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| **KSU Faculty Senate Meeting**  **Attendance (October 29, 2013)** | | | |  |
| **College/Constituency** | **Faculty Member/Liaison** | **Attendance** |
| Accounting | Thomas Devaney | X |
| Biology & Physics | R. C. Paul | X |
| Chemistry & Biochemistry | Chris Dockery | X |
| Communication | Emma Wertz | X |
| Computer Science | Dick Gayler | O |
| Dance | Stevan Novakovich | X |
| Economics, Finance & Quantitative Analysis | Abhra Roy | X |
| Education Leadership | Earl Holliday | X |
| Elementary & Early Childhood Education | Stacy Delacruz | X |
| English | Cindy Bowers | X |
| Exercise Science/Sports Mgt. | John McLester | X |
| First-Year and Transitional Studies | Richard Mosholder | X |
| Foreign Languages | Jaime Cruz-Ortiz | X |
| Geography & Anthropology | Matthew Mitchelson | X |
| Health, Physical Education & Sport Science | Peter St. Pierre | X |
| History & Philosophy | Alan LeBaron | O |
| Human Services | Irene McClatchey | X |
| Information Systems | Humayun Zafar | X |
| Inclusive Education | Joya Carter-Hicks | X |
| Instructional Technology | Jo Williamson | X |
| Interdisciplinary Studies | Roxanne Donovan | X |
| Management & Entrepreneurship | Doug Moodie | X |
| Marketing & Professional Sales | Maria Kalamas | X |
| Mathematics & Statistics | Josip Derado | O |
| Music | John Warren | X |
| Nursing | Jackie Jones | X |
| Political Science & International Affairs | Jack Moran | X |
| Psychology | Chris Ziegler | X |
| Secondary & Middle Grades Education | Joanne Simpson | O |
| Sociology & Criminal Justice | Kenneth White | X |
| Sturgis Library | Cheryl Stiles | X |
| Theatre, Performance Studies & Dance | Jane Barnette | X |
| University Studies | Ree Howard | X |
| Visual Arts | April Munson | X |
| Administrators Senate | Caryn Young | X |
| Chairs Council | Alice Pate | X |
| Part-time Faculty Council | Yvonne Wichman | X |
| Staff Senate | C. Beam/J. Costen | X |
| Student Government | Ryan Delaney | X |
| **VISITORS** |  |  |
| Provost and VPAA | Ken Harmon | X |
| AVP Enrollment Services | Kim West | X |
| Faculty Executive Assistant to President | Maureen McCarthy | X |
| Office of Provost | Val Whittlesey | X |
| English CHSS | Bridget Doss | X |
| English | Beth Daniell | X |
| AVP TEL | Elke Leeds | X |
| FAO | Ron Day | X |
| Enrollment Services | Paul Parker | X |
| Faculty Athletic Rep to NCAA | Randy Stuart | X |
| Special Initiatives | Tom Keene | X |
| First Year and Transitional Studies | Stephanie Foot | X |
|  |  |  |

Ken White called the meeting to order at 3:30 pm

Motion to approve the meeting minutes from September 30, 2013 by R. Mosholder was seconded and approved.

**Old Business**

1. Decentralized Course Review and Faculty-Led Distance Education Task Force Proposal (Jackie Jones for Dick Gayler) **Second Reading**. Motion carried 19 to 1.

**New Business**

1. Faculty Handbook Online Office Hours for Online Courses: Faculty Handbook 2.4 (p. 29) (Randy Stuart) **First Reading**

**Current Language**: “Departments must establish guidelines that establish a minimum number of hours during each week that faculty should be available on campus beyond scheduled classes.”

**Proposed Language**: “Departments must establish guidelines that establish a minimum number of hours during each week that faculty should be available on campus and/or virtually beyond scheduled classes. Faculty teaching exclusively online may schedule these weekly hours as virtual hours.”

R.C. Paul moved to approve first reading. C. Bowers seconded.

