

###### 9thApril 2019 Faculty Senate Meeting Minutes

**Faculty Senate Meeting:** Monday, April 8th 12:30-1:45pm Marietta Ballroom A-B

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| **Attendance**April 8, 2019 |  |
| **Role** | **Name** |  |
| **LIAISONS** |  |  |
| Staff Council | Angela Beam (proxy Chris Griffin) | Y |
| Student Government Association |  |  |
| Part-Time Faculty Council | Joanne Lee | Y |
| Chairs and Directors Assembly | Robbie Lieberman |  |
| Deans Council |  |  |
| **EX-OFFICIO** |  |  |
| President | Pamela Whitten | Y |
| Provost and VP for Academic Affairs | Kathy Schwaig | Y |
| Senior Associate VP for Academic Affairs | Ron Matson | Y |
| Associate VP for Academic Affairs |  |  |
| **SENATORS** |  |  |
| **Faculty Senate President** | Jennifer Purcell | Y |
| **Past-President FSEC (proxy for Joya** **Carter-Hicks)** | Ken White  | Y |
| **College of the Arts** |  |  |
| Art and Design, School of | Craig Brasco |  |
| Dance | McCree (David) O’Kelley | Y |
| Music, School of                                                            | Jeff Yunek | Y |
| Theatre and Performance Studies                        | Jim Davis | Y |
| **College of Architecture and Construction Management** |   |  |
| Architecture | Tim Frank | Y |
| Construction Management | Charner Rodgers |  |
| **College of Computing and Software Engineering** |   |  |
| Computer Science | Ken Hoganson |  |
| Information Technology                                    | Ming Yang  | Y |
| Software Engineering                                                        | Allan Fowler | Y |
| **Coles College of Business** |   |  |
| Accountancy, School of                      | Cristen Dutcher | Y |
| Economics, Finance and Quantitative Analysis | Abhra Roy | Y |
| Information Systems                                                    | Humayun Zafar | Y |
| Management, Entrepreneurship, and Hospitality, Leven School of | Doug Moodie (proxy Mark Hiatt) | Y |
| Marketing and Professional Sales                                   | Sandra Pierquet | Y |
| **Bagwell College of Education** |   |  |
| Educational Leadership  | Nik Clegorne |  |
| Elementary and Early Childhood Education                    | Marrielle Myers | Y |
| Inclusive Education                                               | James Gambrell for Joya Carter-Hicks (Spring) | Y |
| Instructional Technology  | Anissa Vega | Y |
| Secondary and Middle Grades Education                 | Bryan Gillis (proxy Wendy Sanchez) | Y |
| **WellStar College of Health and Human Services** |   |  |
| Exercise Science and Sport Management        | Laurie Tis |  |
| Health Promotion and Physical Education | Peter St. Pierre (proxy Mia Oberlton) | Y |
| Social Work and Human Services | Rene McClatchey |  |
| Nursing, WellStar School of                              | Mary Beth Maguire | Y |
| **College of Humanities and Social Sciences** |   |  |
| Communication and Media, School of | Justin Pettigrew | Y |
| Conflict Management, Peacebuilding and Development, School of | Heather Pincock | Y |
| English                                                     | Todd Harper | Y |
| Foreign Languages  | Noah McLaughlin | Y |
| Geography and Anthropology | Paul McDaniel | Y |
| History and Philosophy | Marianne Holdzkom | Y |
| Interdisciplinary Studies | May Gao | Y |
| Government & International Affairs, School of  | Steve Collins | Y |
| Psychological Science | Daniel Rogers | Y |
| Sociology and Criminal Justice | Darina Lepadatu | Y |
| Technical Communication and Interactive Design  | Uttam Kokil | Y |
| **College of Science and Mathematics** |   |  |
| Chemistry and Biochemistry | Michael Van Dyke | Y |
| Ecology, Evolution, and Organismal Biology         | Joe Dirnberger |  |
| Mathematics                                                                                | Bill Griffiths (proxy Sarah Holliday) | Y |
| Molecular and Cellular Biology                            | Jerald Hendrix |  |
| Physics                                                                  | Russell Patrick (retired?) |  |
| Statistics and AnalyticalSciences                                                        | Bill Griffiths (proxy Sarah Holliday) | Y |
| **Southern Polytechnic College of** **Engineering and Engineering Technology** |   |  |
| Civil and Construction Engineering | Matthew Wilson |  |
| Computer Engineering  | Scott Tippens | Y |
| Electrical Engineering | Walter Thain | Y |
| Engineering Technology                                       | David Stolberg | Y |
| Mechanical Engineering                                          | Mohammed S. Mayeed |  |
| Mechatronics Engineering | Ying Wang |  |
| Systems and Industrial Engineering                     | Lin Li |  |
| **University College** |   |  |
| Culinary Sustainability and Hospitality, Michael A. Leven School of | Jonathan Brown |  |
| First-Year and Transition Studies                           | Richard Mosholder | Y |
| Leadership and Integrative Studies                      | Ginny Boss | Y |
| **Honors College**  |   |  |
| **Horace W. Sturgis Library** | Barbara Wood  | Y |
| **Part-Time Faculty Council** | Joanne Lee | Y |
| **VISITORS** |  |  |
| Dean, College of Continuing and Professional Education | Tim Blumentritt | Y |
| Staff Senator | ??? | Y |
| Human Resources | Lindsey Seipel | Y |
| Internal Audit | Lesely Netter-Snowden | Y |
| Library | Chris Sharpe  | Y |
| Associate Dean, College of Humanities and Social Science | Thierry Leger | Y |
| SGA Senator for SPCEET | Vincent Coakley | Y |
| Dean, College of Computer Science and Engineering | Jon Preston | Y |

