

Kennesaw State University Administrator's Council

Meeting Minutes from 5/09/19

9:30 – 11:00 AM, Kennesaw Campus, KH 1103

Present:

Teresa Johnston, Chair
Randy Kennedy, Chair Elect
Tamara Livingston, Recording Secretary
Carmen Alexander
Christie Storey
Tammy Demel
Kevin Gwaltney
Matthew Robison
Sharon Brownlow

Josh Gunn
Sherry Grable
Amy Buddie
Chris Sharpe

Guest Presenters:

Kevin Gwaltney, Policy Process Council

Visitors:

Chris Summerlin, Visitor, Dean of Students Office

CALL TO ORDER

- The meeting was called to order by Teresa at 9:33 AM
- The first order of business was to approve the minutes from the previous meeting. The Minutes were approved with correction of names of those in attendance.

GUEST SPEAKER:

KEVIN GWALTNEY – HAZING POLICY

Kevin noted that the policy is necessary because definitions of hazing have changed over time and applies to all students, not just those in fraternities and sororities. Faculty advisors and student groups will need to understand the new policy. Although it resembles the hazing policy of other USG schools, this is specifically crafted for KSU. Concerns about possible hazing activities should be directed to the Dean of Students, Student Conduct and/or submitted to the Behavioral Response Team's Red Flag Reporting: <https://brt.kennesaw.edu/index.php>

COUNCIL REPRESENTATIVE REPORTS:

- Policy Process Council. Kevin is proposing a revision to the University Handbook to reflect how the PPC actually operates, i.e. it is a non-voting body whose purpose is to garner feedback from representative stakeholders. Notes that the policy owners are responsible for dissemination and implementation of policies, not the PPC. In addition, he is updating the old policy portal. There was a request to add Institutional Research to the PPC. Kevin will reach out to the CIO since this unit reports to UITS.
- There were no other Council Representative Reports.
- Tamara suggested adding a representative from the ITAC (Information Technology Advisory Committee) group <https://itac.kennesaw.edu/>

OTHER REPORTS:

- Academic Calendar Report. Randy provided an informational update prepared by Brenda Stopher and Ana Edwards about the Academic Calendar Task Force. He noted that spring break would probably occur in the middle of the semester although this has not been finalized yet. Faculty prefer a Monday start date, but Housing was against starting too early. Randy noted that students want a 5-day

Thanksgiving break but were not interested in a reading day before finals. Carmen asked if the Committee received feedback from the students. Randy replied reported that there was feedback via the Student Government Association. Sharon asked about the push for weekend commencements. Randy reported that President Whitten felt this was important. He also noted the concern for making sure our minimum instructional time requirements will be met with any changes to the academic calendar that may occur.

- NCUR Debrief: Amy reported that the National Conference on Undergraduate Research at KSU was the largest conference in its history. Amy reported that it went well and that she had received quite a bit of positive feedback. There was a great response from attendees, a large number of KSU students participated in the conference, and there were wonderful activities for students.
- Administrator Council By Laws Report. Teresa reported that there was a lot of discussion about the purpose and history of the Council and noted that it is a much more open council than in the past in terms of membership and responsibilities. Originally, voting members were appointed by their supervisors, but since the Council doesn't vote as a shared governance body, this was felt to be unnecessary. Teresa reviewed the membership requirements, privileges and responsibilities, and emphasized that the purpose of the group is to facilitate more inclusive, bi-directional information sharing. Josh raised the issue of determining a quorum for electing officers and conducting Council business. Tamara suggested using the membership role established in the fall semester as our official membership list.
- Administrator Council Officers Election. The candidates for Chair Elect are Chris Hutt, Josh Gunn and Christey Storey. Voting will take place by e-mail.

COUNCIL ROUNDTABLE DISCUSSION:

- Randy noted changes to the undergraduate curriculum, specifically the changing of KSU 1101 from a required course to an elective to align better with efforts to encourage timely graduation.
- Tammy reported that KSU's logo has officially changed and encouraged everyone to change the logo in their e-mail signature file. She noted that KSU and Strategic Communications have been working closely with a vendor for a rebranding campaign starting in the fall semester. Chris asked about use of the old logos to which Tammy replied that it is not necessary to immediately replace the old logos.
- Matthew has been selected to participate in a NASPA (Student Affairs Administrators in Higher Education) cohort.
- It was reported that there are monthly updates about the CAR (Comprehensive Administrative Review) initiative. There is no completion date for CAR, rather it is based on projects with specific timelines.

COUNCIL ANNOUNCEMENTS:

- Teresa thanked everyone for their work and engagement with the Council. She will be stepping down and Randy will assume the position of Chair.

The meeting ended at 10:34 AM; a motion was made to adjourn and was seconded.

Respectfully submitted,
Tamara Livingston