

KSU Faculty Senate AY 2016-2017

Meeting Minutes: April 2017

Attendance		
Department/Constituency/Liaison	Name	Present
Visitors		
Associate Vice Provost	Maureen McCarthy	
Assoc. V President: Curriculum	Valerie Whittlesey	
College of Humanities and Social Sciences	Thierry Leger	
Assoc. V President: Tech. Enhanced Learning	Elke Leeds	
Vice Provost for Institutional Effectiveness	Jorge Perez	
Director of Assessment, OIE	Jennifer Wells	
Auxiliary Services and Programs	Jenny Brown	
Department of Political Science and IA	Andy Pieper	
Director of Parking & Transportation	Aaron Fowler	
Liaisons		
Administrators Council	Chris Hutt	
Chairs and Directors Assembly	Dawn Baunach	
Deans Council	Kathy Schwaig	
Part-time Faculty Council		
Staff Senate	Chris Beam	
Student Government Association		
Ex-officio		
President	Sam Olens	
Provost and VPAA	Ken Harmon	
Assoc. V President for Faculty	Ron Matson	
Assoc. V President for Enrollment Services	Kim West	
Senators		
Accounting	Cristen Dutcher	
Architecture	Kathryn Bedette	
Art & Design	Craig Brasco	
Chemistry & Biochemistry	Michael Van Dyke	
Civil Engineering	Metin Oguzmert	
Construction Engineering Technology	Matthew Wilson	
Communication	Carolyn Carlson	
Computer Science	Alan Shaw	
Construction Management	Charner Rodgers	
Culinary Sustainability & Hospitality	Jonathan Brown	

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Dance	McCree O'Kelley	
Digital Writing and Media Arts	Uttam Kokil	
Ecology, Evolution, and Organismal Biology	Joe Dirnbeger	
Economics, Finance & Quantitative Analysis	Luc Noiset	
Education Leadership	Nic Clegorne	
Elementary & Early Childhood Education	Scott Ritchie	
Electrical Engineering	Yusun Chang	
Electrical & Computer Engineering Technology	Pam Frinzi	
English	Jeanne Bohannon	
Exercise Science/Sports Mgt.	Laurie Tis	
First-Year and Transitional Studies	Richard Mosholder	
Foreign Languages	Federica Santini	
Geography & Anthropology	Debrati Sen	
Health Promotion and Physical Education	Peter St. Pierre	
History & Philosophy	Marianne Holdzkom	
Honors College	Katherine Kinnick	
Inclusive Education	Joya Carter-Hicks	
Information Systems	Humayun Zafar	
Information Technology	Ming Yang	
Instructional Technology	Julia Fuller	
Interdisciplinary Studies	May Gao	
Leadership & Integrative Studies	Jennifer Purcell	
Library, University	Barbara Wood	
Management & Entrepreneurship	Doug Moodie	
Marketing & Professional Sales	Sandra Pierquet	
Mathematics	Josip Derado	
Mechanical Engineering	Mohammed S. Mayeed	
Mechanical Engineering Technology	Randy Emert	
Mechatronics	Ying Wang	
Molecular & Cellular Biology	Jerald Hendrix	
Music	Jana Young	
Nursing	Jane Brannan	

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Physics	Russell Patrick	
Political Science & International Affairs	Ken White	
Psychology	Roxanne Donovan	Proxy
Secondary & Middle Grades Education	Bryan Gillis	
Social Work & Human Services	Vanessa Robinson-Dooley	
Sociology & Criminal Justice	Tanja Link	
Software Engineering & Game Development	Paola Spoletini	
Statistics & Analytical Sciences	Josip Derado	
Systems & Industrial Engineering	Robert Keyser	
Theatre, Performance Studies & Dance	Jim Davis	

Call to Order

1. The meeting was called to order at 12:30pm on April 24, 2017.

Old Business

1. None

Current Business

1. **Motion.** A motion was made to approve the March 2017 meeting minutes.
 - a. Seconded and passed.
2. Comments from President Olens
 - a. President Olens provided information from his State of the University address given earlier in the day at the Marietta Campus and to be given on the Kennesaw Campus on April 26th, including announcements of incoming dean positions and student Fulbright scholarship recipients. President Olens also presented the five commencement speakers for the spring ceremonies.
3. Reduction in online tuition – Elke Leeds
 - a. Dr. Leeds presented follow up information to Provost Harmon’s announcement of a reduction in e-Tuition, provided in his April 2017 “Provost’s Update”.
 - b. Fall 2017 undergraduate e-Tuition will be \$265 per credit hour.
 - c. Fall 2017 graduate e-Tuition will be \$390 per credit hour.