###### Call to Order

* 1. **Welcome – Dr. Jennifer Purcell**

The meeting was called to order at 12:30pm by Jennifer Purcell. She reminded Senators of the April 29th meeting at 12:30pm in Marietta A&B.

* 1. **President’s Update – President Pamela Whitten**

President Whitten provided the following updates:

1. Highlighted the great work of the Center for Career Planning and Development.
2. Reminded faculty of the request to boost summer enrollment.
3. Announced four new Dean appointments: Ivan Pulinkala, Dean of COTA effective March 18, Ian Ferguson -SPEE, joining in July, Tim Blumentritt Dean CPE as of TODAY, Shawn Long CHSS Dean joining in July.
4. KSU’s Executive MBA was named best in GA and 7th in the world and the US State Department has named KSU as a partner for the Diplomacy Lab.
5. NCUR coming up on April 11-14. She encouraged faculty to participate.
6. Coles College recently hosted a National Collegiate Sales Competition and KSU also hosted the Southeast Regional Cyber Defense Conference.
7. SACSCOC reaffirmation team was recently on campus. Everything went very well they were very impressed with the work that’s gone on here over the last 5 years. They spoke repeatedly about our students and how friendly they are.
8. General Assembly has concluded their session. KSU’s VP of Government Relations Julia Ayers did great work at the Capitol. The Academic Learning Center was approved will move forward unless line item vetoed by the Governor. Groundbreaking next week for new labs going up on Marietta campus. Merit raises are also in the current budget.
	1. **Provost’s Update – Provost Kathy Schwaig**

Provost Schwaig discussed conversations across our campus about Shared Governance. She noted that in a meeting she attended in the morning (Shared Governance Forum Planning Committee), the group discussed its importance and that there’s not a common vocabulary currently. She noted that this is actually quite common at different universities and that the there is a need get clarity about definitions, roles etc. She asked faculty to stay tuned and please participate. She said there are some conceptual conversations that we need to have about what this practice known as shared governance is so that we have timely and inclusive decision making. This is a collaborative effort and many around the table are very committed to making KSU the best it possibly can be.

1. **Approval of the Agenda**

Senate President Purcell noted that FSEC elects would be postponed to the next meeting.

The agenda was approved.

1. **Consent Agenda**
2. Approval of Minutes
3. Liaison Reports

Approved.