**New Business (Cont)**

2. Federal Financial Aid Obligations: “ Proposed Attendance Verification Procedures” (Kim West) **First Reading**

We need faculty assistance to comply with Federal regulations governing the  disbursement of financial aid. Institutions disbursing Federal funds are required to verify student attendance in classes and record the last date of  attendance for students who stop attending. For students who stop attending classes, KSU is also required to return the appropriate funds to the U.S. Department of Education, based on the last date of attendance and institutional refund percentages. The Department of Education requires that a school be able to document the last known date of attendance. Attached you will find a copy of the “Proposed Attendance Verification Procedures.”

This proposal uses the existing grade submission process at the end of each semester to verify student attendance in classes.

The new grades will be: “SA” = “stopped attending”; “NA” = “never attended.” Faculty will need to be able to document the last academic activity of each student, e.g., last quiz completed. Faculty do not need to take attendance each class period, but may do so. Faculty retain the autonomy to set their own express attendance policy in their respective syllabus.

Motion by D. Moodie to approve use of “NA” grade code for fall 2013 and continue conversation for “SA”. Seconded by RC Paul and approved on first reading. Senators are encouraged to discuss with their constituencies ahead of November 18 second reading.

3. ¨BoR Textbook Policy Compliance on Faculty-Authored Books: department review process to avoid conflict of interest (Ken White, Val Whittlesey) **First Reading**

R. Donovan suggested reminding faculty and staff about the BOR policy on re-sale of review copies of textbooks. Motion to approve Compliance policy by C. Dockery, seconded by C. Ziegler and passed on first reading.

**Information**

1. Academic Program Improvement Proposal (Kevin Gwaltney, Teresa Joyce):

An updated Academic Program Assessment Plan template and examples were attached to this agenda.  Please, share these documents with your department.  The examples demonstrate the level of detail expected by Academic Affairs regarding the January submission for each program's three to five program outcomes and three to seven student learning outcomes.  Some of the examples were derived from retrospective reports submitted in 2012-2013.  These examples are informational only; they do not obligate the respective program faculty to use them.  Workshops and a website with more information will be available soon.  Please, contact Teresa Joyce (tjoyce@kennesaw.edu), Kevin Gwaltney (kgwaltne@kennesaw.edu) and/or Tom Pusateri (tpusater@kennesaw.edu) with questions or requests for assistance.

2. Curriculog Graduate Programs: 2014 implementation news (Val Whittlesey)

3. High Impact Student Practices Update (Val Whittlesey, Beth Daniell, Amy Buddie, Beth Daniell, Maureen McCarthy, Stephanie Foote, and Brian Wooten)

4. Open Enrollment Period for Benefits (**Positive Enrollment Process: You Must Log In or You Will Lose Coverage**): 11/11 through 11/22. Contact [benefits@kennesaw.edu](mailto:benefits@kennesaw.edu) for more information.

5. **IMPORTANT**: Need nominees for Foundations of Excellence Steering Committee (**open to all faculty**; need by 11/15) (Chair, Keisha L. Hoerrner) Send nominees to the FSEC: [Faculty\_Senate\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu)

6. **IMPORTANT**: Need nominees for *faculty-led* strategic enrollment committee (*college Senators, please elect two members by 11/15*) (Chair, Maureen McCarthy) Send names of elected members to [Faculty\_Senate\_President@kennesaw.edu](mailto:Faculty_Senate_President@kennesaw.edu)

7. Guiding Principles - the P&T/External Letters Task Force - **Forums on 11/4 and 11/7 (12:30-1:30 p.m. in SO 1021**) (Ken White, Ron Matson)

Move to adjourn at 4:42 pm

**Liaison Reports**

FS FA13 PTFC Liaison Report 10.20.2013 (K. White)

The Part-Time Faculty Council (PTFC) has an email listserve to facilitate communication among the membership; a website is under construction.