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- d. Dr. Leeds also noted that there are no changes to the faculty incentive program.
4. Strategic Thinking and Planning Update—Jorge Perez and Jennifer Wells
 - a. Dr. Perez announced that the KSU 1-Year Bridge Strategic Plan is near completion and provided context for the 1-Year plan. The 2018-2023 strategic plan will follow the bridge plan. Dr. Perez also noted that feedback from the campus survey has been incorporated into the current plan draft.
 - b. Dr. Wells provided an overview of the bridge strategic plan noting the high caliber of comments provided in the survey. While the quantitative questions showed clear agreement with the direction of the plan, the qualitative comments provided additional insights. The bridge plan was edited to respond to many of the survey comments including defining what is meant by “doctoral” institution, adding emphasis on teaching and learning, and stating the value of non-funded research. Dr. Wells also noted that the final draft of the plan will be available in May and offered to respond to any questions.
5. Promotion & Tenure External Letters – Ron Matson
 - a. Dr. Matson presented the final policies and procedures for Promotion & Tenure that will appear in the 2017-2018 Faculty Handbook and will be implemented in the 2018-2019 Faculty Handbook. Dr. Matson then opened the floor to questions.
 - b. A senator asked for clarification on the start date of the new policies. Dr. Matson explained that since external letters will be required for applications in Fall 2018, the process of requesting letters will begin in January 2018.
 - c. Dr. Matson was asked what documents would be sent with letter requests. He explained that the faculty member’s CV would be sent with a standard cover letter along with examples of scholarly products.
 - d. A question was raised about the application process. Dr. Matson clarified that recommendations for “promotion” and “tenure” are technically separate votes, but the promotion decision is made first and if the applicant is not promoted, they cannot be tenured.
 - e. The question was asked whether or not letters could be turned over to a candidate at the end of the process. Dr. Matson responded, yes, by making a Georgia Open Records Act request. Dr. Zafar added that Open Records requests must be fulfilled within three days, which is within the ten business day response period.
 - f. A senator noted that policy allows applicants to select the prior year handbook and asked if this would be an option in Fall 2018. Dr. Matson responded that the policy will be in the 2017-2018 handbook

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and may be elected, but will not be required, in order to provide a full one year notice of the changes. In the fall of 2018, they will be implemented wholesale.

- g. A question was raised about additional costs associated with the new policies. Dr. Matson explained that departments will pay for any shipping costs for materials and noted that electronic transmission is preferred, when possible.

6. Grade Appeal Policy Revision – Val Whittlesey

- a. Dr. Whittlesey introduced changes to the student Grade Appeal procedure to make an explicit communication link with the Office of Institutional Equity when a “student alleges that the grade was a result of discrimination or retaliation”.

7. FSEA IRB Proposal – Andrew Pieper

- a. Dr. Pieper presented the following proposal:
 - i. *Due to privacy concerns, Academic Affairs and the Kennesaw State Institutional Review Board (IRB) have determined that individuals with access to non-redacted FSEA data must complete an abbreviated CITI online training. This training will take approximately 30-45 minutes to complete. All members of any faculty and staff review committee must complete this training before being access to review data. The proposed change to the FSEA Governing Document would add the following sentence to the Governing Document under the “Review Committee Composition” heading:*

“The FSEA Coordinator shall work with the Institutional Review Board (IRB) to ensure that all members of review committees have completed an abbreviated Collaborative Institutional Training Initiative (CITI) session, when required.”
- b. Dr. Pieper then opened the floor to questions. The following questions and points were raised:
 - i. A question was asked on how often the training would be required. Dr. Pieper noted that the current proposal was for the training to be repeated every three years.
 - ii. The comment was made that IRB approval is not required for internal polls and teaching. Why would it be required for administrative reviews when it could make that service more difficult? Dr. Pieper noted that the FSEA might not take place

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if this procedure is not in place, but also noted that a direct response would need to come from the IRB.