1. **Old Business**
2. Faculty Handbook Updates for Standing Committees
	1. Information Technology Advisory Committee (ITAC) – Dr. Heather Abbott-Lyon
	2. Student Technology Fee Advisory Committee (STFAC) – Cheryl Hassman

**Senator Wood**: Motion to approve the language that we referred to at our March 11 meeting to include an ex-officio member from Library system to ITAC (referenced at p. 28 in meeting packet) and STFAC (referenced at p. 37 in meeting packet).

**Approved unanimously.**

1. Faculty Workload Handbook Language Proposal – Dr. Todd Harper

**Senator Harper** discussed three proposals from the Feb. 11 Senate meeting and the subcommittee’s subsequent discussions of these with Senior Associate VP for Academic Affairs Ron Matson.

The first proposal was to add language stating that faculty meeting/exceeding expectations will not be required to change workload.

The second proposal was to add language about the requirement for appeals processes developed by the Colleges.

The third proposal was to change the review period from three years to five years.

The subcommittee’s recommendations:

1. Return to 3 years to have a tighter turnaround. Ron Matson says that as long as faculty are making progress on longer term projects they would be meeting or exceeding expectations.
2. Put on hold temporarily the language about the appeals process. It was not clear enough. It needs to be more universal across the university.

**Motion to approve the recommendations from the subcommittee.**

**Seconded.**

**Discussion:**

**Senator Gambrell:** The chair and faculty not agreeing provides opportunity for inequities. Would like to see something added about when a chair and faculty member cannot agree on a workload, the department P&T committee will make a recommendation.

**Senate Harper:** We can add something like that the concern was that it wasn’t detailed enough. If we want to propose language like that we can.

**Senator Collins:** Are we being asked to vote on the final language? You just suggested some additional changes to come regarding appeals?

**Senator Harper:** We are voting on some of the language. It is up to the Senate whether we want to reject or approve the subcommittee’s recommendations. We can either make a motion on the floor about the appeals process or send the committee back to work on that.

**Senate President Purcell:** if we approve today the language as presented it doesn’t preclude as from further refining the appeals language

**Senator Tis:** As a member of the subcommittee my understanding is that we need to have a document that does articulate a workload process for this year. If we want to come back and discuss a grievance process, we can do that but P&T and workload are to separate things so routing workload through P&T is not something that is not available.

**Prof. Sanchez (proxy):** What about the DFC?

**Senator Tis:** They are advisory and they don’t handle these things. It would require an entire restructure. You are talking about overriding the Chair and the Dean by a faculty committee, I’m not sure that’s a path we should be going down. There is a grievance process and we would ne

**Senator Pincock:** I don’t think anyone is calling for a binding appeal process. The final decision with workload rests with Chairs and if it can’t be resolved there it rests with Deans. Where the committee left off was that just saying Colleges need to have an appeals process is too vague so having language in there saying “if chair and faculty member can’t agree the P&T committee will make a non-binding recommendation to the Dean” to provide the Dean with an extra data point which is faculty based, I guess I don’t agree that this is outside the purview of the P&T committee. It is non-binding and there is no suggestion that a faculty committee could override the Dean but they could provide their recommendation to the Dean in cases where perhaps there are some concerns about the relationship between the particular faculty member and the Chair and the faculty member would like to have an outside group of faculty member review their case and share that recommendation to inform the Dean on their final decision. The proposal is to add a one sentence amendment to the language along those lines.

**Senator Gambrell:** Yes, and this is precisely what Provost Schwaig was talking about with shared governance- as faculty we share in our own governance. This crisis mode is what undermines democratic decision making.

**Senator Collins:** I don’t think there is any language in the Faculty Handbook that would prohibit P&T committee from acting as a body to weigh in on the decision about workload.

**Senator Yunek:** Are we allowed to say we are going to accept the previous revisions as a draft and we will look forward to further additions pending discussion of an appeals process at our next meeting?

**Senate President Purcell:** Approval on first read with further revisions pending.

**Senator Collins:** Applauds the committee for its work in making the language more collegial. One issue with the 5 year scenario is first, do we know moving forward that chairs are going to adhere to the idea that as long as you are making adequate progress you will be fine. Second, if you can synchronize the PTR and other stages of review with the workload review this would be aligned but now it is 3 years and 5 years.

