

Faculty Senate Executive Committee Meeting: April 11th, 2022 (12:30- 1:30 PM)

Faculty Senate Meeting: April 18th, 2022 (12:30 PM – 1:45 PM)

**Agenda**

# Opening Remarks

Welcome – Darina Lepadatu

**Online Faculty Senate Meeting Expectations**

1. Please complete the attendance survey (link in the chat window) if you are a senator or a guest.
2. Voting will be carried out electronically (link will be available in the chat window) and will be tracked. **Please only vote if you are a senator.** A non-senator voting will result in an immediate permanent ban from the faculty senate.
3. Use the “Raise your hand” feature in order to be recognized. iv. As we move forward with our senate meetings, the FSEC has heard from its members and agrees on the need to hold to correct parliamentary procedure. Motions will be preferred over discussion items so that we typically have action items on the floor. We would like to point out that there will be less time in our meetings used to announce our business items, so it will be more important than even to be familiar with all documents pertaining to our meeting. To further promote discussion, the president of the faculty senate will begin by calling for dissenting opinions. If there are no dissenting voices, we will be able to call for a vote directly and increase efficiency in our meetings.
4. Please get familiar with Robert’s Rules of Order: <https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf>

**Old Business:**

1. Approval of Faculty Senate March 22 Minutes. (James Gambrell 12:30)

**New Business**

1. Motion on Three Year Plan for Fully Funding the KSU Faculty Salary Equity Formula (Stephen Collins 12:30-12:45)
2. Motion on Budget Transparency (Heather Pincock 12:45-1:00)
3. Recommendations of Provost’s Taskforce on Course Evaluations. Elected reps: Darina Lepadatu, Stuart Napshin, Stephen Barrett, Lantz Holtzhower (Darina Lepadatu 1:00-1:05)
4. Motion on Timeline of Course Evaluations (Darina Lepadatu 1:05-1:15).
   1. We are proposing a new timeline for course evaluations: from 2 weeks before the last day of school till the last day of finals (e.g. April 15- May 10).
5. Motion on Disabling the Opt-Out System: proposal to disable the system that appears to have no impact on response rates. (1:15-1:20)
6. Motion on Faculty Senate meetings for AY 2022-2023 (Todd Harper 1:20-1:30)

For the AY 2022-2023, the Faculty Senate will alternate between face-to-face and online meetings. Any face-to-face meeting will be moved online if Cobb County’s level of COVID19 transmission is high. The face-to-face meetings will take place on the Kennesaw Campus in Fall and on the Marietta Campus in Spring.

1. **Results of Faculty Senate Officers Elections.** (Darina Lepadatu 1:30-1:35)
   1. **President:** Todd Harper
   2. **Vice-President/ President Elect:** Susan Kirkpatrick Smith

“I have been employed at KSU since 2004 and have had the opportunity to serve as a part time, full time temporary, tenure track/tenured faculty member and department chair. I am currently an associate professor of anthropology in the Department of Geography and Anthropology. I am interested in serving in on the FSEC in order to work to have faculty voices heard. I am a strong believer in and advocate of shared governance and academic freedom and want to work with our upper administration to ensure that they support those views.”

* 1. **Secretary:** Vacant
  2. **One at Large Member Kennesaw Campus**: Stephen Collins
  3. **One at Large Member Marietta Campus**: William Griffith

**Faculty Senate Liaisons:**

**Staff Senate:** Chris Sharpe, Associate Professor, KSU Library System

**Student Government Association:** Heather Pincock

**Part-Time Faculty Council:** Austin Brown, Assistant Professor of Statistics, School of Data Science and Analytics

**Policy Process Council:** Randy Stuart

**Chairs and Directors Assembly:** Sumit Chakravarty

**Deans Council:** Shelby Meek

**Committee on Academic Freedom:** Humayun Zafar

# Informational item: Report from the Chairs and Directors Assembly (Daniel Rogers)

# Informational item: Report from Student Government Association (Heather Pincock)

# Informational item: Report from Deans’ Council (Doug Moodie)

# Update from President Kat Schwaig (1:35-1:40)

# Update from Interim Provost Ivan Pulinkala (1:40-1:45)

**Supplementing Documents:**

1. **Three Year Plan for Fully Funding the KSU Faculty Salary Equity Formula (Stephen Collins)**

The Faculty Senate urges the administration to fully fund the salary equity plan expressed in the 2020 Kennesaw State University Compression and Inversion Taskforce Report (CITR). Last year's payment (Summer 2021), while appreciated, was nominal, and it failed to mitigate in any significant way the inequity of salary inversion and severe compression. Full professors remain the most sharply compressed, and therefore the bulk of the funding should be devoted to address conversion and inversion at the professor rank. Associates, senior lecturers, and lecturers also are compressed and inverted, and a substantial portion of funds should also be devoted to these ranks.

