Draft Minutes for Faculty Senate, Monday, January 27, 2020, 12:30-1:45 pm, KSUC 300.

Attendance: Justin Pettigrew, Heather Pincock, Noah McLAughlin, Paul McDaniel, Jennifer Dickey, Rebecca Hill, Steve Collins, Daniel Rogers, Darina Lepadatu, Uttam Kokil, Michael Van Dyke, Joe Dirnberger, Bill Griffiths, Scott Tippens, Jeff Wagner, Ying Wang, Lin Li, Jonathan Brown, Diana Gregory, Tim Frank, Ken Hoganson, Lei Li, Cristen Dutcher, Abhra Roy, Randy Stuart, Marrielle Myers, James Gambrell, Anissa Vega, Peter St. Pierre, Rene McClatchey, Mary Beth Maguire, Laurie Tis, Ginny Boss, Richard Mosholder, Joanne Lee, Christine Zelt, Robbie Lieberman, Pamela Whitten, Kat Schwaig, Ron Matson,

Guests: Kris DuRocher, Keven Gwaltney, A.W. Allison, Donna Reddix, Nwakaego Nkumeh, Orie Thornton, Andy Green, Lesley Netter-Snowdon, Lee White, Jim Herbert, Stephen Gay, Michele DiPietro, Andrew Altizer

Meeting called to order: 12:30

Approval of Senate Minutes: December 2019 Faculty Senate Minutes
Unanimously Approved

Reports:

1) President Whitten's report to the Faculty Senate
   a) New entrance way has been opened, including two big signs and the cleaning up of the grid space.
   b) The University celebrated Martin Luther King Day with a number of events, including a legacy luncheon. President Whitten thanked the Office of Diversity and Student Affairs for hosting many of the events.
   c) Foundation and Development: The Honors College received the largest gift ever awarded to KSU in the form of a $10 million endowment. This gift is being used to leverage others through matching gifts for honors students.
   d) The President announced a few recent awards KSU faculty have received:
      i) Dr. Dana Hermanson (Coles), Outstanding Educator Award, American Accounting Association.

ii) Dr. Renee Butler, (Engineering and Engineering Technology), 2020 Engineer of the Year in Education, Georgia Society of Professional Engineers.
iii) Dr. David Kim (College of Computing and Software Engineering), Lexus-Nexus Security Grant.
iv) Dr. Louise Lawson (Department of Statistics and Analytical Sciences), Gerber Grant.
v) Dr. Yenupini Adams (Wellstar), Association of Women's Health, Obstetric and Neonatal Nurses, Grant for research on postpartum education.

2) Provost Schwaig's report to the faculty senate.
   a) Several Dean's Searches underway or about to be underway:
      i) Four candidates will visit campus for the Coles College Dean's Search. A selection will be made shortly after.
      ii) The search committee for a new Wellstar Dean was initiated in January.
      iii) Academic Affairs is still deciding on when it will initiate deans searches for the Bagwell College of Education and the Graduate College.
      iv) The search for AVP for Global Affairs has been suspended due to the USG's current critical hire policy. A new hire for this position was seen as important, but not critical.
   b) There is a USG critical hire process in effect for the time being. This impacts most positions, even administrative positions. The good news is that it does not impact our current faculty searches.
   c) Analytics and Data, including its PhD program, has been moved into the College of Computing and Software Engineering.
   d) Dr. Scott Reese and Ms. Danielle Breuer have been working on KSU's QEP, which was approved in December. In four years, SACS will return to measure how successful KSU has been in service learning, undergraduate research, graduate research, and community engagement (its QEP goals).
   e) This is an exciting time to enhance our Honors Scholarship.
   f) Provost Schwaig thanked Dr. Kris DuRocher (History) for her work with General Education as the USG begins its revisions of the CORE Curriculum.
3) Senior AVP for Academic Affairs (Dr. Ron Maton) Report to the Faculty Senate
   a) Reported on several task forces and working groups.
      i) Compression and Inversion: Our outside consultant is currently gathering and analyzing data. Hopefully, a report will be made by late February or early March.