**Senator Harper:** It’s not that we are reviewed every 5 years in terms of workload but it’s a question about each year do you look back 3 years or 5 years? Do the chair and the faculty member look back over three years or five years?

**Senator Myers:** The question about can we make a motion to accept on first read. The committee could then make minor revisions for it to come back on the consent agenda on the 29th and not have discussion. If there are major changes still needed, we would not want to pass on first reading.

**Senator Zafar:** Why was it dropped to three years? In working with PhD students, it can take 4 years to get a manuscript out. Why three and not five?

**Senator Harper:** A tighter process. The argument is that progress will show up in 3 years.

**Senator Pettigrew:** As a junior faculty member I appreciate the 3rd year review.

**Senator Zafar:** Comparing to mid-cycle review, generally when it comes to workload it is about published work. In Coles pipelines don’t count for workload, only published work.

**Senator Harper:** We discussed that if you are showing progress which would include something like articles under review. Whether you published them or not is a P&T issue and that is separate from a workload. Workload and P&T may be related but they are ultimately separate. In Coles you may have a better feel for this as you’ve gone through it but that is my understanding.

**Senator Pettigrew:** How is workload separate from P&T? At year 3 you’re going to tell me that I’m not publishing enough and my workload is going to change?

**Senator Harper:** Workload says that in order to function as a faculty member you need to have this much time to teaching, scholarship, and service. In order to meet your department’s tenure guidelines, you need to have at least 20% of your time dedicated to SCA. Most of us are 30% which means you have to do a little bit more but ultimately, you’re reviewing and adjusting workload every year and P&T at the 3 year mark for tenure track and then every 5-6 years if you’re tenured. Workload is more about how your time is divided.

**Senator Rogers:** How would the subcommittee like this body to handle the appeals process?

**Senator Harper:** I was thinking that we could bring this up on the floor. We are discussing one or two sentences. We have the proposal for a non-binding review by the P&T committee.

**Prof. Sanchez (proxy):** Workload decisions are not meant to be punitive. If you are making progress but haven’t taken something all the way to publication—would the workload adjustment be to increase your teaching or to reduce your teaching to give you more time to finish your work?

**Senator Harper:** That would be more specified at Department level. Here we are specifying the minimums for different models. It would need to come through the departmental documents.

**Senator Yunek:** Making progress over a shorter timeframe is not clearly reflected in the language. If that’s going to be acceptable it needs to be clear in the language. The College language I’ve seen is focused on the published work.

**Senator Collins:** Significant research about the timeline to publication lengthening. I’ve heard numerous arguments in favor of five but have yet to hear a compelling argument for three.

**Senator Thain:** Why five years? Why not four or six?

**Senator Collins:** Five is not sacrosanct but is the current standard for assessing performance at this University and that’s why it was used.

**Senator Yunek:** Could it be a range that was left up to the colleges?

**Senator Harper:** Conceivably could do and regarding your earlier question about defining progress it would need to be specified in the department.

**Senator Zafar:** Perhaps details should be specified at the College level? Also, language needs to be ironed out (ex. paper accepted vs. published).

**Senator Harper:** We now have College documents that clarify minimums but specifics we want to be worked out at the Department level to reflect disciplinary norms.

**Senator Pincock:** Procedural suggestion. There are at least two things we are discussing in the recommendations from the subcommittee. One is the 3 year vs. 5 year review period and the other is the amendment specifying an appeal process and the concrete suggestion we have so far is that the P&T committee would make a non-binding recommendation to the Dean in cases where chair and faculty cannot agree on a workload. One option is to withdraw the motion on the floor to accept the recommendations. We could then take two votes, the first would be about 3 vs. 5 years—which I would note we did already vote on but we could vote again. The second would be to vote on the proposed amendment about the appeals process. After that we could either send it back to the subcommittee or not.

**Senator Tis:** Adding a grievance process will require changing all the P&T Committee bylaws in the next two weeks and that’s just not feasible. Any appeals or grievance process will have to wait until Fall.