We urge the university to commit to a three-year timeline for fully funding the salary equity gap. Deans of each college should, with the assistance of chairs and directors, compile a report on the funds needed to fully fund the equity gap for their colleges. The Ellenmeyer formula, contained in the CITR, should be utilized to compute the funding needs of colleges. The university should commit to provide one-third of these funds before the start of AY 2022-23. The second one-third funding tranche should be delivered before the start of AY 2023-24, and the last tranche before AY 2024-25.

The college equity funding reports should be made public, as the salary information is not proprietary, and is available through open records.

1. **Budget Transparency Resolution (Heather Pincock)**

Background: A similar version of this resolution passed the KSU Faculty Senate in October 2020. Now that President Schwaig has been confirmed in her role, I’d like to ask the Senate to consider passing this revised version and request her response. We can also invite the other shared governance bodies (Part-Time Faculty Council, Staff Senate, Student Government Association) to consider and vote on the resolution.

The KSU Faculty Senate requests full budget transparency and seeks to establish a regular process for discussion and consultation between faculty, staff, students, and administrators about the KSU budget.

To accomplish this, we propose the following:

* The FSEC will receive detailed budgets annually once proposed budgets (projected revenues and expenses) are finalized (typically in spring). This will also include revenue and expense reports for the KSU Foundation.
  + Should other shared governance bodies (Part-Time Faculty Council, Staff Senate, Student Government Association) approve this resolution, their executive committees will also receive this information.
* The FSEC will receive budget updates on final and major changes to expected revenue and expenses when they become available.
  + Should other shared governance bodies (Part-Time Faculty Council, Staff Senate, Student Government Association) approve this resolution, their executive committees will also receive this information.
* The FSEC will convene, at a minimum once annually (but more frequently as appropriate), a meeting of the full faculty with the President and members of the President’s Cabinet for discussion of the KSU budget.
  + Should other shared governance bodies (Part-Time Faculty Council, Staff Senate, Student Government Association) approve this resolution, the FSEC will work with their Executive Committees to convene the forum(s), and their members shall also be invited to participate.
* Prior to the meeting, the FSEC will share budget information with and gather questions from the faculty. The meeting will be moderated by the Faculty Senate President or another faculty member designated by the FSEC.
  + Should other shared governance bodies (Part-Time Faculty Council, Staff Senate, Student Government Association) approve this resolution, the Faculty Senate President will work with the Presidents of the other bodies to moderate the forum(s) and to share budget information/gather questions from their members.

1. **Recommendations of Provost’s Taskforce on Course Evaluations (**Darina Lepadatu, Stuart Napshin, Stephen Barrett, Lantz Holtzhower, Laura Palmer, LaJuan Simpson Wilkey, Traci Coltrain)
2. **Benchmarking**of course evaluations systems at other USG institutions
   1. GT, Georgia State and Georgia Southern have response rates between 45-60% and use only one instrument/ survey. UGA uses a different survey/ college
3. Return to **paper evaluations**- not approved
   1. it is not sustainable for a university with 43,000 students
   2. it involves a high volume of labor on staff
4. **Marketing and PR of the course eval survey**
   1. we appreciate support from the PR Office to start a campaign to encourage students to fill out the survey (April 15-May 12). Can Ivan support us on this?
   2. reminder emails do not work (students do not open their emails)
   3. recommendations for instructors: short videos explaining why the survey is important; build the survey as a class assignment for course credit or extracredit
5. **Incentives for the course eval survey**
   1. Department innovation. Departments will receive incentives if their response rates increase over 60% (Can Ivan offer incentives to departments?)
   2. Students could get priority registration for classes if they fill out the surveys.?
   3. Clarity from Academic Affairs if symbolic incentives are allowed to increase response rates
6. **Timeline of survey:** 4 weeks from the middle of last month of classes till the day prior to grades due (April 15- May 11). Proposed: 2 weeks before the last day of classes and close the day before grades are due.
7. **Opt-out system:** proposal to disable the Opt-out system which appears to have no impact on response rates.
8. **Proposal for Fall 2022**: revision of existing survey and proposal to use only one survey across campus.
9. **Recommendation to share with students why filling out course evaluations is important**:

**Your Voice Counts!!**

**5 Reasons Why It's Important to Fill Out Course Evaluations**

* Tell us what worked (or did not work) for you
* Suggest how we can change the course for our next students
* Provide data for the evaluation of our performance
* Know your input is 100% anonymous
* Make change happen- your voice counts!!