- iii. The question was raised, if a corporation or government agency does an admin review, is it considered research? The senator also noted that the proposal seems like an overreach of the IRB and that they would not want to see admin reviews interpreted as a type of research. If it is not, then there is no reason why the IRB would be involved. Dr. Pieper offered to relay the senator's comments.
- iv. Another question was raised as to how other institutions handle the issue of confidentiality and on whether or not they require training. Dr. Pieper responded that he's not sure which universities have a similar review process.
- v. A senator asked if other options had been discussed? Dr. Pieper responded that he had previously presented to the IRB the option of using a simple waiver to acknowledge the responsibility of confidentiality, but that was not accepted.
- vi. It was noted that similar issues came up with Improve KSU. The senator relayed that the CITI training itself specifies that internal assessments do not need IRB approval and that this proposal seems to be an overreach of the IRB.
- vii. President Olens relayed points from previous discussions with IRB members noting that there are two issues: the FSEA training and the request for more documentation and information from the IRB to explain their process in general.
- viii. A question was raised on the process of admin reviews. Dr. Pieper explained that the process begins in early August and committee members would need to complete CITI training by early to mid November.
- ix. A senator asked if the IRB explained why they are treating this data differently. Dr. Pieper relayed that concerns had been raised about committee members discussing data outside of committee meetings, breaking confidentiality.
- x. A senator noted that the university has a lot of other committee processes where confidentiality is required, such as P&T committees, and then asked if we are now going to have the IRB involved with all of those internal committees and also require training for them.
- xi. It was noted that since training is not needed until early to mid November, the senate could revisit this proposal in the fall after gaining clarity from and having discussions with the IRB.

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8. **Motion.** A motion was made to accept the proposal as stated: “The FSEA Coordinator shall work with the Institutional Review Board (IRB) to ensure that all members of review committees have completed an abbreviated Collaborative Institutional Training Initiative (CITI) session, when required.”
 - a. Seconded
 - b. The motion did not pass.
9. CIO Presentation – Lectra Lawhorne
 - a. CIO Lawhorne presented an overview of how UITs responds to concerns, support requests and feedback and requested input on any IT related topic at either the next IT Town Hall or via phone at 470-578-6999 or email at: service@kennesaw.edu. She also discussed progress on developing the next IT strategic plan and relayed that 21 issues had been prioritized by a recent campus survey. Currently, her office is making an effort to directly manage data in the university environment and to identify gaps or redundancies in IT related areas. Additional points from the survey were presented.
10. FSEC elections: Current list of nominees –
 - a. **President-Elect:** Jennifer Purcell
 - b. **Kennesaw Campus representative:** Jeanne Bohannon
 - c. **Marietta Campus representative:**
 - d. **Secretary:** Doug Moodie
11. Dr. Zafar called for a motion to elect the slate of candidates.
12. **Motion.** A motion was made to elect the slate of candidates.
 - a. Seconded and passed
 - b. Dr. Zafar noted that the position of Marietta Campus Rep is still open.

New Business

1. Parking on Marietta Campus – Aaron Fowler
 - a. Aaron Fowler announced that KSU will implement paid parking for Marietta Campus faculty beginning in July 2017. Additional information is available at the parking website with maps indicating regular faculty parking and economy lots. He offered to respond to any questions.
2. Low Performing Programs – Jennifer Purcell
 - a. Dr. Purcell noted a perceived lack of transparency in the process of identifying and eliminating low performing programs and announced that she will speak on this issue at the April 25, 2017 University Council meeting.

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- b. A senator commented that the African & African Diaspora Studies program has been closed and asked for more internal transparency before announcements are made.
- c. Dr. Whittlesey relayed that the USG began this process three years ago and at that time programs with ten students or less were notified and updated annually. Programs with ten students or less for the past three years have been notified of closure.
- d. Dr. Purcell clarified that faculty were not made aware of the process and that she would like to remedy that situation.
- e. A senator noted that the closure of the AADS program creates an imbalance in the Interdisciplinary Studies programs.
- f. Dr. Whittlesey noted that much work has gone into establishing viable programs.

Adjournment

1. **Motion.** A motion to adjourn was made at 1:53 PM.
 - a. Seconded and passed

Information Items

1. Shared Governance Year End Gathering at the Jolley Lodge –
 - a. April 28th 1:30 – 3:00 PM
 - b. Open to all current members (not future) of the following:
Faculty Senate, Staff Senate, SGA, Deans Council, Chairs and Directors Assembly, and Administrators Council.
2. University Council meeting: April 25th – 2 – 3:15 PM in KH 4427. [Agenda and minutes can be found here.](#)
3. New USG Chief Academic Officer:
http://www.usg.edu/news/release/tristan_denley_named_new_chief_academic_of_ficer_of_the_university_system_of
4. Board Keep Tuition Increase to 2 Percent:
http://www.usg.edu/news/release/2017_2018_academic_year_tuition_increase_limited_to_two_percent
5. Chancellor Launches Comprehensive Administrative Review:
http://www.usg.edu/news/release/university_system_launches_comprehensive_administrative_review

Minutes submitted by:

Kathryn Bedette, Secretary, Faculty Senate