**Senator Pincock:** To clarify that is not at all the implication of this amendment. It’s my understanding what we are voting on right now are changes to the Handbook that go into effect in the Fall. I’m not sure what the process is since with Workload we do seem to have been doing it backwards by requiring Colleges and Departments to change their documents to comply with a new workload policy that has not yet been inducted into the Faculty Handbook so we are kind of doing it backwards from my perspective. If we vote for Handbook changes which are in fact adopted by Academic Affairs, because it’s not clear to me that what we vote on is binding it is advisory to Academic Affairs, those would go into effect next year and any changes they require down the pipeline would be undertaken next year. We can take a vote on the proposed amendment and it may not win the support of this body but it is just a way of moving forward.

**Senator Collins:** Second this proposal to vote on those two items.

**Senator Myers:** We currently have a motion on the floor.

 **Senator Pincock:** We either have to vote first to accept or reject the recommendations or have the person who put this motion on the floor withdraw it.

**Senator Rogers:** Could we amend the motion on the floor?

**Senate President Purcell:** This seems is a bit more substantive than friendly amendments.

**Senator Lee:** Withdraws the motion on the floor.

**Senator Rogers:** **Motion to amend the language to section 2.2 and at the end following the sentence in grey on faculty meeting or exceeding expectations to add “If a chair/director and faculty member cannot agree on a workload, the department P&T committee will make a non-binding workload recommendation to the Dean.”**

**Seconded (Pincock)**

**Discussion:**

**Past-President White**: Why the P&T committee to the DFC?

**Senator Rogers**: P&T would already be accustomed to looking at issues of workload balance and productivity. DFC is less typically involved in these matters depending on the department.

**Senator Tippens**: P&T tend to have more tenured faculty so they may have more safety in challenging a Chair’s decision.

**Senator Yunek**: While P&T and workload are different, they are related and the committee should be familiar with the expectations.

**33 in favor**

**2 opposed**

**The motion passes.**

**Senator Yunek**: **Motion to accept the recommendation of 3 years.**

**Seconded (Van Dyke)**

**8 in favor (of 3 years)**

**30 opposed (return to 5 years)**

**The motion fails.**

**Senator Yunek: Motion to pass the amended workload language on a first reading.**

**Seconded.**

**37 in favor.**

**0 opposed.**

**The motion passes.**

1. **New Business**
2. **Supplemental Pay for Non-Credit Activities – Dean Tim Blumentritt**

**Dean Blumentritt:** When the halt on overload came down it swept up a lot of activities unintentionally including non-credit instructional activities. We looked back at the USG pay codes and discovered “Supplemental pay” which allows KSU staff and faculty to be compensated for offering these programs. For faculty, this is for activities that take place outside of an FPA, and not just your FPA but any FPA in the Department. Non-credit activities are completely separated from your FPA but are still valuable. This is outside work on behalf of the University. Ex. Nursing refresher—instruction for community members (non-credit) or the offerings of the College of Professional Education.

To allow for this there is a new set of forms. We have got to be able to disclose these things. COI not as big a concern because it’s part of KSU work. But COC is important to assess. We have a “Notice of Intent” form to engage in non-credit activities. One for Full Time Faculty, one for Part-Time Faculty. All of these things are posted/about to be posted at KSU Payroll forms and will be available electronically. Notice of Intent has to be signed. All of this is saying is these things are extra/outside work are possible. In CPE we lead this because it is beneficial for us to have KSU Faculty offering our programs. This is open to all on campus does not need to go through CPE. All restrictions on overload still apply.

**Senator Pincock: motion to extend the meeting by 15 minutes**

**Seconded.**

**Approved.**

**Senator Zafar**: So, you are the only game left in town?

**Dean Blumentritt**: We are a major player but we are not the only player.

**Senator Zafar**: your cut is 30%

**Dean Blumentritt**: We try to make it 20% but that is not standardized. Any units directing these programs set pay rates and overhead percentages.

