. ~~AD1: CETL Associate Director for SoTL~~ 3. *~~Meetings:~~* ~~The committee meets at least 3 times a year.~~ 4. ~~Terms: Terms are for three (3) years commencing at the beginning of the academic year and may be renewed. Terms are staggered so that in any given year there are normally no more than four new members.~~  **~~Teacher Education Council, TEC (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Dean of the College of Education~~**  1. ~~a. Purpose: The Teacher Education Council (TEC) is the equivalent of a college curriculum committee for all professional teacher education degrees and endorsement programs at KSU. The TEC is a standing university-wide governance committee, established to represent the entire Educator Preparation Provider (EPP) in curricular and policy matters affecting these programs. Recommendations are forwarded to the UPCC or GPCC as appropriate. The EPP includes any faculty member at KSU who identifies with or wants to contribute to teacher preparation and formally joins one or more of the professional teacher education program groups (e.g., elementary, middle grades, secondary, P-12).~~ 2. ~~b. Membership: Membership on the TEC is representative of all degree programs, several significant academic support functions, students at the basic and advanced levels, and the world of practice:~~    1. ~~TF 14: elected from those Degree Programs with a primary affiliation to EPP graduate and undergraduate degree programs by program faculty.~~    2. ~~Academic Support 6: Representatives from;~~       1. ~~Center for Field Experiences,~~       2. ~~Impey Teacher Education Advisement Center,~~       3. ~~Educational Technology Center;~~       4. ~~Bagwell College of Education Dean's appointees to represent multicultural perspectives, technology, and teacher education assessment.~~    3. ~~SD 6: four undergraduate and two graduate students selected by the program faculty.~~    4. ~~Alumni/Practicing Professionals:~~       1. ~~Elementary teacher,~~       2. ~~Middle grades teacher,~~       3. ~~Secondary teacher,~~       4. ~~P-12 teacher,~~       5. ~~P-12 administrator selected by program faculty.~~    5. ~~5. Ex-officio (nonvoting):~~       1. ~~EPP deans;~~       2. ~~EPP department chairs.~~ 3. ~~. Term: 2 years~~  **Undergraduate Policies and Curriculum Committee (UPCC) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/SVPAA** *Purpose:* This committee evaluates proposed changes to the undergraduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.  *Membership:*  ~~two elected from each degree granting college. one from Honors College, and one elected from the General Education Council;~~   * 1. Two elected from each degree granting college.   2. One from Honors College,   3. One elected from the General Education Council;   ~~a member of the Provost/SVPAA office, a librarian, registrar;~~   * 1. AVP of curriculum   2. Office of Curriculum Support,   3. Director of Policy ~~A representative from the Office of Institutional Effectiveness;~~   4. A librarian,   5. Registrar;   6. Director of Distance Learning Innovation; ~~Executive Director of Technology Enhanced Learning;~~   7. Two undergraduate students appointed by the President of Student Government in consultation with the Vice President for Student Affairs.   *Term:* 3 years **~~Undergraduate Research and Creative Activity Committee - assigned to the faculty senate and advisory to CETL~~** ~~Purpose: The Undergraduate Research and Creative Activity (URCA) reviews proposals and makes recommendations to the CETL director for recipients of the following URCArelated funding programs offered by the CETL: Undergraduate Research and Creative Activity student travel funds, and Creative Activities and Research Experiences for Teams (CARET) funds.~~  ~~Members:~~   1. ~~TF10: tenured, tenure track or full-time permanent faculty, one elected from each degree granting academic college. Faculty elected to serve on this committee should have demonstrated previous experience in URCA. When elections are run, candidates who self-nominate will have to write a brief statement outlining their URCA experience. These statements will be posted on the CETL website. Faculty will be installed on the committee only after providing their statements.~~ 2. ~~Any member of the Committee who wishes to submit a funding proposal to the Committee will not participate in any Committee activities that involve the consideration of that funding program.~~ 3. ~~AD1: CETL Associate Director for GTA Training and Undergraduate Research/Creative Activity.~~   ~~Meetings: The committee meets at least 6 times a year.~~  ~~Terms: Terms are for three (3) years commencing at the beginning of the academic year and may be renewed. Terms are staggered so that in any given year there are normally no more than four new members.~~ **University Faculty Committee on Global Engagement, UFCGE (permanent) - assigned to the Faculty Senate and advisory to the Vice Provost for Global Affairs and Chief International Officer** *Purpose:* This committee will serve as an advisory group to the Vice Provost for Global Affairs & Chief International Officer and will represent their respective college/ unit concerning global interests and issues. It will make recommendations and advise the Vice Provost in the area of global engagement and strategic planning, among other duties as designated. The committee will review, measure and evaluate strategic initiatives for global engagement programing, including the Global Engagement Certification.  They will also serve as the awards committee for the Madhuri and Jagdish N. Sheth Distinguished Faculty Award for Global Achievement. The results of this committee's work will be reported to the Provost/SVPAA and President.  *Membership:* Each member shall possess a genuine interest and passion for global engagement. The representative must be ready, willing and able to represent the entire faculty of the college or unit that he/she is representing and assist in coordinating international activities within their college on behalf of the committee:  *Voting Members*  One faculty elected or appointed from each of KSU's ~~10~~ degree granting colleges to serve as that college's representative and global affairs coordinator. It is recommended that each college have a global affairs committee and the chair or an active member, who has conducted a study abroad trip, of that committee serve as that college's representative and coordinator on the University unit that he/she is representing and assist in coordinating international activities within their college on behalf of the committee.  *Ex Officio Members*   1. Vice Provost for Global Affairs & Chief International Officer. 2. A representative from the Division of Global Affairs 3. A representative from the Office of Diversity & Inclusion 4. Other ex officio members as recommended by the Vice Provost for Global Affairs & Chief International Officer.   *Term:* 3 years, consecutive renewal possible. |
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**Appendix 3**

**Proposed Change in Section 3.12B of the 2018-2019 KSU Faculty Handbook:**

***Current Wording:***

For the purpose of reviews (except for the KSU Library System), the members of the College P&T Committee are two tenured teaching faculty members from each department. Administrative faculty as defined in section 3.11 of KSU Faculty Handbook are not eligible to serve on college P&T committees. Members of the college committee and the college committee chair are elected by the tenured and tenure-track faculty of the department during the spring semester. An individual committee chair must be identified for the college committee. No person can participate in more than one stage of the review process.

Departmental representatives to the College P&T Committee serve two-year staggered terms. When a department does not have two tenured faculty members who are eligible to serve, it will elect tenured faculty from outside the department. Faculty whose documents are under review may not serve on their departmental or College P&T Committee.

***Suggested Wording:***

For the purpose of reviews (except for the KSU Library System), the members of the College P&T Committee are one or two tenured teaching faculty members from each department as described in the College Bylaws (there must be the same number of faculty representing each department in the College; i.e., one from each department or two from each department). Administrative faculty as defined in section 3.11 of KSU Faculty Handbook are not eligible to serve on college P&T committees. Members of the college committee and the college committee chair are elected by the tenured and tenure-track faculty of the department during the spring semester. An individual committee chair must be identified for the college committee. No person can participate in more than one stage of the review process.

Departmental representatives to the College P&T Committee serve two-year staggered terms. When a department does not have two tenured faculty members who are eligible to serve, it will elect tenured faculty from outside the department. Faculty whose documents are under review may not serve on their departmental or College P&T Committee