President, Yvonne Wichman

Vice President, Al Slomovitz

Secretary, Joanne Lee

A bylaws committee was created to draft bylaws.

Future meetings of the PTFC are being scheduled.

A survey of part-time instructors is being discussed to determine the sense of the part-time faculty and their preferences for the activities of the PTFC.

**Liaison Reports (Cont)**

**Student Government Association**

**1343rd General Session**

**October 24, 2013**

**Leadership Room**



1. Call to Order-President Street
2. Roll Call- Secretary Thomas
3. Approval of 1342nd Meeting Minutes
   1. Motioned to approve the 1342nd meeting minutes
   2. Seconded by
   3. Pass
4. Officer Reports (2 min per officer)
   1. Director Saeed- He updated the website, terminology and he also added the senate page.
   2. Director Knox- No report
   3. Director Delaney- The Feather Letter and two templates that he and T'keyah and had created. The two templates will be sent out to all members of SGA to receive their opinion and suggestions on the matter. Director Delaney will also be setting up a meeting with Kim West to discuss the Classroom Forecast tool. Director Delaney passed out the survey commitment form for each member in SGA to sign and turn back in by the end of the meeting. Also, he passed out the mini-surveys to each member in SGA as well. Each member needs to take five surveys and turn them in by the next meeting.
   4. Director Reardon- Big Event: The official numbers from the Big Event were 270 Get Well cards, 189 Letters to Soldiers, and 660 Feed the Future food items. The Feed the Future cabinet was so full, they were actually way overloaded with food, which is awesome. The winner from the competition was Delta Phi Epsilon with 374 items. Thank you to everyone who came out and helped out or participated! She repainted the piggies and bought candy for Trick or Treat for Change. Trick or Treat for Change is going to be a Halloween kick-off to Relay for Life fundraising, where we will be walking around with candy to our classes and handing it out, and asking for donations for Relay for Life. Everyone gets candy, whether they donate or not. SGA members can check-out a piggy or container and pick up candy from an executive board member in the executive office before Thursday. She will also be working on getting a plaque for the Owl Memorial statue.
   5. Director Roberson- Name tags are in the works, so if any senators are missing name tags, they should be here well before Holiday break. About to start working on the Masquerade Ball preparations, so be on the lookout for updates.SGA will be sponsoring a Time Capsule as a part of the 50th Anniversary Celebration in the spring. I will be emailing senators on joining that sub-committee.
   6. Executive Aide Smash-Jett- No report
   7. CPO Hudson-She needs to meet with everyone who I sent an email about stipend committee during after the meeting.
   8. Treasurer McCullough- No report
   9. Secretary Thomas- Guests sign in. SGA members, please make sure you’re checking your emails regularly.
   10. Vice President Chestnut- What's up Wednesday was successful this week and we had a great turnout; we have a lot of concerns. With an attempt to reach out to other students, he is considering changing the location and time; possibly inside for November, do you guys have any suggestions? He emailed Nathan to start working on the Day at the Capitol. Please let him know if you are interested in helping out with that. If any senators are working on anything, please write it up and give it to him. Also, he still wants to meet with individuals about their smart goals.
   11. President Street- She thanked everyone who attended Homecoming events, including those who volunteered at the KAB Fashion Show.  She met with Dr. Ratchford this week and they discussed the retraction of the Card Services and Technology fees from the Student Fee Committee agenda, progress made on the Student Football Advisory Committee, a new Ad Hoc committee being created to review how policies affecting students will be overseen, the student advisory boards being set up in the colleges, and the plans regarding SGA’s 50th anniversary time capsule event.   He told her he was very interested in seeing the progress we will make regarding international students’ access to the emergency loan.  She also met with Ms. Bobo in Conflict Management regarding setting up a program to certify student participants as student mediators.  Ms. Bobo is also planning to hold an intercultural communications summit for students to attend.  Today, she, Khy Chestnut, and Eric Johnson met with Steven Dominy to talk about developing the relationship between KSU and the community to increase overall black and gold spirit.