**Senator Zafar**: If we were to get involved with CPE programs falls under this?

**Dean Blumentritt**: Yes.

**Senator Pierquet:** What about IP? If I develop this for non-credit activities, do I own that?

**Dean Blumentritt**: It falls under IP guidelines. It is a good deal and we work with KSURF as well. If it is based on IP, we run it through KSURF. That’s our goal to increase our grants and contracts. We do work with KSURF closely. IP is a great idea.

**Senator Pincock:** You mentioned the forms but they were not in the materials what we received. In the materials that we did receive I had a question about the guide and template for a mock budget that all looked very general and that it could be taken up by any unit around campus and used as a model. The later pages that had instructions for program directors and deans reference College of Professional Education (CPE) as if it’s a program you’re running through CPE so one point of clarification, I heard you say this is not only for CPE but I wondered why is there that discrepancy? What is the status of these documents that we received? You mentioned the forms are going to be available and required for everyone but is the language in the pages we received somehow becoming a formal University policy because if it is there are number of minor changes that would make it more inclusive of all the units that would benefit from this.

**Dean Blumentritt:** No, we are not writing any policy. We did go through KSU legal and the Provost office and just about everybody to get the pay forms. Payroll was very helpful. Those have to comply with the USG. Everything up there is a structure for other units like Conflict Management to consider running programs through CPE. The documents are to help people know how to work with us but that is not required.

**Senator Pincock:** The question is whether everything that has been worked out by your unit which I think the other units that benefit from this are very much appreciative of the work you’ve done to map out a process for how this would work but will it work the same way for everyone? And in the absence of some University level policy about non-credit activities it’s a bit unclear. That’s not to criticize what you’ve done but to raise the question should there be a document to clarify how this works for all affected units to have as a reference point.

**Dean Blumentritt:** Programs are all distinct. They are entrepreneurial but how you do it would be different. That’s why a lot of this language is general.

**Senator Zafar**: Payments through payroll or independent contractor?

**Dean Blumentritt**:Unless you form an LLC, which there have been instances of but otherwise no it is through payroll. This means the USG policy of 33.3% cap outside of contract (summer) applies. The rule of thumb at KSU of 20% over contract during Fall/Spring for 9 month contract also applies. The outside work policy of one day per week maximum also applies. Outside work within KSU so both sets of policies apply.

 **Senator Pincock:** On that one day a week, I know that is a USG policy, it is my understanding that it can be interpreted as an average?

**Dean Blumentritt:** COI FAQ from KSU Legal addresses that to some extent. That policy is completely outside of what I’m doing, I just adhere to it. Would refer you to KSU legal on that.

1. **Faculty Senate Statement on Diversity and Inclusion – Dr. Marrielle Myers**

**Senator Myers**: The statement was included in the packet so for those that were here last time we had some informal discussion last time after the Faculty Senate meeting ended. Last two pages of the packet that was sent out. Please read it and provide feedback and input so we can have a longer discussion at the next meeting.

**Senator Pincock**: Could Senators with suggested changes please send those to us prior to the April 22 FSEC meeting so we can potentially circulate an updated version that incorporates input. If people came ready to provide input today, they could send that.

**Senate President Purcell**: This was informed by our last meeting but please let us know if you have changes.

**Senator Yunek**: Can you send as a word document so it is easier to make suggested revisions.

**Senate President Purcell**: Yes, I will do that.

1. **Informational Items**
2. **Part-time Faculty Council Updates – Dr. Joanne Lee**

**Senator Lee**: Part-Time Faculty (PTF) Council meets monthly, after the Senate meets. See our website and newsletter. We have been working on giving information to PTF. Authentic engagement in KSU is our other goal. Thank you to those who helped form this body and the Faculty Senate Presidents who have worked with us.

PTF have lots of questions (hiring, workload, class size etc.). We are working to address those.

Formed a Task Force to address PTF issues with President Whitten and Dr. Matson’s support. Top issues:

1) Policies and Compensation

2) Shared Governance and Inclusion

3) Communication

Survey went out today to CDA with questions (Ex. Does seniority matter for PTF course assignments?). May send it out to Faculty Senators. We will ask FSEC about that.

**Motion to adjourn at 2:02pm.**

**Approved unanimously.**