ii) Centers and Institutes: The committee is currently gathering and collating the actual number of centers and institutes, including the mission of each center and institute, who runs the entity, and where (college and department) it is located.
iii) Faculty Awards Committee: The work is finished on this committee. It is currently making its recommendations Academic Affairs and to the Faculty Senate.
iv) Merit Raise Process: The committee is currently gathering information from deans and chairs as to how they have awarded merit raises in the past. The committee is trying to define a clear and transparent process for the future.
v) Summer Term: This committee has been looking at future summer sessions. The four and six week summer sessions will remain for the time being, though the committee is still trying to make a decision on what to do about the 10 week sessions.

4) Interim AVP for Curriculum and Academic Innovation (Dr. Anissa Vega) Report to the Senate
   a) Dr. Vega reported on a few of the faculty working groups with whom she is working.
      i) Cross-Listing Policy Development Team: That team will have a policy soon. It will be taken to several advisory groups, such as UPCC and GPCC, before it will come to faculty senate for approval.
      ii) Zero-Credit Hour Policy: She noted that she has requested representatives from UPCC and GPCC as well as programs with a vested interest in a zero-credit hour policy. She invited faculty senate to
   b) She noted that the degrees in Cybersecurity as well as in Hospitality Management have been sent to the BOR for approval. Integrated health sciences will arrive for the BOR's April agenda.
   c) She also reminded departments that are requesting substantive changes to their major to speak to her office before embarking on those changes.
5) Director of General Education (Dr. Kris DuRocher, History and Philosophy) report to the Senate.
   a) Dr. DuRocher has been serving on one of the USG CORE Revision Committees. Her group was tasked with examining the 30 CORE Domains as well as with discussing the new model. The discussion of the 30 CORE Domains has already taken place, and she expects Dr. Tristan Denley, Vice-Chancellor of the University System of Georgia, to roll out the new CORE model in mid-

February (Feb. 11). Once this model is rolled out, the USG will take comments until the April 14 meeting, when the model will be voted on at the April 14-15 BOR meeting. Once the new model has been approved by the BOR, it will be sent to individual institutions for approval. Universities will then work on developing courses for the new CORE through the summer and fall, when the curricular process will need to be completed by February 2021 in order to run the new CORE for the Fall 2021 semester.

b) Dr. DuRocher stressed that she has been writing up notes and trying to send them out to various stakeholders within the university to keep them apprised of the changes as they are released. She is also working to encourage these stakeholders to provide public feedback when the model is released.
c) Senator Heather Pincock (Conflict Management). What happens if an institution rejects the USG model?
d) Dr. DuRocher noted that this issue was raised at a previous meeting, and Dr. Denley expressed great confidence that institutions rejecting the model would not happen.
e) Senator Pincock asked for clarification as to whether this body (the Faculty Senate) would vote on the model.
f) Dr. DuRocher responded that this is not entirely clear since the USG has not officially said how institutions will approve the new model.

New Business

6) Academic Program Review Taskforce Senate Representative
   a) Dr. M. Todd Harper (English) was unanimously approved to represent the Faculty Senate on the Academic Program Review Taskforce.
7) Reserved Parking Resolution presented by Andy Green (Information Security and Assurance). Please see Appendix.
   a) Dr. Green noted that faculty who have reserved spaces have been told that reserved spaces will only be held in the future for Deans and Upper-Administrators. Several faculty felt that they were not given advance notice of the changes, nor an ability to make the argument that they deserved those spaces if they were willing to pay for them.

   Lesley Netter-Snowden, AVP Campus Services; Lee White, Director of Parking and Transportation, address the concerns expressed in the first part of the amendment. They noted that when a policy was last approved, the campus had fewer employees and students, and it was before consolidation. After

consolidation, the campus grew exponentially, and recently a decision was made to limit reserved parking to deans and cabinet members. This frees up needed space for parking, which, on average, turns over three times a day. Moreover, it follows the same policy at many other institutions.

b) Dr. Laurie Tis (Exercise Science and Sport Management) asked whether Lot D was being monitored.