5. Open Forum (5 min)
   1. Senator Anaeki- Met with Gail Hogom (Senior Director of Development in the Coles College of Business. College to Career is for all majors camp us wide.
   2. Senator Okere- She talked to a representative at The Commons about the straws. The reason they don’t have straws is because they are trying to practice sustainability.
   3. Director Knox motions to extend open forum for 5 minutes
   4. Seconded by Senator Hall
   5. Pass
   6. Treasurer McCullough- Bus Routes with international students- working on possibly running BOB on Sundays for about 4 hours. The lights along Frey Rd are going to be mentioned to Public Safety.
   7. Senator Carvajalino- She attended a focus group for the Campus Culture and Climate Task Force, which assessed international students.
6. Dr. Papp-Update (10 min)- Will be attending next week’s (10-31-13) meeting
   1. Senator Okere motions to strike Dr. Papp from the agenda
   2. Seconded by Senator Hall
   3. Pass
7. Tara Parker- Department of Sports and Recreation (10 min)
   1. Video previewing the Dr. Betty Siegel Student Recreation Center
   2. The number of student jobs will increase and the hours of the facility will stay the same it is currently
   3. Protein bars are not
   4. Senator Oruada motions to extend the presentation for 5 min
   5. Seconded by Senator Prater
   6. Pass
   7. The project will be completed in phases. The newer portion should open around October/November of 2014.
   8. KSU Alumni will have the opportunity to join a gym membership with discounts
   9. Motion to extend time 2 min
   10. Seconded by Senator Hall
   11. Pass
8. Donna Adamo- Cobb County Traffic and Transportation (10 min)
   1. Video about Cobb County Transportation
   2. Skipp Span Connector (GDOT project) will provide connectivity from KSU campus to the Town Center area.
   3. Treasurer McCullough motions to extend 5 min
   4. Seconded by Senator Augustus
   5. Pass
9. Director Roberson- The Big Event Evaluation (5 min)
   1. Publicized- 5
   2. Preparedness- 9
   3. Attendance- 10
   4. Student Feedback- have more organizations help out
   5. Most successful element- location, Feed the Future donations, letters to service members, t-shirts, and hot dogs
   6. What can be done better- finding other things to work on around campus
10. Announcements (5 min)
    1. Senator Austin- Friday, October 25 is the mock car crash event at 4 pm on the green to conclude Phi Eta Sigma’s week of distracted driving awareness week.
    2. Senator Augustus- Non-Normative Anti-Assimilationist will be hosting Visibility Week next week. There will be panels for discussion based on specific topics and they will all be held throughout the week in atrium of the Social Sciences building. Also, on Halloween day, they will be performing a ritual on The Green.
    3. Senator Fields- Enactus will be hosting 1,500 boys and girls scouts on Saturday, which will also include the President of AT&T as their guest speaker to talk about leadership.
    4. Senator Johnson-IFC announced Monday that Sigma Nu fraternity and Zeta Tau Alpha sorority will be starting in 2014. He will send out detailed information.
    5. Vice President Chestnut- Owl-O-Ween is Saturday, come out and have fun! Also, he is a miracle maker for dance marathon in April.
    6. Treasurer McCullough- KSU may potentially bring “Carnaval” to campus. It is a Brazilian festival.
    7. Senator Carvajalino- She is working with ISA on Mr. KSU and they are in need of a Mr. USA representative.
    8. Director Reardon motions to extend announcements by 5 minutes
    9. Seconded by Director Roberson
    10. Pass
    11. Senator Oruada-There will be an African workshop where KSU professors will lecture at the KSU Center about Africa.
    12. Director Reardon-Relay for Life went through applications for subcommittees, and since they do not have enough, they will still accept applications by the end of next week.
11. Adjournment

*(Estimated time: 60+ min)*