1. **Faculty Senate Liaison Report: Chairs and Directors Assembly (CDA), April 13, 2022**

My notes/summary from the 4/13/22 CDA meeting appear below. These reflect my understanding of the meeting contents and discussion. Respectfully Submitted,

**Daniel Rogers, Faculty Senate Liaison to CDA**

▪ Update on Administrative Review Working Group: (Corinne McNamara)

- The working group has formulated a draft for administrative review. Corinne described the major components, which include:

◦ All administrators will undergo a 360 review in the 2nd year in the position and every 5 years thereafter.

◦ Input into review will come from surveying all direct reports and a sample a peers and other stakeholders.

◦ Data collection will be handled by an outside firm, depending on funding/budgeting.

◦ DFCs and/or CFCs will have access to faculty and staff data in preparation for their meetings with a Chair and/or Dean.

◦ Reports will be made public in the library, in keeping with the current practice.

- Subgroups within the working groups are working to clarify additional elements of the process, including establishing dates for key steps in the review process and developing survey items.

- Discussion ensued focused on:

◦ The need for survey items to be flexible/sensitive to

◦ Does this process apply to faculty who are executing administrative tasks, such as a graduate program coordinator who reports to their chair? Corinne replied that this process will not apply to these faculty and only to those with >50% administrative responsibilities, not counting professional service.

▪ Update on Course Evaluation Taskforce: (Laura Palmer)

- The taskforce shared findings of their recent survey, identifying the major contributors to low response rates as (1) there being no incentive for students to complete them, (2) students not seeing value/impact in completing them, and (3) faculty not promoting evaluation completion.

- The Taskforce will continue its work focusing now on efforts to increase response rates.

▪ Update on PTR Working Group: (Teresa Raczek)

- This Working Group is seeking to implement the recent BOR mandated changes in PTR within KSU policy and procedures.

- They have created subgroups to work on defining and operationalizing student success, PTR reviews, and ARD reviews.

- The Working Group’s current opinion is that student success be embedded in the existing performance categories of teaching, professional service, and research and creative activities.

- The goal is to have 2023 FPAs be created with the new policies in place.

▪ Update on Facilities: (Tricia Chastain)

- Facilities has worked on hundreds of projects this year, dealing with labor shortages, materials price increases, supply chain problems, etc.

- Projects noted included:

◦ Academic Learning Center construction

◦ Engineering Lab Building full renovation

◦ adding teaching labs to the Science Building

◦ converting Chastain Pointe to fully house the School of Art and Design

◦ design of a new interdisciplinary building on Marietta campus with research/lab space

◦ converting the Bowen Building to the Center for Social Sciences Research

◦ multiple projects focused on creating and renovating research space

◦ new 500-bed residential space at the Kennesaw Campus entrance

◦ new dining options in development for the ALC, Marietta campus, and new residence hall

▪ Update on Academic Affairs: (Pam Cole)

- Encourage faculty to apply to the Institutional Effectiveness and QEP Director position.

- Encourage faculty to apply to the service learning course redesign institute, which occurs in May.

- UPCC and GPCC have been working to examine options for expedited processes and will soon seek feedback.

- Faculty will be receiving a survey focused on office solutions. This data will help guide the taskforce’s work moving forward.

- Summer and Fall hires and their documentation needs to be submitted ASAP to avoid delays.

- Verbal offers for hires have been complicated/slowed by changing to use One USG for the hiring system. Startup funds in a verbal offer is complicated by AA needing to verify the funding source.

1. **KSU SGA Liaison report April 11 2022** (Heather Pincock)

The SGA has continued to meet every other Wednesday 7-9pm this academic year. SGA representatives work on projects throughout the year to offer support and engagement opportunities to fellow students across KSU. At most SGA Business meetings, they provide updates and announcements to each other about the various service projects and initiatives they are involved in on campus. They also invite guest speakers and hear from representatives of various campus offices at their meetings, as well as their SGA advisors/Dean of Students Dr. Ronald Griggs and Amber Lesicko.

Some key items since my last report:

November

* Heard a presentation and a Q&A with Nwakaego Nkumeh Walker and Breana Ware (Legal Affairs) regarding KSU’s free expression policy and concerns from students about some of the visitors/demonstrators that have been on campus this year.