   Ms. Netter-Snowden and Mr. White responded that all lots were being monitored. They did note that students are given some leeway the first couple of weeks of class. However, afterwards, students are ticketed for violations.

c) Dr. Jeff Yunek (School of Music) asked whether the policy had anything to do with the approval of the new academic center.

   Ms. Netter-Snowden and Mr. White responded that it wasn't. Rather, it had to do with the overall decline in parking spaces.

d) Dr. Bill Griffiths (Mathematics) asked why faculty could not park in student parking.

   Ms. Netter-Snowden and Mr. White responded that faculty and student parking were determined and then monitored differently. This is especially important to make certain that the university does not over permit. (It is also important to note that 2000 students use the shuttle lots.

e) Dr. Steve Collins (School of Government) asked how often and how rigorous is the process for determining how faculty and student spaces are allocated. For example, there are often several student spots in the Social Sciences parking lot.

   Ms. Netter-Snowden and Mr. White responded that counts were done twice a day. In fact, the Social Sciences parking lot is in the highest demand and has to be carefully managed so that there is not a traffic back up in the parking lot.

f) Dr. Darina Lepadatu (Sociology) noted the too few spaces for CHSS faculty that work in the Social Sciences building on a daily basis.

   Ms. Netter-Snowden and Mr. White noted that they will continue to monitor spaces.

g) Dr. Darina Lepadatu (Sociology) asked how many total spaces there were on campus.

   Ms. Netter-Snowden and Mr. White responded that there are 1351 saff/faculty parking spaces on the Kennesaw campus. There are roughly 3000 faculty/staff permits, which amounts to 2.5 permits per space.

h) Several faculty asked about evening parking, especially for part-time faculty who often teach at local schools before coming to teach part-time at KSU. Ms. Netter-Snowden and Mr. White responded that faculty can park anywhere after 5:00 p.m. Moreover, while student parking is expanded at that time, they are still not permitted to park in faculty parking.

i) The second motion was then taken up. Mr. Andy Green expressed concern about automated license plate users Geotime and Stamp. Mr. Green wondered what data was being collected, where it was being sent to, how was it being stored, and who was using it.
Mr. Jim Herbert, Associate Vice-President of IT and Deputy CIO, responded that the university has a standard that it follows. The standard is that any data is deleted in one day unless it is "hit data." Then, it is held for 90 days. The University contracts with T2, which is hosted in a cloud. T2 has signed a confidentiality agreement. The data is not shared externally.

j) Mr. Stephen Gay, Executive Director Cybersecurity, CISO, added that data remains the property of KSU through contract and reemphasized that data is not shared.

k) Motion 1 failed (10 approved; 19 against).

l) Motion 2 passed unanimously.

8) Faculty Awards Committees reduced to 5 from 6 (Dr. Michele DiPietro, CETL) (Please See Appendix)

a) Dr. Pietro noted the presence of some new awards and the elimination of some old awards. A decision was made to reduce the number of committees from 5 to 6 since this would lessen the service burden of faculty while also allowing faculty to serve on the awards committees, which they have reported enjoying. He also noted that it is important for faculty to follow the Dean's timeline for each of their colleges.

b) The committees are as follows:

i) Committee for Awards on Teaching (responsible for the Outstanding Teaching, Outstanding Online Teaching, and Outstanding Part-Time Teaching awards):1 rep from each degree granting college + Executive Director for Faculty Development, Recognition, and CETL (Convener)

ii) Outstanding Research and Creative Activity Award: 1 rep from each degree granting college + 1 rep from the Office of Research + Executive Director for Faculty Development, Recognition, and CETL (Convener)

iii) Diversity and Inclusion Award (note the new name of the award): 1 rep from each degree granting college + 1 rep from the Office of Diversity and

Inclusion + Executive Director for Faculty Development, Recognition, and CETL (Convener)

iv) Madhuri and Jagdish N. Sheth Faculty Award for Distinguished International Achievement: 1 rep from each degree granting college + 1 rep from the Division of Global Affairs + Executive Director for Faculty Development, Recognition, and CETL (Convener)

v) Other awards (Responsible for University Distinguished Professor, Outstanding Early Career Faculty, and Outstanding Professional Service and Community Engagement Award (note Service and community Engagement have been merged into one award): 1 rep from each degree granting college + Executive Director for Faculty Development, Recognition, and CETL (Convener)

vi) Proposal Passed Unanimously.

9) Unmanned Aerial System (UAS) and Other Aircraft Policy (Andrew Altizer, Director, Office of Emergency Management)
   a) Mr. Altizer noted that a draft of the UAS and Other Aircraft Policy is available for comment at the current site: https://policy.kennesaw.edu/
   b) He noted that new policy updates the old policy in important ways: 1) Initial Approval for a UA or a UAS must occur with the FAA, which owns the airspace. Once the FAA has approved the UA or UAS, then the university can approve it; 2) It streamlines the purchasing requirements, including eliminating the use of P-Cards to purchase UAs and UASs; 3) It knocks out a lot of fluff under the previous policy.
   c) Several drones have already been approved on campus. For example, the football team has one, as does aerospace engineering.
   d) One senator asked if public safety owns any UABs.
   e) Mr. Altizer noted that they do, but it is a very cheap one.
   f) The motion was unanimously approved.

10) Change to Education Abroad Committee (Tara McDuffie, EAO, and Dr. Sheb True, Interim AVP for Global Affairs)
   a) Ms. McDuffie and Dr. True presented on some of the changes for the Education Abroad Committee. (See Appendix.) These changes have been made to ensure that the Education Abroad Programs meet the policies and criteria of the university. Some of the changes include the fact that faculty are now responsible for securing all approvals, that academic colleges evaluate contact hours and review courses to ensure that they meet standards, and that committee members be able to serve renewable terms.
   b) Motion approved unanimously.

c) Faculty Senate Task Force for GEC Membership Restructure Announced:
   i) Brendan Callahan, BCOE
   ii) Tim Mathews, COLES
   iii) Peter Pittman, CACM
   iv) Chao Mei, CCSE
   v) Trina Queen, CHSS
   vi) Bruce Thomas, CSM
   vii) Ed Eanes, COTA
   viii) Brian Etheridge, HONORS
   ix) Nirmal Trivedi, UC
   x) Monica Gerda, WCHHS
   xi) TBD, SPCEET

11) Meeting Adjourned at 2:45

Appendix

Motion 1 – Reserved/numbered parking – Humayun Zafar and Justin Pettigrew

We the faculty senate would like Parking and Transportation services to allow reserved permits to be available for purchase by all full-time employees at KSU.

Additionally, full and part-time faculty are often caught in rushed situations when the faculty/staff parking is so limited, and usually full. We would like to propose that faculty are allowed to park in non-faculty designated spots and lots when there is no space available in faculty/staff parking.

Motion 2 – Automated License Plate Readers – Humayun Zafar

We the faculty senate would like Parking and Transportation to create a policy for automated license plate readers and inform the employees what is currently being done with data that is captured, where it's stored, and what measures have been put in place to keep the information secure

Education Abroad Faculty Standing Committee

Assigned to the Faculty Senate and Advisory to the Education Abroad Office

PURPOSE:
The Education Abroad Faculty Standing Committee (EAFSC) is a decision-making committee to review education abroad program proposals and to make policy recommendations for education abroad programs campus-wide. The EAFSC works collaboratively with the university's academic colleges and departments, various campus partners and education abroad stakeholders, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated guidelines, policies, and procedures.