January

* Met the new Associate Dean of Students Amber Lesicko.

February

* Held “Meet your SGA” events on both campuses

March

* Held “SGA Week” to promote student involvement in SGA (included Student Athlete Appreciation Day, Covid Q&A and Service Day, Marietta Game Day, Collaborate SGA X FSL, and Diversity Day)
* Prepared for and opened nominations for the SGA elections.
* Discussed and approved of updates to the constitution/bylaws that includes updated election procedures, organizational chart, new senator positions, and clarification of roles/responsibilities.

April

* Considered of a “Peace and Quiet Resolution” to institute a once per semester “Senator’s Mental Health Day” in the SGA offices
* Announced the winners of the 2022-2023 SGA election:

Executive Results:

*President - Bethany Fortson*

*Vice President - Jannah Wahab*

*Treasurer - Emille Cornelison*

College Seats:

*College of Computing and Software Engineering - Elisha Ngolemasango*

*College of Science and Mathematics - Kadi Doumbia & Sahil Bardai*

*College of the Arts - Makenzie Vliek*

*WellStar College - Kameron Farmer & Zoe Neisler*

*Coles College of Business - Jessica "JT" To & Jake Stevens*

*Radow College of Humanities and Social Sciences - Miracle Elonu, Yakinni Martin, & Emory Roy*

*Bagwell College of Education - Jazmine Bryant*

Commission Seats:

*Student-Athletes - Claire Parsons*

*Military and Veteran Students - RJ Norman*

*Fraternity & Sorority Life - Nate Bellamy*

*Sustainability - Gabriel James*

*Non-Traditional Students - Amaya Thompson*

*Student Workers - Zyshonn Morris*

*Racial & Ethnic Minorites - Mikayla Payne*

*Women and Gender Issues - Kennedy Broner*

Coming up: New SGA representatives will be sworn in at the April 13 meeting

Coming up: New SGA leaders will be swearing in their new Executive Board at the April 27 meeting.

1. **Informational Item: Report from Deans’ Council (Doug Moodie *14th April 2022)***

**PTR**

The provost wants to send out to the faculty a draft document for comments before 15th May. He does not want the final proposal to go to Faculty Senate without time for faculty feedback. Many faculty do not read emails during the summer.

**Internal Audit**

Plan is to have all faculty and staff fill in COI/OA (conflict of interest/outside activities) each 1st Jan, starting 1st Jan 23.

IA (internal audit) will go to senates to discuss this plan. Faculty and staff will have to resubmit form is circumstances changes during year. Federal COI forms are different. Many faculty and staff not clear on what is COI/OA. IA will emphasize that form is for employee protection. There was suggestion that the form be combined with annual contract signing.

**Faculty Awards**

AA will announce details of awarding ceremony and awardees shortly. Five faculty awards committees were involved. KSU has largest such award collection in USG, thanks to Foundation.

**Curriculum**

The advisors are often confused because curriculum changed so often, so hope to get program changes on a cycle basis, rather than happening every year. Suggestion that an advisor should be on all curriculum committees on a non-voting basis. New expediate exceptions should help CC workloads. Deans are to give their program (including minors and certificates) cycle times by end August to CIA.

**Faculty Hiring**

Deans are to send verbal offers to Pam Cole only not Ivan. There have been cases of candidates who came to campus, later being denied by review committees. So review committees are to check candidates for chairs, etc. for meeting tenure requirements and position as full professors, etc. before the final short list is issued. Review committees are to copy such entitlement letters to Pam Cole. It is not search committees’ job to check on this. Review committee are also to recommend on years of credit before offers go out. Review committee must look at teaching and service record of candidates not just scholarship record.

Search committee should talk to reference or have read letters of recommendation before candidates come to campus. The aim is not to bring unqualified candidates to campus.

**Research Accommodation**

The office of research has a two-bedroom apartment available for scholar in residence. If they have space, post-docs can also stay there.

**Summer enrollment**

Wait lists are available, and comparisons to last year (present enrollment vs last year final enrollment). Final enrollment will probably be higher than present enrollment.

Deans should try and reduce waitlists and encourage more students to register.

**Dual USG instruction**

If a full time KSU faculty wants to teach in another USG institution, presidential approval is need. There have been cases of KSU faculty ending up with an impossible teaching workload, as they are teaching in more than one USG entity. For part timers, chairs should ensure that total teaching load is not above 3, as otherwise USG must provide benefits.