PROCEDURES:

1. Senior Education Abroad Office leadership (Director or Executive Director) leads and chairs this committee in an ex- officio capacity.
2. The committee reviews the faculty-led program proposal 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 the EAO's website and will be updated as needed. All meeting minutes will be posted to the EAO's website.
3. 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 areas of opportunity.
4. Committee Members should attend every meeting and in cases where there is a conflict, is responsible for sending an active substitute to represent their college. This substitute should be prepared to vote on behalf of the college and be trained in committee activity expectations.
5. Committee Members must complete all faculty trainings required for education abroad program directors.
6. Committee members will receive their own orientation from the Division of Global Affairs and relevant campus partners to introduce them to and train them on their responsibilities.
7. Committee members will take part in a documented process to formally review and acknowledge assigned program proposals on behalf of their college.
8. Committee members may be asked to serve on relevant tasks force groups related to education abroad programs.
9. The committee will meet formally on a quarterly basis and on an as-needed basis to review education abroad program proposals, guidelines and policies governing education abroad, as well as new initiatives involving education abroad programs on the following schedule:

October – General Meeting
December – General
Meeting February –
General Meeting April –
General Meeting

Additional meetings may be called as necessary but are not anticipated.

PROGRAM PROPOSAL REVIEW:

1. It is required that Department Chairs and Academic Deans in each academic college evaluate and decide on education abroad program proposals before they are routed to the EAFSC. This process should be based on their academic/disciplinary requirements (academic rigor, quality, course content and delivery, format, institutional expectations, and contact hours), and ensuring the proposal meets any other criteria established by the respective college. *In some cases, colleges will also*

have international committees to contribute to this process.

2. Following proposal submissions, international committees within academic colleges (or their designees) will be asked to prioritize proposals in the manner that best suits the academic colleges' needs and submit the prioritizations to the Education Abroad Office in advance of the formal committee meeting.
3. The Education Abroad Office will provide an annual timeline to ensure submitting faculty have an opportunity to obtain appropriate approvals are considered prior to the program's submission deadline as well as to ensure academic colleges have a reasonable amount of time to review proposals in advance of the committee meeting.
4. It is the EAFSC's responsibility to coach and support their respective colleges through the review process based on the proposal review criteria. The Education Abroad Office serves as a support and resource to partner with faculty and committee members to achieve quality proposal submissions.
5. Program proposals approved by the colleges are submitted to the EAFSC by the committee's deadline and evaluated primarily on the following:
    - Aptitude
    - Completeness of Proposal
    - Detailed Itinerary and Budget
    - Innovative Program Concept Design
    - Diversity
    - Safety/Risk Management
    - Knowledge and Experience
    - Previous Success
    - Curricular Significance
6. The EAFSC will also review syllabi and documented contact hours to assure compliance with approved policies and procedures of the university.
7. The academic colleges will provide final course and contact hour approval according to approved policies and procedures of the university.
8. Elected faculty representatives will serve as the primary reviewers and decision-makers on education abroad guidelines leading discussion of proposals from their College. Faculty members who submit a proposal will not review their own programs.
9. 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:
    - Approved
    - Approved with Revisions
    - Revise and Resubmit (for the following academic year)
10. Proposals designated for revision still need to receive final committee approval and meet all necessary criteria prior to program promotion or enrollment.

MEMBERSHIP:

Voting Members (12): Twelve tenured, tenure track or full-time permanent faculty, one elected from

each Academic College. Faculty elected to serve on this committee should have experience directing an education abroad program and have experience with budgeting and international risk management best practices. Membership is based on the following guidelines:

- Faculty will serve two-year terms and due to the training and engagement expectations, academic colleges are encouraged to support multiple consecutive terms.
- Ex Officio Members (4):

Education Abroad Leadership
An Administrator from the Division of Student Affairs
An Administrator from Enrollment Services
An Administrator from Academic Affairs in the Budget Office

These roles are all non-voting and are either selected by the Committee Chair based on their involvement in education abroad programs, or they are appointed by their respective departments.